

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THIRD LAGUNA HILLS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

**February 21, 2006**

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, February 21, 2006 at 9:00 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Richard Moos, Mark Schneider, Gunter Vogt, James Matson, Phyllis Fish, George Arnold, Robert Hatch, Dominic Burrasca, Raymond Gros, Larry Souza

Directors Absent: Jim Keysor

Others Present: Milt Johns, Patty Fox, Janet Price (9:05 A.M. – 9:43 A.M.)  
*Executive Session:* Cris Trapp

**CALL TO ORDER**

Director Richard Moos, President of the Corporation, chaired the meeting and stated that it was a regular meeting held pursuant to notice duly given and that a quorum was present. The meeting was called to order at 9:00 A.M.

A moment of silence was held to honor the US Troops serving our country and those in harm's way.

**PLEDGE OF ALLEGIANCE**

Director Mark Schneider led the Membership in the Pledge of Allegiance to the Flag.

**ACKNOWLEDGEMENT OF PRESS**

Cheryl Walker from the News, and the LWV Channel 6 Camera Crew were acknowledged as present.

**APPROVAL OF AGENDA**

The Agenda was approved as amended by adding under the Finance Report a resolution on transferring funds to the General Operating Fund.

**APPROVAL OF THE MINUTES**

The Minutes of the Regular Meeting of January 17, 2006, and the Special Meeting of January 26, 2006 were approved as submitted.

Ms. Janet Price entered the meeting at 9:05 A.M.

**CHAIRMAN'S REPORT – Richard Moos**

President Moos reported on the Joint GRF Bylaw Review Ad Hoc Committee Meetings, and commented on issues discussed at the President's Meeting.

**GENERAL MANAGER'S REPORT – Milt Johns**

Mr. Milt Johns reported on the Robert Mayer Corporation's proposal to lease the auxiliary parking lot adjacent to the Library for use as a construction staging area; updated the membership on the legislation that is currently under consideration by lawmakers that would

lessen the percentage vote required of the membership to allow for a given Member to utilize or transfer common area to become part of their separate interest by way of changing the Condominium Plan, and stated that the Board approved to support the bill and appropriated funds to contract with an advocate to shepherd the Bill; and updated the Membership on the Home Depot/Gate 14 roadway repairs and construction.

Mutual Member Isabel Muennichow (5285) addressed Mr. Johns on his report.

President Moos introduced Ms. Mary Pat Toups of 3467-B Bahia Blanca West, a Laguna Woods Village resident and lobbyist, who provided a summary of AB12, a proposed Bill on a Revocable Transfer-on-Death Beneficiary Deed and encouraged the Membership to write to the California Law Review Commission in support of the Bill.

### **TREASURER'S REPORT**

Director Robert Hatch reported on the Treasurer's Report and from the Third Finance Committee.

Director Hatch reported on the Mutual's Resale & Lease Activity.

The Secretary of the Corporation, Director Gunter Vogt read a proposed resolution on transferring funds from accumulated operating surplus to the General Operating Fund. Director Vogt moved to approve the resolution. Director Mark Schneider seconded the motion. By a unanimous vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

### **RESOLUTION 03-06-07**

**WHEREAS**, Third Laguna Hills Mutual established and maintains a General Operating Fund (GOF) to provide for emergency expenditures or catastrophic property damages not covered by insurance; and

**WHEREAS**, the monthly contributions to the GOF from assessments have not been adequate to cover expenditures, and increases in number of and costs of events resulted in accelerated withdrawals from the GOF beyond what was budgeted, creating an insufficient balance in the Fund;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006 that the Board of Directors of this Corporation hereby authorizes the transfer of \$250,000 from the accumulated operating surplus to the General Operating Fund to cover the shortfall; 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.

Ms. Janet Price left the meeting at 9:43 A.M.

**OLD BUSINESS**

Director Jim Matson made a motion to remove from the table a motion to approve a chargeable service billing dispute policy. Director Vogt seconded the motion, and the motion carried by a unanimous vote.

As requested, the Secretary of the Corporation, Director Vogt reread the proposed resolution.

