



LIKE-FOR-EQUIVALENT ALTERATION POLICY

JULY, 2021

REVISED AUGUST 2024, RESOLUTION 01-24-89

The Architectural Control and Standard Committee recognized the need to provide a more streamlined approach to some of the member alterations that are like for equivalent replacements of existing components. The purpose of the Like-For-Equivalent (LFE) process is to allow the member to have available a submittal notification that instantaneously notifies Manor Alterations of the work without the need of a Mutual Consent burden.

For all the components listed below, no Mutual Consent (Manor Alteration permit) will be required. However, notification of the change-out using the specified form is required.

The mutual requires notification of the Like-For-Equivalent replacements using a form provided by the Manor Alterations Division along with a signed waiver releasing the mutual from liability. The member will be responsible for contractor liabilities and securing insurance certificates. Items contained on the Like-For-Equivalent Policy will not require a City of Laguna Woods permit(s). This policy does not allow any replacements where asbestos containing materials could be released such as, but not limited to, acoustic/popcorn ceiling, drywall, or linoleum tile (with mastic) floors. This document does not imply any variance.

Member agrees to be responsible for damage due to any alterations/modifications to their and/or neighbors' manors as a result of this LFE replacement.

Category I: Replace items that have already received alteration approval and are currently installed:

Like-For-Equivalent replacement of items that have already been previously approved and permitted as alterations. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs/framing and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing component. This document is intended to be narrowly defined and any components not expressly listed in this policy is not allowed.

In order to fall into this category, the following requirements must be met:

- Same size envelope and location as the existing item
- Same power connection, voltage, amperage as existing item
- Same or better function as existing item
- Same plumbing connections and flows as existing

Initial list: This list are items where the member has taken responsibility due to the fact that it is an alteration. These items do not require a Mutual Alteration consent or permission to change the item out. The only requirement is to notify Manor Alterations via the proper form, as to what has been changed for the record.

These items are to replace an existing component. Member can only install a new component that is a replacement for a previously existing component:

- Alteration refrigerators
- Alteration stoves/oven (Plug-in only)
- Alteration microwaves (Non-vented)
- Alteration kitchen counter-tops (including backsplash)
- Alteration kitchen cabinet doors (and fronts)
- Alteration shower enclosures/shower-tub doors (not re-tile of shower)
- Alteration bathroom vanities (including faucets, countertops and sinks)
- Alterations in wall heat pumps/air conditioners (Plug-In only)

Category II: For Component replacement in (original) unaltered areas.

Like-For-Equivalent replacement of items in unaltered manors for the only those items listed below. This is the removal of the existing component and installation of the replacement and will not change existing electrical, plumbing, structure, walls. Absolutely, no cutting into walls, demolition, cutting into wall studs and the like is covered under this document. Plumbing replacements will only cause the replacement of the tubing and the plumbing components outside of the wall from the wall valve to the plumbing. This document is intended to be narrowly defined and any components not expressly listed are not allowed. All mutual owned appliances will be returned to the mutual, all mutual owned items (such as sinks, counter-tops, etc.) will be returned to the mutual to track what has been altered and therefore becomes member's responsibilities.

Component replacement requirements:

- Same size envelope and location as existing
- Same power connection, voltage, amperage as existing
- Same or better function as existing
- Same plumbing connections and flows as existing (or better, for example low flow toilets).

Initial List: These are items which are mutual owned but member desires to upgrade or change out based on their preferences.

- Refrigerators
- Stove/oven (Plug-in only)
- Microwaves (Non-Vented)
- Kitchen counter-tops (including backsplash) and sinks and faucets
- Kitchen cabinet Doors (and fronts)
- Shower enclosures/shower-tub doors (not re-tile of shower)
- Bathroom vanities

Category III: (All manors) Decorative and Functional changes as noted below will not require any notification (including Like-For-Equivalent Form not needed) nor disturb mutual building components.

- Curtain rods and other hangers required for plants, and wall hangings
- Shades, blinds and other types of indoor window treatments
- Upgrades to closets – closet upgrade kits e.g., double poles/hangers, shelves, shoes racks, etc.
- Closet doors
- Shelving attached to walls for books, knick knacks, etc. in various rooms and furniture earthquake protection
- Installation of wall hung and/or floor supported storage cabinets not in the kitchen
- Painting of interior walls and ceilings and, wallpapering of interior walls
- Addition of indoor carpeting over indoor hard surface flooring
- Changeout of indoor carpeting to new indoor carpeting
- Installation of hard surface flooring in those areas that are permitted in the community in accordance with Resolution 01-18-115 Interior Flooring Policy can be added without need for United Board approval and permitting
- Interior doors and hardware
- Cabinet Hardware
- Lighting fixtures (decorative non-electrical only)
- Outdoor solar lights – not to interfere with mowing, walkways, etc.

Deployment: In order to make a Like-For-Equivalent notification, the member, is required to complete the online form available on the Community website (www.lagunawoodvillage.com) under Manor Alterations.

Pictures of the existing unit and the replacement unit (i.e., before and after photos) are to be included with the email. Manor Alterations will acknowledge the email through an auto-reply. Manor Alterations will supply instructions and a form on their website.

Notice to residents: Should the resident be unsure as to whether or not an appliance is considered an alteration, Manor Alterations should be contacted.