



Community Civic Association
of Laguna Woods Village

& Smart Ideas



October 26, 2006 Town Forum

**PERMITS & ALTERATIONS NEEDED
IN LAGUNA WOODS VILLAGE**

Mistress of Ceremonies

Isabel Muennichow

Overview View

Wendy Panizza

Laguna Woods Village Process

Art Hernandez

City of Laguna Woods Process

Jon Traw

Frequently Asked Questions

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Wendy Panizzo & Art Hernandez

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United Laguna Hills Mutual

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Jan McLaughlin, M&C Chair

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Third Laguna Hills Mutual

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City Of Laguna Woods

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Jon Traw, City Building Official

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The Community Civic Association of Laguna Woods Village is a resident's educational and service organization whose prime purpose is to explore issues of concern to the Community.

CCA is dedicated to providing information on topics of interest to our residents through Town Hall Forums. These forums explain your options by presenting knowledgeable speakers and providing literature (including specially-written booklets).

The 2006 Town Forums have included:

- Rumors - The Presidents of the 3 Mutual's dispelled the rumors about their Mutual's
- Emergency Preparedness - How to be prepared in Laguna Woods Village
- City of Laguna Woods - 7th Birthday: Re-cap of the last 7 years
- Hoarding - How to stop hoarding and give to charities
- Fraud Fest - How to protect yourself against ID theft and fraud
- Manor Insurance - What are the the insurance needs of manors in each Mutual
- Special Transportation - A look at golf carts, ways to adapt your automobile for special needs, and insurance issues
- Veterans Awareness Day - Do you have all the benefits that you are entitled to?

CCA has also donated the following to the community

- Fraud Resource Center racks in the Laguna Woods Globe office
- Radar Speed signs to the GRF Security Force
- Checks to the Laguna Woods Foundation and the Laguna Woods Historical Society

Membership

Membership is only \$10.00 per year. Please send your check to us so we can continue to bring your these informative Town Forums. Community Civic Association, PO Box 2613, Laguna Hills, CA 92654

Thank you for your support,
Denise Welch, 2006 President

Frequently Asked Questions

1 Q If I have a City Permit for my manor alteration, do I need a Mutual Permit?

A The majority of alterations allowed in the manors of each Mutual require both a City and Mutual permit. Contact the Permits and Inspections office at 949-597-4816 to determine if a Mutual permit is required for your alteration, and the City of Laguna Woods at 949-639-0500.

2 Q What are the policies regarding installation of alterations that affect Mutual Common Area in both United Mutual and Third Mutual?

A Member(s) may install or construct alterations onto Common Area only with approval by the appropriate Board of Directors. Should a Member desire to utilize Common Area, they are required to submit a Request for a Variance to the Permits and Inspections office with the necessary details required in order that Staff can prepare a Variance Request Report on the proposed alteration. The report would be heard by the appropriate Maintenance and Construction Committee for a recommendation to the Board, and the Board would consider the request at the Board meeting following the M&C Committee meeting. The Member would wait for a letter from the Board as to whether the proposed alteration is approved or denied before any construction could begin. See 3Q below “What is a variance?” for details on how to submit a request for Board consideration.

3 Q What is a variance? (Address definition, processes, timing for approval, who to contact with questions as to what is allowed, a real process. etc.)

A A variance is defined as an alteration that is non-standard, and which is different from the Mutual’s Alteration Standards and or previously approved Standard Plans for alterations. A request for a variance is submitted to the Boards through the Permits and Inspections office. A Variance Request Report is prepared by Staff, and will be heard first by the appropriate Maintenance and Construction Committee, and then by the Board. The deadline for submitting a request for a variance is 30-days prior to the next Committee meeting. For example, if the Committee meeting is scheduled for August 7, 2006, submittals must be presented to the Permits and Inspections office no later than July 7, 2006, to be heard at the subject meeting. If the request is received after July 7, 2006, the matter will be presented at the Committee meeting scheduled in September 2006. Questions regarding what is and what is not allowed can be directed to the Permits and Inspections office at 949-597-4616. Copies of each Mutual’s Alterations Standards can be obtained at the Permits and Inspections office, and can also be viewed on the Laguna Woods Village website: www.lagunawoodsvillage.com under Operating Rules. Upon review of a request for variance, the M&C Committee will make a recommendation to the Board to either approve the request, usually with

