



OPEN MEETING

**REGULAR OPEN MEETING OF THE THIRD LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

Monday, August 23 2021: 9:30AM-11:30AM
Laguna Woods Village Community Center (Zoom)
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Robert Mutchnick, John Frankel, Ralph Engdahl, Reza Karimi, Steve Parsons

DIRECTORS PRESENT:

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT: Michael Plean, Michael Butler

STAFF PRESENT: Robbi Doncost, Lauryn Varnum, Gavin Fogg

1. Call to Order

Acting Chair Engdahl called the meeting to order at 9:30 AM.

2. Acknowledgement of Media

Zoom recording.

3. Approval of Agenda

Agenda was approved by consensus.

4. Approval of Meeting Report for July 26, 2021

The committee approved the meeting report as presented.

5. Chair's Remarks

None.

6. Member Comments - (Items Not on the Agenda)

None.

7. Manor Alterations Division Update



Mr. Doncost updated the current status of the Manor Alterations (“MA”) office, with the staff currently at a three-person deficit and MA currently is utilizing temp staff members to help offset the void. The MA counter is currently closed due to the new COVID regulations and lack of staffing, but Mr. Doncost hopes to reopen the counter soon.

Director Karimi inquired what was being done to address the deficit, and Mr. Doncost confirmed that inspectors are being tapped to partially assist with intake, and the deficit was immediately brought to the attention of the VMS governance.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Monthly Mutual Consent Report

The ACSC reviewed the report without questions.

Items for Discussion:

9. City of Laguna Woods Meeting Minutes

Chair Parsons inquired about the City’s willingness to streamline specific processes. Mr. Doncost confirmed the city has expressed willingness to work with MA, and is scheduling ongoing meetings to maintain contact. Director Mutchnick posed questions regarding asbestos regulations, highlighting that the city has different concerns than VMS, as there are employees of VMS entering resident’s manors. Mr. Doncost clarified that a list of roles/responsibilities is being compiled to confirm the needs of VMS v the city.

10. Alteration Fee Update

The committee review the breakdown and financial analysis provided within the Staff Report, with Mr. Doncost clarified that the fee update is related to expenditure of staff hours in order to balance the Manor Alterations budget. Advisor Plean inquired as to the relationship between the fee schedule and overall expenditure of Manor Alterations. Mr. Doncost could not provide that exact cost, and the fee schedule was derived from a workload analysis.

Advisor Plean then requested the verbiage be updated in order to more clearly illustrate the fees for unauthorized alterations, city-required permits, and alteration fees. Mr. Doncost pledged to update the verbiage accordingly before the Staff Report is reviewed by the Third Mutual Board.

Chair Parsons inquired if the committee was ready to vote, and Director Mutchnick made a motion to approve the Alteration Fee Schedule update and recommend to the Board. The motion passed.

11. SCAQMD & Asbestos Update



Mr. Doncost summarized the efforts of Manor Alterations to engage with SCAQMD resulting in minimal reciprocation. The VMS executive team has been engaged in an effort to facilitate further communication, but with no results as of yet. Mr. Doncost confirmed a responsibility matrix is being created in order to align the understanding of roles/responsibilities of each organization.

Chair Parsons inquired as to a prior idea proposed by United to create a clinic to provide testing at a lower cost to residents. Mr. Doncost stated that this idea has not been pushed further forward as the focus has been elsewhere for United, and the cost expenditure would be great as no recoverable costs are available. Director Karimi questioned which regulatory agency is the authority, and Mr. Doncost confirmed it was SCAQMD and CalOSHA respectively, and the complexities lie within the ownership of the Mutual v members. Chair Parsons stated the topic should be placed on the agenda for the following committee meeting.

Items for Future Agendas:

- Manor Alterations News Bulletin Topics
- In-Person Manor Alterations Seminar and Q&A

Chair Parsons highlighted two topics to add to the next agenda: penalties for contractors; demolition permits. Mr. Doncost confirmed that Manor Alterations was discussing the idea of streamlining permits, stating that the need for demo permits arose due to asbestos regulations. He also confirmed that both a Mutual Consent and a Demo permit can be pulled simultaneously. Chair Parsons acknowledged this, and confirmed the need to explore these topics further.

Concluding Business:

12. Committee Member Comments:

None.

13. Date of Next Meeting – August 23, 2021

14. Adjournment at 11:50AM

X _____

Ralph Engdahl, Acting Chair

Robbi Doncost, Staff Officer

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