



**OPEN SESSION**

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

**Thursday, December 17, 2020 – 9:30AM  
VIRTUAL MEETING**

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. Via email to [meeting@vmsinc.org](mailto: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.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

**NOTICE and AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgment of Media
3. Approval of Agenda
4. Approval of Minutes - October 15, 2020
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Division Manager Update
  - A. Temporary Staff, Computer Malware, Status of Programs & Data Recovery
    - i. New Phone Staff Added, New Hire Approvals (Attachment #1: Manor Alterations Org Chart)
    - ii. Resignation without Notice: United Mutual Inspector
    - iii. Computer Malware Resulted in Files Lost and Many Systems Are Now Running
  - B. Triage Consent Approval Status (Water Heater, A/C, Bathroom Integrity)
    - i. Changes Have Been Enacted and Additional MC's Have Been Issued
  - C. Asbestos Staff Training
    - i. Presently All Inspectors and Managerial Staff Have Updated Training

**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.*

7. None

**Status of Mutual Consents:**

8. Review of MC Material and Quantity of Consents Issued (Attachment #2)

**Items for Discussion:**

9. Standard Plans & Classifications (Attachment #3)
10. Review Camera Investigation Procedure (Attachment #4)
11. Demolition & Renovation Mutual Consents Reviewed Simultaneously Presently Implemented
12. Contractor's Meeting and Future Communication Methodology (Attachment #5)
13. Items of Potential "Over-Reach" (Attachment #6)
14. Goals of Manor Alterations for 2021
15. Goals of United ACSC for 2021



Items for Future Discussion & Agendas:

- Standard Plans Update Cost Estimates

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting – January, 21, 2021
17. Adjournment



**OPEN MEETING**

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

Thursday, October 15, 2020 - 9:30 AM  
Laguna Woods Village Community Center (Virtual GoToMeeting)  
24351 El Toro Road, Laguna Woods, CA 92637

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Chair Elsie Addington, Carl Randazzo, Brian Gilmore,

**DIRECTORS PRESENT:** Juanita Skillman

**COMMITTEE MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley, Walter Mehrain

**STAFF PRESENT:** Gavin Fogg, Robbi Doncost, Leslie Cameron

**1. Call to Order**

Chair Addington called the meeting was called to order at 9:30am.

**2. Acknowledgement of Media**

Not present.

**3. Approval of Agenda**

The committee approved the agenda as presented by consensus.

**4. Approval of Meeting Report for October 15, 2020**

The committee approved the meeting report as presented by consensus.

**5. Chair's Remarks**

Chair Addington gave her remarks to the committee.

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

A comment made by one member was presented to and addressed by the committee.

**7. Manor Alterations Division Update**



Staff Officer Robbi Doncost gave an update on a new resale inspector for hire within consideration. New temps have been hired to assist department, resales agent meeting occurred on September 29, 2020 and Robbi Doncost has completed Building Inspector Asbestos Training Course. Staff will also be receiving this training.

Staff Officer Robbi Doncost updated current status of submissions and inquiries within Manor Alterations. Currently staff is receiving upwards of 15-20 new calls per day, 10-20 new submissions per day, and over 300 emails within a 3 week period of new requests.

**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.

**8. Status of Mutual Consents**

Mr. Doncost presented the status of the Mutual Consents.

**Items for Discussion**

**9. Realtor's Meeting**

Mr. Doncost presented the minutes and information attached to the agenda.

**10. Standardized Alteration Plans**

Mr. Doncost presented an idea to have a collection of streamlined templates for all Manor footprints within the collective. This would serve as a visual reminder of common area v owned property.

**11. Document Package for Mutual Consent Applications**

Mr. Doncost presented a package to be given to residents and contractors which would serve as a checklist and/or guide to facilitate Mutual Consent applications.

**Will be Presented at the November 19, 2020 ACSC Committee Meeting**

**12. Review camera investigation procedure**

**13. Streamline the approval process**

**14. Items of Potential "over-reach"**

**15. 231-H Asbestos Inquiry**

**16. Demolition & Renovation Mutual Consents Reviewed Simultaneously**



**Items for Future Agendas:**

- Create a Separate Resolution for Inspection of Wastelines as a Chargeable Service
- Report of Standardized Alteration Plans

**Concluding Business:**

**17. Committee Member Comments:**

Member comments were provided.

**18. Date of Next Meeting – November 19, 2020**

**19. Adjournment**

***DRAFT***

X \_\_\_\_\_

Elsie Addington, Chair

Robbi Doncost, Staff Officer

Telephone: (949) 268-2281

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**MANOR ALTERATIONS  
DIVISION 925**

**MANOR ALTERATIONS MANAGER**  
Robbi Doncost (E)

**MANOR ALTERATIONS COORDINATOR**  
Lauryn Varnum (E)

**MANOR ALTERATIONS SUPERVISOR**  
Gavin Fogg (E)

**INTAKE**  
Geovony Cortez (E)  
Ninalyn Oxenham (E)

**COUNTER**  
Jocelyn (NUB) - Hire  
Vanessa (NUB) - Hire

**PHONE STAFF**  
Vacant (NUB) - Hire  
Vacant (NUB) - Temp

**RESALES**  
Doug Wicks (E) Third Mutual  
Ana Ligato (E) United Mutual  
Float Inspector (NUB) Vacant - Hire  
Marcy Romero (E)  
Maria Huanosto (E)  
Operational Specialist (NUB) Vacant - Hire

**INSPECTORS**  
Rodd Whiston (E) Third Mutual  
Resigned : Chris Samuel (E) United Mutual - Fill/Hire  
Variance Inspector (N) - Fill/Hire  
Vacant Inspector (NUB) (Operational Specialist) - Hold