Frequently Asked Questions

contingencies, or to deny the request. The Board will render a decision on the matter at the Board meeting following the M&C Committee Meeting. A letter is sent to the Member(s) stating the decision by the Board. Should the Board deny the request for variance; the Member(s) have a right to appeal the decision within 30 days of the original decision to the M&C Committee. An appeal of a decision results in another subject report on the matter, and the M&C Committee will make a recommendation to the Board to either approve the request, usually with contingencies, or to deny the request. The Board will render a final decision on the matter at the Board meeting following the M&C Committee Meeting. A Member is able to appeal the decision one time within 30 days of the Board Meeting within a 12 month period.

4 Q What is the policy regarding installation and repair of alterations to a manor?

A The Mutual Member(s) are solely responsible for the cost of the installation of an alteration, including all repair and maintenance of the subject alteration. The Member is also responsible for all costs associated with repairs to Mutual property made necessary as a result of an alteration. For example, should a Member install a skylight in his/her manor, and the skylight leaks causing damage to the roof system or walls of the manor, or any other manor in the building, the Member would be responsible for all costs associated with repairing not only the skylight, but also the roof and walls of the manor(s). **Please be sure to check your Manor Insurance to see if your new items are covered.**

5 Q Do Alteration Permits expire?

A Third Mutual has not established a policy for the expiration of Mutual permits. United Mutual, per Resolution U-02-1 59, has established a policy that work shall be completed within 180 calendar days of the permit issuance date. If the work is not complete on time the permittee may apply for a one time only extension not to exceed 90 calendar days. This extension may be granted providing the permittee has shown due diligence toward completion, and the original 180-day period has not expired at the time of extension application. Work completed during the extension period must comply with the most recent code or mutual standard changes. Work not completed within either of the above, expiration dates may at the discretion of the Board be demolished and returned to original condition at the expense of the permittee.

6 Q I recently purchased a manor in United. My Resale Inspection states that there are certain items of work that must be completed. What is the policy regarding completion of items of work in the manor?

A The Resale Inspection report lists all corrections required at the time of closing of escrow. Corrections required include alterations that were done without permit, or some of the corrections required would be the Mutual's responsibility, and Service Tickets for the subject correction are entered into the database at the time of Final inspection to be performed by the Mutual. Other correction(s) required are the

Frequently Asked Questions

responsibility of the Seller. Some of the other corrections can be performed by the Mutual at the Seller's expense, or the Seller can hire an outside contractor to perform the required corrections. Only after all corrections are made can the Seller submit a request for reimbursements, when appropriate, for refunds of allowable monies held in escrow for the subject repairs.

7 Q I am selling my manor In United Mutual. Why isn't the Buyer allowed to accept the manor "as is"?

A A buyer is not allowed to accept the manor in "as is" condition in either Mutual. Staff performs resale's inspections specifically to provide the Mutual Corporations a means to collect monies for corrections required in order to protect the Mutual's assets.

8 Q I want to keep an alteration that my Resale Inspection says must be removed. Can I keep it?

A An unauthorized alteration on the Resale Inspection report would be noted on the report as a correction required, and usually monies would be held from the Seller for the subject removal. The current owner of the manor, or Member, would need to submit a Request for Variance for consideration b the Board.

9 Q I am selling my condominium in Third Mutual. Why doesn't the Mutual perform Resale inspections inside of my manor?

A Third Mutual manors are Condominiums, as defined in the Mutual's CC&R's, which means "an equal undivided interest in common with the other Owners within the Project in the Common Area, together with a separate interest in a unit, and all other right, title and interests which may be appurtenant thereto." "Unit" means that portion of any Condominium which is not owned in common with other Owners (the Manor), whose boundaries are designated in Section 1371 of the California Civil Code, provided that all doors and windows of a Unit and all fixtures, and utility installations located within a Unit including without limitation hot water heaters, space heaters and kitchen, bathroom and lighting fixtures, shall be a part of each Unit, provided further that exterior soffits and furred down ceilings shall not be a part of the Unit. In summary, Owners of condominiums in Third Mutual are solely responsible for the interior of their manors, and not the Mutual.

