

UNITED LAGUNA WOODS MUTUAL

Section 41 Electric Vehicle Charging Stations

ADOPTED JANUARY 2015, RESOLUTION 01-15-01
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alterations 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 Manor Alterations Department 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 National Electric Code (NEC).
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department 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 Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **ELECTRICAL POWER SOURCE**

- 2.1. Detailed site specific plans, wet stamped and signed by a California Licensed Electrical Engineer, showing electrical power source connection location, Electric Vehicle Charging Station location and routing of conduit must be submitted to the Manor Alterations Department for approval.
- 2.2. The use of the Mutual's main electrical service panel to a multi-unit building to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.3. The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to charge an electric automobile is strictly prohibited.
- 2.4. The use of Laundry Room, Carport, and any other Mutual electrical circuits serving common area to accommodate the installation of electric vehicle Charging Station is strictly prohibited.
- 2.5. A written approval from Southern California Edison for the electrical power source connection to Edison equipment must be submitted to the Manor Alterations Department.
- 2.6. The Mutual Member is responsible for all costs associated with the installation of a new meter and payment for electrical service.
- 2.7. The Mutual Member is required to use a California Licensed and Certified Electrical Contractor for the installation of the Electric Vehicle Charging Station.

3.0 LOCATION

- 3.1** The location of the Electric Vehicle Charging Station is restricted to the Mutual Member's carport parking space.
- 3.2** The location of new meters is restricted to the Mutual Member's carport parking space or as approved by Southern California Edison and the Manor Alterations Department.
- 3.3** If the proposed Electric Vehicle Charging Station, and or any electrical conduit and any other equipment, including the electric meter is approved to be located on Common Area, the Mutual Member will be required to record a Common Area Use Agreement.
- 3.4** The Electrical Vehicle Charging Station shall be installed in accordance with manufacturer's guidelines and shall be suitable for the environment (indoor/outdoor) where it is to be located.
- 3.5** Adequate barriers must be installed to protect the Electrical Vehicle Charging Station.
- 3.6** If the installation is in an area subject to flooding, the Electric Vehicle Charging Station shall be elevated or designed accordingly.

4.0 CONDUIT ROUTING

- 4.1** The Mutual Member and/or their contractor is responsible to notify Dig Alert (dial 8-1-1) 48 hours prior to excavation to identify all underground utility locations and is responsible for the subsequent coordination with any utility companies.
- 4.2** The Mutual Member is responsible to notify the Landscape Department through the Property Service desk a minimum of 10 days prior to excavation. Work related to removal and/or re-routing of Mutual landscaping and irrigation lines may be performed by the Mutual at the Member's expense.
- 4.3** Any revision to Mutual plumbing lines requires written authorization from the Manor Alterations Department prior to the commencement of work. Some work may be required to be performed by the Mutual at the Member's expense.
- 4.4** The Mutual Member is responsible for all costs associated with trenching, concrete or asphalt cutting to accommodate conduit runs.

5.0 INSURANCE

- 5.1** The Mutual Member will be required to maintain liability insurance coverage of at least \$1,000,000 for the Electric Vehicle Charging Station that names United Laguna Woods Mutual as an additional insured.