



OPEN MEETING

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

**Thursday, November 16, 2023 – 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 August 17, 2023
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 Architectural Standard 6: Air Conditioning Units/Heat Pumps
 - b. Revision to Architectural Standard 18: Gutters & Downspouts

11. Items for Future Agendas

- a. Revised Resale Inspection Fee
- b. Revision to Architectural Standard 20: Patio and Balcony Covers; Aluminum

12. Concluding Business

- a. Committee Member Comments
- b. Date of Next Meeting – Thursday, December 21, 2023 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
Baltazar Mejia, Maintenance & Construction Assistant Director
Telephone: 949-597-4616



UNITED LAGUNA WOODS
M U T U A L

OPEN MEETING

**REPORT OF THE REGULAR OPEN MEETING OF THE
UNITED LAGUNA HILLS MUTUAL
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE***

**Thursday, August 17, 2023 – 9:30 a.m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

REPORT

MEMBERS PRESENT:

Anthony Liberatore – Chair, Maggie Blackwell, Sue Quam

STAFF PRESENT:

Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Gavin Fogg – Manor Alterations Supervisor, David Rudge – Manor Alterations 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. Acknowledgement of Media

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

3. Approval of the Agenda

Hearing no objection, the agenda was approved by consent.

4. Approval of the Meeting Report for July 20, 2023

Hearing no objection, the meeting report was approved by consent.

5. Chair's Remarks

Chair Liberatore thanked staff for their assistance with the United Mutual Town Hall presentation.

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

- A member asked a question, staff to follow up with member.

7. Division Manager Update

None.

8. Monthly Mutual Consent Report

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.

There are no items on the consent calendar for this month.

a. Mr. Mejia provided insight into the number of mutual consents issued and completed over a five-month period.

9. Variance Requests

a. 308-C: Variance to Demolish Exterior Stucco Wall and Expand Kitchen

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 variance was approved by unanimous consent.

10. Items for Discussion and Consideration

a. Revision to Alteration Fee Schedule

A motion was made to recommend the United Board approve the alteration fee schedule. Hearing no objection, the motion was approved by unanimous consent.

11. Items for Future Agendas

- a. Revised Resale Inspection Fee – **TBD.**
- b. Look into “Approved Contractor” List (Have Mutual Attorney review it) – **September.**
- c. Revision to Architectural Standard 18: Gutters & Downspouts

12. Committee Member Comments

- Director Quam thanked staff and her fellow directors for their contributions to the United Mutual Town Hall presentation.
- Director Blackwell remains hopeful that a resolution will be found to expedite revisions to the alteration fee schedule process. Additionally, a resolution to the approved contractor list.

13. Date of Next Meeting: September 21, 2023 at 9:30 a.m.

14. Adjournment

The meeting was adjourned at 10:15 a.m.

