

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

May 15, 2007

The Regular Meeting of the Third Laguna Hills Mutual Board of Directors, a California non-profit mutual benefit corporation, was held on Tuesday, May 15, 2007 at 9:30 A.M. at 24351 El Toro Road, Laguna Woods, California.

Directors Present: Jim Matson, Gunter Vogt, Isabel Muennichow, Larry Souza, Dominic Burrasca, Ray Gros, John Paulus, Rich Haskell, Carol Moore (11:23 A.M.)

Directors Absent: Richard Moos, Bob Hatch

Others Present: Milt Johns, Patty Fox, Janet Price (9:36 A.M. – 9:50 A.M.)
Executive Session: Milt Johns, Patty Fox, Cris Trapp

CALL TO ORDER

Director Jim Matson, 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 9:30 A.M.

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

PLEDGE OF ALLEGIANCE

Director Dominic Burrasca led the Membership in the Pledge of Allegiance to the Flag.

ACKNOWLEDGEMENT OF PRESS

Peggy Blizard from the Laguna Woods Globe, and by way of remote cameras, the Laguna Woods Village Channel 6 Camera Crew were acknowledged as present.

APPROVAL OF AGENDA

The Agenda was approved as amended by moving 11(b) *Approval of Revised Officer Resolution* to the closed session.

APPROVAL OF THE MINUTES

The Minutes of the Regular Meeting of April 17, 2007 and the May 7, 2007 Action By Way of Unanimous Consent were approved as submitted.

MEMBER COMMENTS

- Jerry Sheinblum (3488-C) announced the next CCA Townhall Meeting

CHAIRMAN'S REPORT – Jim Matson

No comments were made.

GENERAL MANAGER'S REPORT

Mr. Milt Johns updated the Membership on GRF's land planning process, announced the upcoming Business Planning Meetings and encouraged the residents to participate, and commented on GRF's decision to dismantle the Globe as a result of the litigation settlement with RRLH.

Ms. Janet Price entered the meeting at 9:36 A.M.

TREASURER'S REPORT

In Director Richard Moos' absence, Director Isabel Muennichow reported on the Treasurer's Report and Resale & Lease Activities.

Ms. Price left the meeting at 9:50 A.M.

OLD BUSINESS

The Secretary of the Corporation, Director Isabel Muennichow read the proposed resolution to approve revised Mutual Alteration Standard Section 27 – *Tubular Skylight Installations*.

President Matson entertained a motion to remove from the table the motion to approve revised Mutual Alteration Standard Section 27 – *Tubular Skylight Installations*.

Director Muennichow made a motion to remove the motion from the table. Director Richard Haskell seconded the motion and the motion carried unanimously.

By a vote of 7-0-0 the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-07-46

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

WHEREAS, the Maintenance & Construction Committee of this Corporation recognizes the need to further amend a portion of the Standards with regard to Section 27 – *Tubular Skylight Installations*;

NOW THEREFORE BE IT RESOLVED, May 15, 2007, that Section 27 – *Tubular Skylight Installations* 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 03-03-44 adopted May 20, 2003 is hereby superseded 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.

The Secretary of the Corporation read the proposed resolution to approve revised Mutual Alteration Standard Section *34 Windows and Window Attachments*.

President Matson entertained a motion to remove from the table the motion to approve revised Mutual Alteration Standard Section *34 Windows and Window Attachments*.

Director Ray Gros made a motion to remove the motion from the table. Director Haskell seconded the motion and the motion carried unanimously.

Discussion ensued on the motion and without objection the Board agreed to remove the clause "except as in Section 8.4" from Section 8.5. The Board agreed that such change did not warrant additional statutory notification.

By a vote of 7-0-0 the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-07-47

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

NOW THEREFORE BE IT RESOLVED, May 15, 2007, that Mutual Alteration Standard Section *34 Windows and Window Attachments* 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 03-06-41, adopted September 19, 2006 is superseded 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.

The Secretary of the Corporation read the proposed resolution to approve the new Mutual Alteration Standard, *Section 40 for Exterior Roll-Up Shades (Sun Screens)*.

President Matson entertained a motion to remove from the table the motion to approve new Mutual Alteration Standard, *Section 40 for Exterior Roll-Up Shades (Sun Screens)*.

Director Gros made a motion to remove the motion from the table. Director John Paulus seconded the motion and without objection the motion carried.

Discussion ensued on the motion.

Mutual Member Bud Nesvig (2392-3H) addressed the Board on the Standard.

