



**THIRD SPECIAL OPEN MEETING OF THE THIRD LAGUNA HILLS MUTUAL BOARD
OF DIRECTORS A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Friday, January 19, 2018 - 9:00 AM
Laguna Woods Village Community Center Board Room 24351 El Toro Road**

NOTICE OF MEETING AND AGENDA

**The purpose of this meeting is to discuss and consider the resolutions introduced
in December, 2017 that are on 30-day notification.**

- 1. Call meeting to order / Establish Quorum**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Open Forum (Three Minutes per Speaker)** - *At this time Members may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. There is a maximum time limit of three minutes per speaker and a speaker may only address the Board once during this period. The Board reserves the right to limit the total amount of time allotted for the Open Forum.*
- 5. Responses to Open Forum Speakers**
- 6. Unfinished Business**
 - 6a. Entertain a Motion to Adopt a Resolution including Amendments to the Policy for Care and Maintenance of Patios, Balconies, Breezeways and Walkways in Three Story Buildings **(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)**
 - 6b. Entertain a Motion to Adopt a Resolution including Section 1: General Requirements for all Alteration Standards **(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)**
 - 6c. Entertain a Motion to Adopt a Resolution including Amendments to Alteration Standard Section 4: Air Conditioning Units/Heat Pumps **(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)**

- 6d. Entertain a Motion to Adopt a Resolution including Amendments to Alteration Standard Section 6 – Block Walls (**DECEMBER initial notification 30 day notification to comply with Civil Code §4360 has been satisfied**)

7. Director's Comments

8. Adjourn



STAFF REPORT

DATE: December 19, 2017
FOR: Board of Directors
SUBJECT: Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy

RECOMMENDATION

Staff recommends adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy.

BACKGROUND

The Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the building walkways. The program includes replacement of the carpeted areas in the Garden Villa Breezeways with concrete to match the existing walkways. Historically, residents use the carpet as a guide to place plants and personal items. The task force and staff have identified the need to adopt a Care & Maintenance of Patios, Balconies, Breezeways, & Walkways in Three Story Buildings Policy to provide clarification of guidelines for placement of personal items in the newly renovated buildings.

On November 29, 2017, the Garden Villas Breezeway Task Force reviewed and by unanimous vote recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy.

DISCUSSION

The purpose of the new policy (Attachment 1) is to set forth guidelines for the safety, attractiveness and prevention of damage to buildings from items placed by the residents in "Common Use Area," "Limited Use Common Area," and "Exclusive Use Common Area." This policy applies to Garden Villa buildings that have been renovated.

This policy does not replace the existing Care & Maintenance of Patios, Balconies, Breezeways & Walkways Policy (Resolution 03-16-117). The existing policy will remain in effect and applicable to non-renovated buildings.

FINANCIAL ANALYSIS

None

Prepared By: Francis Rangel, Operations Manager

Reviewed By: Bruce Hartley, Landscape Director
Ernesto Munoz, Maintenance Operations Director
Lori Moss, Community Manager

Betty Parker, Financial Services Director

ATTACHMENT(S):

Attachment 1: Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings



Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy

I. Purpose

The purpose of this policy is to set forth guidelines by Third Laguna Hills Mutual (TLHM) for the safety, attractiveness and prevention of damage to buildings from items placed by the residents in “Common Use Area,” “Limited Use Common Area,” and “Exclusive Use Common Area.”

II. Definition

- a. Building Social Areas – are color coded areas designated at each first floor breezeway and are Common Use Areas.
- b. Breezeway – the Common Use Areas on each floor for use by all residents.
- c. Governing Documents - the Articles of Incorporation, Bylaws, Covenants, Conditions, and Restrictions (CC&R’s), and any rules and regulations adopted by the Board.
- d. Common Use Area - areas for the use and enjoyment of all residents, and may not be used for the private use of residents. The walkways, breezeways and building social areas are considered Common Use Areas.
- e. Exclusive Use Common Area – area designated on the original floor plan of the unit for the exclusive use of resident of the manor. Patios and balconies are considered Exclusive Use Common Areas.
- f. Limited Use Common Area – areas located at the entrance of the manor where the Resident, of the manor, may place plants, furniture and statues within the color coded area.
- g. Manor – a residential condominium unit in TLHM.
- h. Member – a person who has been approved by TLHM as being entitled under the Governing Documents of TLHM to membership in TLHM and has an appurtenant right of membership in the Golden Rain Foundation.
- i. Resident – person who has been approved by the Board of Directors for occupancy.
- j. Staff - Employees authorized to act on behalf of TLHM.