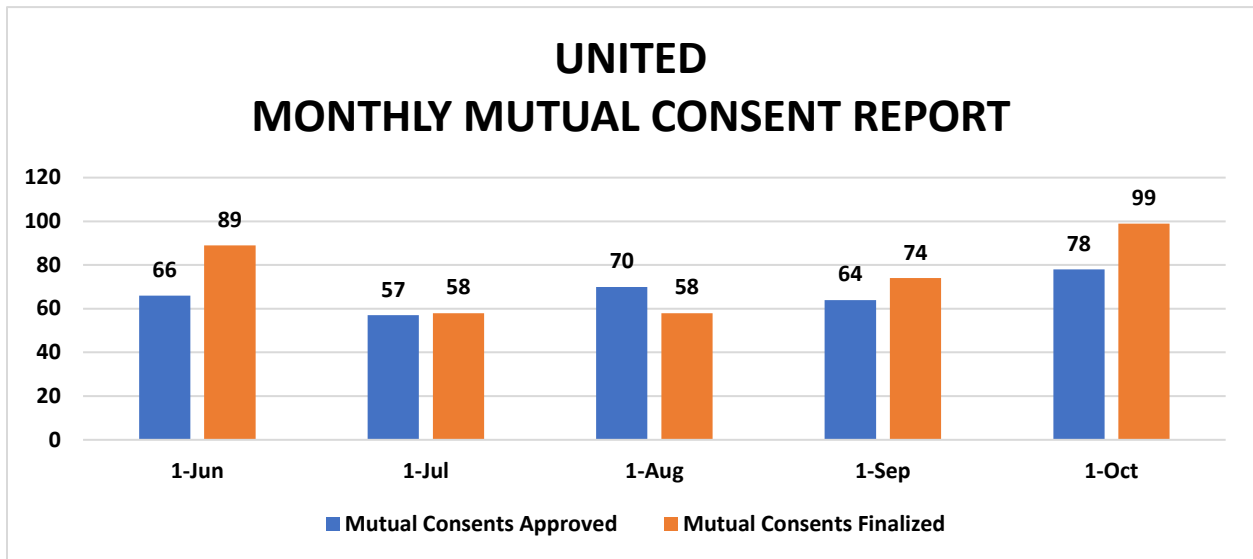

Anthony Liberatore, Chair

Anthony Liberatore, Chair
Baltazar Mejia, Staff Officer
Telephone: 949-597-4616

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UNITED LAGUNA WOODS
MUTUAL



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STAFF REPORT

DATE: November 16, 2023
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 6: Air Conditioning Units/Heat Pumps

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 6: Air Conditioning Units/Heat Pumps.

BACKGROUND

The (ACSC) initiated a review of the current Standard 6: Air Conditioning Units/Heat Pumps (Attachment 1). Standard 6 was last revised in June 2018, via Resolution 01-18-58 (Attachment 2).

DISCUSSION

Staff is presenting the proposed revised Standard and accompanying resolution for consideration by the full board. The proposed changes to the standard are shown in the redlined version (Attachment 3). A final draft of the proposed standard is included as Attachment 4. The proposed standard is intended to reflect the current Building Codes, Municipal Codes, or mutual policies to allow for the removal of the wall mounted sleeve and replacement with a wall mounted mini-split condenser

FINANCIAL ANALYSIS

There is no financial impact to the mutual. The removal and repair of the wall mounted wall sleeve will be the responsibility of the requesting mutual member. The cost to repair any damage to the mutual property resulting from the removal and replacement of the wall sleeve with a wall mounted mini-split will also be the responsibility of the member.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 6: Air Conditioning Units/Heat Pumps
Attachment 2 – Current Resolution 01-18-58
Attachment 3 – Redlined Revised Standard 6: Air Conditioning Units/Heat Pumps
Attachment 4 – Final Draft Standard 6: Air Conditioning Units/Heat Pumps
Attachment 5 – Proposed Resolution 01-23-XX

ATTACHMENT 1 – CURRENT STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JUNE 2018, RESOLUTION 01-18-58

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS - THROUGH THE WALL A/C-H/P UNITS

- 2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations Division.
- 2.2 Units must not be located more than 12" off the floor as measured from the bottom of the unit, unless otherwise approved by the Alterations Division due to site conditions.
- 2.3 No unit may project directly into a walkway area or into a breezeway.
- 2.4 Window mounted units are prohibited.
- 2.5 Sleeves must be painted to match the color of the wall.
- 2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensate lines.
- 2.7 In the absence of an approved alternate heat source, removal of the A/C-H/P unit and sleeve is prohibited.
- 2.8 Removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.
- 2.9 Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.

ATTACHMENT 1 – CURRENT STANDARD 6:

AIR CONDITIONING UNITS/HEAT PUMPS

- 2.10** Upon the installation of a central heating and air system, the A/C-H/P units and sleeves shall be removed.

3.0 APPLICATIONS - CENTRAL and DUCTLESS UNITS

- 3.1** The location of condensers must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any effected or adjoining units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Alterations Division.
- 3.2** The size of condensers must not exceed 48” high, 37” wide or 36” deep.
- 3.3** Only one outdoor condensing unit per manor is permitted.
- 3.4** All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member’s expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.
- 3.5** Condensation drain lines must be routed to an approved location.
- 3.6** Roof mounted condensers are prohibited.
- 3.7** Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24” of the building wall and maintain a 36” clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.
- 3.8** All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.
- 3.9** The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.
- 3.10** The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.
- 3.11** Cutting of a cornice molding to accommodate a chase-way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.12** Watertight seals must be provided around all penetrations.
- 3.13** Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- 3.14** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.15** Electrical conduit and box must be painted to match the color of the wall.

RESOLUTION 01-18-58

Revise Alteration Standard 6 – Air Conditioning Units/Heat Pumps

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 revise Alteration 6: Air Conditioning Units/Heat Pumps.

