



December 17, 2021
Bulletin No. 20

MANOR ALTERATIONS NEWS BULLETIN

Members, contractors and realtors alike may not be aware that the parameters (and review procedures) for their alterations may change depending on the location and nature of the proposed alteration. Although the overwhelming majority of alterations fall within the interior of a manor, some alterations may include exclusive-use common areas or may infringe into common areas. There is a marked difference between each area classification, and if your variance includes work to your manor's exterior, such as enclosing a patio or expanding a room's footprint, it's helpful to understand the differing rules and regulations between common, exclusive-use common and standard manor areas.

Both forms of common areas are defined as "All property outside the boundaries of the interiors of the units, except exclusive-use common areas, which include those areas and surfaces designed and used for the exclusive use of a member, such as patios and balconies. These exclusive common areas are those areas such as a private courtyard specific to the manor."

We realize this explanation can be confusing. [Click here](#) to view a graphic designed to help members visualize the boundaries of each classification.

Common Area

- Members have few rights to modify common area spaces, as they are used freely by all community residents and guests. A variance that will impact a common area is rare due to the shared nature of the spaces.
- These areas include driveways, streets, landscapes and grassy areas.

Exclusive Common Area

- Members are extended more rights to modify exclusive common areas; mutual regulations allow for approved modifications based on specified parameters.
- If your proposed alteration falls within an exclusive common area, you will be required to complete a common area usage agreement (CAUA) in addition to other supplemental paperwork.
- The CAUA would also require its recording with the Orange County Clerk/Recorder's Office. Executing a CAUA will likely extend the approval of a mutual consent due to the various approvals required. The entire process inclusive of execution and recording can take up to 120 days but some are completed in 90 days.

- These include areas such as garages, patios and entry vestibules; [click here](#) to view the areas highlighted in yellow.

Manor

- Members may make alterations within their manor, if consistent with a standard drawing, with a mutual consent permit.
- An existing list of standards are available for each mutual so members can personalize their manor.
- [Click here](#) to view the area highlighted in green for manor identification.

If you have additional questions, Manor Alterations is here to help. Our counter is now open for appointments. Call or email us to schedule an appointment or schedule one in person at the concierge desk at the Community Center. This service is not exclusive to members only; we encourage real estate agents, contractors and even family members who are assisting owners to attend these appointments. Manor Alterations wants to do our part to better serve the community.

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 with questions.