By a vote of 6-1-0 (Director Burrasca opposed) the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-07-48

WHEREAS, this Corporation recognizes the need to establish a policy to address the proper installation and maintenance of exterior roll-up shades;

NOW THEREFORE BE IT RESOLVED, May 15, 2007, the Board of Directors of this Corporation hereby approves the new Mutual Alteration Standard, *Section 40 for Exterior Roll-Up Shades (Sun Screens)*, 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

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.

NEW BUSINESS

The Secretary of the Corporation read a proposed resolution on approving the suspension of chargeable services for delinquent payments for such services.

Director Gros made a motion to approve the resolution. Director Paulus seconded the motion and discussion ensued.

Without objection, Director Gros withdrew his motion.

Director Larry Souza made a motion to refer the issue to the Finance Committee. The motion was seconded and carried unanimously.

Director Haskell made a motion to reconsider the previous motion to refer the issue to the Finance Committee. Director Burrasca seconded the motion and the motion carried unanimously.

Director Gros made a motion to approve the resolution with the contingency to return to matter to the Finance Committee for further review. Director Gunter Vogt seconded the motion.

By a vote of 7-0-0 the motion carried and the Board of Directors adopted the following resolution:

RESOLUTION 03-07-49

WHEREAS, there has been presented to the Board a proposal whereby this Corporation's managing agent, Professional Community Management, Inc. ("PCM"), would, as an administrative action, and without specific Board authorization as to each instance, suspend Chargeable Services for any Member whose account is delinquent; and

WHEREAS, Members request and agree to pay for, and services are provided by Staff and billed on a monthly basis; and

WHEREAS, if Members do not pay their balance within the monthly twenty-five (25) day grace period, they will incur a \$10.00 late charge each month, and if the charge or charges are delinquent for four consecutive months or a minimum of 120 days from the original billing and are not disputed, Chargeable Services may be suspended; and

WHEREAS, the Board has reviewed and discussed this proposal, and has determined that it is in the best interest of this Corporation and its Members to have its managing agent directly enforcing its policy regarding Chargeable Services by taking administrative action to suspend Chargeable Services when a Member is delinquent for a minimum of 120 days from the original billing;

NOW, THEREFORE BE IT RESOLVED, May 15, 2007 that the managing agent is hereby authorized to suspend Chargeable Services, except when the requested service is an emergency, as an administrative action for any Member who is delinquent in making the requisite payments for a minimum of 120 days from the original billing for non-disputed Chargeable Services; and

RESOLVED FURTHER, that any actions taken by the managing agent to date in suspending Chargeable Services as an administrative action for Members who were delinquent in making payments on their account are hereby ratified and approved; 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.

The approval of the officer resolution was referred to the Closed Session.

CONSENT CALENDAR

Absent any objections the Consent Calendar was approved and the following actions were taken:

Maintenance & Construction Committee Recommendations:

- 3001-C Approval of request to retain non-compliant living room window and new construction window in master bedroom, with contingencies
- 5091 Approval of request to apply stain and make decorative cuts in walkway and driveway, with contingencies
- 5245 Approval of request to remove dining nook window and replace with glass block, with contingencies
- 5353-N Approval of request to retain non-conforming living room retrofit picture window, with contingency
- 5399-B Approval of request to retain light fixtures installed at front entrance and courtyard, with contingencies
- 5560-B Approval of request to extend exterior block and stucco wall at side patio, with contingencies
- 5597-B Approval of request to install white vinyl fence at side patio, with contingencies

Landscape Committee Recommendations

- 2234-D Denial of appeal request for installation of 2 trees
- 3469-A Approval of appeal request for shrub removal at the Mutual Member's expense
- 3336-1C Approval of request for tree removal at the Mutual Member's expense
- 3504-A Approval of request for tree removal at the Mutual Member's expense
- 5488-O Approval of request for tree removal on-schedule at the Mutual's expense or off-schedule at the Mutual Member's expense
- 5527-P Approval of request for tree removal on-schedule at the Mutual's expense or off-schedule at the Mutual Member's expense
- 5552-A Approval of request for tree and planter removal and tree replacement at the Mutual Member's expense

Finance Committee Recommendation

RESOLUTION 03-07-50

WHEREAS, Member ID 931-370-84 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 931-370-84; 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.

RESOLUTION 03-07-51

WHEREAS, Member ID 931-460-56 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 931-460-56; 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.

RESOLUTION 03-07-52

WHEREAS, Member ID 931-480-75 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 931-480-75; 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.