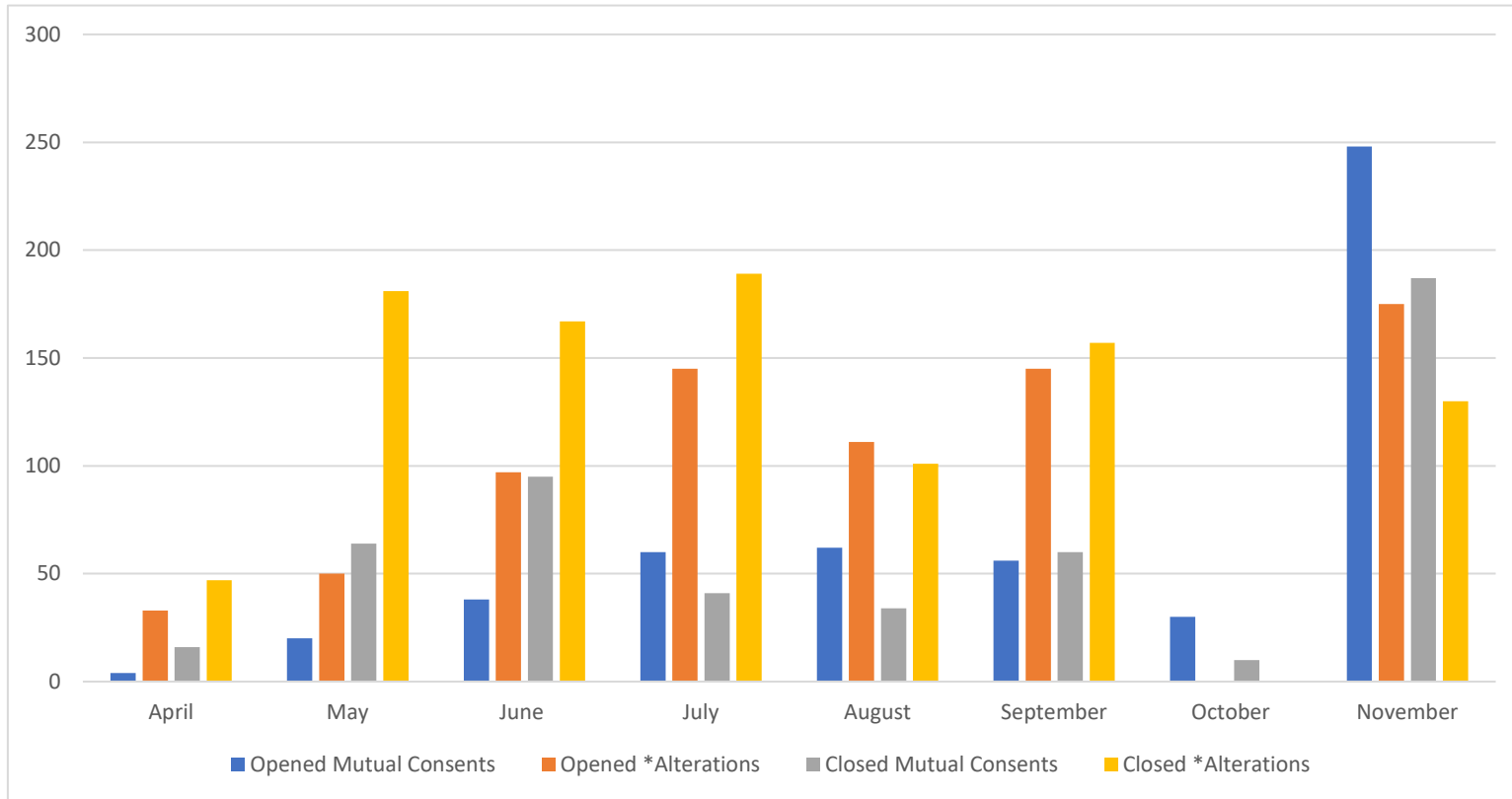
**LEGEND**  
(E) Existing Employee  
(N) New Employee Position  
(NUB) New Employee Position Unbudgeted

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MANOR ALTERATIONS APPLICATION/REQUEST QUANTITIES - 12/4/20					
CATEGORY	DESCRIPTION	TOTAL			
COMPLETE INTAKE SUBS		Sep-20	Oct-20	Nov-20	20-Dec
	Applications Received and Submitted	N/A	14	160	36
	Mailed in Submissions Pending to be Reviewed	N/A	15	15	5
PERMIT PROCESS					
	Applications Pending to be Entered in Data Base (Coding)	N/A	N/A	130	130
	Applications Entered in Data Base (Coding)	N/A	N/A	25	5
	Permits w/Inspector Pending to be Approved	N/A	N/A	N/A	15
APPROVED MC'S & DEMO'S					
	Applications Approved	N/A	10	130	10
VOICE MESSAGES					
	Retrieved Messages from Voicemail	N/A	20	200	20
	Voice Messages Responded To	N/A	N/A	200	10
	Voice Messages Pending a Response	N/A	N/A	N/A	35
EMAILS					
	Unanswered Emails	N/A	60	330	110
	Received Emails (Answered and Unanswered)	N/A	210	430	70
	Emails Responded To	N/A	N/A	360	50
RESALES					
	First Inspection Requests Submitted	N/A	N/A	73	
	First Inspection Requests Performed	N/A	N/A	78	*Inclusive of requests from back end of October
	First Inspection Reports Issued	N/A	N/A	41	
	Final Inspection Completed/Issued	N/A	N/A	57	

**Manor Alterations Division 925  
Mutual Consents Report  
United Mutual**



		April	May	June	July	August	September	October	November	Total
Opened	Mutual Consents	4	20	38	60	62	56	30	248	518
	*Alterations	33	50	97	145	111	145		175	756
Closed	Mutual Consents	16	64	95	41	34	60	10	187	507
	*Alterations	47	181	167	189	101	157		130	972

\*One Mutual Consent may contain multiple Alterations

\*\*Due to the malware attack on October 19, data has been extremely limited and difficult to accurately capture

**UNITED MUTUAL (1/1/20 to 11/30/20)**

## STANDARD PLANS

The purpose of this “standard plans outline” is to respond to the committee’s request to evaluate standard drawing attachments to manor residents for ease of Manor Alterations (“Alterations”) permitting, and clarification of expected construction work. Staff does utilize standard drawings but the current editions of these drawing files are out of date and incomplete. This outline is a suggested course of action to provide updated standard plans and the implementation of those standard plans for use in manor alteration Mutual Consent issuance. This process would require the comingling of both plan drawings and new permit issuance guideline changes to accommodate a so called, “Green Light” concept program. The cost of the program has not been identified but there has been a conscious effort to minimize the cost to the Mutual by providing the most cost effective method for ease of permit issuance to the members.