By a unanimous vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-06-08**

**WHEREAS**, chargeable services billing disputes are reviewed in light of the Mutual's Chargeable Services Policies, the Occupancy Agreement and the Bylaws of the Corporation; and

**WHEREAS**, there are situations where policy may be too vague, information may be lacking, or individuals may disagree with the policy and seek out assistance from third parties, often being individual board directors for resolution; and

**WHEREAS**, governing documents do not provide for an individual board director to act unilaterally and/or render decisions in conflict with Mutual Policy;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006 that the Board of Directors hereby authorizes that each chargeable service billing dispute that cannot be resolved by the application of existing policy be submitted to the appropriate committee for review and recommendation to the Board for final decision; 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.

Director Matson made a motion to remove from the table a motion to approve Revised Mutual Alteration Standard Section 4, Air Conditioning/Heat Pump Units. Director Schneider seconded the motion, and the motion carried by a unanimous vote.

As requested, the Secretary of the Corporation, Director Vogt reread the proposed resolution.

By a unanimous vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-06-09**

**WHEREAS**, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the standards with regard to Section 4–*Air Conditioning/Heat Pump Units*;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006, that Section 4–*Air Conditioning/Heat Pump Units* is hereby amended as attached to the official minutes of this meeting; and

**RESOLVED FURTHER**, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended and Resolution 03-05-20 adopted September 20, 2005 is hereby superceded and cancelled; 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.

Director Vogt made a motion to remove from the table a motion to approve Revised Mutual Alteration Standard Section 34–*Windows & Window Attachments*. Director Matson seconded the motion, and the motion carried by a unanimous vote.

As requested, the Secretary of the Corporation, Director Vogt reread the proposed resolution.

After discussion and by a vote of 8-0-1 (Director Fish abstained), the motion carried and the Board of Directors adopted the following resolution:

#### **RESOLUTION 03-06-10**

**WHEREAS**, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards; and

**WHEREAS**, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the standards with regard to Section 34–*Windows & Window Attachments*;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006, that Section 34–*Windows & Window Attachments* is hereby amended as attached to the official minutes of this meeting; 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; and

**RESOLVED FURTHER**, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended and Resolution 03-05-21, adopted September 20, 2005 is superseded and cancelled.

Director Matson made a motion to remove from the table a motion to approve a new Mutual Alteration Standard Section 37 Patio Covers, Awnings. Director Hatch seconded the motion, and the motion carried by a unanimous vote.

As requested, the Secretary of the Corporation, Director Vogt reread the proposed resolution.

After discussion and by a vote of 8-0-1 (Director Fish abstained), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-06-11**

**WHEREAS**, the Board of Directors of this corporation adopted Resolution M3-96-28 on May 21, 1996, which approved the Third Laguna Hills Mutual Standards, (revised April, 1996); and

**WHEREAS**, this Corporation recognizes the need to establish a policy to streamline the proper installation and maintenance of Patio Covers - Awnings;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006, that the Board of Directors of this Corporation hereby adopts a policy on Patio Covers, Awnings-Section 37, as attached to the official minutes of this meeting; 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; and

**RESOLVED FURTHER**, that Resolution M3-96-28, adopted May 21, 1996 is hereby amended.

**NEW BUSINESS**

President Moos introduced Ms. Virginia Templeton, Chair of the Nominating Committee who provided a summary of the new law pertaining to election procedures, and announced that the Committee is now accepting applications to fill three openings for the 2006 Election of the Board of Directors.

Director Bob Hatch provided comments on the recent GRF Land Use Presentation made by Ron Pfulgrath of RBF Consulting Urban Design Studio to the Corporate Members. Discussion ensued.

The Secretary of the Corporation, Director Vogt read a proposed resolution on waiving the \$10 Service Charge for water leaks for a period of three months to conserve water. Director Vogt moved to approve the resolution. Director Hatch seconded the motion. Discussion ensued.

Mutual Member Bud Nesvig (2392-3H) commented on water usage.

Ms. Cindy Grace provided a summary of the work codes mentioned in the resolution.

