

Remember



After you have obtained the Mutual Consent and all necessary permits, you may start work on your alteration. Once all of the work on your alteration is completed, you must get a final inspection from the City. Following your final City inspection, you must call the Manor Alterations Division to request a final inspection. Once all work is verified, reimbursement of unused Conformance Deposit will be issued.

It is your responsibility to follow the established guidelines, get the required permits, and select a contractor. Compliance with the Mutual's Governing Documents will prevent any unnecessary delays in your alteration, eliminate possible fines, and add to your enjoyment of living in your upgraded Manor.

Use of common area is restricted (See Common Area Use Policy); contractors may not stockpile or store materials or debris in common area. Hallways, walkways and pavement must be kept clean at all times.

Both the Mutual Consent and City permit must always be posted and visible in a window at your Manor during the course of construction of your alteration.



FAQs

When do I need a licensed contractor?

A licensed contractor is required for all alterations costing over \$500.

How much does a Mutual Consent cost?

A copy of the Board's adopted fee sheet is available from the Division or on line at www.lagunawoodsvillage.com. Check with the City of Laguna Woods regarding their requirements and costs for permits.

If I have a City permit, do I need a Mutual Consent?

The City will not issue a permit until you have a Mutual Consent. You must have a Mutual Consent for all work in your Manor, regardless of a City Permit.

What changes can be made without a Mutual Consent or variance request?

Examples include replacement of interior carpet or flooring, painting the interior walls, and installation of bookshelves. Call the Alterations Division to find out what is required.

Why can't I have an alteration, room addition, etc., if others have it?

Past boards have granted variances that may not conform to today's Mutual standards or building codes. The Board encourages upgrades to your Manor. However, if the proposed alteration interferes with an affected Manor or does not meet up-to-date codes or standards, it will not be approved.

Who is responsible for my alteration after it is completed?

You are responsible for all alterations to your Manor, including maintenance and repair. When you sell your Manor, the responsibility is transferred to the new member.

When can I start the work?

Do not start any work, until you first get the proper Mutual Consent and City permits for the alteration.

How do I remove asbestos-containing materials?

When Manors were constructed, asbestos was used in common building materials. Should these materials be present, the Board will issue a Mutual Consent for demolition when scraping acoustic ceilings, removing floor tile, or replacing drywall. You must also obtain a permit for the City and use a contractor that is certified for asbestos removal. You must follow proper protocol on the removal of asbestos-containing materials and once complete, provide test results proving that it is safe to occupy the Manor.



MEMBER GUIDELINES FOR ALTERATIONS

We Make It Easy. Members Start Here...

Call or Visit the Alterations Counter at the Laguna Woods Community Center to find out if your proposed alteration requires Mutual Consent. Our helpful staff will inform you of all the necessary documentation for application and notify you of any outstanding fines, fees or assessments that need to be resolved before an application can be submitted. Once you have the required forms and information, you are ready to start the Mutual Consent Alteration process.

Once your application is submitted and the fees paid, Staff will do a preliminary review of the Member's application. They may require additional information, including a field investigation of your Manor, and/or give you Conditions of Approval. Once the application is deemed complete and the proposal is compliant with the Architectural Alteration Standards and Governing Documents, the Conformance Deposit is collected and a Mutual Consent is issued.

Note: In the event the proposal doesn't meet Standards, a Variance will be required. All of the above requirements apply in the event of a Variance Application. After the application is completed, a Neighborhood Awareness Notice is sent to Affected Manors for comment prior to the Architecture Control and Standards Committee (ACSC) meeting. The application will be reviewed at a hearing by the ACSC in an Open Session. After the ACSC review, the Committee will make a recommendation to the Board for final action. If the Board approves the application, fees and Conformance Deposit is collected and a Mutual Consent is issued.

Once the Mutual Consent is issued, Staff will mail a Neighbor Courtesy Notice of Alterations to affected neighboring Manors to inform them of the upcoming work. This Notice gives neighbors information on the improvements and reminds them of policies regarding noise, parking, and the prohibition of dumping construction materials in the Community dumpsters. Once the Alteration is complete, Staff will inspect the premises for consistency with the approval, standards, conditions and policy. They will also coordinate with the City to ensure the building permit has been signed off, if applicable. Staff will then issue the final certificate for the alteration.



8 Tips for Working with a Contractor

1. Verify the contractor's license, insurance, and required state bond, at <http://www.cslb.ca.gov/> and click on "Consumer"; or call the State Contractor's License Board at **1.800.321.2752**
2. Before work begins, verify that your contractor has obtained the necessary permits.
3. Make sure your contractor has a license, and always enter into a contract for the improvements.
4. Deposits may be standard for construction projects, however never pay the full amount until the job is complete to your liking.
5. Ensure that your contractor is aware of Mutual Policies regarding issues such as smoking, parking and dumping. You are responsible for the actions of your contractor.
6. Unless loading or unloading equipment, contractors may only park on roads; not within parking lots, or cul-de-sacs.
7. Contractors doing any type of remodeling are prohibited from using the Community dumpsters for disposal of materials. They must either haul away their trash or use their own dumpster, if approved by the Board. Violations to this requirement may subject the member to fines.
8. Remember that the choice of a contractor is yours. The Mutual will not get involved in any disputes with your contractor. The agreement is a personal contract between you and your contractor.

