



[DATE]

«Name»
«Address1»
«Address2»

**Re: SB-326 Exterior Elevated Elements Residents Notice
Building «ASBuilding», Laguna Woods Village**

Dear «Name»,

On August 30, 2019, California Governor Gavin Newsom signed into law Senate Bill No. 326/CA Civil Code 5551, which requires visual inspections (in conjunction with moisture meters, borescopes or infrared technology) of exterior elevated building elements of condominiums or multifamily housing controlled by residential homeowners' associations.

In [MONTH], United/Third Laguna Woods Mutual's outside consultant, Cardoso & Associates, will visually inspect building exterior elevated elements, which include balconies, decks, landings, stairways, walkways, guardrails and handrails.

Page 2 is a schedule of units to which the contractor will require interior access to complete the inspection. In accordance with the Occupancy Agreement, Article 11, section (b), of the General Terms and Conditions, access is required to each manor on the scheduled appointment day between 9 a.m. and 1 p.m. If you are unavailable during your unit's scheduled day and time, prior to your appointment, please confirm whether the key on file with Resident Services is current, or provide a new key. If access is not gained, you may be charged for locksmith services and/or costs associated with inspection delays.

If the inspector finds that repairs (including shoring) are necessary, the contractor will take immediate preventative measures until repair work is scheduled. **If such repairs are required**, you will be notified 15 days in advance prior to work beginning. Prior to any balcony work, you must remove all personal items/alterations that inhibit reconstruction project progress. The mutual requests installed alterations be removed by a qualified contractor of your choice.

You may reinstall alterations at your expense and in compliance with mutual standards after the required maintenance project is complete. This includes removing balcony enclosures and balcony covers with support poles on the railing or deck surface. If alteration deck surface flooring is not removed, the contractor will remove it in order to proceed with the required repairs. Unfortunately, it is unlikely that carpet or tile can be saved and reinstalled after removal. If you wish to reinstall or replace the carpet or tile, it must be done at your expense.

Thank you for your attention to this matter. We appreciate your cooperation and patience during these projects. If you have any questions, please contact the Projects Division at 949-597-4625.

Sincerely,
VMS Maintenance and Construction Department, Projects Division

EXTERIOR ELEVATED BUILDING ELEMENTS INSPECTION SCHEDULE

Building and Manor Number	Start	Finish	Duration
October 2022	Tue 10/4/22	Tue 10/18/22	11 days
Building 2045	Tue 10/4/22	Tue 10/4/22	1 day
2nd-floor balcony for manors N & O	Tue 10/4/22	Tue 10/4/22	1 day
Building 2046	Tue 10/4/22	Tue 10/4/22	1 day
2nd-floor balcony for manors N & O	Tue 10/4/22	Tue 10/4/22	1 day
Building 578	Tue 10/4/22	Tue 10/4/22	1 day
1st-floor balcony for manors A, B, C, & D	Tue 10/4/22	Tue 10/4/22	1 day
2nd-floor balcony for manor N, O, P, & Q	Tue 10/4/22	Tue 10/4/22	1 day
Building 585	Tue 10/4/22	Tue 10/4/22	1 day
1st-floor balcony for manors A, B, C, & D	Tue 10/4/22	Tue 10/4/22	1 day
Building 579	Tue 10/11/22	Tue 10/11/22	1 day
2nd-floor balcony for manors N & O	Tue 10/11/22	Tue 10/11/22	1 day
Building 580	Tue 10/11/22	Tue 10/11/22	1 day
2nd-floor balcony for manors N & O	Tue 10/11/22	Tue 10/11/22	1 day
Building 581	Tue 10/11/22	Tue 10/11/22	1 day
2nd-floor balcony for manors N & O	Tue 10/11/22	Tue 10/11/22	1 day
Building 582	Tue 10/11/22	Tue 10/11/22	1 day
1st-floor balcony for manors A, B, C, & D	Tue 10/11/22	Tue 10/11/22	1 day
2nd-floor balcony for manors N, O, P, & Q	Tue 10/11/22	Tue 10/11/22	1 day
Building 2022	Tue 10/18/22	Tue 10/18/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 10/18/22	Tue 10/18/22	1 day
Building 2030	Tue 10/18/22	Tue 10/18/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 10/18/22	Tue 10/18/22	1 day
Building 2034	Tue 10/18/22	Tue 10/18/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 10/18/22	Tue 10/18/22	1 day
Building 2037	Tue 10/18/22	Tue 10/18/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 10/18/22	Tue 10/18/22	1 day
November 2022	Wed 11/2/22	Tue 11/29/22	20 days
Building 2009	Wed 11/2/22	Wed 11/2/22	1 day
2nd-floor balcony for manors A, B, C, & D	Wed 11/2/22	Wed 11/2/22	1 day
Building 2012	Wed 11/2/22	Wed 11/2/22	1 day
2nd-floor balcony for manors A, B, C, & D	Wed 11/2/22	Wed 11/2/22	1 day
Building 914	Wed 11/2/22	Wed 11/2/22	1 day
2nd-floor balcony for manors A, B, C, & D	Wed 11/2/22	Wed 11/2/22	1 day
Building 2014	Wed 11/9/22	Wed 11/9/22	1 day
2nd-floor balcony for manors N & O	Wed 11/9/22	Wed 11/9/22	1 day
Building 2016	Wed 11/9/22	Wed 11/9/22	1 day
2nd-floor balcony for manors N & O	Wed 11/9/22	Wed 11/9/22	1 day
Building 2018	Wed 11/9/22	Wed 11/9/22	1 day
2nd-floor balcony for manors N & O	Wed 11/9/22	Wed 11/9/22	1 day
Building 915	Wed 11/16/22	Wed 11/16/22	1 day
2nd-floor balcony for manors A & C	Wed 11/16/22	Wed 11/16/22	1 day
Building 916	Wed 11/16/22	Wed 11/16/22	1 day

