



**OPEN MEETING**

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

**Thursday, December 21, 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, Ellen Leonard, Sue Quam (arrived at 9:31 a.m.)

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction, Alan Grimshaw – Manor Alterations Manager, 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 November 16, 2023**

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

**5. Chair's Remarks**

Chair Liberatore reminded residents to stay informed and involved by attending/viewing the ACSC meetings.

**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 motion was made to pull the United Monthly Mutual Consent Report for further discussion. Hearing no objection, the Monthly Mutual Consent Calendar was approved unanimously.

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

**9. Variance Requests**

a. 216-D: Variance to add a bathroom, windows, and rearrange rooms

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 Architectural Standard 18: Gutters & Downspouts

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

**11. Items for Future Agendas**

- a. Revised Resale Inspection Fee
- b. Revision to Architectural Standard 20: Patio and Balcony Covers; Aluminum and Vinyl
- c. Enact Architectural Standard 39: Balcony Enclosures

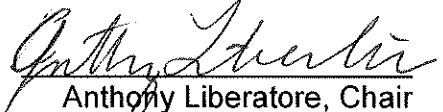
**12. Committee Member Comments**

- Director Quam was pleased to see how many mutual consents were completed in November and December.
- Director Leonard inquired whether mutual consents expire? Mr. Mejia informed the committee that they do only when there is no activity.

**13. Date of Next Meeting: January 18, 2024 at 9:30 a.m.**

**14. Adjournment**

The meeting was adjourned at 10:02 a.m.

  
Anthony Liberatore, Chair

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