

## MANOR ALTERATIONS NEWS BULLETIN

Manor Alterations is pleased to announce its office has reopened for appointments only. Members may schedule an appointment with one of our operations specialists or with the Community Center concierge to discuss any of the following:

- Mutual consent applications
- Standard alterations vs. variances
- Permit application recommendations
- Permitless alterations for United members
- Asbestos and abatement requirements
- Contractor rules and regulations
- How to find floorplans online
- Alteration standards such as flooring requirements, bathroom remodels, skylights and much more

The quickest way to schedule an appointment is via the Community Center concierge. Staff will record your information and confirm a time that is convenient for you. Appointments will be assigned on a first-come, first-served basis. Anyone can attend an appointment, including realtors, contractors or even family assisting a member in the community.

The department is still accepting emailed applications only. No paper-based applications are accepted, and all applications are released in order of receipt. Our goal is to provide as much information as possible to whomever requests it; however, staff will not fill out or complete applications during appointments, but will assist in answering questions to help you submit a complete application.

In an effort to provide members with more information, the Community Center concierge has key handouts to share. These documents can be given to anyone looking for quick answers to general questions that may not require a full appointment. We offer [FAQs](#), [resources](#) regarding asbestos and tips for hiring a contractor, a [process map](#) that displays the path to permit approval and permit guidelines for [Third](#) and [United](#) mutuals.

All documents also are available at [our landing site on the Village website](#), along with easy-to-download permit documents and completed samples to illustrate how to complete paperwork. We offer packages with each document labeled and an instructional sheet clarifying which forms should be compiled.

Finally, we strongly encourage each member to search for their permit status within our biweekly permit status log (click the link below). This log is organized by manor number and color-coded for convenience.

If you have any further questions or concerns, you can always contact us directly via phone or email. Please note that due to staffing issues, members can expect to receive a response to their inquiry within five business days.

## **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).