By a vote of 8-1-0 (Director Souza opposed), the motion carried and the Board of Directors adopted the following resolution:

**RESOLUTION 03-06-12**

**RESOLVED**, February 21, 2006, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to waive the \$10.00 service charge associated with certain water leak repairs, at an approximate cost of \$6,000 to the Mutual, for a three month period, effective March 1, 2006 through May 31, 2006; and

**RESOLVED FURTHER**, the waiver would be applicable to the following work codes; 7501, 7502, 7503, 7507, 7508, 7509, and 7513;

**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.

Mr. Johns provided a summary of the position on Reserves Legislation as recommended by the GRF Government and Public Relations Committee. Discussion ensued and the Board agreed to defer to the Finance Committee for further review and recommendation to the Board.

**CONSENT CALENDAR**

The Consent Calendar was approved and the following actions were taken by removing all of landscape recommendations returning them to the Committee:

**Maintenance & Construction Committee Recommendations:**

- |         |   |
|---------|---|
| 2393-3A | Approval of request to perform interior modifications, with contingencies           |
| 2393-3A | Approval of request to install additional window in living room, with contingencies |
| 3277-N  | Approval of appeal request to retain black colored front door                       |

- |        |   |
|--------|---|
| 5074   | Approval of request to relocate satellite dish, with contingencies  |
| 5074   | Approval of request to replace kitchen window with bay window, and reduce size of an additional window opening with installation of glass block |
| 5587-B | Approval of request to install bay window in dining room  |

### Landscape Committee Recommendations

Recommendations were returned to the Committee.

### **COMMITTEE REPORTS**

Director Jim Matson reported from the Maintenance and Construction Committee.

The Secretary of the Corporation, Director Vogt read a proposed resolution authorizing a supplemental appropriation to repair the slope located behind Manor 5070 Avenida del Sol and cul-de-sac near Manor 5128 Brazo. Director Vogt made a motion to approve the resolution. Director Hatch seconded the motion. Discussion ensued.

By a unanimous vote of 9-0-0, the motion carried and the Board of Directors adopted the following resolution:

### **RESOLUTION 03-06-13**

**WHEREAS**, the slope located behind Manor 5070 Avenida del Sol and cul-de-sac near Manor 5128 Brazo sustained damage after heavy rains in February 2005, and needs to be restored and stabilized;

**NOW THEREFORE BE IT RESOLVED**, February 21, 2006 that the Board of Directors of this Corporation hereby authorizes a supplemental appropriation of \$148,100 from the General Operating Fund; and

**RESOLVED FURTHER**, that such funds shall be used to stabilize the slope, improve drainage, and restore surface topography to the approximate contours that existed prior to the slope failure; 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; and

Director Jim Matson reported from the Standards Sub Committee.

Director Phyllis Fish reported from the Landscape Committee.

Director Mark Schneider reported from the Third Long Range Planning Committee.

Director Dominic Burrasca reported from Resident Information Services.

Director Ray Gros reported from the Traffic Committee.

### **GRF COMMITTEE REPORTS**

Director Robert Hatch reported from the GRF Finance Committee.

Director Jim Matson reported from the Maintenance & Construction Committee.

Director Mark Schneider reported from the Community Activities Committee.

Director Mark Schneider reported from the Government and Public Relations Committee.

Director Ray Gros reported from the GRF Security and Community Access Committee.

No one reported from the Broadband Services Committee.

Director Dominic Burrasca reported from the Bus Services Committee.

### **GOOD OF THE ORDER**

#### **AUDIENCE**

- Omar Dreyer (4006-3D) commented on increasing parking availability
- Denny Welch (5517-1C) announced the next CCA Townhall meeting
- Bud Nesvig (2392-3H) commented on pro forma budget

#### **DIRECTORS**

- Director Arnold commented on bike riders trespassing on GRF property via Gates Twelve West and Seven.
- Director Gros commented on guest parking
- Director Hatch commented on resolution format
- Director Schneider commented on Director Badges and complimented staff for a job well done

The meeting recessed at 11:38 A.M. and reconvened into Executive Session at 12:26 P.M.

During its January Regular Executive Session Meeting, the Board approved the minutes of the Regular Executive Session of December 20, 2005, discussed member disciplinary and contractual issues; and reviewed the Litigation Status Report.

The Traffic Committee of the Board met in Executive Session in January to discuss member disciplinary issues.



February 21, 2006

With no further business before the Board of Directors, the meeting was adjourned at 3:25 P.M.