NOW THEREFORE BE IT RESOLVED, June 12, 2018, that the Board of Directors of this Corporation hereby adopts the following Alteration Standard 6: Air Conditioning Units/Heat Pumps;

RESOLVED FURTHER, that Resolution 01-14-57, adopted May 13, 2014 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.

ATTACHMENT 3 – REDLINED REVISED STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59
REVISED MARCH 2001, RESOLUTION U-01-14
REVISED DECEMBER 2003, RESOLUTION 01-03-168
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104
REVISED SEPTEMBER 2013, RESOLUTION 01-13-171
REVISED MAY 2014, RESOLUTION 01-14-57
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08
GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57
REVISED JUNE 2018, RESOLUTION 01-18-58
REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS – THROUGH THE WALL A/C-H/P UNITS

2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors Division.

2.2 No condensing unit may be located in or project into any walkway, breezeway, or interior court of a multi-unit building. Units must not be located more than 12” off the floor as measured from the bottom of the unit, unless otherwise approved by the Alterations Division due to site conditions.

~~2.3~~ No unit may project directly into a walkway area or into a breezeway.

~~2.42.3~~ Window mounted units are prohibited.

2.4 Condensing units must not be located more than 12” above grade, unless otherwise approved by the Alterations office due to site conditions.

2.5 Sleeves must be painted to match the color of the wall.

2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation on te lines.

2.7 In the absence of an approved alternate heat source, removal of the through-the-wall A/C/Heat pump and wall condensing /P-units ~~and sleeve~~ is prohibited.

2.8 Removal of sleeves in stucco walls:

a. Removal of sleeves in stucco walls of one and two story buildings shall be

ATTACHMENT 3 – REDLINED REVISED STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

evaluated on a case-by-case basis. A variance may be required.

b. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

c. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

3.1 Only one condensing unit per manor is permitted.

3.2 Roof-mounted self-contained package units are prohibited.

3.3 Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.

3.4 Roof mounted condensers are prohibited.

3.5 The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary for signed approval by affected neighboring member(s).

3.6 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.

3.7 Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad and maintain sufficient clearance from windows, other equipment, utility boxes, vents and walkways to meet current California Building Code (CBC) requirements.

3.8 All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.

3.9 The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.

3.10 Watertight seals must be provided around all penetrations.

3.11 Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.

3.12 Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must

ATTACHMENT 3 – REDLINED REVISED STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

be kept to a minimum and be as unobtrusive as possible.

3.13 Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.

3.14 Cutting or altering of roof trusses for the installation of air handlers in attic spaces prohibited.

3.15 When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.

3.16 Electrical conduit and box must be painted to match the color of the wall.

~~2.8~~ require that the patch must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The texture and color must match the existing wall.

~~2.9~~ Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim must be replaced and the texture and color must match the existing wood siding.

ATTACHMENT 3 – REDLINED REVISED STANDARD 6:

AIR CONDITIONING UNITS/HEAT PUMPS

- ~~2.10~~ Upon the installation of a central heating and air system, the A/C H/P units and sleeves shall be removed.
- ~~3.0~~ **APPLICATIONS – CENTRAL and DUCTLESS UNITS**
- ~~3.1~~ The location of condensers must be approved by the Alterations Division. Prior to permit issuance, consideration will be given to any effected or adjoining units. Mutual Member is required to submit signed Neighbor Awareness forms as deemed needed by the Alterations Division.
- ~~3.2~~ The size of condensers must not exceed 48" high, 37" wide or 36" deep.
- ~~3.3~~ Only one outdoor condensing unit per manor is permitted.
- ~~3.4~~ All landscape and irrigation revisions to accommodate the location of a condenser must be made by the Mutual at the Mutual Member's expense. Member shall submit a Landscape Request Form with a copy of the site and floor plan with complete dimensions.
- ~~3.5~~ Condensation drain lines must be routed to an approved location.
- ~~3.6~~ Roof mounted condensers are prohibited.
- ~~3.7~~ Condensers must be installed at ground level and mounted on an approved concrete or plastic pad and must be located within 24" of the building wall and maintain a 36" clearance from bedroom windows, other equipment, utility boxes, vents, and walkways.
- ~~3.8~~ All exterior wiring, condensate, and coolant lines must be encased in a single square sheet metal or vinyl chase painted to match the color of the wall.
- ~~3.9~~ The metal chaseway must be of the two-piece type. Chaseways must be made rodent proof by using wiremesh at the bottom of the chaseways.
- ~~3.10~~ The length of the run(s) must be kept to a minimum and be as unobtrusive as possible.
- ~~3.11~~ Cutting of a cornice molding to accommodate a chase way shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- ~~3.12~~ Watertight seals must be provided around all penetrations.
- ~~3.13~~ Cutting or altering roof trusses for the installation of air handlers in attic spaces are strictly prohibited.
- ~~3.14~~ When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- ~~3.15~~ 3.17 Electrical conduit and box must be painted to match the color of the wall.