Complex plan standardization construction documents are not a part of this “Green Light” program as the member would be responsible to have a licensed architect or structural engineer provide complete permit documents for each project. The value of this approach will serve to: 1. Avoid spend mutual consulting fees on complex individual projects that have many variants to different layouts; 2. Building codes do change periodically and the drawings would then require change and maintenance.

For the “Green Light” concept program to work efficiently, Alterations would implement the approval of a Classification Permit Issuance based on the type and nature of improvement work requested. The level of application of Standard Plans is suggested to be separated into three (3) categories which are: Classification I, II, and III. The following describes the various levels and use within the Village for permitting under the “Green Light” program. Manor Alterations would further coordinate with Laguna Woods City Building Official to permit selected Standard drawings for ease of City permit issuance.

There currently exists the ability to issue some Mutual Consents over the counter but not to the extent outlined herein.

**CLASSIFICATION I- Elementary Permit:** This level involves a type of Alterations permit issuance that can be made “over-the-counter” in a one visit or single request to Alterations. Provide minor Stellar program search for any extenuating circumstances. Permits in this classification will only require a final inspection for close-out and limited city permits are required. A completed application for Consent, COLI, and permit fee are all that is required. The following are permits allowed in this classification:

1. Carport Cabinets, minor flooring alterations,
2. Wall Hangers, gates.
3. Issuance of prior approved new improvement work after demolition mutual consent has been satisfied.
4. Water Heater and Air Conditioner Replacement (Like for Like).

**Standard Plans Needed:** Revisions to the above drawings into CADD “dwg” format for issuance as pdf files. Many of these current standard plans are not legible and the information contained therein should be changed due to erroneous or incomplete information. Revise standard plans to update readability, and ease of constructability as limited city permits are required.

**CLASSIFICATION II – Medium Complexity:** This level involves a type of Alterations permit issuance that would be accepted “over-the-counter” and will require an Alterations Inspector review and approval. Some will require a Demolition permit (with air clearances and regulated material management) as well.

A City permit is likely required depending on any minor structural and mechanical permits (like plumbing, electrical, mechanical) needed. Permits in this classification will only require an Alterations final inspection for close-out and member submittal of final city permit plans. However, if a variance of any item is required, then it becomes a Classification III. The following are permits grouped in this classification:

1. Kitchen Renovation, Bathroom Renovation, HVAC unit modifications, Partition Wall modifications,
2. Patio Covers, window replacements, ceiling lighting, mechanical alterations of electrical, HVAC ducting, plumbing (waste and/or water line revisions).
3. Doorway extensions.

**Standard Plans Needed:** Revisions to the above drawings into CADD dwg format for PDF issuance. Many of these current standard plans are not legible and the information contained therein should be changed to eliminate structural additions and general note competency.

**CLASSIFICATION III:** This level involves a type of Alterations permit issuance that must be reviewed in depth by an Inspector II, any Variance, or land agreement processing. Permits in this classification will require a demolition consent, asbestos monitoring, reporting, and clearances, improvement permit, city permit, and final inspection for close-out. This Standard Plan provided by Alterations would only address aesthetic concerns, fit and finishes, and no construction documents would be provided to the manor resident. Resident would provide CAD files in DWG format for future LWV records. The following are permits grouped in this classification:

1. Atrium Enclosure, Breakfast Room Addition,
2. Modifications to exclusive common area,
3. Structural modification of any nature,
4. Garage encroachment build-out.

**Standard Plans Needed:** Revisions to the above drawings into CADD dwg format for PDF issuance. Many of these current standard plans include structural components that should be omitted and address aesthetics of additions accepted materials and finishes of the final product.

- Atrium Enclosure – Revise standard to only indicate elevation, section cut, materials, and wall heights. Excluded are structural details and constructability.
- Breakfast Room Addition - Revise standard to only indicate elevation, section cut, materials, and wall heights. Excluded are structural details and constructability.

#### STANDARD PLAN REVISIONS

All revised Standards would be in CAD “dwg” digital format, formatted to LWV standard sheet in PDF, indexed with category and detail. Specific formatting for CAD would include layer specs, pen color and width criteria block references for base building and alteration identification. This will provide easy assembly of a potential revisions to the master community plan, and its updates if LWV desires to insert the material into a single unified drawing file.