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Gunter Vogt, Secretary

**Section 4 AIR CONDITIONING/HEAT PUMP UNITS**  
**SEPTEMBER, 2005, Resolution 03-05-19**  
**REVISED JANUARY, 2006**  
**Resolution 03-06-09 Feb 2006**

**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 contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number 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 Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever 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 from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his 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 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.

**2.0 APPLICATIONS**

- 2.1 A Third Laguna Hills Mutual Permit is required for installation of any condensing unit. Plans and specifications must be submitted to the PCM Permits and Inspections office for approval.

- 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 Only one outdoor condensing unit per manor is permitted.
- 2.4 No outdoor condensing unit will be larger than 42" high nor more than 36" wide/deep.
- 2.5 Outdoor condensing unit locations for three story buildings are as follows: third floor manor units will be installed only on the flat roof, directly above the manor, second floor manor units will be installed on the ground or on the flat roof, directly above the manor; and first floor manor units will be installed only on the ground.
- 2.6 Outdoor condensing unit locations for two story buildings are as follows: Second floor manors will be installed only on the flat roof, directly above the manor, or ground; first floor manors will be installed only on the ground.
- 2.7 Ground-mounted condensing units must be mounted on a manufactured non-metallic and/or concrete pad approved by the Permits and Inspections office.
- 2.8 Roof-mounted condensing units must be mounted on a raised platform constructed per Mutual approved standard plan drawings. Structural calculations for roof-mounted units shall be submitted to the Permits and Inspections office and shall be wet stamped and signed by a California licensed structural engineer. Roofing and flashing must be in strict conformance with all applicable building codes and Third Laguna Hills Mutual approved standard drawings.
- 2.9 Outdoor condensing unit locations will require approval of all Mutual members from manors contiguous to the subject manor as indicated by submittal of a signed alteration consent form.
- 2.10 If condensing unit is roof mounted and the existing roof is under warranty, the roofing contractor responsible for the roof's warranty must perform the roof tie-in.
- 2.11 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.
- 2.12 Should removal of the wall condensing unit sleeve be permitted, the area from which the sleeve is removed must be appropriately patched to match the existing surrounding exterior stucco with like texture, finish, color and integrity.
- 2.13 New construction condensing units installed through-the-wall on the ends of three-story buildings shall be 5,000/8,000 btuh/115 volts. The units must be centered in the knockout panel below the existing window opening, and placed 12 inches off the floor, as measured to the bottom of the unit. Dimensions and

design must be approved by the Permits and Inspections office prior to installation.

- 2.14 New construction condensing units installed through-the-wall on one and two story buildings must conform in appearance, size and type to existing through-the-wall condensing units on the same side of the building.
- 2.15 Installation of new construction through-the-wall condensing units will be installed in existing knock-out panel areas under windows.
- 2.16 All through-the-wall condensing unit sleeves will be painted to match the exterior wall color.
- 2.17 No exterior wiring or conduits will be attached to the exterior of the building except as required for a forced air unit in which refrigerant lines, etc., will be encased in a square metal chaseway painted the same color as the wall and be as unobtrusive as possible. Switch box equipment need not be painted. No roof ducts or chases are allowed.
- 2.18 Condensate and overflow line(s) must: be located to protect existing structure; to prevent condensation from dripping onto sleeves below; approved by the Permits and Inspections office; match the color the surface onto which it is mounted.
- 2.19 Minimum unit requirements: SEER ratings of 13 on central units; 10 on thru-the-wall units; 220 volt; 5-year warranty; meet current County or City of Laguna Woods noise requirements.

### **3.0 MAINTENANCE**

- 3.1 Through-the-wall condensing units shall be totally maintained by the Mutual member, with the exception of exterior painting only
- 3.2 Condensing units shall be replaced as needed.
- 3.3 Mutual member assumes all responsibility for any damage that occurs due to installation of any condensing unit.
- 3.4 Condensing unit may be tested for compliance with Orange County Noise Ordinance. Member will correct all violations immediately, which may require removal or replacement of the condensing unit and all its related construction.