RESOLUTION 03-07-53

WHEREAS, Member ID 931-630-04 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 931-630-04; 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.

RESOLUTION 03-07-54

WHEREAS, Member ID 933-050-06 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 933-050-06; 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.

RESOLUTION 03-07-55

WHEREAS, Member ID 933-612-17 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 933-612-17; 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.

RESOLUTION 03-07-56

WHEREAS, Member ID 933-620-29 is currently delinquent to Third Laguna Hills Mutual with regard to the monthly assessment in an amount exceeding \$1800; and

WHEREAS, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

NOW THEREFORE BE IT RESOLVED, May 15, 2007 that the Board of Directors hereby approves the recording of a Lien for Member ID 933-620-29; 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.

COMMITTEE REPORTS

Director Larry Souza reported from the Maintenance and Construction Committee.

Mutual Member Bud Nesvig (2392-3H) addressed Director Souza on his report.

Director Jim Matson reported from the Standards Sub Committee.

Director Ray Gros reported from the Plumbing Ad-Hoc Committee.

Director Gunter Vogt reported from the Landscape Committee.

Director Isabel Muennichow reported from the Third Long Range Planning Committee.

Director John Paulus reported from Resident Information Services.

Director Ray Gros reported from the Traffic Committee.

GRF COMMITTEE REPORTS

No report was given for the GRF Finance Committee.

Director Larry Souza reported from the Maintenance & Construction Committee.

In Director Carol Moore's absence, Director Richard Haskell reported from the Community Activities Committee.

Mutual Member Bud Nesvig (2392-3H) addressed Director Haskell on his report.

Director Gunter Vogt reported from the Landscape Committee.

Director Isabel Muennichow reported from the Government and Public Relations Committee.

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

Mutual Member Jerry Sheinblum (3488-C) commented on the installation of speed bumps.

Director Rich Haskell reported from the Broadband Services Committee.

Director Dominic Burrasca reported from the Bus Services Committee.

DIRECTORS COMMENTS

- Director Gros commented on establishing a team to meet with the PUC on high electricity bills and commented on earthquake insurance
- Director Muennichow commented on the divided relationship between United and Third Mutuals
- Director Haskell commented on assessment increases
- Director Souza commented on service levels and raising fees
- President Matson reminded the membership to obtain homeowner's insurance and to contact Property Services for any maintenance issues

Director Moore entered the meeting at 11:23 A.M.

The meeting recessed at 11:28 A.M. and reconvened into Executive Session at 12:17 P.M.

The Traffic Committee of the Board met in Executive Session on April 25, 2007 to discuss member disciplinary issues.

During its April 17, 2007 Regular Executive Session Board Meeting, the Board reviewed and approved the Minutes of the Regular Executive Session Meeting of March 20, 2007; heard one disciplinary hearing, and discussed contractual, potential litigation, and personnel issues.

During its April 20, 2007 Emergency Special Executive Session, the Board discussed contractual issues.

With no further business before the Board of Directors, the meeting was adjourned at 2:45 P.M.

Isabel Muennichow, Secretary

THIRD LAGUNA HILLS MUTUAL

SECTION 27 TUBULAR SKYLIGHT INSTALLATIONS

SEPTEMBER 1995

REVISED MAY 2003, RESOLUTION 03-03-44

REVISED (MTH) 2007, RESOLUTION XX-XX-XX

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 or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) 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 5:00 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), 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 DEFINITION

- 2.1 "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic

tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

2.2 Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

3.0 **APPLICATIONS**

- 3.1 The Contractor shall guarantee in writing, watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.
- 3.2 All roofing work shall be in strict conformance with current building codes and any applicable Mutual standard drawings.
- 3.3 **Notification:** Member/contractor must notify the Permits and Inspections office of any broken/damaged roofing materials, before any installation begins. Additional roofing materials may be required for typical installations, due to breakage/damage. Member and contractor are responsible for restoring the roof to its original pre-installation condition, regardless of the amount of replacement required. All materials will match the existing manufacturer and color or approved equal by the Permits and Inspections office.
- 3.4 **Final Inspection:** During the final inspection, should the Permits and Inspections office notice damaged/broken roofing materials that appear to be caused by the installer/installation and absent prior notice of damage, the Member/contractor will be responsible for the proper repair(s).
- 3.5 **ASBESTOS:** Installations in existing acoustical sprayed ceilings may encounter asbestos. The Member(s) / Contractor(s) must meet or exceed requirements of federal, state and local government regarding asbestos removal procedures.
- 3.6 No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.
- 3.7 Hypolon skirts will not be permitted as acceptable flashings.
- 3.8 All tubular skylight flashings are required to be minimum 8" in height.
- 3.9 All tubular skylight installations require a 2" Turret Extension to conform to Mutual Standards height requirements.
- 3.10 All tubular skylight flashings and related parts to be painted either Flat Black (BUR Roofs); Flat Black or Orange (Tile and Metal Shingle Roofs); Flat Black or Tan (Comp/Shingle Roofs) or to match color scheme of roof.