2nd-floor balcony for manors A & C	Wed 11/16/22	Wed 11/16/22	1 day
Building 918	Wed 11/16/22	Wed 11/16/22	1 day
2nd-floor balcony for manors B & D	Wed 11/16/22	Wed 11/16/22	1 day
Building 919	Tue 11/22/22	Tue 11/22/22	1 day
2nd-floor balcony for manors N & O	Tue 11/22/22	Tue 11/22/22	1 day
Building 920	Tue 11/22/22	Tue 11/22/22	1 day
2nd-floor balcony for manors N & O	Tue 11/22/22	Tue 11/22/22	1 day
Building 922	Tue 11/29/22	Tue 11/29/22	1 day
2nd-floor balcony for manors N, O, P & Q	Tue 11/29/22	Tue 11/29/22	1 day
Building 925	Tue 11/29/22	Tue 11/29/22	1 day
2nd-floor balcony for manors N, O, P & Q	Tue 11/29/22	Tue 11/29/22	1 day
Building 926	Tue 11/29/22	Tue 11/29/22	1 day
2nd-floor balcony for manors N & O	Tue 11/29/22	Tue 11/29/22	1 day
Building 927	Tue 11/29/22	Tue 11/29/22	1 day
2nd-floor balcony for manors N & O	Tue 11/29/22	Tue 11/29/22	1 day
December 2022	Tue 12/6/22	Tue 12/20/22	11 days
Building 928	Tue 12/6/22	Tue 12/6/22	1 day
2nd-floor balcony for manors N & O	Tue 12/6/22	Tue 12/6/22	1 day
Building 929	Tue 12/6/22	Tue 12/6/22	1 day
2nd-floor balcony for manors N & O	Tue 12/6/22	Tue 12/6/22	1 day
Building 930	Tue 12/6/22	Tue 12/6/22	1 day
2nd-floor balcony for manors N, O, P & Q	Tue 12/6/22	Tue 12/6/22	1 day
Building 931	Tue 12/13/22	Tue 12/13/22	1 day
2nd-floor balcony for manors N & O	Tue 12/13/22	Tue 12/13/22	1 day
Building 932	Tue 12/13/22	Tue 12/13/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 12/13/22	Tue 12/13/22	1 day
Building 933	Tue 12/13/22	Tue 12/13/22	1 day
2nd-floor balcony for manors N & O	Tue 12/13/22	Tue 12/13/22	1 day
Building 934	Tue 12/20/22	Tue 12/20/22	1 day
2nd-floor balcony for manors N & O	Tue 12/20/22	Tue 12/20/22	1 day
Building 936	Tue 12/20/22	Tue 12/20/22	1 day
2nd-floor balcony for manors A, B, C, & D	Tue 12/20/22	Tue 12/20/22	1 day
Building 944	Tue 12/20/22	Tue 12/20/22	1 day
2nd-floor balcony for manors N, O, P & Q	Tue 12/20/22	Tue 12/20/22	1 day

For more information about Senate Bill No. 326, please visit
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB326.