



## Laguna Woods Village®

### UNITED MUTUAL CONSENT APPLICATION INSTRUCTIONS

To obtain a Mutual Consent, print out and/or download required attachments. Follow the list of requirements below necessary to provide a complete permit submission. All submissions must be sent to Manor Alterations Department ([alterations@vmsinc.org](mailto:alterations@vmsinc.org)).

1. Complete the **Mutual Consent for Application**
  - Include the homeowner's property address within the community, signature, and valid email address **(ATTACHMENT A) (See United Alteration Sample Packet)**
  - The Contractor information and signature will be required
  - Review the Standards for Alterations for your proposed alteration. If a proposed alteration does not follow the standard provided, a Variance Request will be required in advance of alterations. **(ATTACHMENT B) (See United Alteration Sample Packet)**
  - Include specifications of any products/items to be installed in your unit as related to your proposed alteration. **(ATTACHMENT C) (See United Alteration Sample Packet)**
2. Provide a copy of the floor plan that corresponds to your unit/manor including-
  - Scope of work inclusive of all proposed alterations
  - Highlighted location of all proposed permit items within scope of work noted on floor plan **(ATTACHMENT D) (See United Alteration Sample Packet)**
  - Manor Alterations will determine if Structural Drawings will be required dependent upon the proposed project
3. If the **General Contractor** listed on your application has not conducted work within the community, we will require a **Certificate of Liability** indicating the appropriate parties as "Additionally Insured", minimum coverages noted for General Liability, Worker's Compensation, and Automobile Insurance. (ATTACHMENT E)
4. Payment will be obtained after your completed permit is approved by a Manor Alterations Inspector.
5. Please email complete submission to initiate the processing of your documents.

Once approved, Manor Alterations will contact the applicant via the information provided to collect credit card payment for the permit fees. An email will be sent with your approved documents to all parties involved to continue the process at the city.

# ATTACHMENT A

## MUTUAL CONSENT FOR MANOR ALTERATION(S)

Manor: 1234-A  
 Street: MAIN STREET  
 Mutual Consent#: \_\_\_\_\_  
 Final Inspection: \_\_\_\_\_  
**A copy of the signed City Final Inspection is required for final acceptance by the Mutual**  
 City Demo Permit#: \_\_\_\_\_  
 Final Inspection: \_\_\_\_\_  
 City Permit#: \_\_\_\_\_  
 Final Inspection: \_\_\_\_\_  
 NAF: \_\_\_\_\_  
 Expiration Date of Mutual Consent: \_\_\_\_\_

The undersigned, a member of United Laguna Woods Mutual or Third Laguna Hills Mutual, a California nonprofit corporation (hereafter referred to as the "Corporation"), hereby requests permission of the Corporation to make the alteration described below to the Manor. Said alteration (hereafter sometimes referred to as the "Work") shall be performed subject to the terms and conditions printed on the reverse side hereof, and the latest version of the Contractor Violation Policy, which terms and conditions set out the responsibilities of the member and the below named contractor.

Third Laguna Hills Mutual and United Laguna Hills Mutual, hereby designates that the member of Mutual listed below is a representative of the Mutual exclusively for the purpose of obtaining a City of Laguna Woods building permit for the alteration proposed herein. By signing hereon below both member and contractor acknowledge receipt of the entire Contractor Violation Policy and will adhere to the terms and conditions.

MANOR MODEL NAME: SAN SEBASTIAN

PLAN #: A

### PROPERTY OWNER / APPLICANT INFORMATION

Name: JOHN Q. HOMEOWNER

Phone: (949) 123-4567

Street Address: 1234-A MAIN STREET

City: LAGUNA WOODS

State: CA

Zip Code: 92637

Email: JOHN.Q.HOMEOWNER@GMAIL.COM

### CONTRACTOR INFORMATION

Company Name: A STANDARD CONTRACTOR CO.