10 Q How do I keep up to date on new changes the Housing Boards make to their standards?

A. All new changes are listed on the www.LagunaWoodsVillage.com website. They are under the Operating Rules: Rule Changes Notification per AB512. You may also check Operating Rules for all of the current adopted Alteration Standards. You can also call the Permits Office at 596-4616.

Frequently Asked Questions

LAGUNA WOODS VILLAGE - APPLICATION FOR ALTERATION PERMIT

The undersigned, a member of United/Third/Fifty Laguna Hills Mutual, a California nonprofit corporation (hereinafter referred to as the "Corporation") hereby requests permission of the Corporation to make the alteration described below to dwelling No. _____ Said alteration (hereinafter sometimes referred to as the "work") shall be performed subject to the terms and conditions printed on the reverse side hereof, which terms and conditions set out the responsibilities of the member and the below named contractor, if a contractor is to perform said alteration, and which is incorporated herein and made a part hereof.

Manor # _____
Street _____
Permit # _____
Final Insp. _____

Proposed Alteration (please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Antenna, Amateur Radio
<input type="checkbox"/> Atrium, Enclosure
<input type="checkbox"/> Awnings
<input type="checkbox"/> Bathroom, Remodel
<input type="checkbox"/> Block Wall
<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Enclosures: Patio, Balcony
<input type="checkbox"/> Fences, Wrought Iron
<input type="checkbox"/> Door, Exterior
<input type="checkbox"/> Door, Garage
<input type="checkbox"/> Floor Coverings, Exterior
<input type="checkbox"/> Fireplace | <input type="checkbox"/> Garden Room, Solarium
<input type="checkbox"/> Gate
<input type="checkbox"/> Gutters/Downspout
<input type="checkbox"/> HVAC <input type="checkbox"/> FAU <input type="checkbox"/> A/C Vent <input type="checkbox"/> Heat Pump
<input type="checkbox"/> Modesty Paneling
<input type="checkbox"/> Patio/Balcony/Atrium Cover, Aluminum
<input type="checkbox"/> Patio/Balcony/Atrium Cover, Wood Lattice
<input type="checkbox"/> Patio/Balcony/Atrium Cover, Wood
<input type="checkbox"/> Room Addition
<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Shades, Roll Up | <input type="checkbox"/> Skylight(s)
<input type="checkbox"/> Solatube(s)
<input type="checkbox"/> Slab Revision
<input type="checkbox"/> Soft Water Unit
<input type="checkbox"/> Storage Cabinet(s)
<input type="checkbox"/> Stepping Stones
<input type="checkbox"/> Wall Attachment(s), Interior
<input type="checkbox"/> Wall Attachment(s), Exterior
<input type="checkbox"/> Washer/Dryer
<input type="checkbox"/> Water Heater Relocation
<input type="checkbox"/> Window: Retrofit/ New Construction
<input type="checkbox"/> Windbreak/ Windscreen, Glass |
|---|---|--|

Location/Other:

Per Mutual approved standard specifications and standard plan(s)# _____

Per Mutual approved variance resolution No. _____ Valuation \$ _____

**** See next page**

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The permit process requires that the Mutual Member receive a copy of the Mutual Standard to which the requested permit applies, where applicable. To ensure compliance, the Member's signature indicating receipt of the Standard is necessary, and a permit will not be issued without this required signature.

3. I understand and agree that I am responsible for all risks in connection with the alteration(s) or improvement(s) specified above, including, but not limited to, the costs of removing, altering, or replacing the same as may be necessary or appropriate to allow the corporation business.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Standards, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

4. I understand and agree that I am responsible for, and bear all costs in connection with the alteration(s) or improvement(s) specified above.

Member (Signature Required)

Date

Telephone Number

CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and conform to all current Mutual standards regarding this alteration. In addition, I am a contractor licensed pursuant

to the laws of the state of California and hereby agree to perform the above described work subject to the terms and conditions printed on the reverse side hereby which are incorporated herein and made a part hereof.

Contractor (Signature Required)

Date

Telephone Number

License Number

Note: The ceiling, floors and possibly other areas of the manor may contain a minute amount of asbestos that is basically inert and harmless if not disturbed. However, you are cautioned to take all reasonable and prudent measures to protect yourself and others from exposure to asbestos.