ATTACHMENT 4 – FINAL DRAFT STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS



STANDARD 6: AIR CONDITIONING UNITS/HEAT PUMPS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED MARCH 2001, RESOLUTION U-01-14

REVISED DECEMBER 2003, RESOLUTION 01-03-168

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

REVISED SEPTEMBER 2013, RESOLUTION 01-13-171

REVISED MAY 2014, RESOLUTION 01-14-57

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED JUNE 2018, RESOLUTION 01-18-58

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 THROUGH THE WALL A/C-H/P UNITS

- 2.1 Units must be installed in knock-out panel areas, under windows, or as determined by the Alterations office, with due consideration given to the effect on adjoining manors.
- 2.2 No condensing unit may be located in or project into any walkway, breezeway, or interior court of a multi-unit building.
- 2.3 Window mounted units are prohibited.
- 2.4 Condensing units must not be located more than 12” above grade, unless otherwise approved by the Alterations office due to site conditions.
- 2.5 Sleeves must be painted to match the color of the wall.
- 2.6 Above grade installation of heat pumps require condensation drain line connection to an approved discharge location. Mutual Member assumes all responsibilities for any damage that may occur from condensation.
- 2.7 In the absence of an approved alternate heat source, removal of the through-the-wall AC/Heat pump and wall condensing units is prohibited.
- 2.8 Removal of sleeves in stucco walls:
 - a. Removal of sleeves in stucco walls of one and two story buildings shall be evaluated on a case-by-case basis. A variance may be required.
 - b. When permitted, removal of sleeves in stucco walls require that the patch must be made in accordance with standard construction practices to

ATTACHMENT 4 – FINAL DRAFT STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

maintain the water proof integrity of the wall. The texture and color must match the existing wall. On balconies, the spacing between the wrought iron and exterior of the building will be required to meet Code regulations. Lead samples may be requested by the Alterations Division.

- c. Removal of sleeves in walls with wood siding must be made in accordance with standard construction practices to maintain the water proof integrity of the wall. The entire section of wood siding under a window, from trim to trim, must be replaced and the texture and color must match the existing wood siding.

3.0 CENTRAL AND DUCTLESS UNITS

- 3.1 Only one condensing unit per manor is permitted.
- 3.2 Roof-mounted self-contained package units are prohibited.
- 3.3 Outdoor condensing units must be sized to be the most compact unit appropriate for the manor.
- 3.4 Roof mounted condensers are prohibited.
- 3.5 The location of outdoor condensing units must be approved by the Alterations office and must be less than 71db. Prior to issuance of a Mutual consent, consideration will be given to any affected or adjoining manors. Manor Alterations will distribute Neighbor Awareness notices as deemed necessary for signed approval by affected neighboring member(s).
- 3.6 All landscape and irrigation revisions required to accommodate the location of an outdoor condensing unit must be performed by the Mutual at the Mutual Member's expense.
- 3.7 Ground level outdoor condensing units must be located within 24" of the building wall and mounted on a manufactured non-metallic and/or concrete pad and maintain sufficient clearance from windows, other equipment, utility boxes, vents and walkways to meet current California Building Code (CBC) requirements.
- 3.8 All exterior wiring, condensate, and coolant lines must be encased in a single, square or rectangular sheet metal two-piece chaseway painted to match the color of the wall to which it is attached. Roof mounted chases or ducts are prohibited.
- 3.9 The chaseway must be made rodent proof by installing wire mesh at the bottom of the chaseway. The use of steel wool is not allowed; but, pest control expanding foam may be installed in addition to the wire mesh as long as it is properly trimmed to remove visible overflow.
- 3.10 Watertight seals must be provided around all penetrations.
- 3.11 Each installation on a building's elevation that faces another building or heavily traveled common area will be limited to one run and the length must be kept to a minimum and as unobtrusive as possible.
- 3.12 Each installation on a building's elevation that does not face another building or heavily traveled common area will be limited to three runs, and the lengths must be kept to a minimum and be as unobtrusive as possible.