Phone: (949) 987-6543

Street Address: 123 B. STREET

City: ALISO VIEJO

State: CA

Zip Code: 92656

Email: JAMES.T.CONTRACTOR@GMAIL.COM

License #: 123456

Class: A-50

Expires: 1-30-22

### PROJECT DESCRIPTION:

VALUATION: \$ 108

INSTALLATION OF (2) VELUX 14" SUN TUNNELS WITHIN DINING ROOM, SPACED 10 LINEAR FEET APART

### ALTERATIONS TO BE COMPLETED PER MUTUAL RULES & STANDARD SECTION(S):

PER MUTUAL APPROVED STANDARD PLAN(S) #

PER MUTUAL APPROVED VARIANCE RESOLUTION #

### MEMBER & CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

1. The Mutual's Alteration process requires the Mutual Member receive a copy of the Mutual Standard to which the requested Mutual Consent applies, where applicable. To ensure compliance, the Member's signature below indicates receipt of the Standard is necessary, and a Mutual Consent will not be issued without this required signature.
2. We (Member and Contractor) understand that we will be in non-conformance if we do not conform to Mutual Rules and Regulations, and that the Member may be subject to Member Disciplinary Procedures, including the possibility of a fine in accordance with the Schedule of Monetary Penalties.

3. We (Member and Contractor) also understand and agree that we are responsible for all risks in connection with all alteration(s) or improvement(s), including but not limited to, the costs of removing, altering, protecting, or replacing the same as may be necessary or appropriate to conduct Corporation business.
4. The Member understands and agrees that the Member is responsible for, and will bear all costs in connection with all alteration(s) or improvement(s), and remediation(s) required to complete the alteration(s) or improvement(s). The member and contractor will be responsible for any costs associated with remediation, clean-up or repair of mutual owned or controlled property, caused by or resulting from alteration(s) or improvement(s) or the installation thereof as a result of the contractor not following the protocols and policies outlined in the Mutual Rules and Regulations, Mutual Consent Form, and the Contractor Violation Policy.

**By signing below, both Member and Contractor agree to adhere to the four directives listed above.**

I certify that all items listed on this Mutual Consent will be represented on the City of Laguna Woods building and demolition permit, and no work shall be covered without inspection and approval by the City of Laguna Woods. I also understand that the Mutual Consent will EXPIRE within 90 CALENDAR DAYS unless extended in writing by Manor Alterations

Signature of Member: JOHN Q. HOMEOWNER

Date: 12/1/21

### CONTRACTOR: IMPORTANT, PLEASE READ CAREFULLY

I have received, read, understand, and agree to follow and confirm to all current Mutual Standards regarding this alteration(s). In addition, I am a contractor licensed pursuant to the laws of the State of California and agree to perform the work subject to the terms and conditions printed on the reverse side of this application. I will ensure that items requiring Inspections will not be covered WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I also understand that Mutual Consent will EXPIRE within 90 CALENDAR DAYS unless Manor Alterations approves a documented request for extension. For all work performed in the Mutual, the contractor acknowledges receipt of the Contractor Violation Policy and will adhere to its terms and conditions.

Signature of Contractor: JAMES T. CONTRACTOR

Date: 12/10/22

**IMPORTANT NOTICE: ASBESTOS CONTAINING MATERIALS THAT ARE BASICALLY INERT AND HARMLESS IF NOT DISTURBED MAY BE PRESENT IN CEILINGS, FLOORS AND OTHER BUILDING COMPONENTS. LEAD-BASED PAINT MAY BE PRESENT. MEMBER AND CONTRACTOR ARE CAUTIONED TO TAKE ALL REASONABLE AND PRUDENT MEASURES TO PROTECT PERSONS AND PROPERTY BEFORE DISTURBING SUCH MATERIALS. MEMBER AND CONTRACTOR AGREE TO ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS, ORDINANCES, CODES AND REGULATIONS RELATING TO DISTURBANCE, REMOVAL AND/OR DISPOSAL OF ALL REGULATED MATERIALS; AND UPON REQUEST, COPIES OF DISPOSAL MANIFESTS WILL BE PROVIDED TO THE CORPORATION.**

### FOR OFFICE USE ONLY

This application is approved and said member is hereby granted permission to make the above described alteration(s).