Important Contacts

Laguna Woods City Hall 24264 El Toro Road | 949.639.0500.

Alterations Department 24351 El Toro Road | 949.597.4616 | manoralterations@vmsinc.org
www.lagunawoodsvillage.com

South Coast Air Quality Management District Asbestos Hot Line 909.396.2336

State Contractor's Board 1845 Business Center Dr. Ste. 206, San Bernardino, CA 92408
<http://www.cslb.ca.gov/> | 1.800.321.2752

Orange County Clerk/Recorder 24031 El Toro Road, Laguna Hills, CA 92653 | 714.834.2500
<http://www.ocrecorder.com/about/locations>

Fines

Members are held responsible for their contractor's actions; violations of the Mutual's Governing Documents and/or Rules and Regulations for alterations may result in the Member being requested to appear before the Board of Directors for a disciplinary hearing. The Board may impose penalties against those members, including but not limited to monetary, revocation of privileges, and revocation of membership certificate. Most common violations include, but are not limited to: contractors reported smoking, illegal dumping in Village trash dumpsters, noise violations, illegal parking, speeding by contractors.

Definitions

Affected Manor - Any neighboring Manor that is within 150 feet of the proposed Alteration, and from any part of which the proposed Alteration could be seen once the Alteration is made or constructed as proposed, or any neighboring Manor that is close enough to the Manor where the proposed Alteration would be made or constructed such that the residents of the neighboring Manor could be affected by any noise, dust, odors, etc., caused by the making or construction of the proposed Alteration.

Alteration - Any structural, functional or aesthetic change to the interior of a Manor, its mechanical systems or the structural integrity of the building; or any physical, structural or aesthetic change to the exterior of a Manor.

Alterations Division - The section of Village Management Services that issues Alterations Consents and Variances prior to commencement of construction, subject to Governing Documents. The Division is located in the Laguna Woods Community Center at 24351 El Toro Road.

Appeal - You have the right to appeal the Board's decision. If you choose to appeal the Board's decision, you must submit a written request for the appeal within 30 days of the date of the Board's initial decision on the request.

Application - A written request submitted by a Member or their agent to Staff or the Committee, in a form required by the Mutual's Governing Documents, to make an Alteration to the Manor. Applications must include pictures and detailed plans that properly illustrate the proposed alteration.

Board - Third Laguna Woods Mutual Board of Directors

City of Laguna Woods (City) - The entity that enforces local building codes and issues building permits subject to the City Municipal Code and State Building Code.

Committee - The Third Laguna Woods Mutual Architectural Control and Standards Committee (ACSC).

Common Area - Is all property outside the boundaries of the interiors of the Manors, except exclusive use common areas, which includes those areas and surfaces designed and used for the exclusive use of a member, such as patios and balconies.

Common Area Agreement - In the event that certain utility appliances are approved within Common Area, the Applicant shall be required to execute a recordable Common Area Agreement at the Orange County Clerk/Recorder.

Conformance Deposit - Is an amount collected upon approval of an alteration, that is held by the Mutual and applied, at the Mutual's sole discretion, to any fine levied against the Member owner or the Property to cover and/or recoup any costs whatsoever including damage to Mutual Property.

Governing Documents - The Mutual's Articles of Incorporation; Corporate Bylaws; Amended and Restated Declaration of Covenants, Conditions and Restrictions; and Operating Rules.

Land Use Alteration Policy - Resolution No. 1-17-94 specifies that the Board of Directors shall not approve any alterations expanding the original footprint of Manors, but that all such alterations currently in place, which have already been approved under the Land Use Policy, are grandfathered.

Membership - The legal relationship and status of being a Member of the Corporation, and an entitlement to the rights and privileges. Membership rights and privileges may be limited, suspended or terminated as provided in the Governing Documents and by applicable law.

Mutual - The Third Laguna Woods Mutual

Mutual Consent - The document received after completion of the application process, permitting the proposed alteration to proceed with construction.

Neighbor Awareness Notice - A notice sent, Via Regular Mail and e-mail (when available), by Staff to the Owner(s) of any Affected Manor, within 150 feet or "line of sight", notifying them that an Application to make an Alteration to a neighboring Manor has been filed and that any comments or objections they may have to the proposed Alteration can be made in person or in writing to the Committee.

Standards - A series of written architectural standards that have been previously considered and pre-approved by the Committee and the Board as applicable generally to Alterations made to any Manor within the Mutual, or sometimes specifically applicable only to certain Manor floor plans. Examples of standard alterations include skylight installations, window replacements, exterior door replacements, block walls, gates, patio slabs, and water heater relocation. Copies of the Board-approved standards or standard plans are available in the Permits and Inspections office.

