



OPEN MEETING

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

**Thursday, September 17, 2020 - 9:30 AM
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 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. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for July 16, 2020
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

Reports:

8. Status of Mutual Consents

Items for Discussion:

9. Asbestos & Lead Requirements
10. HO-6 Insurance Policy Requirement for Mutual Consents

Items for Future Agendas:

- Standardized Alteration Plans (October)

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – October 15, 2020
13. Adjournment

Elsie Addington, Chair
Robbi Doncost, R.A., Staff Officer
Telephone: 949-268-2281



OPEN MEETING

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

Thursday, July 16, 2020 – 9:30 a.m.
Virtual On-Line Meeting

REPORT

- MEMBERS PRESENT:** Elsie Addington – Chair, Brian Gilmore, Carl Randazzo
- MEMBERS ABSENT:** None
- ADVISORS PRESENT:** Michael Mehrain, Janey Dorrell, Walter Ridley
- OTHERS PRESENT:** Juanita Skillman
- STAFF PRESENT:** Ernesto Munoz, Robbi Doncost, Gavin Fogg, Laurie Chavarria

1. Call to Order

Chair Addington called the meeting to order at 9:29 a.m.

2. Acknowledgement of Media

No media were present.

3. Approval of the Agenda

A discussion ensued regarding wording in the attachment for agenda item #9. A verbal correction was provided.

The agenda was approved as written.

4. Approval of the Report for June 18, 2020

The meeting report of June 18, 2020 was approved as written.

5. Chair's Remarks

Chair Addington remarked on the status of the Manor Alterations Division and how work may be affected by the new restrictions from the Governor due to an increase in Covid-19 positive results.

6. Member Comments – (Items Not on the Agenda)

- Juanita Skillman (2154-A) commented on requiring shareholders to have an HO-6 insurance policy.

Staff Officer Ernesto Munoz responded to the comment.

By consensus, staff was directed to submit a report to a future Committee meeting with the recommendation that all United Mutual shareholders that apply for a mutual consent must show proof of an HO-6 insurance policy. Additionally, said policy must be maintained by the Shareholder until the termination of their occupancy.

Staff will confirm with the Mutual's attorney, that there are no restrictions prohibiting this new policy from being adopted by the Board.

7. Department Head Update

Staff Officer Ernesto Munoz introduced Manor Alterations Manager Robbi Doncost and provided an overview of his education and experience. In addition, Mr. Munoz introduced two expert Industrial Hygienists who agreed to give a presentation regarding asbestos regulations and answer questions from the Committee.

The questions asked and answered by the industrial hygienists were regarding installation versus removal. Installations of items such as a nail into the wall surface may be performed. Information disclosed by the consultants described some of the instances where asbestos remediation is required in the disturbance of various manor components as follows: A) Removal of carpet tack strips; B) Any exposure of the black mastic applied below flooring; C) Removal of any material beyond the paint or into the drywall of the interior walls; and D) Disturbance of popcorn ceilings or drywall.

When contemplating the disturbance of the ceilings, walls, and flooring, licensed professionals are required to adhere to AQMD procedures for removal, containment, reporting, and clearance testing. The consultants stressed the importance of having a licensed professional perform the work, in accordance with AQMD standards, when any disturbance of asbestos containing material is to occur. It was further stated that there is no provision in the AQMD code that applies to Village residents that would allow a manor resident the right to demolish or remove 100 square feet of asbestos containing material. Additionally, any State mandated requirement would supersede a City's regulation or non-regulation on hazardous material removal.

The Committee requested that a handout for residents, contractors, buyers, and realtors be created to further clarify the requirements for the manor residents beyond the "Asbestos and Lead Hazardous Materials" handout that is available on the website.

Various staff members and the consultants answered all questions from the Committee.

Items for Discussion:

8. Altered Components that are Member Responsibility

The Manor Alterations Supervisor summarized a partial list of altered components that trigger additional member responsibilities.

Discussion ensued regarding responsibility for painting alteration exterior doors; alteration flooring damaged by a Mutual roof leak or in-wall leak; alteration information available on the website; and current standards for alterations.

9. Asbestos Testing Alternative #2

Staff Officer Ernesto Munoz summarized the three asbestos testing alternatives that were discussed during the June meeting. The Committee was interested in furthering the discussion on asbestos testing alternative two.

While a significant investment in the short term, a proposed method for conducting interior asbestos surveying of each dwelling unit may be considered during the resale process, when a member elects to sell their share of the exclusive use co-op. If performed in tandem with the resale inspection process, a less intrusive opportunity to conduct interior surveying of the unit is presented. While performing asbestos testing in the midst of an emergency restoration project is costly and delays restorations, and alteration work, performing interior bulk surveying in tandem with the resale inspection process may be a more favorable alternative.

Pros: 1. Ultimately, a catalog of all interior existing asbestos containing materials will be available to preclude having to conduct certified investigations during manor alterations, Mutual emergency restoration services and maintenance and constructions projects. 2. Least intrusive alternative to the members.

Cons: 1. Long term approach not yielding immediate results.

Discussion ensued regarding the cost of testing an entire unit for asbestos; resale inspection reports do not disclose asbestos containing materials; the Mutual's involvement in asbestos testing for new buyers; collecting a database of asbestos locations in each unit; all buyers receive an asbestos disclosure with their purchase documents; the length of time it would take to accumulate the catalog of asbestos testing results; the cost of assuming drywall is hot during emergency remediation due to moisture intrusion events; and test results from previous alterations.

