



OPEN MEETING

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

Thursday, February 20, 2020 – 9:30 a.m.
Laguna Woods Village Community Center Elm Room
24351 El Toro Road, Laguna Woods, CA 92637

REPORT

COMMITTEE MEMBERS PRESENT: Chair Reza Bastani, Co-Chair Elsie Addington, , Brian Gilmore, Carl Randazzo

DIRECTORS PRESENT: Juanita Skillman

COMMITTEE MEMBERS ABSENT:

ADVISORS PRESENT: Janey Dorrell, Walter Ridley

STAFF PRESENT: Brett Crane, Gavin Fogg, Alisa Rocha

1. Call to Order

Chair Bastani called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

Not present.

3. Approval of the Agenda

Chair Bastani moved to accept the agenda. Co-Chair Addington seconded. The committee had no objection.

4. Approval of the Report for January 16, 2020

Chair Bastani moved to accept the report. Co-Chair Addington seconded. The committee had no objection.

The committee suggested one correction: Advisory Mike Mehrain was not present for the January 16, 2020 meeting.

5. Committee Co-Chair Remarks

None.

6. Member Comments

None.

7. Division Manager Update

Mr. Crane provided copies of the Consumer Guide to Asbestos which will now be available in the Permits and Alterations Office for the members and contractors. The active policy will be available as well. Mr. Crane mentioned staff is currently working with a hygienist to create a generic scope of work. Considering the many variables throughout the community, that scope of work may change drastically.

Mr. Crane discussed the meeting held February 13, 2020 with the city regarding standard plans. The city is in agreeance with adopting standard plans with a concern that the existing standard plans are not up to code and the need to reach out to the architect to bring standard plans up to code. The Mutual would have to take on the architect's expense of recreating standard plans that is if an architect is willing to take on that liability. Another concern is that Permits and Alterations does not have copies of final approved plans and they would have to be obtained.

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.

None.

Items for Discussion and Consideration:

8. 326-D (Seville, 5) Room Addition on Front Patio

Director Randazzo made a motion to accept staff's recommendation and approve this request. Director Gilmore seconded. The committee was in unanimous support.

Reports:

9. Status of Mutual Consents

Mr. Crane went over this report with the committee.

Items for Future Agendas

Hiring a staff hygienist.

Concluding Business:

10. Committee Member Comments

Director Gilmore reinforced the interest with the variation of contractor pricing regarding asbestos work.

Co-Chair Addington commented on the many suggestions received regarding asbestos work being done in-house. Co-Chair Addington is looking into the insurance aspect and claims and is also trying to reach out to Leisure World in Seal Beach to see what their procedures are.

Director Randazzo agreed with Director Gilmore's comment. He suggested having an advocate to consult with members regarding contractor estimates. Mr. Crane

commented that may raise a conflict considering the contract is between the member and contractor, the Mutual is in no way affiliated.

Chair Bastani inquired if the employees that have completed the 16-hour asbestos course, be an advisor to the member regarding the scope of work. Mr. Crane responded those employees cannot regulate the scope of work that is generated and the 16-hour course just allows them to open a small section to handle an emergency. Chair Bastani suggested training an employee that can do more. Mr. Crane responded the current hygienist consultant will be creating the scope of work. Chair Bastani recommended suggesting to the Board to hire a staff hygienist.

Director Gilmore stated the Mutual has a moral responsibility to help members with the asbestos issue.

Chair Bastani raised a motion to request for a staff hygienist. Director Gilmore seconded that motion. The motion passed 3-1; Chair Bastani, Director Gilmore, and Director Randazzo approved, Co-Chair Addington opposed.

11. Date of Next Meeting - March 19, 2020

12. Adjournment at 10:30 a.m.

A handwritten signature in black ink, appearing to read 'Reza Bastani', is written over a horizontal line. The signature is stylized and extends to the right with a long, sweeping tail.

Reza Bastani, Chair
Brett Crane, Staff Officer
Alisa Rocha, Alterations Coordinator 949-268-2301