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MANOR ALTERATIONS NEWS BULLETIN

Members and Contractors

[The Manor Alterations page at lagunawoodsvillage.com](https://www.lagunawoodsvillage.com) features permit information, tips for hiring a contractor, links to important resources and completed samples for mutual consent applications. Please visit the Village website to find out what Manor Alterations offers there. If after doing research you have additional questions, please call, email or visit us at the Community Center at 24351 El Toro Road to speak with Manor Alterations staff. No appointment is necessary.

We're asked many questions throughout the manor alterations process. Read a few select frequently asked questions below, or visit our [FAQ](#) document from the Village website.

Q: I am planning work that involves the roof. I've downloaded the standards from the website and my contractor is licensed. He can complete the full scope of work, right?

A: While your contractor can complete some of the scope of work, your mutual's roofing vendor **must** install tie-ins/flashing on PVC flat roofs to ensure the warranty is not invalidated. Please contact us for more information.

Q: I'm on the second floor, and I am planning to install a walk-in tub. I've selected all the finishes and my contractor has provided all the drawings. Is there anything else I need?

A: Structural calculations showing the dead-load of both the current and proposed new tub are required in the plans. Additional floor bracing may be required. Without these calculations, Manor Alterations cannot sign off on the plans.

Q: I was considering a few minor updates to my home, but it seems like every alteration requires a permit. What can I do without a permit?

A: There are numerous quick and easy updates you can do to manor without a permit, including painting the interior, installing a doorbell with a camera function, installing a screen door, etc. If you live in United Mutual, you also may be able to take advantage of the [permitless process](#) in which you can swap out specific items in your manor, providing they fall under the clear guidelines of like-for-like substitutions.

Manor Alterations is dedicated to improving the permitting process for all residents, and in-person (or even virtual) appointments are a convenient way to provide helpful information directly to the community. To make an appointment, please contact Manor Alterations directly. Also, feel free to peruse additional information on our webpage, including our [Asbestos and Contractor Resources](#) document.

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.