III. Terms & Conditions

- a. All plants must be “suitably potted” to not create a nuisance. Pots must be of appropriate size, strength and aesthetically compatible with guidelines set by TLHM. Pots must have adequately sized saucers to collect excess water, and elevated by sturdy platforms with casters. Care must be used to control the amount of water given so as not to run over the saucer and

Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy

Adopted:

Page 2

collect on the floor surfaces or fall to a lower level of the building on people, windows, or other objects belonging to neighbors.

- b. The planting and growing of tomatoes, vegetables, fruit, or any other crops on patios, balconies, breezeways, walkways and in Limited Use Common Areas is prohibited; whether in pots or planted in the ground. These types of plants draw vermin and insects, making them unsuitable for the wellbeing of building residents.
- c. Item such as: Plants, statues, and furniture may be placed outside a manor's front door, on the floor and shall be limited, so as to not create a hazard or impede walkway access. Adequate clearance is required to allow for access through the area with a minimum of 48-inch clearance as required by law. Plants must be placed at least 18 inches away from all walls, or as determined by the Compliance Division. For manors with abutting breezeways, the items mentioned above may only be placed within the color coded designated areas in the breezeways.
- d. Limited Use Common Areas in the second and third floors are allowed to have one 5 gallon plant or two 2.5 gallon pots for plants. No other materials than the pots may be placed in the Limited Use Common Areas on the second and third floors (i.e. chairs and tables).
- e. Potting supplies and gardening equipment such as garden tools, empty pots, dirt, and fertilizer must not be stored on breezeways. They must be kept inside the Manor or a storage area.
- f. Nothing may be attached to TLHM walls. Hangings on the front door of a manor are permitted.
- g. Furniture and items designed for indoor use are not allowed to be placed in the Limited Use Common areas, breezeway areas and patio areas.
- h. All plants shall be maintained by the resident in a healthy, well cared for condition, properly watered and pruned. Non-plant items shall be maintained clean and in good condition.
- i. Items that constitute a nuisance to one's neighbors should not be placed in Limited or Exclusive Common Use Areas. Examples are: food or water which will attract birds, insects, or other animals. Residents are encouraged to resolve amicably differences or disputes involving such items. Wind chimes are prohibited at all 3-Story Buildings.
- j. A resident's balcony and patio area adjoining a manor is Limited or Exclusive Use Common area. This area needs the same care and protection as walkways and breezeways to prevent dry rot, decay and mold of surfaces. Therefore only a limited number of potted plants on the balconies of multistory buildings are permitted, without the prior approval of TLHM. No more than 15 percent of the total floor surface area of a balcony may be used for potted plants.

- k. Landscape crews will not care for a resident's personal items placed in Limited or Exclusive Use Common Areas unless arranged through the Resident Services Department as a chargeable service.
- l. Residents are responsible for the removal and replacement of items such as; plants, furnishings, and statues that have been placed in Limited or Exclusive Use Common Areas when requested to be moved for cleaning and/or maintenance/construction. TLHM may offer staff to move such plants, furnishings and statues as a chargeable service.
- m. TLHM shall be responsible for landscaping and maintaining the breezeways in a manner that enhances the living space for the benefit of all building residents.
- n. Building Social Areas will have landscape provided and maintained by TLHM. Building residents may collectively decide on furnishings for these areas, at the expense of the building residents within approved guidelines.
- o. Use of the Building Social Areas may not create a nuisance to neighbors.
- p. Any building, by majority, may establish additional rules, providing the rules are not in conflict with the above guidelines.
- q. The TLHM Board of Directors shall resolve any disputes or misunderstandings relating to common areas and limited common areas.

IV. Enforcement

TLHM is authorized to take disciplinary or suspension action against a Member found to be in violation of this Policy. The Board of Directors has the authority to impose monetary fines, suspend privileges, and/or bring forth legal action upon Member who is in violation of the Governing Documents and rules.

Member is personally responsible for ensuring that the rules, regulations, and policies are followed by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contractor.

A complaint may be registered by calling the Security Department at 949-580-1400 or anonymously via the Compliance Division at 949-268-CALL or compliance@vmsinc.org.