- 3.11** Products: Henry Asphalt Primer (#103 or #105), Henry Cold-Ap Cement (#403), Henry Underlayment (#604), Henry Interply Adhesive (#902). Henry products may be substituted by an equal or better product. All substituted products require approval from the Permits and Inspections office.

4.0 INSTALLATION SPECIFICATIONS

4.1 FLAT ROOFS (Built Up Roofing)

- a. 10", 14" and 16" tubular skylights are the only size units approved for installation on BUR roofs.
- b. Spud back the perimeter around the flashing edge a minimum of 10" and maximum 14", leaving roof surface smooth and gravel-free for primer and base felt application.
- c. Apply Henry Asphalt Primer to flashing and scraped/spudded roof surface and let dry.
- d. Apply Henry Cold-Ap Cement # 403 to base of flashing per manufacturer's specifications and press in place. Nail aluminum base through raised surface of outer ring, 10 inches on center.
- e. *(First Ply/Base Ply)*
Apply Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. and cover with Henry Fiberglass ply sheet 25lb #604 starting at vertical surface across the flashing and over roof surface to a point three (3) inches beyond the edge of the flashing.
- f. *(Second and Third Ply)*
Apply Henry Interply Adhesive #902 and a second ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of the base ply and continue across roof, terminating at vertical surface, allowing the Henry Interply Adhesive #902 to ooze out slightly onto the vertical surface and above the ply. Apply a third ply of Henry Fiberglass Ply Sheet #604 two (2) inches beyond the perimeter of second ply and continue across roof, terminating at vertical surface and again allow the Henry Fiberglass Ply Sheet #604 to ooze out slightly onto the vertical surface and above the ply. Both plies to be embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft.
- g. Apply one layer of *MB Cap embedded in Henry Cold-Ap Cement # 403 at the rate of 2 gallons per 100 sq. ft. starting at the bottom of the vertical surface across the newly installed plies, to a point seven (7) inches away from the flashing edge and embed #11 Granule Aggregate or cap sheet (if flat or built up roof (BUR) is cap sheet).

- h. If cap sheet is used, nail perimeter of cap sheet 4 inches on center. Apply a 3 coarse application over cap sheet edge using Henry Cold-Ap Cement # 403 and webbing.
- i. Reapply gravel evenly to entire area, stopping at the tubular skylight vertical surface.

4.2 3 STORY BUILDINGS

Installation of tubular skylights on all three-story buildings are to follow Mutual Standards for Built-Up Roofing with the following changes:

- a. Install a (1) one-layer 5/8" type X drywall chase around the reflective tube. Drywall chase to be inclusive of attic area and to start from drywall ceiling and terminate at plywood roof sheathing. Each end and all incisions into the drywall chase to be filled with drywall compound.
- b. An "In-Progress" inspection by the Permits and Inspections office is required for all tubular skylights installed in 3 Story buildings.

4.3 PITCHED ROOFS: All pitched roof (over 3:12) installations shall be as follows:

4.3.1 Asphalt Composition Shingles

10" and 14" tubular skylights are the only size units approved for installation on pitched Composition Shingle roofs in Third Mutual.

- a. Pitched Metal Flashing: The powder coated black epoxy based finish applied over a 0.032 in. thick aluminized steel stamped seamless flashing with 32 total added rigid ribs and 8 pre-punched fastener holes shall be laced into existing Asphalt Composition Shingles as existing roof jacks are installed.
- b. Metal Turret Extension: Shall be installed onto Pitched Metal Flashings with a polyurethane sealant and screwed into flashing with (4) #8x1/2 philip head, self-tapping stainless steel screws.
- c. Turret Shroud: Shall be installed onto Pitched Metal Flashing and Turret Extension.
- d. No caulking will be used as primary water leak protection.