Alteration Code(s):

**Both shareholder/member and contractor shall abide by Exhibit A – Construction Rules & Obligations, may be held responsible for damages and take responsibility for the violations as a result of not complying with Exhibit A – Construction Rules & Obligations. Contractor agrees to comply with all rules and regulations, and violation provisions as stated in Exhibit A – Construction Rules & Obligations and the Contractor Violation Policy.**

1. Mutual consent (MC) approvals: No improvement shall be installed, constructed, modified or altered at any manor (property) within United Laguna Woods Mutual (mutual) without obtaining the proper demolition and new improvement permits in the forms of MCs for alterations and demolitions made to and approved in writing by Village Management Services Inc. (VMS), Manor Alterations Division (MA) or, in the event of a variance from the mutual's alteration standards, the Architectural Control and Standards Committee (ACSC) and the United board. In the event written permission is given for the installation, construction, modification or alteration of any improvement(s) upon the property, the shareholder/member agrees to comply with the mutual's governing documents and any specific terms or conditions imposed, and that the installation, construction, modification or alteration shall be in strict compliance with the terms of the approval.
2. All costs for maintenance, repair, renovation, replacement or removal of the improvement, present and future, are the responsibility of the property's shareholder/member and/or all future mutual shareholders/members. Contractor may be held responsible to repair mutual property damaged and/or modified in the course of its work without having obtained the approval to do so via a duly executed MC.
3. Parking of contractors' or other invitees' vehicles is prohibited in covered resident parking, open resident spaces, handicapped spaces or fire lanes. Contractors or other invitees must park on the street. To the extent possible, contractors' or other invitees' vehicles should be limited in number.
4. A City of Laguna Woods permit may be required as well as a clearance requirement from the South Coast Air Quality Management District (SCAQMD) (asbestos hotline, 909-396-2336). Prior to the issuance of an MC for alterations and/or demolition, the appropriate City of Laguna Woods permit number(s) must be submitted to the MA office located in the Laguna Woods Village Community Center. The city permit must be approved within the prescribed time frame, and a copy of the final permit must be submitted to MA.
5. Shareholder/member hereby consents and grants to the mutual, MA, the Maintenance and Construction Department and their representatives a right of property entry at any time to inspect said property and its improvements and for the mutual and the department, including its representatives and contractors, to remedy any violation upon the property, including, but not limited to, removing trash and/or any improvement installed without approval or modifying an improvement to bring the same into compliance with the terms of the approval.
6. Subject to the Contractor Violation Policy, shareholder/member and contractor shall be responsible for all activity by contractors, subcontractors, material suppliers and their employees and agents, any others who perform work on the property and any violation of the mutual's governing documents, including, but not limited to, traffic and parking violations, maintenance of a clean job site at all times, damage to mutual property and use of mutual property for storage of equipment or materials without prior approval. shareholder/member acknowledges and agrees that all such persons are his/her invitees. shareholder/member shall be responsible for informing all his/her invitees of the mutual's rules and regulations; however, that does not relieve contractor from compliance with the rules due to ignorance or otherwise, as contractor will sign the MC for alterations and/or demolition as a condition to and requirement of any approval. shareholder/member shall be liable for any violation of the mutual's governing documents or for any damage caused by any invitee, including any fine, assessment or other charge levied in connection therewith; however, contractor is also responsible to repair all damage that was done in the execution of the alteration, consistent with item number two in this exhibit.
7. Shareholder/member and contractor are responsible for following the gate clearance process in place to admit contractors and other invitees. See <http://www.lagunawoodsvillage.com>.
8. Shareholder's/member's contractors and other invitees shall travel to and from the job site by the most direct route available and are not authorized to use mutual recreational facilities or other amenities while they are in Laguna Woods Village for performance of work in connection with the property.
9. All improvements must be installed in accordance with California State building code, and the published mutual architectural alterations standards, policies and guidelines. See <http://www.lagunawoodsvillage.com>.
10. During construction, work hours established by the mutual and the noise ordinance set forth in the City of Laguna Woods municipal code must be adhered to at all times. Except in an emergency, work hours from 8 a.m. to 5 p.m. on weekdays; no work is permitted on holidays and weekends.
11. During construction, both the MC for demolition, alterations and the city building permit must be on display for public view at all times in a location approved by MA.
12. No waste or materials associated with the construction may be dumped in Laguna Woods Village trash bins; such waste or materials associated with the construction must be disposed of off-site by the contractor.
13. Call the Security Services Department at 949-580-1400 to receive dumpster location approval. All dumpsters must conform to the policy for temporary containers. Dumpsters must be ordered from the approved City of Laguna Woods waste hauler and must be maintained at all times.
14. Call Security at 949-580-1400 for portable bathroom placement approval.
15. The MC for alterations is expected to be completed within 90 calendar days after the date of approval, unless an application is submitted with fees and approved by MA for an extension or documentation is submitted with the MC that justifies the need for a period longer 90 days and MA has agreed to this extension in writing. If the MC has an established completion period of more than 90 days but less than 180 days, the date established by the MC shall govern. An extension for a maximum of an additional 90 calendar days beyond the maximum 180-day period may be granted at the request of the shareholder/member prior to expiration and at the discretion of MA. The contractor shall not perform any work beyond this 180-day period or six months unless authorized by MA in writing.
16. Violations of the forgoing conditions or the mutual's governing documents (see <http://www.lagunawoodsvillage.com>), including, but not limited to, unpaid assessments, work outside the approved plans, excessive noise, illegal dumping or working after hours, will result in disciplinary action, which could result in a stop-work notice, loss of privileges and/or severe fines to the shareholder/member as presented in the Contractor Violation Policy.
17. Mutual shareholder/member and his/her contractor shall indemnify, defend and hold harmless United and its officers, directors, committee members, employees and agents from and against any and all claims, demands, costs, fines, judgments, settlements and any other costs, expenses, amounts and liabilities arising from the mutual shareholder's/member's improvements and installation, construction, design and maintenance of same.