ATTACHMENT 4 – FINAL DRAFT STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

- 3.13** Cutting of a cornice molding to accommodate a chaseway shall be performed by removing the affected section of molding, cutting the metal flashing at both ends, applying sealant under the metal flashing, bending the metal flashing to be flush with the wall and fastening the metal flashing in place using screws. Sealant shall be applied as needed and the cut ends of the cornice molding shall be sealed.
- 3.14** Cutting or altering of roof trusses for the installation of air handlers in attic spaces prohibited.
- 3.15** When air handlers are installed in water heater closets, sufficient space must be provided above and around the water heater for repair and replacement of the water heater.
- 3.16** Electrical conduit and box must be painted to match the color of the wall.

ATTACHMENT 5 – REVISED RESOLUTION

RESOLUTION 01-23-XX
STANDARD 6:
AIR CONDITIONING UNITS/HEAT PUMPS

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 recognizes the need to revise Standard 6: Air Conditioning Units/Heat Pumps;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts Standard 6: Air Conditioning Units/Heat Pumps as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-18-58 adopted June 12, 2018, is hereby superseded in its entirety and no longer in effect; 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.

DECEMBER 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



STAFF REPORT

DATE: November 16, 2023
FOR: Architectural Control and Standards Committee
SUBJECT: Revision to Standard 18: Gutters and Downspouts

RECOMMENDATION

Staff recommends that the United Architectural Control and Standards Committee (ACSC) endorse the revised Standard 18: Gutters and Downspouts.

BACKGROUND

The ACSC initiated a review of the current Standard 18: Gutters and Downspouts (Attachment 1) and proposed revisions to the Standard are intended to bring it up to current standards and improved designs. Standard 18 was last revised in June 2019, via Resolution 01-19-49 (Attachment 2).

DISCUSSION

In order to improve the flow capacity of rain gutters and reduce maintenance, staff proposes to revise this standard to use K-style rain gutters (similar to the ones that VMS contractors use when installing or replacing rain gutters).

FINANCIAL ANALYSIS

The proposed revisions to Standard 18 do not impact the budget.

Prepared By: Baltazar Mejia, Maintenance & Construction Assistant Director

Reviewed By: Alan Grimshaw, Manor Alterations Manager
Gavin Fogg, Manor Alterations Supervisor

ATTACHMENT(S)

Attachment 1 – Current Standard 18: Gutters and Downspouts
Attachment 2 – Current Resolution 01-19-49
Attachment 3 – Redlined Revised Standard 18: Gutters and Downspouts
Attachment 4 – Final Draft Standard 18: Gutters and Downspouts
Attachment 5 – Proposed Resolution 01-23-XX

ATTACHMENT 1 – CURRENT STANDARD 18: GUTTERS AND DOWNSPOUTS



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

1.0 GENERAL REQUIREMENTS

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** Gutters must be a minimum 5" wide, measured at the top.
- 2.2** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.
- 2.3** Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.
- 2.4** Gutters are required to slope one inch for every 20 feet toward the downspout.
- 2.5** Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.
- 2.6** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.

ATTACHMENT 1 – CURRENT STANDARD 18: GUTTERS AND DOWNSPOUTS

- 2.7** Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.
- 2.8** All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.
- 2.9** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.
- 2.10** Downspouts are required to be 3” x 4” and are to be located in areas free from obstacles such as electric meters, hose bibs and sidewalks; and in the most inconspicuous location as possible.

The ends of downspouts must drain into a proper drainage system such as a drywell, or onto pavement, or a splash block that routes the water at least five feet downhill from the foundation of the building and onto properly graded soil.

- 2.11** Drywells must be five feet away from buildings, if possible.

RESOLUTION 01-19-49

REVISE ALTERATION STANDARD 18: GUTTERS AND DOWNSPOUTS

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 recognizes the need to revise Alteration Standard 18: Gutters and Downspouts.

NOW THEREFORE BE IT RESOLVED, June 11, 2019, that the Board of Directors of this Corporation hereby adopts the revisions to Alteration Standard 18: Gutters and Downspouts, attached as part of the official minutes of this meeting;

RESOLVED FURTHER, that Resolution 01-18-113, adopted November, 2018, 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.