Frequently Asked Questions



Laguna Woods Village - Application for Alteration Permit

Manor # _____
Street _____
Permit # _____
Final Insp. _____

This is the new form that you must sign. The information in red (re-produced below in bold) is vital. Read it and understand it before you sign it!

MEMBER: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual's Alteration Permit process requires that the Mutual Member receive a copy of the Mutual Standard to which the requested permit applies, where applicable. To ensure compliance, the Member's signature indicating receipt of the Standard is necessary, and a permit will not be issued without this required signature.

2. I understand that I will be in non-conformance if my contractor and/or I do not conform to Mutual Standards, and that I may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

3. I understand and agree that I am responsible for all risks in connection with the alteration(s) or improvement(s) specified above, including, but not limited to, the costs of removing, altering, or replacing the same as may be necessary or appropriate to allow the corporation business.

4. I understand and agree that I am responsible for, and bear all costs in connection with the alteration(s) or improvement(s) specified above.

Member (Signature Required)

Date

Telephone Number

United Laguna Hills Mutual

Guidelines for Altering or Remodeling Your Manor



Revised October 2005

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United Laguna Hills Mutual

Forward

This booklet *was* created by the United Laguna Hills Mutual Maintenance and Construction Committee to assist United members in following existing Mutual policies regarding manor alterations and remodeling. It will also optimize staff time in providing the best service possible to the Community.

Many United members wish to remodel, refurbish, or make alterations in their manors. This booklet is an attempt to answer your questions and give you guidelines before you start any work. The United Laguna Hills Mutual Board of Directors has adopted very strict rules and regulations regarding alterations, variances, permits, and fines. It is your responsibility to follow these rules and regulations, and by doing so, the process to complete your alteration should be a very easy and exciting experience.

Acknowledgment is given to the Third Laguna Hills Mutual for their insight in creating, “The Third Laguna Hills Mutual Guidelines for Altering and Remodeling Your Manor”, from which the idea for these Guidelines originated.

A special thank you to Professional Community Management (*PCM*) Staff for their input regarding the proper procedures for residents to follow in upgrading their manor.

Standards

Many alterations have already been designed by others and approved by the United Board of Directors. Several of these alterations have become standard alterations and are specified in the United Mutual Alteration Standards.

Examples of standard alterations include skylight installations, window replacements, exterior door replacements, block walls, gates, patio slabs, and water heater relocation. Copies of the Board-approved standards or standard plans are available in the Permits and Inspections office.

Variance

If the alteration you want to perform does not strictly follow the Mutual’s approved standards or standard plans, you will need to apply for a variance from these approved standards. You must apply for a variance in writing through the Permits and Inspections office. Your Variance Request must thoroughly describe the proposed alteration and include pictures and detailed plans that help illustrate the

United Laguna Hills Mutual

proposed alteration. The Variance Request must be submitted to the Permits and Inspections office 30 days prior to the next regularly scheduled United Laguna Hills Mutual Maintenance and Construction Committee meeting, which occurs on the 3rd Thursday of each month. Requests that are received less than 30 days prior to the next meeting would be considered at the following month's regularly scheduled meeting. The alteration must conform to appropriate California building codes. This is usually done through your licensed architect and/or state licensed contractor.

Your plans are reviewed and evaluated by the Permits and Inspections staff. Once the Permits and Inspections staff receives all necessary documentation, a report is prepared, inclusive of a staff recommendation relative to approval or denial of the application, and forwarded to the United Laguna Hills Mutual Maintenance and Construction Committee. The Committee will review your request and forward their recommendation to the United Laguna Hills Mutual Board of Directors for a final decision on your variance request. The Board meets monthly to conduct its business, including review of requests for variances. Following the meeting at which your request is considered, you will receive written notification from the Board of Directors regarding their decision.

The Mutual does not charge a fee to the individual member for processing of a variance request.