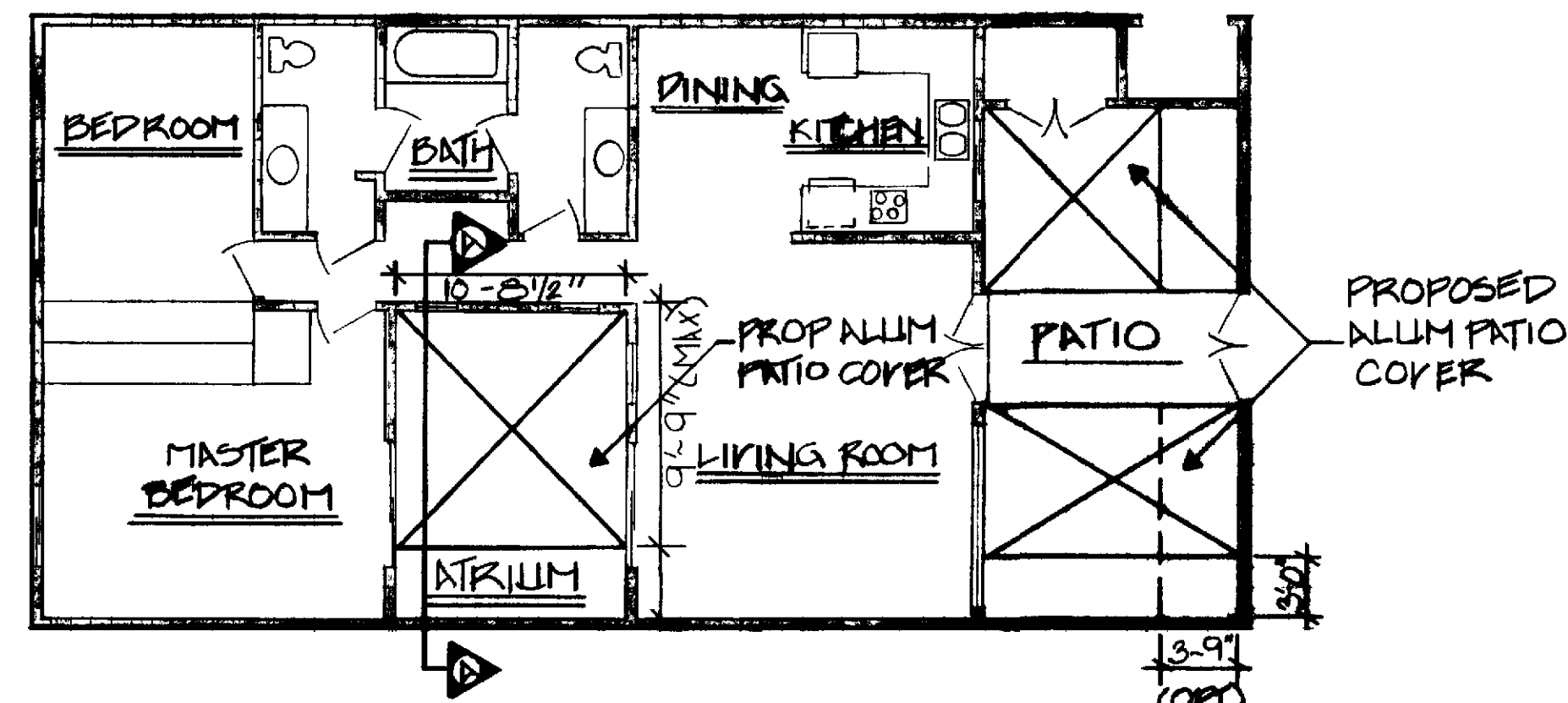


GENERAL NOTES

- 1. The drawings and specifications and other requirements are for the construction of a building...
2. All work shall be in accordance with the current edition of the Uniform Building Code...
3. The contractor shall be responsible for obtaining all necessary permits...
4. The contractor shall provide all necessary materials...
5. The contractor shall provide all necessary labor...
6. The contractor shall provide all necessary equipment...
7. The contractor shall provide all necessary tools...
8. The contractor shall provide all necessary safety equipment...
9. The contractor shall provide all necessary first aid kit...
10. The contractor shall provide all necessary fire extinguisher...
11. The contractor shall provide all necessary first aid kit...
12. The contractor shall provide all necessary fire extinguisher...

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BUILDING PLAN (1 PLAN)