Signature of Shareholder/Member: JOHN Q. HOMEOWNER

Date: 12/1/22

**Contractor Violations**

**Also see the contractor violation description below:**

1. Moderate first violations – Any violation of the Exhibit A – Construction Rules & Obligations unless noted as a severe violation. Contractor and shareholder/member will be notified of the first violation. All subsequent violations in this category will then escalate to a severe violation as described below.
2. Severe violations – If the first violation is a severe first violation (or a second moderate violation) then MA shall issue a potential violation notice. MA shall allow the contractor the opportunity to explain the circumstances of the violation. Under special circumstances shall the contractor be allowed to continue work. MA shall then determine if the potential violation notice shall become a violation notice and invoke those actions described in the contractor violation description.
3. In the event a suspension is issued, the contractor will no longer be allowed to do work within United. After the second suspension, board approval is necessary for contractor reinstatement. Thereafter, any violation would result in permanent suspension from United.
  - a. The shareholder/member is responsible for any supplemental cost to mitigate the actions of his/her contractor that might be attributable to the consequences of damage, including, but not limited to, remediation of emergency asbestos cleanup and mitigation, damage to mutual property and fines established by governmental agencies.
  - b. The shareholder/member is responsible for any increased costs in replacing a suspended contractor from an existing project, subject to No. 4 below.
4. Upon issuance of a notice of severe violation, the contractor shall not be allowed to submit any new application(s), and existing applications will be refused and/or the contractor will not be allowed to perform any further work in the mutual. However, the shareholder/member of the manor issued the offense and any shareholder/member who is currently using this contractor shall be allowed, with consultation, under special circumstances and only with the express written approval of MA to continue to use the offending contractor to finish an existing contract at the discretion of MA and in consideration of code compliance.

**Contractor Violation Description**

**Any violation or suspension due to a violation hereunder will be viewed in totality for any work performed by the contractor in the mutual, and not on a per-project/mutual basis.**

**Moderate Violation**

1. First offense – Notice of moderate violation and no further action to be taken.
2. Second offense – Escalation to severe violation pending MA conference (i.e., contractor will discuss with MA the basis for what was done so that MA can determine if there was a violation or a misunderstanding). If MA determines no further action is needed, it remains a moderate violation without suspension. If determined to be a second violation, MA will apply a 30-calendar-day suspension from working in the mutual.