Permits

Typically, every alteration requires a Mutual permit, whether it follows the Mutual's standards or requires approval of a variance. Exceptions to this are interior floor coverings, interior paint, and counter top or cabinet replacement. Before starting construction, you should always check with the Permits and Inspections office to determine if an alteration you want to make to your manor requires a permit. Permits can be applied for and obtained at the Permits and Inspections office located in the Community Center building. In cases when a variance is required, you must receive Board approval of the variance before a permit will be issued. After your Variance Request is approved, you will need to apply for a permit before construction starts. The cost of a Mutual permit varies from \$10 to \$304, depending on the valuation of your alteration. City of Laguna Woods permits also are required for many alterations to manors in United Laguna Hills Mutual. You should always check with City officials to determine if your proposed alteration requires a City permit and what the cost of the permit will be.

The City enforces local building codes only. United Laguna Hills Mutual enforces

United Laguna Hills Mutual

architectural standards to maintain the appearance and continuity of the Community, as well as to ensure the integrity of the buildings. A City permit, and the corresponding City inspections, will confirm that your proposed alteration is designed and built according to their legal standards. You must schedule progress code inspections with the City officials, who will guide your progress and issue a final approval when the work has been completed in accordance with all applicable government requirements.

Both the Mutual and City permits must always be posted at your manor during the course of construction of your alteration. They should be in plain sight and easily accessed for the inspectors to see. United Laguna Hills Mutual and the City have strict and expensive fines for not complying with established rules and regulations regarding alterations and permits. It is your responsibility to follow established rules and regulations.

Remember, you must get a final inspection from the City. Following your final City inspection, you must call the Permits and Inspections Office to request a final inspection relative to the Mutual's permit. All Mutual alteration permits require a final inspection of the alteration and a signature on the applicable Mutual permit by the Permits and Inspections staff before the alteration can be considered to have final completion approval.

Appeals

The United Laguna Hills Mutual Board of Directors may either deny or approve your request for a variance. If the variance request is denied, you have the option to appeal the Board's decision or to modify your alteration plans and submit a *new*, revised request for consideration by the Committee and Board. If you choose to appeal the Board's decision, you must submit a written request for the appeal within 30 days of the date of the Board's initial decision on the request. If the 30-day deadline is missed, you must wait for 12 months to submit your appeal. Appeals regarding a Board decision on a variance request can be brought to the Board only once in a 12 month period following the Board's initial decision on the request.

Considerations for Working with a Contractor

Always obtain at least three competitive bids.

Ask for references from work done in Laguna Woods Village.

Verify the contractor's license, insurance, and required state bond, by calling the State Contractor's License Board at 1-800-321-2752

United Laguna Hills Mutual

Verify that your contractor has obtained the necessary permits.

The contractor you choose is your choice--not that of United Laguna Hills Mutual or its managing agent. We will not get involved in any disputes you may have with your' contractor.

Contractors doing any type of remodeling are prohibited from using the Community dumpsters for disposal of materials. They must either haul away their trash or use their own dumpster.

Fines

Members in violation of the Mutual's Standards and Rules and Regulations for manor alterations may be requested to appear before the Board of directors for a disciplinary hearing. The Mutual may impose monetary penalties against those members that violate the Mutual Corporation's Governing documents and/or Rules and Regulations. This includes noncompliance with the Mutual's Standards and Rules and Regulations for manor alterations. The Board has established a schedule of penalties for such violations.

Additional information shall be forthcoming.

Questions and Answers

When do I need a licensed contractor?

You will need state licensed contractor for all alterations costing over \$500. Otherwise, you may do the job yourself or hire a handyman.

Can I get a Listing of Contractors?

Yes, you may check with the Permits and Inspections office. The available list is only a list of referrals and does not represent an endorsement or recommendation or use of specific contractors. The choice of a contractor is yours. The Mutual will not get involved in any disputes with your contractor. This is a personal contract between you and your contractor.

How much does a permit cost?

A Mutual permit costs between \$10 and \$304, depending on the valuation of your alteration. Check with the City of Laguna Woods regarding their requirements and costs for permits.

If I have a City permit, do I need a Mutual permit?

Yes

What changes can be made without a permit or variance request?

Examples include replacement of interior carpet or flooring, painting the interior walls, and installation of bookshelves. It is always best to check first with the Permits and Inspections office before commencing construction to see if the alteration you want to perform requires a Mutual permit.

Why can't I have an alteration, room addition? etc., if others have it?

Past boards have granted variances that may not conform to today's building codes or Mutual standards. Each request is considered separately. The Mutual encourages upgrades to your manor. However, if it interferes with your neighbor or does not meet up-to-date codes or United Mutual standards, it will not be approved.