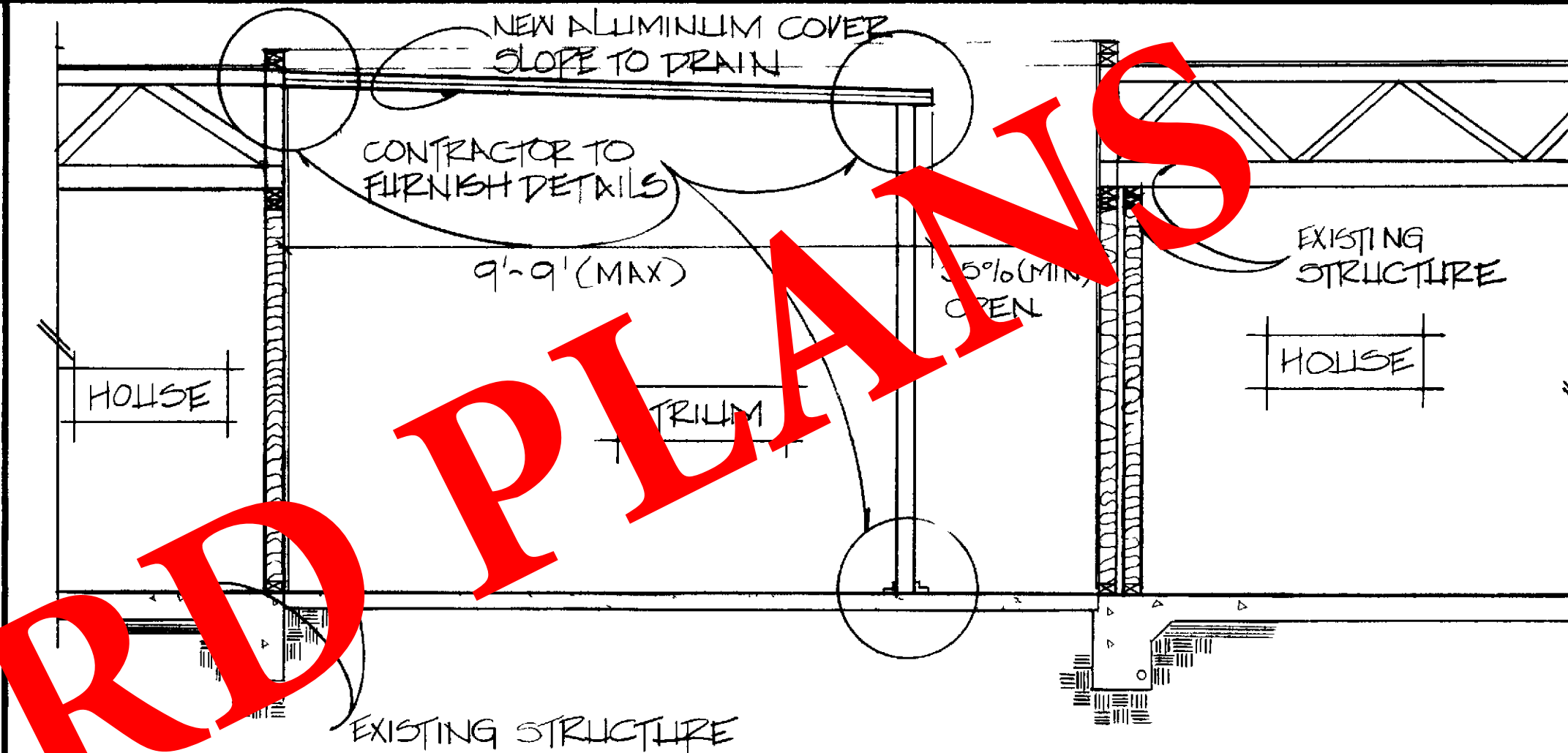


ALUMINUM COVER

TYPICAL FLOOR PLAN

Scale NONE

BUILDING PLAN (1a PLAN)



