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MANOR ALTERATIONS NEWS BULLETIN

Many members struggle to find reliable, affordable and trustworthy contractors to complete their desired alteration. The process can seem daunting to someone who has never managed a renovation before. In an effort to assist members, Manor Alterations provides a list of tips for selecting a contractor to perform the work.

1. Confirm that your selected contractor maintains a current contractor's license. [Click here](#) to visit the Contractors State License Board (CSLB) or call [800-321-2752](tel:800-321-2752).
2. Place clear and decisive language in your contract, including a scope of work, approved materials and specifications, and completion dates.
3. Never accept verbal agreements as a valid accord. Document all conversations in writing.
4. Ensure your payment plan is manageable and appropriate. By law, a down payment cannot exceed 10% of the project price or \$1,000 (whichever amount is lower). Substandard contractors may ask for large upfront payments and delay completion, moving on to other projects.
5. CSLB offers a [page on its website dedicated specifically to senior citizens looking to hire a contractor](#). This page highlights deceptive business practices, provides links to the licensing board and offers a short video with helpful information.
6. CSLB also hosts seminars specifically dedicated to seniors: [Senior Scam Stoppers Seminars](#). Explore the site for more information or call CSLB's outreach coordinator at [916-255-4693](tel:916-255-4693).

[Click here](#) to print a CSLB document that encapsulates all the above information.

The Manor Alterations webpage contains a list created by Third Mutual 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.

[Click here](#) to view a list of contractors who have worked in the community.

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 within Laguna Woods Village

If you wish to be added to the contractor list, begin the process by contacting Manor Alterations directly.

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 us 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.