**Severe Violation**

1. First offense – Notice of potential violation. Pending conference with MA (i.e., contractor will discuss with MA the basis for what was done so that MA can determine if there was a violation or a misunderstanding). The result of this conference will be the basis a 30-calendar-day suspension.
  2. Second offense – Notice of violation and mandatory 90-day suspension.
  3. Third offense – Notice of violation and mandatory termination of contractor from all work within the mutual. Only board reinstatement can result in the contractor continuing to work in the mutual.
- Suspensions resulting from the second and third offense violations will occur after a conference is held between MA and the contractor to determine if there was a violation or a misunderstanding. It shall also be determined if the shareholder/member of the manor issued the offense and any shareholder/member that is currently using this contractor, shall be allowed, under special circumstances, to continue to use the offending contractor to finish their existing contract at the discretion of MA and in consideration of code compliance.

Regardless of the violations levied as noted herein, contractor and shareholder/member may be subject to other costs as a result of damages to mutual property.

**Contractor Right to Dispute**

**The contractor’s right to dispute the violation shall be as follows:**

1. The contractor has the right to dispute the MA notice of violation by emailing a hearing request to alterations@vmsinc.org and copying the MA supervisor and MA manager within seven calendar days of the notice of violation issuance to contractor.
2. Said hearing request will be heard by United’s ACSC at its next appropriate hearing date.
3. Should the contractor make a hearing request, all conditions of the violation, including the suspension, will remain in effect until the ACSC provides a final determination.

Signature of Shareholder/Member: JOHN Q. HOMEOWNER

Date : 12/1/22

Signature of Contractor: JAMES T. CONTRACTOR

Date : 12/5/22



Laguna Woods Village®

## ALTERATION STANDARDS

To review the Alteration Standards for your Mutual Consent Application and/or Demolition Application, follow the list of instructions below.

1. Visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click the "Residents" tab. Within the dropdown menu, click on "Manor Alterations" tab.



Login

Search...

Amenities ▾ Neighborhoods ▾ Residents ▾ News ▾ Calendars ▾ Clubs ▾ Documents ▾ How Do I? ?

Residents Home

All Boards

### Governance

Golden Rain Foundation  
Third Laguna Hills Mutual  
United Laguna Woods Mutual  
The Towers Mutual 50  
Village Management Services  
Board Meeting Videos

### Services

Cable Television  
Internet Services  
**Manor Alterations**  
Resident Services  
Social Services  
Vehicles & Decals  
Financial Services  
Maintenance & Landscaping  
Reservations  
Security Services  
Transportation Services  
Village TV (TV6)

2. Scroll down to your Mutual's assigned tab denoted in PURPLE

## UNITED ARCHITECTURAL STANDARDS

### Manor Alterations

- [MANOR ALTERATION FEE SCHEDULE](#)
- [MEMBER GUIDELINES FOR ALTERATIONS \(THIRD MUTUAL\)](#)
- [MEMBER GUIDELINES FOR ALTERATIONS \(UNITED MUTUAL\)](#)

### United Architectural Standards

- [LAGUNA WOODS VILLAGE TRACT MAP](#)
- [ALTERATION FEE SCHEDULE EFFECTIVE 6-22-2020](#)
- [MUTUAL CONSENT FOR MANOR ALTERATIONS FEES](#)
- [UNITED ARCHITECTURAL REVIEW PROCEDURES 2015](#)
- [UNITED RESALE CORRECTION POLICY](#)
- [UNITED UNAUTHORIZED ALTERATION FEE](#)
- [INTERIOR INSPECTION OF UNOCCUPIED UNIT POLICY](#)
- [CLOSETS AND INTERIOR PARTITION WALLS POLICY](#)
- [TEMPORARY CONTAINER POLICY](#)
- [ALTERATION OF SOFFITS AND SUSPENDED CEILINGS POLICY](#)
- [TABLE OF CONTENTS FOR UNITED STANDARDS](#)



