



OPEN MEETING

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

**Thursday, March 21, 2024 – 9:30 a.m.
Laguna Woods Village Board Room /Virtual Meeting
24351 El Toro Road, Laguna Woods, CA 92637**

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. Join via Zoom by clicking this link: <https://us06web.zoom.us/j/91432172027> or by calling 669-900-6833 Webinar ID: 91432172027.
2. Via email to 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.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for February 15, 2024
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update

8. 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.*
 - a. Monthly Mutual Consent Report

9. Variance Requests
 - a. None.

10. Items for Discussion and Consideration
 - a. Revision to Standard 22: Patio Slab
 - b. Mutual Consent Process Presentation

11. Items for Future Agendas

- a. Revision to Standard 11: Doors; Exterior

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, April 18, 2024 at 9:30 a.m.
- c. Adjournment

*A quorum of the United Board or more may also be present at the meeting.

Anthony Liberatore, Chair
Alan Grimshaw, Staff Officer
Telephone: 949-597-4616



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF UNITED LAGUNA WOODS MUTUAL
ARCHITECTURAL CONTROL AND STANDARDS COMMITTEE**

**Thursday, February 15, 2024 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

COMMITTEE MEMBERS PRESENT: Anthony Liberatore – Chair, Ellen Leonard, Sue Quam

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Alan Grimshaw – Manor Alterations
Manager, Gavin Fogg – Manor Alterations Supervisor,
Laurie Chavarria – Senior Management Analyst, David
Rudge – Inspector II, Josh Monroy – Manor
Alterations Coordinator

1. Call Meeting to Order

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

2. Acknowledgment of Media

The meeting was broadcast on Granicus and Zoom. No media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved by unanimous consent.

4. Approval of the Meeting Report for January 18, 2024

Hearing no objection, the meeting report was unanimously approved as written.

5. Chair's Remarks

None.

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

None.

7. Division Manager Update

None.

8. Consent

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.

- a. Mr. Grimshaw discussed the number of mutual consents issued and completed over a five-month period.

Hearing no objection, the Consent Calendar was approved by unanimously approved.

9. Variance Requests

a. 59-G: Variance to Install a Fence and Gate

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee. For this variance staff recommended denial.

A motion was made to deny the variance as described. The motion passed by a vote of 2/1/0. (Director Leonard, opposed)

b. 372-D: Variance to Add Windows

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee.

A member commented on the variance request and staff responded.

A motion was made to approve the variance as described. The motion was approved by unanimous consent.

c. 301-A: Variance to Extend Living Room into Patio Area

The variance was introduced by Mr. Rudge. Discussion ensued and staff answered questions from the committee.

A motion was made to approve the variance as described. The motion was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Standard 20: Balcony, Patio and Atrium Covers

A motion was made to recommend the United Board approve the revisions to Standard 20: Balcony, Patio and Atrium Covers. Hearing no objection, the motion was approved by unanimous consent.

b. Enact Standard 39: Balcony and Patio Enclosures

A member commented on the variance request and staff responded.

A motion was made to recommend the United Board approve the enactment of Standard 39: Balcony and Patio Enclosures. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- Revision to Standard 22: Patio Slab
- Revision to Standard 11: Doors; Exterior
- Presentation on Mutual Consent Process and Fees

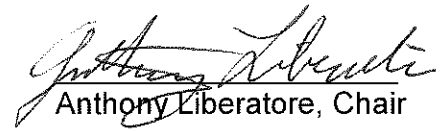
12. Committee Member Comments

- Director Leonard commented on building roofing systems and guttering.
- Director Quam thanked staff for explaining the two standards.
- Chair Liberatore responded to a member comment.

