



**OPEN MEETING**

**REGULAR MEETING OF THIRD LAGUNA HILLS MUTUAL  
ARCHITECTURAL CONTROLS AND STANDARDS COMMITTEE\***

**Thursday, July 06, 2023 – 1:30 p.m.  
Laguna Woods Village Board Room/Virtual Meeting  
24351 El Toro Road, Laguna Woods, California**

**REPORT**

**COMMITTEE MEMBERS PRESENT:** Jim Cook – Chair, Cush Bhada, Cris Prince, Andy Ginocchio (Alternate), Advisors: Michael Butler, Lisa Mills, Mike Plean,

**COMMITTEE MEMBERS ABSENT:** Nathaniel Ira Lewis (excused)

**STAFF PRESENT:** Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director (via Zoom), Mike Horton – Manor Alterations Manager, Gavin Fogg – Manor Alterations Supervisor (via Zoom), David Rudge – Manor Alterations Inspector II, Sandra Spencer – Maintenance & Construction Administrative Assistant, Heather Ziemba – Projects Administrative Coordinator

**OTHER DIRECTORS PRESENT:** S.K. Park

**1. Call Meeting to Order**

Chair Cook called the meeting to order at 1:31 p.m.

**2. Approval of the Agenda**

The agenda was amended by postponing Item 10b. Revision to Architectural Standard 8: Porch Lift/ Elevators to next month. Hearing no objection, the agenda was approved as amended.

**3. Approval of the Meeting Report for June 12, 2023**

Hearing no objection, the meeting report was unanimously approved as written.

**4. Remarks of the Chair**

None.

**5. Member Comments - (Items Not on the Agenda)**

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

Mr. Horton advised members that on Monday, July 10<sup>th</sup> from 3:00 p.m.-4:30 p.m. in Clubhouse 5 there will be a Contractor Townhall. Additionally, on Wednesday, July 19<sup>th</sup> from 1:30 p.m.-3:30 p.m. in Clubhouse 5 there will be a Summer Real Estate Forum. Lastly, he introduced David Rudge as the new variance inspector.

**8. Consent Calendar:** All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

a. **Over-The-Counter Variances** – None.

**9. Variance Requests**

None.

**10. Items for Discussion and Consideration**

a. Revision to Architectural Standard 42: Ramps

During the Committee Member Comments portion of the agenda, Advisor Butler suggested a revision to Standard 42: Ramps Section 2.2.2. "Ramps for wheelchair access must meet current Americans with Disabilities Act (ADA) requirements, **where applicable**".

A motion was made to recommend the Third Board approve the standard with suggested edits. Hearing no objection, the motion was approved by unanimous consent.

b. Revision to Architectural Standard 8: Porch Lift/Elevators

Postponed until August.

c. Revision to Architectural Standard 16: Garage Doors, Sectional or One Piece

A motion was made to recommend the Third Board approve the standard. Hearing no objection, the motion was approved by unanimous consent.

d. Contractor Violation Policy

The Committee suggested revisions to Exhibit A – Construction Rules & Obligations Section 3 and 10 to better align with what was inscribed in Standard 1 General Requirements.

A motion was made to recommend the Third Board approve the policy with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

e. Revision to Alteration Fee Schedule

Staff advised that a separate sheet will be provided to members defining alteration types (e.g. floor differences between laminate and vinyl). The Committee suggested looking into revising the alteration fee based on evaluation in the next six months.

A motion was made to recommend the Third Board approve the fee schedule with the suggested edits. Hearing no objection, the motion was approved by unanimous consent.

f. Revised Resale Inspection Fee

A motion was made to recommend the Third Board approve the resale inspection fee. Hearing no objection, the motion was approved by unanimous consent.

## 11. Items for Future Agendas

- a. Revise Mutual Consent Packet to be more User-Friendly and Create / Update Contractor Package – **In Process**
- b. Proposed Architectural Standard 41B: Solar Panels, 3 Story Buildings
- c. Revision to Architectural Standard 31: Washer and Dryer Installation
- d. Revision to Architectural Standard 8: Porch Lift/Elevators
- e. Revision to Alteration Fee Schedule – based on evaluation.

## 12. Committee Member Comments

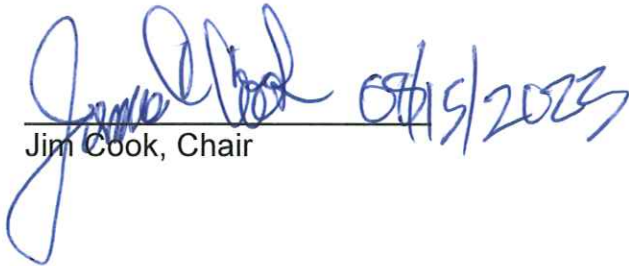
- Advisor Director Plean informed the committee that he will not be present at next month's ACSC meeting.

- Advisor Mills thanked staff for making progress on the Alteration Fee Schedule.

**13. Date of Next Meeting: Monday, August 14, 2023 at 1:30 p.m.**

**14. Adjournment**

The meeting was adjourned at 3:00 p.m.

 08/15/2023  
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Jim Cook, Chair

Jim Cook, Chair  
Baltazar Mejia, Staff Officer  
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