



July 9, 2021
Bulletin No. 9

MANOR ALTERATIONS NEWS BULLETIN

**Please read all three sections of the news bulletin
(Contractors, Realtors and Members).
Each section contains helpful information that
may apply to your area of expertise.**

Contractors

Mutual consents or demolition permits are most often rejected because of incomplete paperwork—no scope of work or floor plan is provided, or the certificate of liability insurance (COLI) fails to meet Laguna Woods Village requirements.

Incomplete mutual consent submissions are returned to the relevant parties for revision, which causes approval delays. Only a complete and correct submission is accepted for processing by Manor Alterations.

Contractors often submit a COLI that:

- Does not meet required insurance minimums
- Does not contain an authorized representative signature
- Does not contain complete certificate holder information

Manor Alterations provides a completed sample for reference, which can be downloaded as part of a [mutual consent package](#) and/or [demolition permit package](#). [Click here](#) to view our completed sample form to confirm insurance requirements for working in the Village.

If you have any questions, please contact Manor Alterations at [949-597-4616](tel:949-597-4616) or alterations@vmsinc.org. [Click here](#) to visit Manor Alterations at the Laguna Woods Village website.

Realtors

Current and potential residents are often curious about the rules and regulations regarding alterations.

While all documents are available for download via the [Manor Alterations page on the Laguna Woods Village website](#), all the information provided can feel overwhelming.

With the Community Center now open, residents can make in-person appointments to discuss the alterations process and find answers to questions about paperwork, insurance requirements, mutual standards and even policies regarding construction waste. Appointments are not limited to residents. Prospective buyers with questions may be accompanied by a realtor or contractor.

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or alterations@vmsinc.org today to make an appointment.

Members

Many residents have questions regarding flooring installation—namely what permits are necessary. Depending on the installation method, the answer may vary.

A mutual consent is not necessary if flooring can be installed without disturbing the original black mastic and vinyl flooring.

However, if the original black mastic and vinyl flooring will be disturbed in order to complete a flooring installation, certified asbestos consultant (CAC) testing is required. In this event, both a mutual consent and a demolition permit are required. See the following resolutions to confirm flooring standards for United and Third mutuals:

- United Mutual - Interior Flooring Policy, Resolution 01-18-115:
https://www.lagunawoodsvillage.com/documents/view/Interior%20Flooring%20Policy_United.pdf?v=1551927131
- Third Mutual - Interior Hard Surface Flooring, Resolution 03-10-188:
<https://www.lagunawoodsvillage.com/documents/view/Section%2011A%20Interior%20Hard-Surface%20Flooring.pdf?v=1538622764>

[Click here](#) for more information regarding black mastic and asbestos.

FAQs

[Click here](#) to find answers to commonly asked questions about asbestos, permits required for various work and more.

Permit Status Log

[Click here](#) to view the permit status log, which is updated every two weeks. If you cannot locate your manor, please contact Manor Alterations directly with questions. [Click here](#) to view a legend and flow chart that can help you better understand the approval process.

Contact Us

Contact Manor Alterations at [949-597-4616](tel:949-597-4616) or alterations@vmsinc.org with questions.