



March 31, 2021

MANOR ALTERATIONS NEWS

Please read all three sections of the news bulletin (Realtors, Members and Contractors). Each section contains helpful information that may apply to your area of expertise.

REALTORS

- Nonapproved alterations can delay closings. We recommend calling for a first inspection as soon as possible to solicit a permit for any unauthorized alterations.
- Sellers will be notified of any mandatory corrections and deficiencies, and are responsible for correcting all occurrences.

MEMBERS

- Alterations or demolition may not begin unless a permit has been approved. Minor changes, such as painting, installing bookshelves or wall décor, are examples of alterations that do not require a permit.
- United Mutual members can take advantage of the new permitless alteration process via the Laguna Woods Village website. Alterations that are “like-for-like” and require no demolition may qualify for this new policy. **[Review the category description here](#)** to confirm whether your proposed alteration qualifies.
- Contact Manor Alterations at **[949-597-4616](tel:949-597-4616)** or **alterations@vmsinc.org** if you have questions about what alterations require a permit.

Permit Classifications I, II and III are intended to more efficiently classify the complexity of the permit for Manor Alterations internal inspector processing. Do not confuse them with the United permitless alterations system that uses a I, II, III categorization for like-for-like replacements. Future news bulletins will provide more information on both systems.

CONTRACTORS

Members and contractors may be unaware of the process for performing alterations within Laguna Woods Village. View the steps below and a link to the newly revised permit forms.

Demolition Application

1. Complete the mutual consent for demolition application.
2. Complete mutual consent for demolition checklist.
3. Provide the scope and floor plan that corresponds to your unit/manor.
 - Manor Alterations will determine if structural drawings will be required.
4. Provide certificate of liability.
5. Provide either an asbestos report or an abatement contract.
6. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the alteration document package.](#)

Mutual Consent Application

1. Complete the mutual consent application.
2. Review the standards for alterations for your proposed alteration.
 - If a proposed alteration does not follow the standard provided, a variance request will be required in advance of alterations.
3. Provide the scope and floor plan that corresponds to your unit/manor.
4. Provide certificate of liability.
5. Email complete submission to initiate the processing of your documents.

Once your completed permit is approved, Manor Alterations will contact applicants directly for payment.

[Click here to view/download the demolition package.](#)

ABOUT ASBESTOS

Laguna Woods Village advocates that contractors follow all governmental compliance in demolition and building construction. Asbestos-containing materials (ACM) have been found in various building components throughout the Village. One area of clarification is the allowance of certain testing procedures allowed in the mutual buildings. The Village allows and accepts all governing agency testing protocols inclusive of the polarized light microscopy (PLM) point count. Manor Alterations offers the following material for the convenience to the contractor for information:

1. **[Cal/OSHA CCR, Title 8, Section 1529 Summary Guidelines: Laguna Woods Village](#)**
2. **[SCAQMD Rule 1403 Summary Guidelines: Laguna Woods Village](#)**

Contractors are advised that the above documents are not intended to be the sole source or a complete listing of all documents that may apply to the testing, identification, handling and mitigation of ACM in the Village. Contractors are solely responsible to comply with all governing agency requirements.

- If contractors have additional questions about asbestos and/or abatement, the AQMD website is a great resource.
- AQMD provides ongoing publications and newsletters with their updates in regulations, educational materials, outreach and support, along with other updates.

Survey Report Requirements

- **<https://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal/survey>**

FAQ

- **<https://www.aqmd.gov/docs/default-source/compliance/Asbestos-Demolition-/1403-frequently-asked-questions.pdf?sfvrsn=47>**

Publications and Newsletters

- **<http://www.aqmd.gov/home/research/publications>**
- **<http://www.aqmd.gov/sign-up>**

PERMIT STATUS LOG

Please [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.