ATTACHMENT 3 – REDLINED REVISED STANDARD 18:
GUTTERS AND DOWNSPOUTS



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

REVISED [DATE], RESOLUTION 01-23-XX

1.0 GENERAL REQUIREMENTS

SEE STANDARD ~~SECTION~~ 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

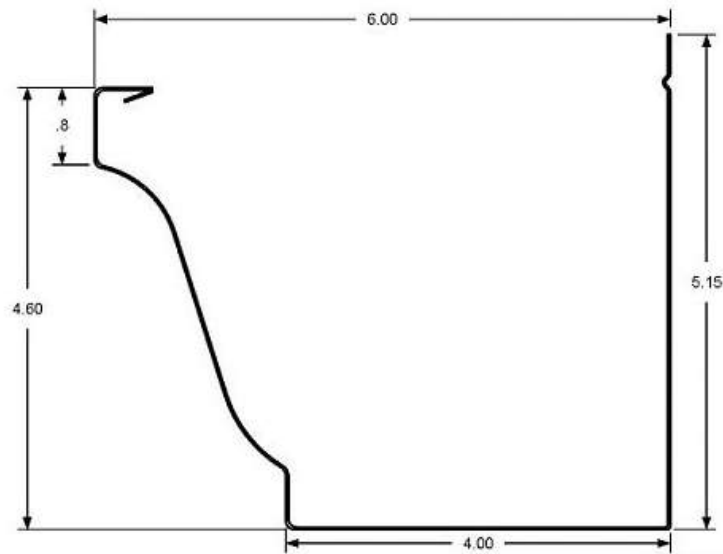
2.1 All gutters and downspouts shall have a slope of not less than 1/8-inch per foot along their entire length. Gutters and downspouts shall be installed so that water does not pool at any point. Gutters must be a minimum 5" wide, measured at the top.

2.2 Downspouts shall be installed along every 25 feet to 30 feet of guttering. No downspouts may be installed that will drain into an area that will effect surface drainage in an adverse way. Alteration- aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matches the original style and color.

2.3 Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted. Copper or steel gutters and downspouts are not permitted.

2.4 All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted copper and steel gutters or downspouts are not permitted. Gutters are required to slope one inch for every 20 feet toward the downspout.

ATTACHMENT 3 – REDLINED REVISED STANDARD 18:
GUTTERS AND DOWNSPOUTS



2.4

2.5 All downspouts to be seized at 4-inches by 6-inches to match color of existing guttering. Gutters in excess of 35 feet in length are to be sloped down both directions from the middle and have a downspout installed at each end.

2.6 Termination of all downspouts must be at least 48-inches away from the face of building. A combination of downspouts and splash blocks may be used to achieve minimum distance. Gutters attached to the Mutual-owned fascia are required to be attached using ring shank spikes or wood screws. Smooth, striated and spiral spikes are prohibited.

2.7 Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.

2.8 In order to assist in substantially reducing a maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers and prevent obstructions – Gutter / Leaf Guards are required.

2.9 Gutters and downspouts will be of the same color to match the surface they are attached to.

2.10 Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matched the original style and color.

2.11 Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth striated and spiral spikes are prohibited. Hidden hangers and spikes are required to be spaced at a minimum of 30-inches.

ATTACHMENT 3 – REDLINED REVISED STANDARD 18:
GUTTERS AND DOWNSPOUTS

2.12 Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. All penetrations must be properly sealed, Exposed wood must be properly primed and painted to match the existing paint of the building. Member shall be responsible for all damages to roofs.

~~2.7 Hidden hangers and spikes are required to be spaced at a minimum of 30 inch.~~

~~2.8 All penetrations must be properly sealed. Exposed wood must be properly primed and painted to match the existing paint of the building.~~

~~2.9 Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. Attachments to buildings with PVC roofs are required to be approved by the Alteration Division prior to installation. Member shall be responsible for all damages to roofs.~~

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~~The ends of downspouts must drain into a proper drainage system such as a drywell, or onto pavement, or a splash block that routes the water at least five feet downhill from the foundation of the building and onto properly graded soil.~~