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RESOLUTION 03-18-XXX

**Care & Maintenance of Patios, Balconies, Breezeways
& Walkways in Three Story Buildings Policy**

WHEREAS, the Board created a Garden Villas Breezeway Task Force to outline a communications program for the renovation of the buildings walkways;

WHEREAS, the renovation program includes replacement of the carpeted areas in the Garden Villa Breezeways recessed areas with concrete to match the existing walkways;

WHEREAS, Garden Villas Breezeway Task Force has recommended adoption of the Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy, to include specific language regarding personal items in the newly renovated buildings;

NOW THEREFORE BE IT RESOLVED, February 20, 2018, that the Board of Directors of this Corporation hereby adopts the “Care & Maintenance of Patios, Balconies, Breezeways & Walkways in Three Story Buildings Policy,” as attached to the official minutes of this meeting; and

RESOLVED FURTHER, that this policy applies to Garden Villa Buildings that have been renovated; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

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STAFF REPORT

DATE: December 19, 2017
FOR: Board of Directors
SUBJECT: New Alteration Standard Section 1 - General Conditions

RECOMMENDATION

Approve a resolution to adopt Alteration Standard 1 General Requirements.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

DISCUSSION

The content of the proposed Alteration Standard Section 1, is currently shown on all of the Alteration Standards as §1.0 General Requirements. The purpose of creating a separate Standard for these requirements is twofold; to facilitate future revisions to the General Requirements without necessitating the revision of every Standard, and to highlight the General Requirements by making them a separate and required Standard with every Mutual Consent granted.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator
Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-17-XXX Alteration Standard Section 1

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RESOLUTION 03-18-XX

Section 1 General Requirement for all Alteration Standards

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the General Requirements are and should remain the same for all Alteration Standards and amending the General Requirements requires amending every individual Alteration Standard;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to remove the General Requirements from each individual Alteration Standard and create a new Alteration Standard for the General Requirements, eliminating the need to revise all the Alteration Standards for a revision to the General Requirements,

NOW THEREFORE BE IT RESOLVED, January 19, 2018, that the Board of Directors of this Corporation hereby adopts the following Standard Section 1 for the General Requirements of all Alteration Standards;

SECTION 1 GENERAL REQUIREMENTS FOR ALTERATION STANDARDS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 am and no work shall be permitted after 5:00 pm Monday through Friday. Work on Saturday shall be permitted from 9:00 am– 3:00 pm for work which results in construction-related noise (e.g. cutting tile, hammering, and the use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00 am – 5:00 pm. No work whatsoever shall be permitted on Sunday or Holidays.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Manor Alterations office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.

- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Cleaning of paint tools, buckets, or equipment is prohibited in Common Areas. Contractor's or Member's dumpsters, if required, may not be placed in cul-de-sacs or parking spaces, location must be approved by the Manor Alteration office.
- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **PARKING:** Parking of contractors or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces, cul-de-sacs, or fire lanes. Contractors or other invitees must park on the street. To the extent possible contractors' or other invitees' vehicles should be limited in number.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.



STAFF REPORT

DATE: December 19, 2017
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 4 - Air Conditioning and Heat Pumps

RECOMMENDATION

Approve a resolution to revise Alteration Standard Section 4 Air Conditioning Units and Heat Pumps.

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology.

There are currently 40 Alteration Standards available for Members to use to perform alterations to their manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and work methods.

Alteration Standard Section 4 Air Conditioning Units and Heat Pumps was last revised in July of 2015 via Resolution 03-15-101.

DISCUSSION

Under the current version of the Standard, when a Member installs an alteration air conditioning unit, they are permitted to remove the old heat pump, sheet metal sleeve and cover, and repair the stucco wall to match the existing finish and color.

This proposed revision is designed to address the issue of repairing the stucco walls in multi-story buildings when the original through-the-wall heat pumps are removed. When the heat pump sleeve is removed and the wall patched on multi story buildings, the ACSC has determined that two unsatisfactory conditions occur; the patches, despite contractor's best efforts, do not exactly match the texture and color of the existing finish, and the building has a non-uniform appearance, with some units having sleeves visible and other units having none.

This proposed revision would prohibit the removal of the sleeves in multi-story buildings.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator

ATTACHMENT(S)

Attachment 1: Resolution 03-17-XXX Amend Alteration Standard Section 4

RESOLUTION 03-17-XX

Amend Alteration Standard - Section 4: Air Conditioning Units/Heat Pumps

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary;

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 4 Air Conditioning Units/Heat Pumps and,

NOW THEREFORE BE IT RESOLVED, December XX, 2017, that the Board of Directors of this Corporation hereby removes section 2.4 and revises the following section of Standard Section 4;

SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS

2.9 Removal of sleeves in stucco walls:

- a. Removal of sleeves (sheet metal casing and exterior cover in original installation) in multi-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of single story buildings shall be evaluated on a case-by-case basis. A variance may be required.
- c. When permitted, removal of sleeves in stucco walls require that the patch be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

