

THIRD LAGUNA HILLS MUTUAL

SECTION 39 Balcony Enclosures

ADOPTED SEPTEMBER 2006, RESOLUTION 03-06-44

GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual permit is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Permits and Inspections office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** No work shall commence prior to 7:00a.m. and no work shall be permitted after 6:00p.m. Monday through Friday. Work on Saturday shall be permitted from 9:00a.m – 2:00p.m. for work which results in construction-related noise (e.g. cutting tile, hammering, use of power tools). For work that does not result in excessive noise, such as painting and carpet installation, permitted hours are 7:00a.m. – 6:00p.m. No work whatsoever shall be permitted on Sunday.
- 1.5 **PLANS:** The Member applying for a permit shall provide to the Permits and Inspections office a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Contractor's or Member's dumpsters, if required, must have location approved by the Permits and Inspections office.

1.7 CONTRACTOR: Installation must be performed by a California licensed contractor of the appropriate trade.

1.8 CONTRACTOR'S CONDUCT: Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 SPECIFICATIONS/ APPLICATIONS

2.1 A balcony is a platform that projects from the wall of a manor and is surrounded by a parapet or railing.

2.2 Glass enclosures may encompass the entire footprint of a balcony except when such enclosure would include exhaust from an air conditioner. Air conditioners cannot exhaust into an enclosure per the Uniform Building Code. Plans and specifications shall be submitted to the Permits and Inspections office at the time of application.

2.3 Balconies may be partially enclosed with the exception of 3-story buildings. Balcony enclosures shall encompass the entire footprint in 3-story buildings.

2.4 In no case shall additional plumbing, heating fixtures or air conditioning units be added as part of such an enclosure.

2.5 Plastic panels as produced by the manufacturer of patio covers or enclosures may be installed per International Conference of Building Officials (I.C.B.O.) approved specifications outlined by the manufacturer. No corrugated, non-structural panels will be allowed.

2.6 All changes to the existing structure to allow for glass track or framework must be approved in writing prior to issuance of a permit.

2.7 All work and material required to complete balcony enclosures shall conform to all applicable City codes and/or state ordinances not included herein. Plans and specifications shall be submitted to Permits and Inspections at time of application for permit.

3.0 SURFACE PREPARATION

- 3.1 Prior to any installation, existing balcony surfaces shall be checked for any defects or irregularities which might affect such installation or cause any future damages to the building.
- 3.2 All attachments to the balcony surface must be directly to the surface, and not applied over any type of material applied over the balcony surface.

4.0 FRAME OR TRACK

- 4.1 Frames and/or tracks are to be of aluminum only. The dimensions shall be kept to a minimum to optimize the area of screen glass firmly in place. All aluminum shall be anodized bronze when attached to a dark painted surface; aluminum or white powder coated color when attached to a light surface. Pre-existing enclosures on the building shall set color precedence on the same elevation.
- 4.2 All screen or glass must be readily removable by lifting out of a track without the use of tools.
- 4.3 All frames must be inside of existing handrails as indicated on approved drawing details and provide sufficient clearance for future maintenance of the handrail.

5.0 TYPE OF GLASS

- 5.1 All glass used must be clear in nature and be of tempered-type safety glass; no less than 1/8" thick. Installation of a structure with glass that is thicker than 1/8" could be considered a habitable room addition and Uniform Building Code specifications for engineering would be required for the structure, and may require Board approval, to be determined by the Permits and Inspections office.
- 5.2 Glass shall be single-pane type.
- 5.3 Frosted, bottle-type, stained, or louvered-glass type shall not be allowed.
- 5.4 Solar glass, tinted glass, smoke-type glass or film that is applied to glass at the time of manufacture shall be accepted provided it conforms to Sec. 5.5.
- 5.5 Reflective tints or films applied to glass after manufacture may be applied to glass providing it does not have a reflectivity factor of more

than 15%. Documentation of such material must be on hand and approved before such application.