4.3.2 Concrete & Clay Tile

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
 1. Monier concrete tiles over space sheathing and/or plywood with no underlayment do not require the installation of a Counterbase Flashing.
- b. Secondary Flashing: Polypropylene (Tile Retro Kit for 10" Solatubes) or .060 inch thick A93003 aluminum secondary pre-formed flashing shall be installed over Counterbase Flashing.
- c. Polypropylene Turret Extension: shall be installed onto Secondary Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- d. Turret Shroud: shall be installed onto Secondary Flashing and Turret Extension.
- e. No caulking will be used as primary water leak protection.
- f. All tiles shall be saw cut and not "broken to fit".

4.3.3 Metal Shingles

10" and 14" tubular skylights are the only size units approved for installation on all tile roofs in Third Mutual. Single flashing permitted only on metal shingle roofs.

- a. Counterbase Flashing: injected molded polypropylene CC2 classified, 30% mica filled .125 inch thick mold tech pattern MT11365 finish base flashing shall be installed between rafters and be laced into existing underlayment as existing roof jacks are installed.
- b. Polypropylene Turret Extension: shall be installed onto Counterbase Flashing with a polyurethane sealant and screwed into flashing with (4) #8x1/2" philip head, self-tapping stainless steel screws.
- c. Turret Shroud: shall be installed onto Flashing and Turret Extension.
- d. All tiles shall be saw-cut or sheared and not "broken or bent" to fit.

THIRD LAGUNA HILLS MUTUAL

SECTION 34 WINDOWS & WINDOW ATTACHMENTS

MAY 1996, RESOLUTION M3-96-28

SEPTEMBER 2002, RESOLUTION M3-02-47

NOVEMBER 2002, RESOLUTION M3-02-62

OCTOBER 2004, RESOLUTION 03-04-27

REVISED FEBRUARY 2006, RESOLUTION 03-06-10

REVISED SEPTEMBER 2006, RESOLUTION 03-06-41

REVISED (MTH) 2007, RESOLUTION XX-XX-XX

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 and sliding doors on the same wall and cornering windows and doors within an individual manor will be replaced concurrently to ensure visual continuity upon the building and surrounding area except when sliding glass doors are obscured by glass enclosures. At any such time that the enclosure is removed, exposing the sliding glass doors, the Member must replace the sliding glass doors to conform to the Mutual Standard.
- 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: 3.2.1, 3.2.2, and 3.2.3, and Section 4.0, paragraph 4.1). 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.
- 3.2.0** 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.

 - 3.2.1** 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.
 - 3.2.2** Recessed vinyl retrofitted 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.
 - 3.2.3** 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.
- 3.3** 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.
- 3.4** With the exception of recessed windows, cutting of the flanges is not permitted.
- 3.5** The retrofit window frame should be constructed in a flat plane with no raised or sculptured parts.
- 3.6** Windows must be properly insulated according to the manufacturer's installation instructions.
- 3.7** 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) with the following exception: single story manors may install vinyl retrofit windows and doors with grids that match the design pattern and dimension of the grids for all windows and doors on the same elevation. All glass shall be 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.

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.

9.0 SLIDING GLASS DOORS

9.1 In order to maintain visual consistency, sliding glass doors are subject to the Standards set forth in Mutual Standards for Windows and Window Attachments, reference 2.0 Applications.

Third Laguna Hills Mutual

SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED (MTH) 2007, RESOLUTION XX-XX-XX

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 or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) 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(UBC) the California Building Code (CBC) and the National Electrical 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. Saturday work should be held to a minimum and no work whatsoever shall be 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 his or her 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 or Member's dumpsters, if required, must have location approved by the Permits and Inspections office. Contractors must use the same company used by the City of Laguna Woods.
- 1.7 CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.

2.0 APPLICATION

- 2.1** Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the

- installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene) that blocks 80% of the sun's rays, and be of a roll-up design.
 - 2.3 Shades (sun screens) shall be Desert Sand in color.
 - 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
 - 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
 - 2.6 Powered shades (sun screens) and timers are permitted.
 - 2.7 Automatic sensors for the powered unit are not permitted.
 - 2.8 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
 - 2.9 Track mounted, or side channel, shades (sun screens) are not permitted.
 - 2.10 Shades (sun screens) shall be hung only in a vertical position.
 - 2.11 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
 - 2.12 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
 - 2.13 Shades (sun screens) must be hung parallel to the wall or railing.
 - 2.14 No shades (sun screens) can hang directly over a door or window, and shades (sun screens) cannot be mounted to the wall of the Manor.
 - 2.15 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
 - 2.16 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
 - 2.17 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.

- 2.18 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.19 Balcony floors may not be penetrated.
- 2.20 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.