13. Date of Next Meeting: Thursday, March 21, 2024 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:42 a.m.

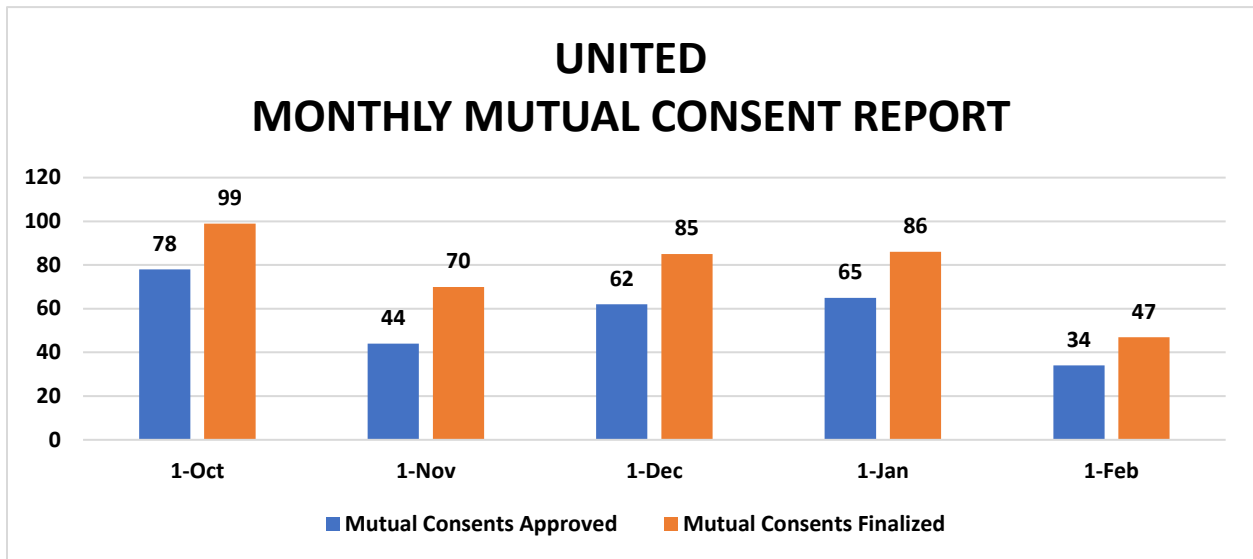


Anthony Liberatore, Chair

Anthony Liberatore, Chair
Alan Grimshaw, Manor Alterations Manager
Telephone: 949-597-4616



UNITED LAGUNA WOODS
MUTUAL



This Page Left Intentionally Blank



STAFF REPORT

DATE: March 21, 2024
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 22: Patio Slabs

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 22: Patio Slabs, Walkways & Pavers.

BACKGROUND

The ACSC initiated a review of the current Standard 22: Patio Slabs (Attachment 1) and proposed revisions to the Standard intended to bring it up to current industry standards and improved designs. Standard 22 was last revised in February 2019, via Resolution 01-19-20 (Attachment 2).

DISCUSSION

A review of current trends and new materials becoming readily available resulted in the inclusion of walkways and pavers to the scope of work.

The slab construction methods, materials and the overall size of the patio slabs were also reviewed and taken into consideration. A section detail showing the various layers and components was developed as a means to best clarify the construction process.

Any landscaping alterations should be performed only by the managing agent's landscape crews with the cost of any revisions to be the responsibility of the member.

FINANCIAL ANALYSIS

There are no direct added costs to the Mutual. Any potential landscaping costs incurred by the Mutual will be the responsibility of the Member.

Prepared By: Alan Grimshaw, Manor Alterations Manager

Reviewed By: Baltazar Mejia, Maintenance & Construction Assistant Director
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 22: Patio Slabs

Attachment 2 – Current Resolution 01-19-20

Attachment 3 – Redlined Revised Standard 22: Patio Slabs, Walkways & Pavers

Attachment 4 – Final Draft Standard 22: Patio Slabs, Walkways & Pavers

Attachment 5 – Proposed Resolution 01-24-XX



STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
REVISED FEBRUARY 2019, RESOLUTION 01-19-20

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete.
- 2.2** Patio concrete shall be placed on 4" aggregate base over compacted subgrade.
- 2.3** For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer.
- 2.4** For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C.
- 2.5** Slabs larger than 15' x 15' shall have control joints.
- 2.6** Patios shall have a non-slip troweled or broom finish.
- 2.7** Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted.
- 2.8** Patios which have planting or dirt areas inside the defined patio walls may be replaced with a concrete slab, providing it does not extend beyond the wall.
- 2.9** No slab extension may encroach into common area.
- 2.10** All installations must have a minimum slope of 1/4" per foot and drain to drain inlets or landscaping.



3.0 PREPARATIONS

- 3.1 In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.
- 3.2 No slab extension will be allowed that will restrict drainage.
- 3.3 No slab extension will be allowed in areas where access for maintenance is required.
- 3.4 In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.

4.0 SPRINKLER REVISIONS

- 4.1 Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.
- 4.2 No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.