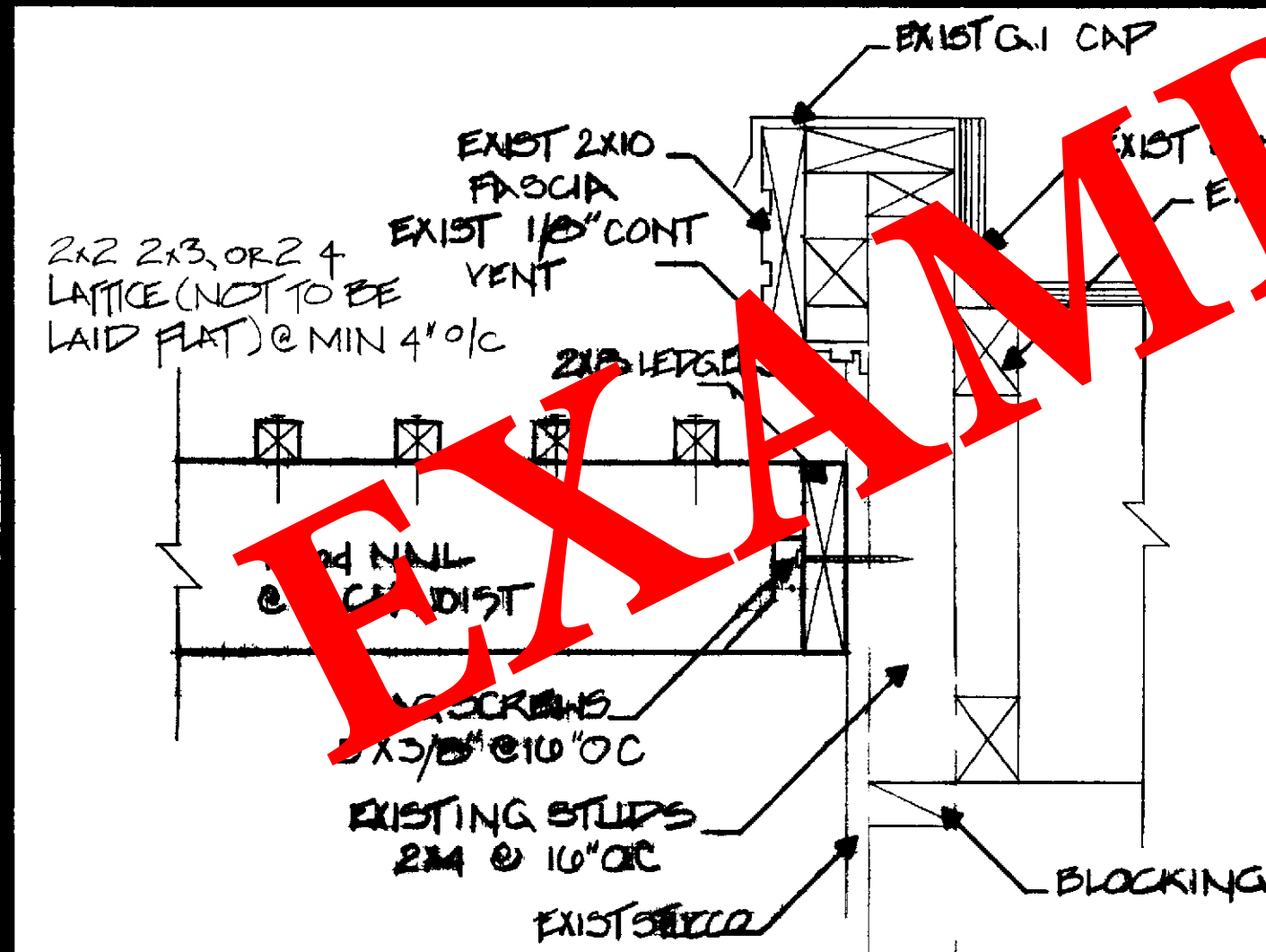
ALUMINUM COVER

TYPICAL SECTION

Scale NONE

DETAIL RAFTERS TO LEDGER

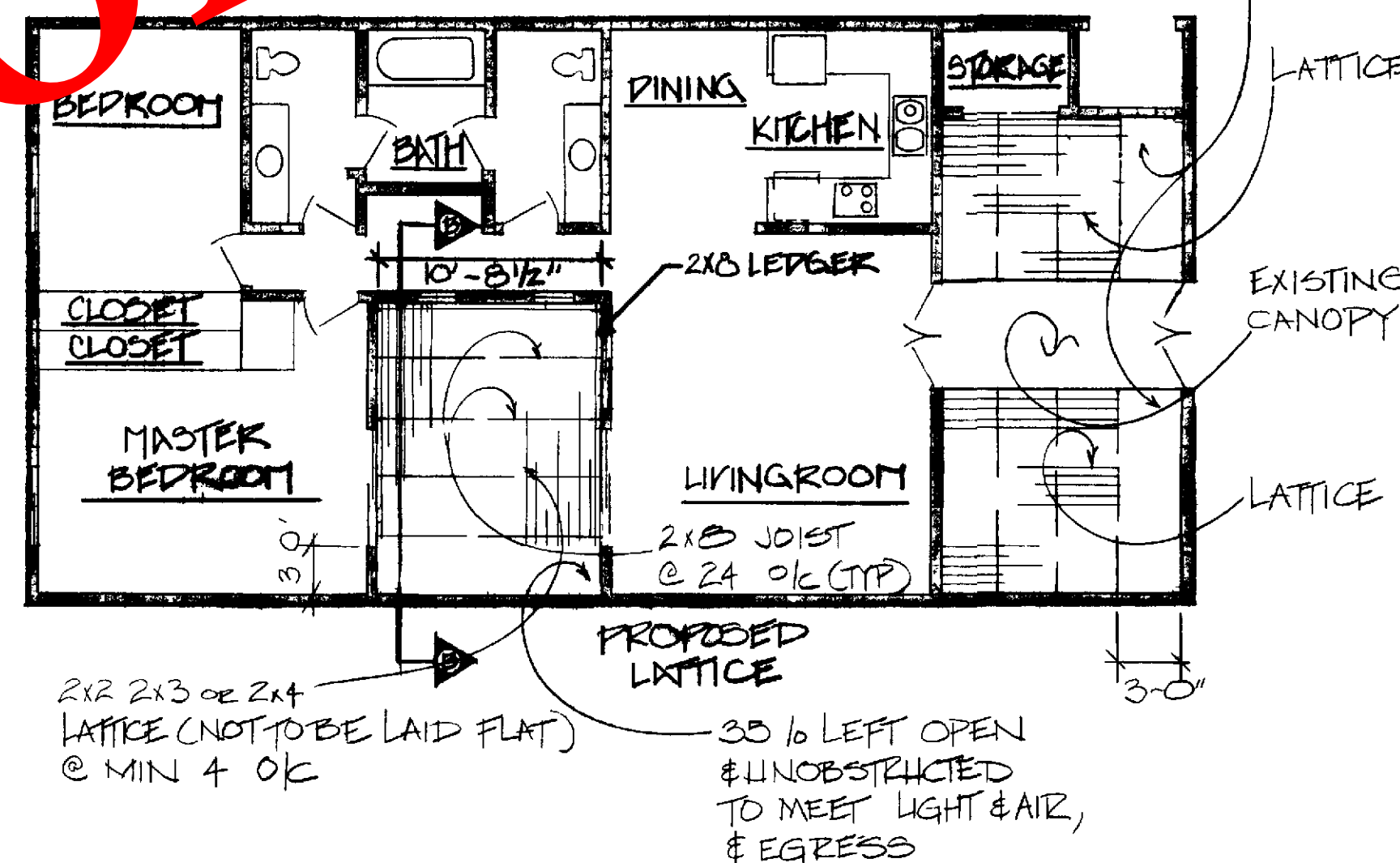
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LATTICE COVER

