



## OPEN MEETING

### **REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Friday, June 19, 2020 – 9:30 a.m.  
Virtual On-line Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

### **NOTICE AND AGENDA**

1. Call to Order
2. Acknowledgement of Media
3. Approval of the February 24, 2020 Report
4. Approval of the Agenda
5. Chair Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

### **Reports**

8. Alternate Heat Source Policy

### **Future Agenda Items:**

- 5598-A (Casa Palma, 10R) – Request to extend entryway onto exclusive use common area and to replace planter with concrete slab on previously extended common area
- Concrete slabs for exterior electrical panels
- New building material information (on-going)
- Stucco wall hangings/anchors

### **Concluding Business:**

9. Committee Member Comments
10. Date of next meeting – July 27, 2020
11. Adjourn

Steve Parsons, Chair  
Ernesto Munoz, Staff Officer  
949-268-2281



**OPEN MEETING**

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

**Monday, February 24, 2020 – 9:30 a.m.  
Laguna Woods Village Community Center Sycamore Room  
24351 El Toro Road**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Steve Parsons, John Frankel, Lynn Jarrett, Ralph Engdahl, Robert Mutchnick

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

**ADVISORS PRESENT:** Mike Butler, Mike Plean

**STAFF PRESENT:** Brett Crane, Gavin Fogg

**1. Call to Order**

Chair Parsons called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

None.

**3. Approval of January 27, 2020 Report**

Director Mutchnick moved to accept the report. Director Frankel seconded. The committee had no objection.

**4. Approval of the Agenda**

By consensus, the agenda was approved.

**5. Committee Chair Remarks**

Chair Parsons discussed the moratorium that was in affect for two days, which is now lifted, and animal/animal and animal/human attacks he presented on TV the prior week. Chair Parsons also mentioned legislation is currently making changes to HOA policies.

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

Chris Powers mentioned the variance that was approved during the January 27, 2020 meeting for 5575-A: Request to construct a room addition on the original exclusive use common area courtyard. He believes this is an expansion of the existing policy. Mr. Powers also discussed possible violations of the Open Meeting Act. Chair Parsons provided Mr. Powers with an explanation.

Susan Smallwood inquired if members will now be allowed to enclose their back patios. Mr. Crane stated only if it is on the original footprint.

Lynn Corboz requested explanation on the denial of her July request pertaining to window and door covers, specifically the 4 X 7 concrete slab in front of half the sliding glass door in the rear patio; why does it not meet Davis-Stirling Act 4600 (b:3e) exception and what is the litigation risk? Mr. Crane and Chair Parsons provided Ms. Corboz with an explanation.

## **7. Division Manager Update**

Mr. Crane updated the committee on the meeting that took place with the city regarding standard plans and will continue to update the committee.

### 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.*

None.

### Items for Discussion and Consideration:

#### Variance Requests:

## **8. 3288-B (El Doble, SB703A, P46) – Request to Replace Existing 5’ Gate/Fence with 7’ Gate/Fence**

Director Frankel made a motion to accept staff’s recommendation and approve this request. Director Jarrett seconded. The committee was in unanimous support.

The committee recommended staff to add a condition to not allow mesh.

### Reports

## **9. Status of Mutual Consents**

Mr. Fogg reviewed this report with the committee.

### Future Agenda Items:

- 5598-A (Casa Palma, 10R) – Request to extend entryway onto exclusive use common area and to replace planter with concrete slab on previously extended common area
- Concrete slabs for exterior electrical panels
- New building material information (on-going)

- Stucco wall hangings/anchors

Concluding Business:

**10. Committee Member Comments**

None.

**11. Date of next meeting – Monday, March 23, 2020**

**12. Adjourned at 10:59 a.m.**



Steve Parsons, Chair  
Brett Crane, Staff Officer  
Alisa Rocha, Alterations Coordinator, 949-268-2301



## STAFF REPORT

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**DATE:** June 19 2020  
**FOR:** Architectural Control & Standards Committee  
**SUBJECT:** Alternate Heat Source Policy for Alterations

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### **RECOMMENDATION**

Approve the proposed Alternate Heat Source Policy for Alterations and Resolution as shown in Attachments 1 and 2.

### **BACKGROUND**

The heat source for bedroom and living rooms for Third Mutual units was originally provided through radiant heat from conductive coils in the ceiling.

The installations of alterations such as skylights, solar tubes, ceiling fans or recessed lighting can compromise the radiant heat source due to penetrations in the ceiling which damage the circuit required to conduct the electrical current.

Per the California Residential Building Code, a bedroom or living room is required to have a dedicated heat source in order to be considered a habitable area.

When a member applies for a Mutual Consent to install an alteration that may compromise the radiant heat, they are required to provide a letter from a certified electrician to confirm the heating coils were not affected by the alteration's installation and are still operable. If the system has been compromised then an alternate heat source must be installed. The alternate heat source can be provided by either a Central HVAC system that vents into the room, or a wall mounted heater, both would require an approved Mutual Consent on file.