Who is responsible for my alteration after it is completed?

You are responsible for all alterations to your manor, including maintenance and repair. When you sell your manor, this responsibility is transferred to the new owner.

When can I start the work?

Do not start any work; tear out walls, bathtubs, showers, etc. until you first get the proper City and Mutual permits for the replacement/alterations of these items.

How do I remove asbestos-containing materials, including the removal of acoustic ceilings?

The Mutual does not issue permits for scraping acoustic ceilings. You must follow proper protocol on the removal of asbestos-containing materials or provide test results proving that it is safe to remove. Check with a licensed-contractor who does this type of work.

In Summation

If you have any questions, please contact the Permits and Inspections Office at 949-597-4616.

United Laguna Hills Mutual

City permits may be obtained at City Hall located at 24264 El Toro Road. Their phone number *is* 949-639-0500.

Community Center building

After you have obtained the permits, received any needed variance requests, and completed all of the work on your alteration, call the Permits and Inspections Office for a Final Inspection.

It is your responsibility to follow the established guidelines, get the required permits, *and* select your own contractor. Your compliance will prevent any unnecessary delays in your alteration, eliminate possible fines, and add to your enjoyment of living in your upgraded manor.



**THIRD LAGUNA HILLS MUTUAL
GUIDELINES FOR
ALTERING AND REMODELING
YOUR MANOR**

**STEPS TO TAKE BEFORE
YOU START**

Third Laguna Hills Mutual

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IN SUMMARY, ALWAYS BE SURE THAT YOU DO THE FOLLOWING WHEN ALTERING YOUR
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This booklet was created to assist Third Laguna Hills Mutual Residents in following existing Mutual policies regarding manor alterations. No new policies or procedures were established by the creation of this booklet.

Third Laguna Hills Mutual

Many Mutual members wish to remodel or refurbish their manors. However, there are some steps that must be taken prior to beginning this work. New residents frequently have questions regarding these steps. As a result, the Third Laguna Hills Mutual Board of Directors produced this booklet to help answer some of the more frequently asked questions.

What is the difference between GRF and Third Mutual?

GOLDEN RAIN FOUNDATION OVERVIEW

The Golden Rain Foundation of Laguna Woods (GRF), a California non-profit mutual benefit corporation, oversees the management and maintenance of community facilities and services within Leisure World®. These include such things as the entry gates, recreational amenities, community facilities and bus system.

THIRD LAGUNA HILLS MUTUAL

Third Laguna Hills Mutual, a condominium housing corporation, is a non-profit mutual benefit corporation, which governs maintenance of common area within designated boundaries. It includes 6,102 Condominiums.

WHEN DO I NEED A MUTUAL PERMIT?

Most alterations will require a permit if modifying Mutual property (i.e. plumbing lines, certain electrical lines, roof systems, exterior walls). Several common alterations are considered standard by the Third Laguna Hills Mutual Board of Directors. These standard alterations are specified in the Third Mutual Alteration Standards; a copy is available for review from the Permits and Inspections office or on the LagunaWoodsVillage.com website. The Alteration Standards detail those alterations that Mutual members may obtain a permit for along with qualification specifications. Examples of frequently utilized “Standard” alterations include skylight installations, window replacements, exterior door replacements, patio covers and block walls.

To ensure that your proposed alteration complies with Third Mutual’s Alteration Standards, always discuss your proposal with the Permits and Inspections office in the Leisure World® Community Center. It is always best to bring your conceptual

Third Laguna Hills Mutual

plans or architectural drawings to the Permits and Inspections office to allow the Alterations Inspector to determine if your alteration requires a permit.

HOW MUCH DOES A MUTUAL PERMIT COST?

The Mutual permit fee is determined by a sliding scale based on the valuation of the proposed alteration. The Permits and Inspections office will be able to provide you with an exact permit fee based upon your specific request.

IF I HAVE A CITY PERMIT, DO I NEED A MUTUAL PERMIT?

Yes. The City of Laguna Woods enforces local building codes. A City Permit will confirm that your proposed alteration is designed and built according to their legal standards. The Mutual enforces architectural standards to maintain the look and continuity of the Community, as well as to ensure the integrity of the Mutual's structures. A Mutual permit may be required for alterations that the City does not monitor. It is always best to check with both the Permits and Inspections office and the City Building Official to determine which permits you will need.