RESOLUTION 01-19-20
REVISIONS TO ARCHITECTURAL STANDARD 22: PATIO SLABS

WHEREAS, the Architectural Controls and Standards Committee recognizes the need to amend Alteration Standards and create new Alteration Standards as necessary; and,

WHEREAS, the Architectural Controls and Standards Committee recognize the need to create Alteration Standard 22: Patio Slabs.

NOW THEREFORE BE IT RESOLVED, February 12, 2019, that the Board of Directors of this Corporation hereby adopts revisions to Alteration Standard 22: Patio Slabs, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution U-96-62, adopted May 1996, 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 this resolution as written.

JANUARY Initial Notification

28-day notification to comply with Civil Code §4360 has been satisfied.



STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62
 GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 REVISED FEBRUARY 2019, RESOLUTION 01-19-20
REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

~~SEE~~ STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 PREPARATIONS

2.1 All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.

2.2 VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.

2.3 No patio extensions will be allowed that will restrict drainage or that will restrict access to areas where on-going maintenance is required.

2.03.0 APPLICATIONS

~~2.13.1~~ Patio concrete slab must be at least 4" nominal thick 520-C-2500 concrete. All installations must have a minimum slope and be able to drain to inlets or landscaping.

~~2.23.2~~ Patio concrete shall be placed on 4" aggregate base over compacted subgrade. Landings or dirt areas inside the defined patio squared off perimeters may be covered over providing the paving area does not extend beyond the existing walls.

3.3 For non-bearing slabs, reinforcement shall be WWF 6x6; for load bearing slabs reinforcement shall be as designed by a licensed engineer. Patio slab extensions shall not encroach into common areas.

**2.3**

3.4 ~~For slabs poured against existing non-structural concrete, #3 dowels shall be epoxied into existing concrete 18" O.C. An approved variance will be required if proposed plan does extend into common areas.~~

2.4

3.5 ~~Slabs larger than 15' x 15' shall have control joints. Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.~~

2.5

3.6 ~~Patios shall have a non-slip troweled or broom finish. Interlocking concrete pavers~~

A. Pavers may be 7/8 of an inch to 1 inch thick if overlaid on existing concrete slab. Pavers must be a minimum of 2 3/8 inches thick if overlaid on sand.

B. Interlocking paver installations over sand must use a 4 inch deep 'Class 2' sub-base under a 1 inch thick layer of course sand as the top-base. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.

C. Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's guidelines. Edging will not be required when abutting to walls or concrete slabs or walkways.

2.6

3.7 ~~Any unit wherein a wall or partial wall limits the extent of the original size of the slab, no extension in any direction will be permitted. Concrete slabs~~

A. If the proposed patio slab is adjoined to an existing slab, a detail of how the slab will be doweled to existing slab must be provided.

B. Concrete slabs to be constructed as per this section detail:



UNITED LAGUNA WOODS
M U T U A L



4" (min.) concrete slab; 2500 p.s.i with
10 gauge Wire mesh or #3 rebar reinforcement minimum
6 mil plastic sheeting vapor barrier - minimum
1" compacted construction sand - minimum

Compacted existing soil

PATIO SLAB SECTION

- C. Slip resistance finish: For safety considerations, it is recommended that any finish of a concrete slab have a SCOF (Static Coefficient of Friction) of .06 or higher, conforming to established ADA guidelines.
- D. Concrete stamping options to be reviewed and approved by Manor Alterations for conformance to Mutual's standards.
- ~~2.7~~
- ~~2.8—Patios which have planting or dirt areas inside the defined patio-walls may be replaced with a concrete slab, providing it does not extend beyond the wall.~~
- ~~2.9—No slab extension may encroach into common area.~~
- ~~2.10—All installations must have a minimum slope of 1/4" per foot and drain to drain inlets or landscaping.~~



3.0 PREPARATIONS

- ~~3.1 In each case, an inspector will visit the site prior to work, for adjustments pertaining to this section.~~
- ~~3.2 No slab extension will be allowed that will restrict drainage.~~
- ~~3.3 No slab extension will be allowed in areas where access for maintenance is required.~~
- ~~3.4 In no case will concrete be placed over sprinklers, sprinkler lines, or other related items.~~

4.0 SPRINKLER REVISIONS

- ~~4.1 Sprinklers will be relocated as necessary only by VMS landscape crews, and the cost of such relocations shall be at the cost of the resident owner of that unit.~~
- ~~4.23.8 No sprinklers will be placed inside any patio area by VMS landscape crews. Any systems added shall not be connected to the Mutual-owned system.~~



