



## **STANDARD 1: GENERAL REQUIREMENTS FOR ALTERATION STANDARDS**

**JUNE 2018, RESOLUTION 01-18-57  
REVISED AUGUST 2023, RESOLUTION 01-23-44**

- 1.1** MUTUAL CONSENTS, CITY PERMITS AND FEES: A mutual consent is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both mutual consent and City permits shall be paid by the Member and/or his or her contractor. When City permits are required, the Member and/or his or her contractor must provide a copy of the City permit to the Manor Alterations Division prior to beginning work.
- 1.2** MEMBERS' RESPONSIBILITY: The Member is solely responsible for the maintenance, repair, and/or removal of all alterations performed by the Member and/or his/her contractor.
- 1.3** CODES AND REGULATIONS: All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the City-adopted Building Code.
- 1.4** WORK HOURS: Construction hours, except for staff who will work according to staff hours, are from 7:00 am to 5:00 pm Monday through Saturday; however, only work that does not result in excessive noise (quiet noise), such as the unloading and loading of tools and materials, is allowed Monday through Friday between 7:00 a.m. to 8:00 a.m. and from 7:00 a.m. to 9:00 a.m. on Saturdays.

No work whatsoever shall be permitted on Sunday or the following holidays: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (fourth Thursday in November) and Christmas Day (December 25).

Note that Member and/or his/her contractor must coordinate with the City any work that is performed outside the City working hours or on City-observed holidays.

- 1.5** PARKING: Parking of contractors or other invitees' vehicles is prohibited in covered resident parking (unless the Member has given the contractor or other invitees expressed written permission to park in their assigned space and only in their assigned space). Parking passes must be obtained through Resident Services. Parking passes must be displayed in the windshield at all times. Contractors or other invitees must park on the street unless the member has given the contractor written permission to park in their spaces. To the extent possible, contractors' or other invitees'

vehicles should be limited in number. Contractors may temporarily park as close to the resident's units, turn their hazard lights on and unload/load equipment and materials in a reasonable amount of time.

- 1.6 **PLANS:** The Member applying for a Mutual Consent shall provide to the Manor Alterations Division a detailed plan(s) indicating all work to be done, i.e., size, location, description and specifications.
- 1.7 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The use of drop cloths is required for all common area being traversed during the removal and installation of materials known to cause dust and debris. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "BROOM CLEAN" daily.

**USE OF COMMUNITY WASTE REMOVAL LOCATIONS FOR  
CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Cleaning of paint tools, buckets, or equipment must be contained in trays and ground cover protected with drop cloths or plastic in common areas. The location of contractor's or member's dumpsters and dumpster bags, must be approved by Security. Wood boards or plywood shall be placed under dumpster wheels to provide protection to ground surfaces.

- 1.8 **CONTRACTOR:** In addition to any other City requirements, all contractors performing work in the Village must be duly licensed by the State of California for the work that they are performing and be properly insured.
- 1.9 **CONTRACTOR'S CONDUCT:** 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. Audio playing devices are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents. Contractors must adhere to the Mutual's "No Smoking" policy.
- 1.10 **CONTRACTOR STAGING AREAS:** Contractor must request an assigned staging area in the common area of the mutual before the commencement of the project. The request for common area usage must be approved by Manor Alterations. Staging areas must be no larger than 20'X20' and remain clean and organized. All power cords, extension cords and miscellaneous cords must be designated by cones. They must be also be safely taped down and secured crossing any and all walkways. All materials and tools must be removed at the end of business, unless overnight storage of materials and tools in common areas is permitted with preapproval by Manor Alterations. The tools must be covered with tarps or drop cloths for overnight storage. Any damage to common area must be repaired to mutual standards.