WHAT IS A "VARIANCE"?

The Mutual has standard alterations that you (the owner) may make to your manor. To make these alterations, you must obtain a permit from the Permits and Inspections office, and construct the alteration in accordance with the Mutual's Alteration Standards. In certain circumstances, a desired alteration is not covered by the Third Mutual Alteration Standards or may conflict with the Standards. In these cases, a Mutual member may apply for a variance from the existing Alteration Standards.

The variance requires you to apply directly to the Third Laguna Hills Mutual Maintenance and Construction (M&C) Committee and the Board of Directors for permission to make the alteration. To apply for a variance, you must submit a request letter to the Permits and Inspections office describing the proposed alteration and any pictures, samples, and plans available to help illustrate the proposed alteration. The best source for the preparation of plans that ensure a proposed alteration conforms to the appropriate Building Codes is an architect licensed by the State of California.

Can changes be made on the inside of the manor without permits or variances?

Certain changes to the interior of the manor do not require a permit. Examples of these alterations are: carpeting, replacement of cabinets/counters, painting the interior walls and installation of bookshelves. It is always best to check with the Permits and Inspections office regarding the need for a permit prior to commencing work.

STEPS INVOLVED IN OBTAINING VARIANCE APPROVAL

1. Submit a written request to the Maintenance & Construction Committee (via the Permits and Inspections office) for approval. The Committee will review the submittal and the associated staff report and will recommend either approval or denial to the Board of Directors. The Committee meets monthly. All information required to process your application for a variance must be submitted at least 30 days in advance of the Maintenance and Construction Committee meeting at which you wish your request to be reviewed. The Board of Directors meets monthly. Most Maintenance and Construction Committee recommendations are placed on a Consent Calendar, which is acted upon in its entirety. However, items on the Consent Calendar can be removed by a Director and sent back to Committee for further review. Individual items can also be addressed independent of the Consent Calendar.
2. A letter of approval (or denial) will be sent to the Mutual member once the Board has taken action. All approvals include contingencies. The Permits and Inspections office can answer any questions in this regard.
3. The approval letter should be brought to the Permits and Inspections office. Evidence that the contingencies were met will be required to receive final approval. The permit fee should be paid at the time of application. No changes may be made to the approved variance without obtaining a new variance.
4. Should your variance be denied, you may appeal the decision within 30 days of receiving the Board's decision. Only one appeal is available per 12-month period. All appeals should be accompanied by any additional information that you feel will further clarify your request.

ONCE MY APPROVED ALTERATION IS COMPLETED, HOW DO I OBTAIN MY FINAL APPROVAL?

When construction is complete, the Mutual member should contact the Permits and Inspections office to arrange for a “final inspection”. If the alteration is located inside of the manor, the Alterations Inspector will schedule a time to inspect the alteration. The Alterations Inspector will communicate any corrections required. It is important that your permit be maintained with other real estate documents to prove that the alteration was approved. A copy of the final inspection approval is available through the Permits and Inspections office upon request.

Please keep in mind that the alteration may require both a Mutual inspection and a City of Laguna Woods inspection. These inspections are separate and unrelated.



ROOM AND ADDITIONS AND PATIO ENCLOSURES



In 2006 Third Mutual Mutual Board of Directors approved the "Decision Tree" permitting room additions and enclosures of patios that meet certain criteria. For further information contact Permits and Inspections Office at 949 597 4616.

MY NEIGHBOR HAS AN ALTERATION, BUT I WAS TOLD THAT I COULD NOT HAVE IT. WHY?

There are a few possible reasons:

1. The Mutual Standards for Alterations may have changed since your neighbor installed their alteration. This alteration is subject to the rules in place when it was installed.
2. The alteration may be considered to be a variance. Each variance is considered individually, to ensure that all architectural concerns are addressed.
3. The Board may not have authorized the alteration. If an existing alteration is not permitted, the alteration is subject to removal upon discovery by the Board.

The Permits and Inspections office will be able to assist you with determining the exact reason for denying your permit, or in starting the variance process.

DAVIS STIRLING ACT

WHAT IS THE DAVIS STIRLING ACT?