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THIRD LAGUNA HILLS MUTUAL

SECTION 4 AIR CONDITIONING UNITS/HEAT PUMPS

REVISED SEPTEMBER 2005, RESOLUTION 03-05-20
REVISED FEBRUARY 2006, RESOLUTION 03-06-09
REVISED SEPTEMBER 2006, RESOLUTION 03-06-40
REVISED JULY 2010, RESOLUTION 03-10-100
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49
REVISED SEPTEMBER 2013, RESOLUTION 03-13-98
REVISED JULY 2015, RESOLUTION 03-15-101

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING**

IS NOT PERMITTED. Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.

1.8 CONTRACTOR'S CONDUCT: Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 THROUGH THE WALL A/C-H/P UNITS

2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Permits and Inspections office, with due consideration given to the effect on adjoining manors.

2.2 No condensing unit may be located or project directly into any walkway, breezeway or interior court of a three-story building.

2.3 Window mounted units are prohibited.

2.4

2.5 Condensing units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Permits and Inspections office due to site conditions.

2.6 Sleeves must be painted to match the color of the wall.

2.7 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur.

2.8 In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing unit sleeves is prohibited.

2.9 Removal of sleeves in stucco walls:

- a. Removal of sleeves in multi-story buildings is prohibited.
- b. Removal of sleeves in stucco walls of single story buildings shall be evaluated on a case-by-case basis. A variance may be required.

- c. When permitted, removal of sleeves in stucco walls require that the patch be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.
- 2.9.1 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1 Only one condensing unit per manor is permitted.
- 3.2 Roof-mounted self-contained package units are prohibited.
- 3.3 No outdoor condensing unit will be larger than 48" high, 37" wide, and 36" deep.
- 3.4 Outdoor condensing units for single level manors shall be installed on the ground only.
- 3.5 Outdoor condensing unit locations for two story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed only on the flat roof, directly above the manor, or on the ground.
- 3.6 Outdoor condensing unit locations for three story buildings are as follows: first floor manors will be installed only on the ground, second floor manors will be installed on the flat roof directly above the manor, or on the ground, third floor manors will be installed only on the flat roof, directly above the manor.
- 3.7 The location of outdoor condensing units must be approved by the Permits and Inspections office. Prior to permit issuance, consideration will be given to any affected or adjoining manors. The Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Permits and Inspections office.
- 3.8 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.9 Ground-mounted outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-

metallic and/or concrete pad.

- 3.9.1** All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. No roof ducts or chases are allowed.
- 3.9.2** The chaseway must be made rodent proof by using wire mesh at the bottom of the chaseway.
- 3.9.3** Watertight seals must be provided around all penetrations.
- 3.9.4** Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to **one run** and the length must be kept to a minimum and be as unobtrusive as possible.
- 3.9.5** Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to **three runs**, and the lengths must be kept to a minimum and be as unobtrusive as possible.
- 3.9.6** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.9.7** Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings. All tie-ins to a PVC Cool Roof must be performed by a certified roofing contractor. A Roofing Contractor Verification form will be required prior to the issuance of a permit.
- 3.9.8** Cutting or altering of roof trusses for the installation of air handlers in attic spaces is strictly prohibited.
- 3.9.9** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.



STAFF REPORT

DATE: December 19, 2017
FOR: Board of Directors
SUBJECT: Revisions to Alteration Standard 6 - Block Walls

RECOMMENDATION

Approve a resolution to revise Alteration Standard Section 6 Block Walls

BACKGROUND

The Architectural Controls and Standards Committee (ACSC) requested staff to review and revise the current Alteration Standards for applicability, usefulness, and current technology. There are currently 40 Alteration Standards available for Members to use to perform alterations to their Manor. Many have not been reviewed or updated for years to reflect changes in technology, materials, and construction methods. Alteration Standard Section 6 Block Walls was last revised in July 2013, via Resolution 03-13-73.

DISCUSSION

Under the current version of Standard Section 6 Block Walls §2.7, Members are given guidelines for construction of alteration block walls adjacent to patio slabs. The Standard mentions the ability to extend a patio slab and the block wall to be constructed at the new dimensions.

Resolution 03-17-77, Common Area Use Policy, prohibits the extension of patio slabs; this proposed revision is designed to clarify the issue of block walls as they relate to patio slab dimensions. This proposed revision would require block walls to be constructed only on the approved patio slab dimensions. It also adds a new requirement for footings for the block walls.