~~2.112.6 Drywells must be five feet away from buildings, if possible.~~

ATTACHMENT 4 – FINAL DRAFT STANDARD 18:
GUTTERS AND DOWNSPOUTS



STANDARD 18: GUTTERS & DOWNSPOUTS

OCTOBER 2010, RESOLUTION 01-10-224

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

GENERAL REQUIREMENTS REVISED JUNE 2018, RESOLUTION 01-18-57

REVISED NOVEMBER 2018, RESOLUTION 01-18-113

REVISED JUNE 2019, RESOLUTION 01-19-49

REVISED [DATE], RESOLUTION 01-23-XX

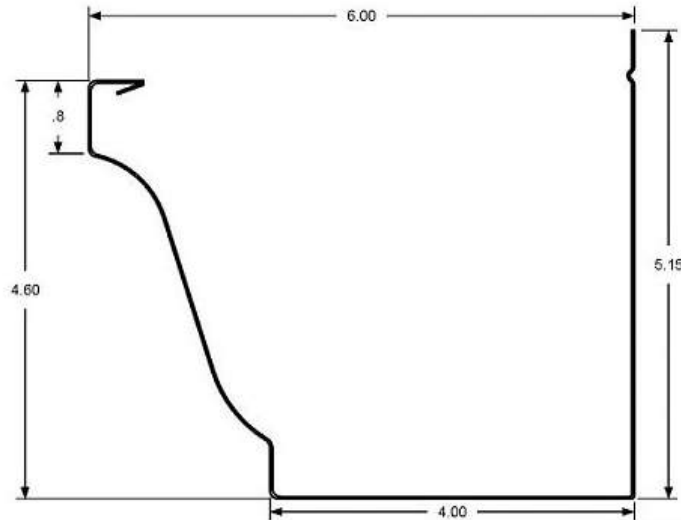
1.0 GENERAL REQUIREMENTS

SEE STANDARD 1: GENERAL REQUIREMENTS

2.0 APPLICATIONS

- 2.1** All gutters and downspouts shall have a slope of not less than 1/8-inch per foot along their entire length. Gutters and downspouts shall be installed so that water does not pool at any point.
- 2.2** Downspouts shall be installed along every 25 feet to 30 feet of guttering. No downspouts may be installed that will drain into an area that will effect surface drainage in an adverse way.
- 2.3** Installations to roof systems where hangers penetrate or may harm the roofing material in any way are prohibited.
- 2.4** All gutters are to be 6-inches wide as measured across the top. Gutters are to be made of aluminum with a minimum gauge of .027. Vinyl coated aluminum is permitted copper and steel gutters or downspouts are not permitted.

ATTACHMENT 4 – FINAL DRAFT STANDARD 18:
GUTTERS AND DOWNSPOUTS



- 2.5** All downspouts to be seized at 4-inches by 6-inches to match color of existing guttering.
- 2.6** Termination of all downspouts must be at least 48-inches away from the face of building. A combination of downspouts and splash blocks may be used to achieve minimum distance.
- 2.7** Downspouts that terminate directly into a drain inlet must provide a 1-inch air gap at point of transition.
- 2.8** In order to assist in substantially reducing a maintenance costs; prevent pest infestations and breeding sites; provide fire protection from flying embers and prevent obstructions – Gutter / Leaf Guards are required.
- 2.9** Gutters and downspouts will be of the same color to match the surface they are attached to.
- 2.10** Alteration aluminum gutters and downspouts are not allowed to be connected to original steel gutters and downspouts. If the alteration gutter system must be connected to an original steel gutter system, the Member is responsible for replacing the original steel gutter system with new aluminum that matched the original style and color.
- 2.11** Gutters attached to the Mutual owned fascia are required to be attached using ring shank spikes or wood screws. Smooth striated and spiral spikes are prohibited. Hidden hangers and spikes are required to be spaced at a minimum of 30-inches.
- 2.12** Applications to roofs where hangers penetrate or may harm the roofing in any way will not be allowed. All penetrations must be properly sealed, Exposed wood must be properly primed and painted to match the existing paint of the building. Member shall be responsible for all damages to roofs.

ATTACHMENT 5 – PROPOSED RESOLUTION

RESOLUTION 01-23-XX

STANDARD 18: GUTTERS AND DOWNSPOUTS

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 recognizes the need to revise Alteration Standard 18: Gutters and Downspouts;

NOW THEREFORE BE IT RESOLVED, [DATE], that the Board of Directors of this Corporation hereby adopts Standard 18: Gutters and Downspouts as attached to the official meeting minutes; and

RESOLVED FURTHER, that Resolution 01-19-49 adopted June 11, 2019, is hereby superseded in its entirety and no longer in effect; 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.

DECEMBER 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