The Davis Stirling Act is the name given to a specific portion of the California Civil Code that regulates Common Interest Developments. The Act was passed in 1986 to protect the rights of residents living in common interest developments. Some of the regulations prevent the Board from permitting any changes in the manor's condominium plan and from transferring common area to a specific manor. It is **VERY IMPORTANT** to consult with the Permits and Inspections office **PRIOR** to any construction to ensure that you do not violate this portion of the California Civil Code. Any construction violating the Davis Stirling Act will be removed at the manor owner's expense. This is a legal requirement. Unfortunately, it is not eligible for a variance.

HOW DO I KNOW IF MY ALTERATION IS AFFECTED BY THE DAVIS STIRLING ACT?

The best way to determine this is to discuss your plans with the Permits and Inspections office. They will be able to determine what areas of your condominium may be altered.

HELPFUL HINTS REGARDING CONTRACTORS

COMPETITIVE BIDS

Always obtain competitive bids (three separate bids is common).

Verify the contractor's license, insurance, and required State bond by calling the California State Contractor's License Board at (800) 321-2752.

DEPOSITS

NEVER pay more than a 10% initial deposit.

PERMITS

Verify that your contractor obtained the proper Mutual permits by requesting a copy of the paid permit application.

Third Laguna Hills Mutual
CONTRACTOR REFERRALS

A list of licensed contractors providing services within the Community was compiled in an effort to assist the Community's residents. These are contractors that met certain criteria for inclusion on the list and should only be considered as REFERRALS by other residents and NOT RECOMMENDATIONS by the Board. The criteria contractors must meet to be eligible for inclusion on the list is described on the list. The order in which contractors appear on the list is alphabetical and not preferential. A copy of the list can be obtained at the Permits and Inspections office in the Community Center.

VERIFY CONTRACTOR STATUS

The Board of Directors approved the issuance of the Contractor Referral List to its members as a service provided through P.C.M., its managing agent. The list is published semi-annually, but may be reviewed and revised at any time.

BEFORE ENTERING INTO A CONTRACT, it is recommended you verify the contractor's status by contacting the:

Permits and Inspections Office (949) 597-4616.

In addition, it is recommended that you obtain current information regarding the contractor's legal status with the:

State of California License Board (800) 321-2752

CONTRACTOR RULES TO REMEMBER

1. Contractors/individuals performing any type of remodeling or refurbishing are:
 - a. Prohibited from using the community dumpsters for disposal of their discarded materials.
 - b. Required to have a dumpster (at the Mutual member's expense) delivered for their exclusive use, otherwise their scrap and waste materials must be removed from the community on a daily basis.
2. Contractors/individuals are to park their work vehicles only in designated guest parking spaces.
 - ***These vehicles are not to be parked overnight.***

Third Laguna Hills Mutual

**IF YOU HAVE ANY QUESTIONS THAT WERE NOT ANSWERED BY THIS
BOOKLET, PLEASE CONTACT:**

Permits and Inspections Office

(949) 597-4616

The Permits and Inspections office is located on the first floor of the Leisure World® Community Center. The mailing address for the Permits and Inspections office is:

P.O. Box 2220
Laguna Woods, CA 92654

For other questions about Third Mutual or the Community, please visit our website at <http://www.lwlagunawoods.com>

**IN SUMMARY, ALWAYS BE SURE THAT YOU DO THE
FOLLOWING WHEN ALTERING YOUR MANOR:**

1. Submit plans to the Permits and Inspections Office for approval.
2. Obtain any required City permits.
3. Obtain all required Mutual permits.
4. Obtain at least three bids from licensed contractors.
5. Call the Permits and Inspections Office for a Final Inspection.

Thank you to Susan Shields for her assistance in creating this booklet



***To contact the City of Laguna Woods, please visit
City Hall at:***

24264 El Toro Road

Laguna Woods, CA 92637

OR Call them at 949-639-0500

***Remember when in doubt call the
Permit Office at 949-597-4616***

New information is listed on the
www.lagunawoodsvillage.com website.

Please visit the Community Civic Association website at
<http://www.lagunawoodsvillage.com> under Clubs and Club
WebPages for information on our organization and upcoming events.

Edited by CCA Director Dick Robeck