TYPICAL FLOOR PLAN

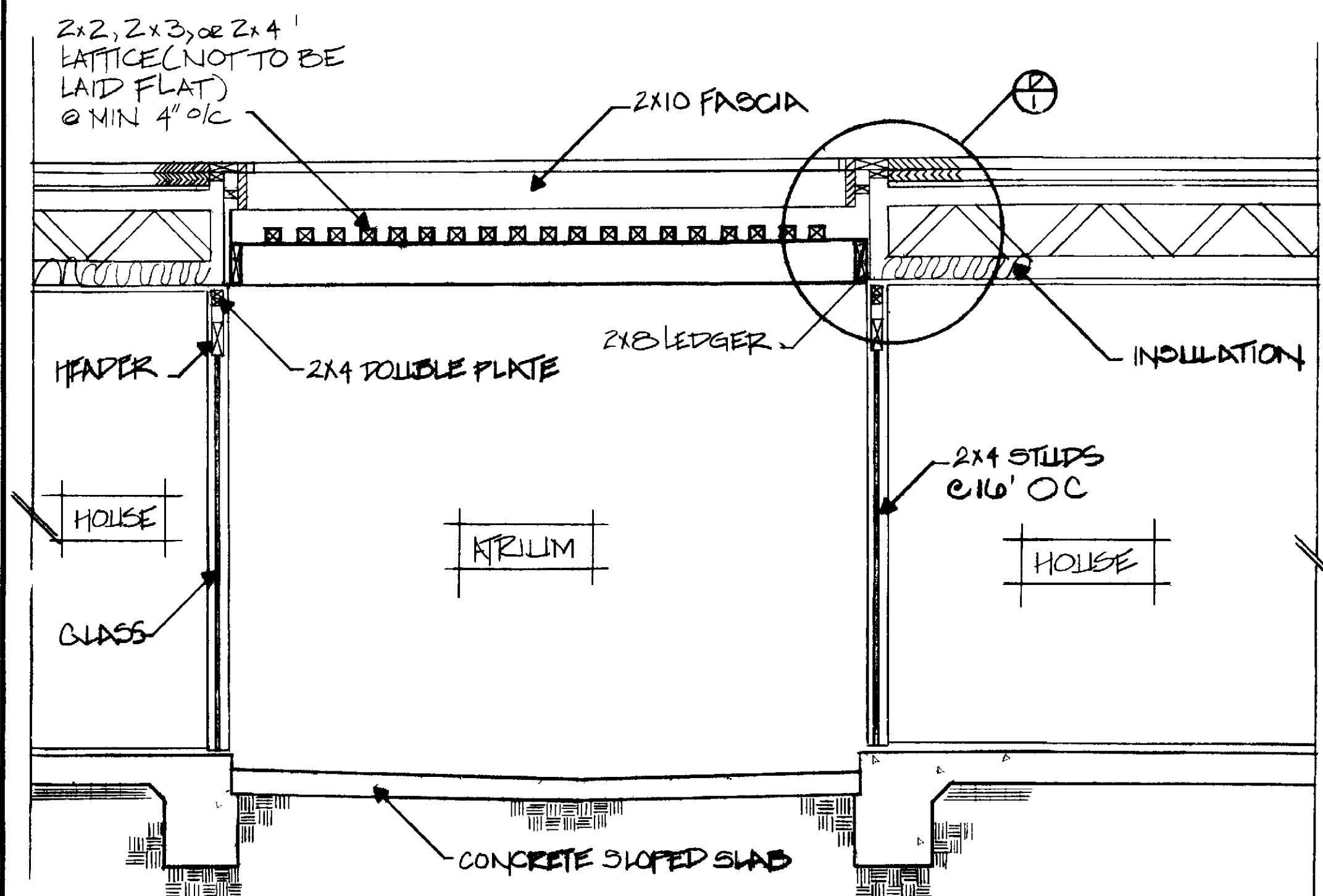
Scale NONE



LATTICE COVER

TYPICAL SECTION

Scale NONE



REVISION table with dates 11/19/90 and 3/12/92.

Professional Community Management, LEISURE WORLD - LAGUNA HILLS, PERMITS & INSPECTIONS DEPARTMENT.

PATIO & ATRIUM COVERS, ALUMINUM OR LATTICE, 1 PLAN & 1a PLAN.

DRAWN BY G OSWALD, SCALE AS SHOWN, CHECKED BY, LEISURE WORLD STANDARD PLAN, NUMBER 1, SHEET 1 OF 1 SHEETS.

ATTACHMENT #3 - STANDARD PLANS AND CLASSIFICATIONS

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**NOTE- This item is repeated from previous ACSC packet for information and committee acknowledgment that fees would be obtained with consent issuance in order to reduce timelines.**

## **REVIEW CAMERA INVESTIGATION PROCEDURE**

The process of the sewer Inspection is covered in more detail in SUGGESTIONS TO OVER-REACH ATTACHMENT #7. This camera inspection is a Standard requirement adopted by the Board and implemented to protect the manor resident for future claims that the Alteration plumbing may have affected the base building mutual plumbing. After the issuance of the Demolition consent, the contactor is required to obtain a sewer inspection, by maintenance staff, of the base building sewer line. It is accomplished by the contractor or member paying a fee for the inspection and it is then scheduled. The inspection usually take 2 to 3 days after fees are paid. The video reveals the pipe integrity, joint competency, and flow stability which can translate into proper slope. This is to occur before the issuance of the new improvement consent. The cost of the procedure is less than \$100 and is also accounted for in the later mentioned Attachment #7.

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**Meeting Held by Virtual Video on November 10, 2020**

Subject: Contractor Coordination

Attendees: Elsie Addington, Rosemarie DiLorenzo, Robert Mutchnik, Carl Randazzo, Laura Freese, Ron Harbin, Chuck Kalman, David Lottie, Richard Smith, Laurie Chavarria, Robbi Doncost, Gavin Fogg, Siobhan Forster, Ernesto Munoz, Jeff Parker, Steve Parsons, Lauryn Varnum

The purpose of the virtual meeting was to benefit the contractors, members, and Village staff in cooperation in the Mutual Consent issuance of demolition and construction on or about the manor property. The meeting started with self-introductions of all attendees. Then the Manor Alterations Manager presented a snapshot of the current state of Manor Alterations including a summary of the computer system shutdown, current process of managing requests, followed by an open forum for discussion of contractor's experiences and suggestions.

This meeting provided a free exchange of information from all perspectives. The following is a brief list of the Manor Alterations Comments & Concerns, Contractor Comments & Concerns, and Potential Changes to Enact within Manor Alterations.

We have attempted to properly record, in this memorandum, the essence of the conversation, to that end, some interpretations have been made on my behalf in the interest of shortening the memorandum to core issues.

**Section 1 – Update of Recent Events**

October 19, 2020-

- VMS experienced a system wide computer network malware shutdown
- Stellar (base system and program) is not currently operable
- Phones, scanning, printing, previously saved files, contact information, etc. offline
- Effects of the computer problems are found in maintenance, operations, Manor Alterations, and the vast majority of divisions within VMS

**Section 2 – Snapshot of Current Practices**

- Attempting to move forward utilizing paper permits currently on file - "triage style work"
  - This focuses on basic health-related services (hot water, kitchen functionality, bathroom functionality)
- I.T. is focusing on rebuilding the computer system
- Emails have been restored within Manor Alterations Dept. but not to Alterations@vmsinc.org

- Basic cloud-based Microsoft Office programs are available but abilities to function are extremely limited

All attending participants introduced themselves.

### **Section 3 – Contractor Comments and Suggestions**

**These comments are provided by contractors in attendance and are listed in outline content form.**

#### **Ron Harbin**

Improve communications between Manor Alterations and contractors

Streamline permit forms: Conflicts regarding what is classified as needing a Mutual Consent Permit + Demo Permit which items do not require a permit

Shorten permit timing: Return calls have a 2-week timeline

#### **Richard Smith**

Update contractor roster: Sign-up sheet within building to keep contractor roster accurate

Raised issue of conflict for abatement (less than 1% is acceptable)

Issue with finding standard plans for units: Plan Check is not available as as-builts are currently unavailable

Streamline responses to permit questions

#### **Chuck Kalman**

Need clarification on asbestos rules

Concern raised of beams in crawl spaces based on structural locations: Alteration may fall within approved City/OSHA regulations or be a result of Board however rulings fall within approved guidelines of Soffit Removal listed on website

#### **Laura Freese**

Improve communication: When processes change or new applications are in place, contractors typically do not find out until after the fact. It would be better to have a proactive approach and notification of contractors when processes change

Increased permit approval time: Ideal to submit demo permit and alterations permit at the same time

Create Express Line for permits which do not require extensive in-person inspections

Provide referral guidelines for contractors to submit to clients: VMS can be contacted in order to provide chargeable services by residents - Contact Resident Services

Request for more readily available and accurate standard plans for units

A growing number of clients hoping to supersede the permitting process

**David Lottie**

City plans are in conflict with HOA plans: City of Laguna does not accept HOA plan sets, it must be a contractor-created drawing

Need clarification on asbestos rules

Improve communication between Manor Alterations and contractors: Request with recurring meeting schedule, perhaps every other month?

