

UNITED LAGUNA WOODS MUTUAL

SECTION 26 SOLARIUMS & GARDEN ROOMS

REVISED AUGUST 1999, RESOLUTION U-99-59

REVISED JUNE 2002, RESOLUTION U-02-107

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alteration 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 contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department 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 from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his 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 dumpsters, if required, must have location approved by the Manor Alterations Department.

- 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 **APPLICATIONS**

- 2.1 All attachments, directly to existing surfaces, shall be properly sealed to prevent damage to Mutual property. Any/all such damage shall become the responsibility of the manor owner, at the time such damage is found. No attachments to balconies above ground level manors are permitted.
- 2.2 Solariums and/or garden room walls will be metal frame and glass only. No "foam", solid or panelized walls.
- 2.3 No part of any track or structure shall be installed on top of carpet.
- 2.4 Patio areas where pre-approved Standard Plans exist to convert the patio into a habitable room addition must follow the approved construction drawings for such a room. Construction drawings approved by variance must be followed in detail.
- 2.5 Covers and enclosures for patios and balconies shall be confined to limited common areas only or, as defined as extended limited common areas.

3.0 **GENERAL SPECIFICATIONS**

- 3.1 Color options for all solarium and garden room installations are white, almond or bronze. The color of the solarium or garden room on each side of the Building sets color precedence for all future solarium or garden room installations
- 3.2 Downspouts to be painted to match the surface that they may be attached to. Downspouts shall not empty into other patio areas or hinder maintenance/drainage in any way.

4.0 **SOLARIUMS AND GARDEN ROOMS**

- 4.1 Once a patio has been closed in, the Mutual is no longer responsible for the maintenance or repair of new or existing concrete slab(s) within.

- 4.2 All glass used must be transparent and meet U.B.C. Standards. Solar, tinted, smoke-type plastic film, or spray tint that is applied to the inside glass surface shall be accepted. Foil type film is prohibited. Documentation of such facts must be provided to the VMS Manor Alterations Department and approved before a permit is issued. Acrylic windows are not permitted.
- 4.4 Electrical, plumbing, heating fixtures, or air conditioning units may be added as part of such patio/balcony construction, providing they meet U.B.C. Standards and do not adversely affect existing neighboring residents at the time of installation.
- 4.5 Air conditioning units that exhaust into a patio/ balcony enclosure must be pre-approved by the manufacturer and installer for that type of installation.
- 4.6 Factory-made window screens, properly sized to fit, may be installed in glass enclosures only. Indiscriminate screening, such as merely screening in a patio/balcony, will not be allowed.

5.0 SOLARIUMS OR GARDEN ROOMS

- 5.1 The VMS Manor Alterations Department can provide a list of manufacturers whose designs and workmanship have been selected for their quality and to generate a sense of residential rather than commercial ambiance. Owners are urged to include appropriate electrical wiring, shades, ventilation and lighting in their designs.

Owners wishing to consider designs by other than pre-approved manufacturers must submit their request to the United Maintenance and Construction Committee before consummating any commitment for design and/or construction. Approval, followed by United Maintenance and Construction Committee review of completed construction, will provide the basis of eligibility, for that manufacturer, to be added to the pre-approved list.