**SECTION 34 – WINDOWS & WINDOW ATTACHMENTS**  
**REVISED DECEMBER 2005**  
**Resolution 03-06-10 Feb 2006**

**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 Retrofit Window Certificate or City Permit will be required. All fees for both Mutual and City permits shall be paid for by the member and/or their contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit/certificate number 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. All costs and maintenance of the window(s), present and future, to include but not limited to water, mold, mildew, and moisture intrusion to or caused by the window or manor/building wall, is the sole responsibility of the Mutual member(s).
- 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 Uniform Building Code.
- 1.4 WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever 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 from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his 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.** Dumpsters, if required, must have location approved by Permits and Inspections office.
- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor unless otherwise approved by the Permits and Inspections office.

**2.0 APPLICATIONS**

- 2.1** New construction window replacement is permitted only upon the approval of the Permits and Inspections office. Retrofit windows are permitted upon the

approval of the Permits and Inspections office in accordance with the criteria established herein.

- 2.2** Windows may be framed with either aluminum or vinyl. Wood framed windows will be reviewed by the Board of Directors.
- 2.3** Aluminum framed windows must match the original window frame color on the building with either a natural or bronzed anodized finish.
- 2.4** All vinyl framed windows must be white in color. Colors other than white vinyl will be reviewed by the Board of Directors.
- 2.5** Windows in a manor on the same wall and cornering windows `within an individual manor will be replaced concurrently to ensure visual continuity upon the building and surrounding area.
- 2.6** Any existing retrofit windows in the building will set the precedent for trim size/dimensions to be utilized for new retrofit installations.
- 2.7** The top of window heights shall be at 6'-8" unless a special height is called for on the standard plan drawing.
- 2.8** Size and location of windows shall be as per standard plan drawings.
- 2.9** All retrofit windows must be certified with the City of Laguna Woods. Any retrofit window that is not properly certified is subject to permit revocation and removal at the sole cost of the manor owner.
- 2.10** Any retrofit of bedroom windows for a La Jolla-style manor must follow the applicable standard plan in order to meet California Building Code requirements. The Board will not consider any variances for La Jolla-style bedrooms.

### **3.0 INSTALLATION REQUIREMENTS**

- 3.1.** All retrofit windows must emulate the windows that they are replacing (with the following exceptions below: 3.1.1, 3.12, and 3.13) All fixed panels must remain fixed, and all sliding panels must remain as sliding panels. No changes in design or number of panel configuration will be permitted.
- 3.2.** Casement windows are not permitted where the window, when open, would protrude into an area where maintenance of property, i.e., mowing, pruning, planting, would be impeded, or where the window would protrude into a walkway or area where pedestrians walk.
  - 3.1.1 Retrofit louvered bathroom windows.** Louvered bathroom windows may be retrofitted with other window options that fit the existing opening, a

single fixed pane of glass, a double hung window, casement window, and glass blocks. Replacement windows must conform to Section 34 window standards. Plans and specifications must be submitted to the Permits Department for approval prior to installation.

3.1.2 **Recessed vinyl retrofit kitchen windows.** Flanges on recessed vinyl retrofit kitchen windows shall be cut to fit the size of the window it is replacing. Metal frames around the window shall be painted white to match the vinyl window frame, except for casement windows in three-story buildings. Paint must be appropriate for use on metal surfaces.

3.1.3 **4x8 vinyl retrofit windows in LH21s and Garden Villas.** 4x8 windows in LH21s and Garden Villas shall be XOX in design (one fixed window in the center and a slider on either side.) Slider windows will be 2' x 4'; fixed center window will be 4' x 4'. All other windows in LH 21s and Garden Villas are the subject to Section 34, Window and Window Attachments.

3.2 The total width of the perimeter frame and sash for retrofit vinyl windows shall not exceed further than four inches. Unless the subject window is surrounded by original wood framing, all non-casement window flanges must extend beyond any open areas between the aluminum frame and all sides in order to adequately protect against water intrusion.

3.3 With the exception of recessed windows, cutting of the flanges is not permitted.

3.4 The retrofit window frame should be constructed in a flat plane with no raised or sculptured parts.

3.5 Windows must be properly insulated according to the manufacturer's installation instructions.

3.6 Retrofits of recessed windows must paint any exposed aluminum framing to match the color of the vinyl window. Garden Villa casement windows are an exception to this standard.

