



**August 20, 2021**  
**Bulletin No. 12**

## **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**

Manor Alterations manages a list of contractors with whom community members have worked previously. This list can be used as a starting point for members who are looking for contractors and may be unsure or intimidated by the process of vetting potential contractors.

Contractors can be added to this list upon request. Manor Alterations requires the following:

- Current contact information (mailing address, contact information phone/email/website)
- Current contractor license number
- Confirmation of insurance that matches current requirements of \$500,000 general liability insurance
- Two letters of recommendation from satisfied clients

If you wish to be added to the Contractor List, please contact Manor Alterations directly to begin the process.

[Click here](#) to view the contractor list.

### **Realtors**

Many agents have questions surrounding closing procedures, inspections and resales. We've compiled a few tips and important notes to assist in the process. Be advised that an inspection can be requested without a pending sale.

- Within two business days of listing or making the property available for sale, the seller and/or seller's authorized agent should notify the Resales Inspection Office in writing of the listing and submit to the Resales Department a "Request for First Inspection Report."
- The notification will include the name of the listing real estate agent or personal agent of the seller, seller's address and telephone number, the listing contract date and the seller's current address and telephone number if the seller is not residing in the manor being listed for sale.
- The seller or seller's authorized agent should request a final inspection to be scheduled as early as possible, but it must be at least one week in advance of close of escrow.
- The purpose of an inspection is to determine if a seller's manor contains any of the following:

- Architectural violations
- Failure to maintain an alteration
- Unauthorized alterations
- Other damage to the common area caused by the member or member's occupants
- The member shall be responsible for such violations, alteration maintenance and damage to the common area. All violations, corrections and repairs must be completed before the close of escrow. Some repairs may require an unexpected amount of time, which is why Manor Alterations recommends completing an inspection as early as possible.
- Manor Alterations wants to eliminate the misconception that inspections performed by the mutual benefit the buyer. This is not the case.
- Manor Alterations does not perform a true multipoint building inspector review or issue a building inspector report. We recommend buyers obtain their own independent inspection before purchase.
- If you have any further questions, contact Manor Alterations or the resales department at [ResalesRequirements@vmsinc.org](mailto:ResalesRequirements@vmsinc.org) or **949-268-2011**.

## Members

Due to COVID-19 cases and other mitigating factors, the Manor Alterations office counter is closed to all appointments at this time. A future advertisement will be provided as conditions allow the reopening in the front counter for appointments. As of August 23, 2021, all VMS employees will be required to wear masks in all Village facilities.

If members have questions about applications, understanding the process or the electronic submission process, it may be ideal to involve a contractor in the discussion. Members are still encouraged to contact Manor Alterations at the phone and email below.

## 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** or [alterations@vmsinc.org](mailto:alterations@vmsinc.org).