

Third Laguna Hills Mutual

Section 44 Electric Vehicle Charging Stations

ADOPTED OCTOBER 2014, RESOLUTION 03-14-109
REVISED APRIL 2015, RESOLUTION 03-15-45

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alteration(s) is required for all alterations to the building. A City of Laguna Woods permit may also be required. All fees for both Mutual Consents and City permits shall be paid by the Member or on Member's behalf. Member and/or Member's contractor must provide the Permits and Inspections office with proof of City permit prior to beginning work.
- 1.2 **MEMBER RESPONSIBILITY:** Member is solely responsible for the installation, maintenance, repair, and/or removal of all permitted common area alterations.
- 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), and for work that does not create excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work is 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 Member's 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 DEBRIS IS PROHIBITED.

Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a contractor properly licensed in California for the work being performed.
- 1.8 **CONTRACTOR CONDUCT:** Member's contractors, their personnel, and sub-contractors shall refrain at all times from using profanity, or 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 and subcontractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.
- 1.9 **RESTORATION OF AFFECTED AREAS:** Member shall cause to be completely restored all common areas affected by the installation process.

2.0 ELECTRICAL POWER SOURCE

- 2.1. Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Manor Alterations Department for approval.
- 2.2. The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.3 The use of Laundry Room, Carport, Recreation Room, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.4 A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Manor Alterations Department.
- 2.5 The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.6. The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

3 LOCATION

- 3.1** The location of the Electric Vehicle Charging Station is restricted to the Mutual Member's parking space or garage.
- 3.2** The location of new meters is restricted to the Mutual Member's parking space or as approved by Southern California Edison and the Manor Alterations Department.
- 3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.
- 3.4** The Electrical Vehicle Charging Station shall be installed complying with all applicable manufacturer's guidelines and shall be suitable for the environment (indoor or outdoor) where it is to be located.
- 3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station from contact with vehicles.
- 3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

4.0 CONDUIT ROUTING

- 4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.
- 4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.
- 4.3** Any revision to Mutual plumbing lines requires written authorization from the Manor Alterations Department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.

- 4.4 The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

5.0 **INSURANCE**

- 5.1 For installations in locations other than a private garage, the Mutual Member and any future owners of the Manor must maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station, which insurance policy shall name Third Laguna Hills Mutual as an additional named insured.