### **DISCUSSION**

The City of Laguna Woods has approved the use of plug-in wall mounted heaters as an acceptable alternate heat source to the radiant heat. Such plug-in heaters do not require a City permit for installation.

California Building Code, section 1204.8 only requires the alternate heat source to maintain a room temperature of 68 degrees and be installed 3 feet above floor level.

During the resale process, staff has found wall heaters un-plugged and stored in closets, unable to perform their function of providing heat to the room in which they were intended for use.

The new policy would require a hard wired, dedicated circuit for a wall heater, which would require an electrical permit from the City of Laguna Woods to be provided, in order to obtain a Mutual Consent for the alternate heat source. This would mean the heating unit would be a fixed appliance and will guarantee the living room and bedroom(s) meet the heating requirements at all times.

Additional safety concerns have been raised when allowing the radiant heat source to remain active once the ceiling has been penetrated, due to the inability to perform a thorough inspection of each heating coil, together with the possibility that over time with building settlement changes, previously innocuous penetrations to the ceiling may result in live wire coming into contact with metallic screws/hooks. If the original system has been compromised, the proposed policy would no longer allow the original radiant heat to remain as a primary heat source.

The member will be required to utilize the existing ceiling heat electrical circuit as a dedicated circuit for the alteration alternate heat source, or obtain a Mutual Consent and City permit that shows the thermostat has been fully disconnected from the ceiling heat.

### **FINANCIAL ANALYSIS**

None

**Prepared By:** Gavin Fogg, Inspections Supervisor

**Reviewed By:** Ernesto Munoz P.E., Maintenance & Construction Director

### **ATTACHMENT(S)**

Attachment 1: Alternate Heat Source Policy for Alterations

Attachment 2: Resolution 03-20-XX Alternate Heat Source Policy for Alterations

**ATTACHMENT 1**  
**Alternate Heat Source Policy for Alterations**

I. Definitions

A. Original Heat Source

As related to this policy, an Original Heat Source is defined as a radiant heat system within the original manor ceiling, specifically excluding operational controls such as thermostat fixtures.

B. Alternate Heat Source

As related to this policy, an Alternate Heat Source is defined as an approved heat source installed in place of either the original radiant ceiling heat or a Mutual-installed replacement heat source.

C. Alteration Heat Source

Any replacement heat source installed by a Member (or any predecessor of the Member) is defined as an alteration for which the Member is solely responsible in accordance with the Mutual's alteration policies.

II. Determination Of Heat Source Failure/Safety Hazard

A. Determination of Heat Source Replacement Unit

1. The Mutual shall be responsible for determining when one or more heat source(s) within a unit require a replacement to comply with Section III of this policy.
2. The Mutual will evaluate and determine on a case by case basis at the time of review, the best suited heat source for the room requiring a replacement.

III. Alteration Heat Source Replacement Units

A. Alteration heat sources must comply with all applicable current laws, ordinances, codes and regulations as confirmed by the City of Laguna Woods.

1. Due to size and heating requirements, the standard replacement heat source for a bedroom shall be a hard wired wall heater on a dedicated circuit.

2. Due to size and heating requirements, the standard replacement heat source for a living/dining area shall be a heat pump.
3. A Central HVAC system may service each of the areas listed above to satisfy the replacement requirement.
4. Due to the lack of an approved Building Code compliant procedure for repairing a radiant heat system, repair or the Original Heat Source is prohibited.

#### IV. Replacement Responsibility of Original Heat Source

##### A. Disabling Radiant Heat System

1. The Member is responsible to ensure the compromised radiant heat system has been disconnected from the corresponding thermostat. The Member is required to obtain applicable Mutual Consents and City of Laguna Woods Permits for the work performed.

##### B. Maintenance and Repair

1. In accordance with Mutual alteration policies, the new heat source will be deemed to be an Alteration Heat Source for which the Member shall be solely responsible, including the performance and costs of maintenance, repair and replacement thereof.

## **ATTACHMENT 2**

### **Resolution 03-20-XX Alternate Heat Source Policy for Alterations**

**WHEREAS**, there is no documented policy currently in place that outlines the procedure for an alteration alternate heat source within a manor when the original heat source system fails.

**NOW THEREFORE BE IT RESOLVED**, July 21, 2020, that the Board of Directors of this Corporation hereby adopts the Alteration Alternate Heat Source Policy that defines the conditions under which the Mutual will approve a heat source replacement by the Member, the standard type of heat source to be installed, and the Member responsibility for the replacement of such; and

**RESOLVED FURTHER**, that no new Mutual Consents will be issued that may compromise the original radiant heat source without having a corresponding alternate heat source listed on the same Mutual Consent or an existing alternate heat source already installed; and

**RESOLVED FURTHER**, alternative heat sources shall be hardwired and installed on a dedicated circuit as needed; and

**RESOLVED FURTHER**, where the original radiant heat system has been verified as compromised due to penetrations made previously or existing to the ceiling, the corresponding thermostat must be disconnected from that radiant heat system; and

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