## THIRD ARCHITECTURAL STANDARDS

- [UNITED SECTION 40 ROLL-UP EXTERIOR SHADES \(SUN SCREENS\)](#)
- [UNITED SECTION 41 ELECTRIC VEHICLE CHARGING STATIONS](#)
- [UNITED SECTION 42 SOLAR PANELS 2 STORY BUILDINGS](#)
- [UNITED SECTION 43 BATHROOM SPLITS](#)
- [UNITED SECTION 44 FENCING - VINYL](#)

Standard Plans

### Third Architectural Standards

- [LAGUNA WOODS VILLAGE TRACT MAP](#)
- [ALTERATION FEE SCHEDULE EFFECTIVE 6-22-2020](#)
- [MUTUAL CONSENT FOR MANOR ALTERATIONS FEES](#)
- [THIRD ARCHITECTURAL REVIEW PROCEDURES](#)
- [THIRD RESALE CORRECTION POLICY](#)
- [THIRD UNAUTHORIZED ALTERATION FEE](#)
- [ALTERATION OF ATTICS, SOFFITS AND SUSPENDED CEILINGS POLICY](#)
- [CLOSETS AND INTERIOR PARTITION WALLS POLICY](#)
- [EXPIRATION FOR ALTERATION PERMITS POLICY](#)
- [LOW FLOW TOILET STATEMENT OF COMPLIANCE](#)
- [SOLAR GUIDELINES: SOLAR PANELS, TWO-STORY BUILDINGS](#)
- [TEMPORARY CONTAINER POLICY](#)
- [SECTION 1 GENERAL REQUIREMENTS](#)

3. Scroll down to the Alteration Standard relating to your proposed alteration.  
Example: Installing (2) Skylights within Dining Room

- [UNITED SECTION 15 FLOORCOVER](#)
- [UNITED SECTION 16 FENCES - WROUGHT IRON](#)
- [UNITED SECTION 17 PATIO GATES AND COURTYARD DOORS](#)
- [UNITED SECTION 18 GUTTERS DOWNSPOUTS](#)
- [UNITED SECTION 19 MODESTY PANELING BALCONY](#)
- [UNITED SECTION 20 PATIO COVER - ALUMINUM](#)
- [UNITED SECTION 22 PATIOSLAB](#)
- [UNITED SECTION 24 SKYLIGHT](#)
- [UNITED SECTION 25 TUBULAR SKYLIGHT INSTALLATIONS](#)
- [UNITED SECTION 26 SOLARIUM](#)
- [UNITED SECTION 27 SOFTWATER](#)
- [UNITED SECTION 28 STORAGE CABINETS](#)
- [UNITED SECTION 29 WASHER DRYER](#)





- 4. Review the Alteration Standard to confirm materials, application, regulations, and potential product information. If your proposed alteration does not conform to a Standard Alteration, it may require a Variance.

ALTERATION STANDARD EXAMPLES:

**UNITED LAGUNA WOODS**  
MUTUAL

**STANDARD 25: TUBULAR SKYLIGHT INSTALLATIONS**  
SEPTEMBER 1995  
REVISED SEPTEMBER 2003, RESOLUTION 01-03-131  
GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104  
GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08  
REVISED FEBRUARY 2019, RESOLUTION 01-19-21

**1.0 GENERAL REQUIREMENTS**

SEE STANDARD SECTION 1: GENERAL REQUIREMENTS

**2.0 DEFINITION**

**2.1** "Tubular skylight" refers to skylights with a cylindrical roof-mounted light collector typically consisting of an acrylic lens set in a metal frame. A reflective sun scoop in the rooftop assembly directs sunlight into a metal or plastic tube with a highly reflective interior coating. The reflective tube guides sunlight to a diffuser lens mounted on the interior ceiling surface that spreads light throughout the room.

**2.2** Tubular skylights are sold under several different brand names. For the purpose of definition, some of the more common brand names include: Solatube, Daylight, Solar Bright, Sun-Dome, Sun-Tek, True Light, etc.

