



March 18, 2022
Bulletin No. 26

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

Finding a reliable, reputable and responsible contractor is a relief for many Laguna Woods Village members. To ensure any contractor who works in United Mutual meets the requirements and follows the rules and obligations, Manor Alterations is enforcing a contractor violation policy (CVP). This policy features rules and regulations, work hours, cleanup policies and insurance requirements—as well as a disciplinary framework for those who disregard the rules. Please note: This policy affects only United Mutual; a CVP has not yet been adopted in Third Mutual.

By adhering to this policy, Manor Alterations aims to eliminate contractors who violate established rules, leaving only those who are qualified and trustworthy.

Every mutual consent package contains the CVP, which must be signed by the United member contemplating an alteration. Both member and contractor receive a copy of this policy for their records.

[Click here](#) to review the United CVP.

Realtors

Resale inspections are a critical step in the sale of a manor; however, realtors are often unaware of the time constraints involved. Manor Alterations recommends calling for an initial inspection as soon as possible once the decision to sell has been made, as these inspections must be scheduled in advance. Realtors are advised to discuss with the resident any improvements that have been made to the manor without a formal approval from the mutual.

Once the inspection is complete, members are often provided with a list of corrections that must be addressed before the sale can be completed. The process of making these corrections may involve a mutual consent for an alteration, which also can add time to the process and conflict with the anticipated closing date. Therefore, it is in both parties' best interests (realtor and member) to

immediately call for an inspection to resolve any outstanding issues in advance of the close of escrow.

Members

Manor Alterations and the Architectural Controls and Standards Committee (ACSC) work in concert to develop legislation beneficial to the community. Recently, Third ACSC enacted a change within the variance process in order to expedite approvals, namely reducing the additional step of approved variances requiring approval from the board of directors.

This means that any member of Third Mutual with a variance only needs the decision made by the ACSC, therefore dropping a minimum of 30 days from the approval timeline. Members are still permitted to attend ACSC meetings to speak on behalf of their variance should they choose to do so, and members whose variances are rejected by ACSC can still appeal the decision.

As a reminder, variances exist only to provide approval for an alteration that does not fall within mutual standards. The vast majority of alterations do not require a variance, but if members still have questions, there are several ways to find answers. Manor Alterations has provided a [Mutual Consent Map](#) to better understand the process, [FAQs](#) for many questions and a helpful informational sheet on [asbestos](#). Members are also encouraged to make an appointment to speak directly with staff.

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.