FINANCIAL ANALYSIS

None

Prepared By: Kurt Wiemann, Permits, Inspections and Restoration Manager

Reviewed By: Eve Morton, Alterations Coordinator
Lori Moss, Community Manager

ATTACHMENT(S)

Attachment 1: Resolution 03-17-XXX Revise Alteration Standard Section 6

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RESOLUTION 03-17-XX

Revise Standard Section 6 – Block Walls

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to revise Alteration Standard Section 6 Block Walls.

NOW THEREFORE BE IT RESOLVED, December 19, 2017, that the Board of Directors of this Corporation hereby introduces the following section of Standard Section 6;

SECTION 6 BLOCK WALL

2.7 All walls built shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on structurally adequate footings. Planting areas between the wall and slab are acceptable.

RESOLVED FURTHER, that the General Requirements of all Alteration Standards will be modified to reflect the changes; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution as written.

(DECEMBER initial notification – 30 day notification to comply with Civil Code §4360 has been satisfied)

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THIRD LAGUNA HILLS MUTUAL

SECTION 6 BLOCK WALLS

JANUARY 1989

REVISED MAY 1996, RESOLUTION M3-96-28

GENERAL REQUIREMENTS REVISED 2011, RESOLUTION 03-11-49

REVISED JULY 2013, RESOLUTION 03-13-73

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.** Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1 All walls shall be of slumpstone block 4x4x16, 4x6x16, or 6x6x16 slumpstone or block to match existing wall only may be used.
- 2.2 Block will be painted to match the color of the building. Excess mortar will be removed. Weepholes of the proper size and location shall be used provided as needed.
- 2.3 No wall shall be over 5 feet in height nor under 12 inches in height.
- 2.4 Walls may have decorative blocks (not on the cap providing they make up less than 1/3 of the total surface and meet with the Permits and Inspections office.
- 2.5 Wrought iron fencing may be installed as approved by the Permits and Inspections office.
- 2.6 Walls may be covered with stucco to match building or have brick caps. Openings for gates are permissible.
- 2.7 All walls built shall be constructed within the approved patio dimensions. Patio slabs shall not be extended without written approval of the Board. All walls shall be constructed on appropriate footings. Planting areas between the wall and slab are acceptable.
- 2.8 Walls existing may be lowered depending on their location as determined by the Permits and Inspections office.
- 2.9 Block walls with wrought iron fencing may be installed between the existing entry columns, and between an entry column and an adjacent wall, of single story manors. Common Area Agreements will be required when the Condominium Plan designates the location of the alteration as Mutual Common Area.

3.0 RECONSTRUCTED WALLS

- 3.1 A wall which is existing and is constructed of wood or wrought iron may be replaced with a block wall at the same height as the wall it is replacing.

4.0 PLANTER WALLS

- 4.1 Planter walls shall be defined as any masonry items set in concrete, held together with mortar, or more than one course in height, and shall be subject to the requirements set forth in the following sections.
- 4.2 Placement of planter walls will be adjacent to the building walls, walks, and patios. Planter walls shall be within 48" of such areas and will begin and end connected to the aforementioned construction items.
- 4.3 Planter walls shall be no higher than 12" as constructed along level surfaces. In areas where irregularities in the grounds exist, additional courses may add to the height of the wall to maintain a level running height.
- 4.4 A 4" concrete mowing strip shall be poured alongside the planter wall in all cases where grass abuts the wall. (4" minimum thickness is required.)
- 4.5 Planter walls shall not be built on the berm or crest of any bank or in yard areas that will create new planting areas not already designated as such.
- 4.6 In all cases, a drawing will be provided to the Permits and Inspections office for review and adjustments to meet the intent of this section.
- 4.7 Areas designated as planters around trees may have a planter wall depending on the type of tree existing due to its growth, root, and maintenance characteristics. In each case, the Landscape Division will be consulted concerning trunk coverage and dirt banking at the base of the tree to insure that it will not be damaged.
- 4.8 Applications for planters along building walls will be denied where the grade or dirt level will be increased up the footing to the stucco screed or bottom sill plate. The building code requirement of 6" clearance between plate and grade will be maintained.

5.0 SPRINKLER REVISIONS

- 5.1 Sprinklers will be revised only by the managing agent's Landscape crews; the cost of such revisions shall be borne by the resident owner of that unit.

- 5.2** No sprinklers will be placed inside any patio area by the managing agent's Landscape crews, and any systems added shall not be connected to the Mutual-owned system.