



**May 28, 2021**  
**Bulletin No. 6**

## **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**

The most common reasons Manor Alterations rejects applications are a lack of appropriate insurance documentation and/or documentation within the scope of work.

Contractors must provide an accurate and up to date certificate of insurance. Manor Alterations provides a completed sample for reference in every mutual consent and demolition document package, but small details often are missing. [Click here](#) to ensure that all verbiage from “Certificate Holder”—to the appropriate limits of coverage to the automobile liability coverage—is addressed and matches VMS requirements.

A complete scope of work is critical to approving a mutual consent application. Descriptions such as “installing new kitchen lights” do not provide enough information. Contractors must provide clearly marked drawings, specifications on items to be installed and a full scope of all proposed work in order to gain approval of a mutual consent or demolition application.

### **Realtors**

Prospective members of Laguna Woods Village may ask how long an alteration will take to complete. The answer depends on the type of desired alteration. In order to categorize permits in an easy-to-understand format, Manor Alterations has created a classification system.

Our three-tiered permit classification system—Class I, II or III—is intended to more efficiently categorize permits for internal processing. Note: Do not confuse this system with the categorization used for United permitless alterations for like-for-like replacements.

The approval timelines for permits listed below are based on a member (or someone elected by a member) providing a full and complete submission. This means if a member submits a mutual consent application categorized as Class I but it is missing critical documents or signatures, the application is not placed into the queue for review until the missing information is provided.

- Class I permit: Two to five business days business days

- Class II permit: Five to 10 business days
- Class III permit: 10 to 90 business days

[Click here](#) for the full text of the classification system.

## Members

Alterations or demolition may not begin unless a permit has been approved. Minor changes, such as painting, installing bookshelves or wall décor, are examples of alterations that do not require a permit.

United Mutual members can take advantage of the new permitless alteration via the Laguna Woods Village website. Alterations that are “like-for-like” and require no demolition may qualify for this new policy.

Here are a few of the most common questions asked by United members regarding the permitless alterations process.

### **How do I know if my manor qualifies for the permitless alteration program?**

Every member of United Mutual qualifies as long as their alteration is listed on the approved list.

### **Can members of Third Mutual use the permitless alteration process?**

At this time, permitless alteration is available only to United Mutual members. Let us know if you think this feature should be extended to Third Mutual.

### **Can I use the permitless alteration process to update a ceiling fan or a chandelier or install a new overhead light?**

You can update an existing light fixture provided there is no need for demolition or changing existing electrical. Installing a pendant light in a dining room that currently has no ceiling lighting does not qualify for the permitless process, as it requires partial demolition of the ceiling and the installation of new electrical components, but you can fill out a mutual consent application to receive a permit.

### **What if I want to remove my kitchen cabinets, change the layout slightly, and install new cabinetry?**

Permitless alteration allows for replacement of cabinet doors and fronts, as this would be a like-for-like replacement. Changing the layout of cabinetry does not meet this criterion. To confirm if your proposed alteration qualifies, [click here](#).

### **How do I know if my submission was approved or rejected?**

Submissions that follow the clear parameters in the description will be approved. You will receive an auto-generated response with a summary of the alteration information and a receipt number. Keep this number for your records.

Manor Alterations will contact those members whose alterations are rejected and assist them in initiating the correct paperwork to complete their alteration.

If you have further questions about what alterations require a permit, contact Manor Alterations at 949-597-4616 or [alterations@vmsinc.org](mailto:alterations@vmsinc.org).

## 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](mailto:alterations@vmsinc.org) with questions.