STANDARD 22: PATIO SLABS

MAY 1996, RESOLUTION U-96-62
 GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
 GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
 REVISED FEBRUARY 2019, RESOLUTION 01-19-20
 REVISED [DATE], RESOLUTION 01-24-XX

1.0 GENERAL REQUIREMENTS

See Standard 1: General Requirements

2.0 PREPARATIONS

- 2.1 All proposed locations and areas directly connected with proposed locations will be reviewed by Manor Alterations in the plan review process for conformance to existing guidelines. A site inspection may be required prior to approval.
- 2.2 VMS Landscape Services to be notified prior to excavation to locate all irrigation components in the vicinity of the work. All irrigation relocations shall be performed by VMS staff. Member is responsible for any and all VMS Landscape Services irrigation relocation costs.
- 2.3 No patio extensions will be allowed that will restrict drainage or that will restrict access to areas where on-going maintenance is required.

3.0 APPLICATIONS

- 3.1 All installations must have a minimum slope and be able to drain to inlets or landscaping.
- 3.2 Plantings or dirt areas inside the defined patio squared off perimeters may be covered over providing the paving area does not extend beyond the existing walls.
- 3.3 Patio slab extensions shall not encroach into common areas.
- 3.4 An approved variance will be required if proposed plan does extend into common areas.

3.5 Patios and walkways may be constructed of a concrete slab or interlocking concrete pavers.

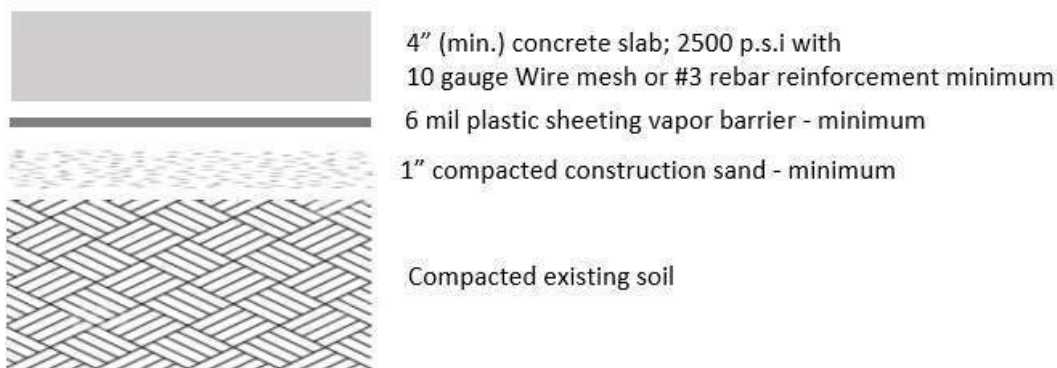
3.6 Interlocking concrete pavers

- A. Pavers may be 7/8 of an inch to 1 inch thick if overlaid on existing concrete slab. Pavers must be a minimum of 2 3/8 inches thick if overlaid on sand.
- B. Interlocking paver installations over sand must use a 4 inch deep 'Class 2' sub-base under a 1 inch thick layer of course sand as the top-base. Paved area must be compacted with a vibrating flat plate or hand tamper to lock pavers into place.
- C. Interlocking paver installations must use treated wood, redwood, or plastic edging if required by manufacturer. Edging shall be secured in place per manufacturer's guidelines. Edging will not be required when abutting to walls or concrete slabs or walkways.

3.7 Concrete slabs

A. If the proposed patio slab is adjoined to an existing slab, a detail of how the slab will be doveled to existing slab must be provided.

B. Concrete slabs to be constructed as per this section detail:



PATIO SLAB SECTION

C. Slip resistance finish: For safety considerations, it is recommended that any finish of a concrete slab have a SCOF (Static Coefficient of Friction) of .06 or higher, conforming to established ADA guidelines.

D. Concrete stamping options to be reviewed and approved by Manor Alterations for conformance to Mutual's standards.

RESOLUTION 01-24-XX
REVISE STANDARD 22: PATIO SLABS, WALKWAYS AND PAVERS

WHEREAS, the Architectural Control and Standards Committee recognizes the need to amend Standards and create new Standards as necessary; and

WHEREAS, the Architectural Control and Standards Committee recognized the need to update and clarify the construction methods and materials of patio slabs, walkways and pavers;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts revision and amendments to Standard 22: Patio Slabs; and

RESOLVED FURTHER, Resolution 01-19-20 adopted February 12, 2019, is hereby superseded and canceled; and

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

APRIL INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360

This Page Left Intentionally Blank