#### 4.0 **TYPE OF GLASS**

4.1 All glass to be clear, single light (no grids), tempered as required on standard plan, except as outlined in Section 6.0. Thermopane-type glass is required. Replacement window will correspond with Section 2.0.

4.2 Stained or leaded-type glass per Section 6.0

4.3 Reflective tints or films applied to glass after manufacture may be applied providing it does not have a reflectivity factor of more than **15%**. Documentation of such material must be on hand and approved by the Permits and Inspections office before such application.

4.4 All bathroom windows will be of obscure glass.

## 5.0 **ATTACHMENTS**

5.1 No window awnings permitted.

5.2 No storm windows or glass shields will be installed on the exterior of any window.

## 6.0 **STAINED GLASS**

6.1 Any application for stained, leaded, etc., types of glass must be submitted to the Permits and Inspections office for approval of design, color, and sizes.

6.2 All questionable designs will be reviewed by the Board of Directors.

## 7.0 **WROUGHT IRON GRILLES**

7.1 All wrought iron grilles will be painted in accordance with the Mutual Paint Policy and approved color palette.

7.2 All grilles shall be decorative in nature and design. They will match other wrought iron, i.e., gates and fences where present.

7.3 Grilles shall not be placed on sliding glass doors or any other part of the unit except windows.

7.4 Grilles may be placed on only the first floor of any building except on those buildings where windows face into a breezeway and do not open directly into a walkway as determined by the Permits and Inspections office.

7.5 Maximum overhang of grilles shall be limited to 6" in any direction beyond window dimensions. No grille shall protrude more than 6" from the window.

7.6 Quick emergency release pins are required for fire purposes. Release pins shall be U.L. or U.B.C. approved and a smoke detector shall be utilized within the room where the grilles are installed.

## 8.0 **GARDEN WINDOWS**



- 8.1 Garden windows may be defined as planter windows, greenhouse, protruding windows, or bay windows.
- 8.2 No garden window shall extend outward from the building beyond 24". The largest horizontal or vertical dimensions of a garden window shall not exceed 8'-0" x 6'-0".
- 8.3 Garden windows shall be permitted only in dining rooms, nooks, and kitchens. Exception: any room where a window will face into a walled patio area.
- 8.4 No garden window shall be permitted where it can conceivably obstruct normal pedestrian traffic even within a walled patio area.
- 8.5 No garden window shall be permitted above the first floor of any building except on buildings where the window faces into the breezeway area, except as in Section 8.4.
- 8.6 A window in which an existing fire-rated assembly has been included into the building to satisfy building code requirements shall not be removed and replaced by a garden window, except where a garden window is a similarly fire-rated unit.
- 8.7 Garden window frame will meet Staff approval and Section 1.3.

### **SLIDING GLASS DOORS**

In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Mutual Standards for Windows and Window Attachments.

## **SECTION 37 PATIO COVERS, AWNINGS**

**NOVEMBER 2005**

**Resolution 03-06-11 Feb 2006**

### **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 contractor. Member and/or his contractor must supply the Permits and Inspections office with City permit number 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 Uniform Building Code.
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00 a.m. and no work will be permitted after 6:00 p.m. Monday through Friday. Saturday work should be held to a minimum and no work whatsoever 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 from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his 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 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.

### **2.0 APPLICATIONS**

- 2.1 A roof-like shelter of canvas or other material, i.e., awning, may extend over a patio from the top of sliding doors in a detached manor to provide protection from the sun.
- 2.2 The awning may be either fixed or retractable, Awning fabric must pass the California State Fire Marshall's Test Procedure #804 in which a registration number is received that verifies its' fire resistance.

- 2.3** The awning will cover only the patio area as defined by the existing patio slab, wall or as indicated on the standard drawing. Patio is defined as a cement, paved or tile area that adjoins the manor at ground level, which does not serve as a walkway or landing.
- 2.4** The color of the awning shall be solid in color and must match one of the existing colors on the building.
- 2.5** Comprehensive plans shall be submitted to the Permits and Inspections office at the time of application, including awning material to be used, dimensions of awning, dimensions of patio, and color swatch of material to be used.
- 2.6** The Mutual Member must maintain the awning in good condition.