**Manor Alterations Revision Considerations (improvement considerations)**

**This section is divided into three categories which are:**

- 1. Recommendations “Fast Switch”**
- 2. Near Future Changes**
- 3. Long Term Considerations**

**Recommendations “Fast Switch” (Likely to be implemented within 2 to 3 weeks)**

Revise Inspection Forms to reflect responsible party’s obligation

Revise Inspection Form language to clearly identify approval needed from MA and City permits

Tracking sheet of Resale requests and issuance of First and Final Inspections

MA to investigate the issuance of certain permits to be processed by the City prior to MA approval (aka Water heater change out) needs city approval.

Over the counter issuance of non-conforming simple consents for flooring, tile, etc.

Website Changes

Clarify sale document process for clarity to agents, residents, contractors

Update Checklists for consent issuance and City permit process.

**Near Future Changes (Likely to be implemented within 1 to 2 months)**

Revisions to staff review of simple consents for minor non-conformance items.

Increase staff at consent “in-take” desk

Increase MC efficiency for faster mutual consent issuance on simple items

Further website enhancements and information availability

**Long Term Considerations (Likely to be implemented within 3 to 4 months)**

[Requiring Governance Participation of ASCS Committee and Mutual Board Approvals]

Potential Holdback of funds in Escrow for Non-Compliance items

Potential RE expedite fee for report and MC issuance

Potential Buyer / Mutual agreements “post-closing” obligations (similar to Non-Compliance) above

This meeting was a discussion to identify problematic issues with Manor Alterations Processes as experienced by contractors. This memorandum is not intended to be an outline of all corrections to the identified problems. It does contain some recommendations but much more consideration is to be given to the issues at hand in order to avoid “unintended consequences” that could be harmful to the mutual and contractors alike.

Although some revisions to procedures can be accomplished easily, there are other structured changes that will require City of Laguna Woods, Committee and Mutual Board review and approval. Manor Alterations has not considered the changes to be a one-time act. The proposed revisions will take time and should be considered a dynamic process in which changes can be evaluated and modified to fit the ongoing need.

**To all attendees:**

*Please review this draft document within 3 working days by making comments to document for corrections, and any additional suggestions as to make the processing of resale transactions much improved in the Laguna Woods Village community. I will then incorporate those comments into the document for issuance to all attendees and Board members. Please note there may be redundancies to prior/concurrent meeting notes due to current lack of access to computer systems.*

## ITEMS OF POTENTIAL OVER-REACH

This memorandum provides a limited response to the questions raised in past ACSC meetings regarding the complexity of review and mutual consent requirements that are allegedly causing some delays in the demolition and improvement mutual consent and construction process. They are being referred to as

“Over-Reach” items for this sake of this conversation.

Please be reminded that the actions of Manor Alterations are in compliance with the Standards and policies so established by the governance of the Village. This governance is realized in the form of the documents which include, but are not limited to, the following: CC&R’s as modified, Board Resolutions, Code compliance by the City of Laguna Woods, and Policy issuance.

No accommodation has been made for the actual process by which the suggestion is to become approved and then implemented by Manor Alterations but it may likely involve Board approval. In an effort to comply with the request the following list of items is offered for discussion.

The following items of “Over-Reach” are offered for consideration:

1. Sewer Inspection: This camera inspection is a Standard requirement and implemented to protect the manor resident for future claims that the Alteration plumbing affected the base building mutual plumbing. Before the manor contractor begins plumbing work, staff provides a visual camera inspection of the sewer line to confirm the base building systems are competent and not defective. As such, the waste line inspection is to verify there are no pre-existing conditions in the line. Current standards note if members open the wall before the plumbing inspection, then the Member will be held responsible for ALL plumbing repairs needed on that area of pipe. To save time the sewer inspection fee could be paid for at time of consent application. This saves a step in the procedure.

Some have suggested that this requirement be eliminated and the Village allow the contractor to simply tie-into the base plumbing without this camera inspection.

- a. Pros: No delay in the construction process and the contractor proceeds with the plumbing work with only the City inspecting the permit work. Member pays inspection fee up front with consent issuance saving time and coordination.
- b. Cons: No video inspection leads to conflicts in recovery of repair cost as to party responsible before or after the Alteration. The member is then obligated to the repair cost in the area of the Alteration. This was a reason the inspections were required in the past. A delay of a few days results in scheduling the inspection and receiving an approval of the line’s competency. Some consideration would be necessary regarding the epoxy lined piping to maintain its warranty value. At time of video inspection the line is at least visually observed. Member must pay the inspection fee with the consent.
- c. Cost: The cost for the inspection is reported to cost approximately \$100. Actual charges are included to this memorandum as evidence of the fees.
- d. Partial Remedy: Have the member provide the cost for the inspection with the cost of the mutual consent to eliminate the time needed to obtain the inspection cost approval over the phone. This can take another day or two to obtain payment.

## ATTACHMENT #6 - ITEMS OF POTENTIAL OVER-REACH

2. Water Heat and Air Conditioning Replacement: These types of mutual consents could be issued over the counter with Standard drawings for members to then maintain these appliances without extensive plan approval wait times. A city permit could then be obtained first and then submitted to Manor Alterations. The City would have to approve of this, first issuance, type of permit.
3. Asbestos and Other Regulated Materials: This topic is not “Over-Reach” but worth mentioning. The Village requires the member contractors to practice safe handling of regulated materials in accordance with governing laws. This includes containment of areas surrounding the demolition area, removal by certified workers, disposal of hazardous material, and air clearances to certify a safe post demolition environment for new construction and members of the Village. The lack of the contractors providing timely air clearances and city approvals to Manor Alterations does seem to cause delays. This is why; current procedures require the submittal of the information prior to release of the new construction permits. No deviation from this process is suggested as any violation of regulated material guidelines would have serious consequences of liability to many parties including the mutual and Village Management Services.