



**June 11, 2021**  
**Bulletin No. 7**

## **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**

All vendors must abide by Laguna Woods Village general requirements, which include:

- Work must comply with City of Laguna Woods Building Department code
- Work may occur within the following timeframes:
  - Monday through Friday 7 a.m. to 5 p.m.
  - Saturday 9 a.m. to 3 p.m.
  - Sunday/holidays no work is permitted
- Insurance and license must be active
- Work cannot begin without a completed and approved mutual consent or demolition permit

For United Mutual, contractor violations of Village rules and regulations will be classified into moderate and severe:

- First moderate violation: Contractor issued a warning
- Severe and secondary moderate violations: Contractor issued a penalty
- Penalties are to be paid to the mutual, Village access will be suspended temporarily—permanently if necessary
- Contractors who have violated Village rules and regulations will be listed in Manor Alterations news bulletins

### **COLI Reminder**

Contractors must provide an accurate and up to date certificate of insurance. Manor Alterations provides a completed sample for reference in every mutual consent and demolition document package, but small details often are missing. [Click here](#) to view our completed sample form to confirm insurance requirements for working in the Village.

### **Realtors**

Manor Alterations encourages all realtors to work with members to coordinate a first resale inspection as soon as possible.

Prior to closing, Manor Alterations may identify work that must be completed, including:

- Nonpermitted work: lighting, plumbing and electrical modifications
- Nonpermitted exterior work: landscaping, gates, partitions, etc.

United Mutual members qualify for permitless alterations. If work must be completed in the manor prior to closing, it may be possible to complete without a Mutual Consent.

Find permitless alteration guidelines at the Manor Alterations page of the Laguna Woods website or [click here](#).

## Members

On June 15, California State Governor Newsom is expected to announce the [Blueprint for a Safer Economy](#) will no longer be in effect. This means many Village amenities will reopen.

Manor Alterations in the Community Center will be accessible to members; the option of in-person appointments will be available throughout the day. Beginning June 15, members may schedule an in-person appointment by calling [949-597-4616](tel:949-597-4616) or emailing [alterations@vmsinc.org](mailto:alterations@vmsinc.org) from 8 a.m. to 4:30 p.m., Monday through Friday.

During these appointments, members or their contractors may speak with Manor Alterations staff to get questions answered, gather informative materials and gain a greater understanding of mutual consents, variances, common area usage agreements, demolition permits and address any other issues regarding the alterations process.

Applications are accepted via email only—not via in person. [Click here](#) to download the demolition document package, [click here](#) to download the mutual consent/alteration document package or visit [lagunawoodsvillage.com/residents/resident-services#manor-alterations](https://lagunawoodsvillage.com/residents/resident-services#manor-alterations).

## 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) with questions.