

# UNITED LAGUNA WOODS MUTUAL

## SECTION 40 – EXTERIOR ROLL-UP SHADES (SUN SCREENS)

ADOPTED JUNE 2007, RESOLUTION 01-07-63  
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 Alterations 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 office 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 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 APPLICATION**

- 2.1 Installation of qualified off-the-shelf shades (sun screens) by a professional is strongly encouraged for the safety of the Member and the quality of the installation. Installation of custom ordered shades must be done by a professional (see paragraph 1.7 above.)
- 2.2 All shades (sun screens) shall be made of a solar screen fabric (Textilene, or equivalent) that blocks 80% of the sun's rays, and be of a roll-up design.
- 2.3 Shades (sun screens) shall be Desert Sand, or equivalent, in color.
- 2.4 The edges of the material must be straight. No scalloped or decorative edges will be allowed.
- 2.5 Guide wires or clips are permissible but they cannot be attached to balcony decks. Guide wires, if used, must be installed so that they do not create tripping hazards.
- 2.6 Powered shades (sun screens) and timers are permitted. Automatic sensors for the powered unit requires approval of a variance.
- 2.7 Electrical wiring must be installed in electrical conduit, and wiring run lengths should be minimized. Junction boxes and conduit must be painted to conform to the approved paint color for the building. Electrical work must be performed by a California licensed contractor.
- 2.8 Track mounted, or side channel, shades (sun screens) are not permitted.
- 2.9 Shades (sun screens) shall be hung only in a vertical position.

- 2.10 No shade (sun screen) shall be installed that is outside of the footprint of a patio or balcony.
- 2.11 If the patio or balcony has a wall or railing, then the shades (sun screens) must hang inside the perimeter of the wall or railing.
- 2.12 Shades (sun screens) must be hung parallel to the wall or railing.
- 2.13 No shades (sun screens) can hang directly over a door or window, and shades (sun screens) cannot be mounted to the wall of the Manor.
- 2.14 No shades (sun screens) shall be allowed that encroach upon a neighbor's view.
- 2.15 Metal housings that enclose the raised shade (sun screen) and roller mechanism are permissible.
- 2.16 Any wood ledgers added to the manor during the installation must match the color of the surface to which they are attached, per the Mutual's exterior paint program.
- 2.17 Fasteners shall be properly sealed to prevent moisture intrusion.
- 2.18 Balcony floors may not be penetrated.
- 2.19 Shades (sun screens) must be removed, or replaced, at the Mutual Member's expense, when the shades become discolored, damaged or otherwise fall into disrepair.