By consensus, the Committee decided not to pursue asbestos testing alternatives at this time.

10. Dry Rot Inspection (Resales Related)

Staff Officer Ernesto Munoz summarized for the Committee how this agenda item originated and why dry rot inspections are not part of the resale inspection process.

Discussion ensued regarding mandatory third party dry rot inspections of a units current alterations at the expense of the seller; visual inspections versus destructive testing; and costs for dry rot inspections.

By consensus, the Committee decided not to pursue mandatory dry rot inspections at this time.

Items for Future Agendas:

- HO-6 Insurance Policy Requirement
- Status of Standardized Alteration Plans
- Handout for Asbestos Requirements

Concluding Business:

11. Committee Member Comments

- Director Randazzo thanked all participants and said he was looking forward to working with the Manor Alterations Manager.
- Advisor Ridley welcomed the Manor Alterations Manager and thanked the Staff Officer for his work on the agenda topics.
- Director Gilmore welcomed the Manor Alterations Manager, commented on the good discussions that took place and commented on other important items to be reviewed in the future.
- Advisor Dorrell welcomed the Manor Alterations Manager and thanked staff for a great meeting.
- Chair Addington welcomed the Manor Alterations Manager and thanked staff.

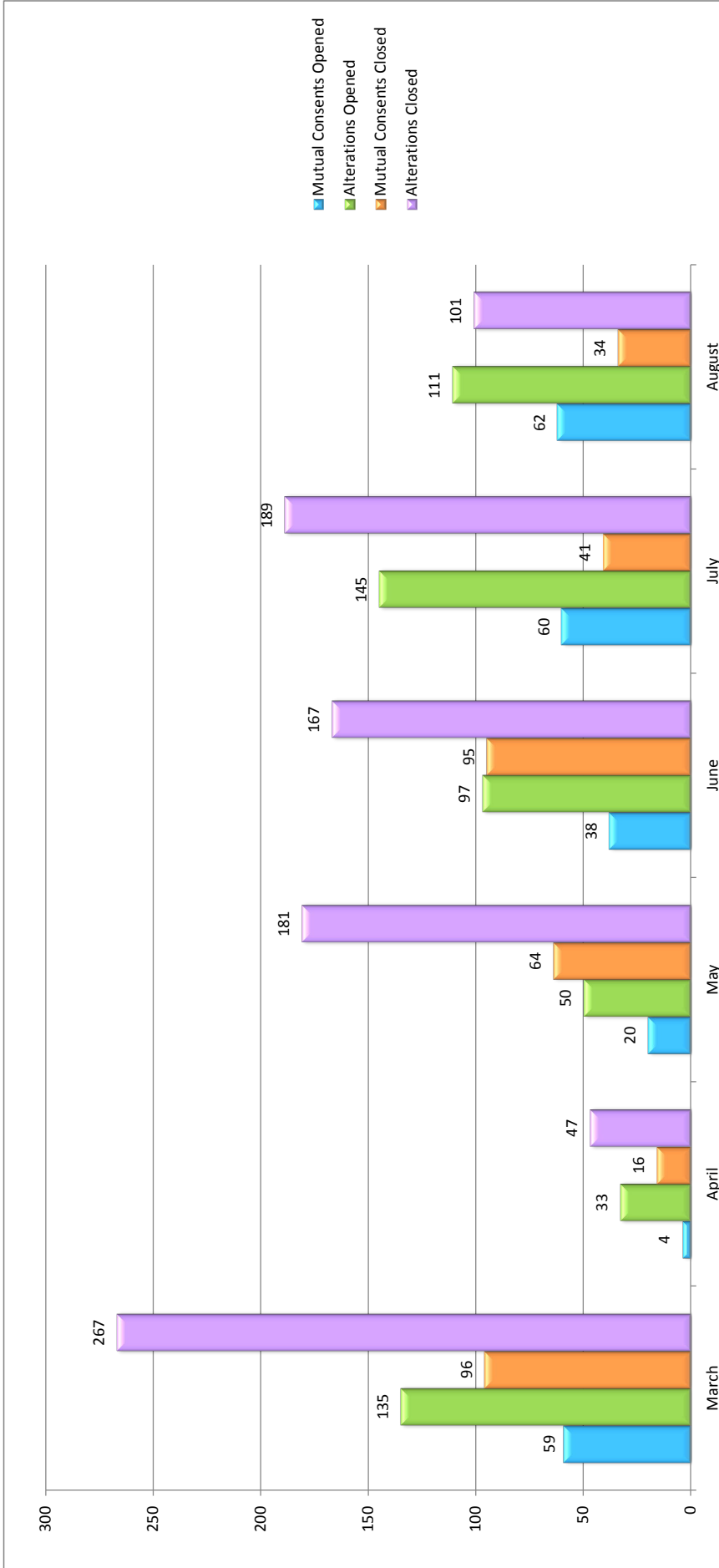
12. Date of Next Meeting – August 21, 2020 (rescheduled)

13. Adjournment at 12:00pm

Elsie Addington

Elsie Addington, Chair

Permits and Alterations Division Mutual Consents Report United Mutual



	March	April	May	June	July	August	Total
Opened	59	4	20	38	60	62	243
# of Alterations	135	33	50	97	145	111	571
Closed	96	16	64	95	41	34	346
# of Alterations	267	47	181	167	189	101	952

* One Mutual Consent may contain multiple individual alterations.