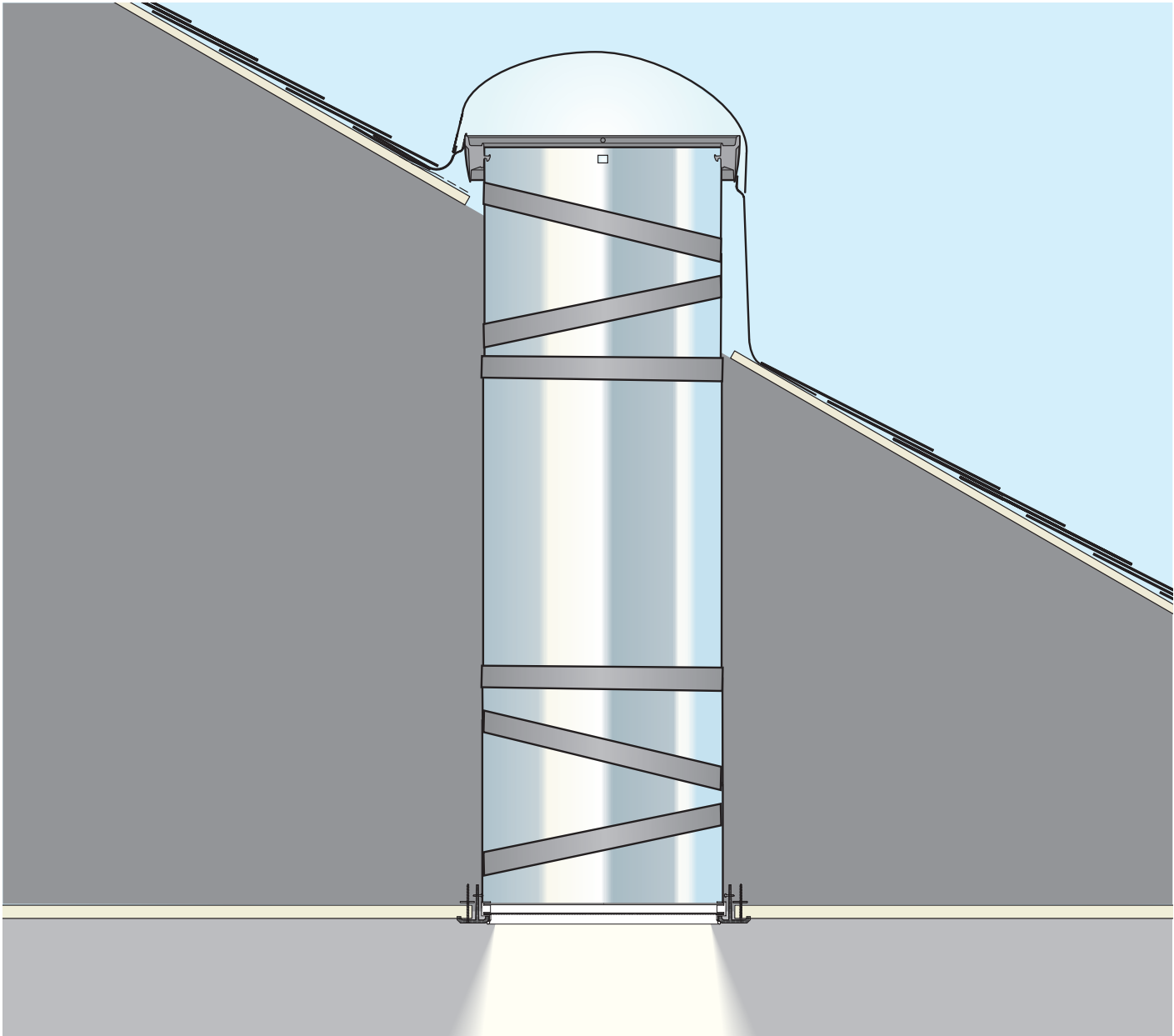
**3.0 APPLICATIONS**

**3.1** Tubular skylight installer shall guarantee in writing, the watertight integrity of the skylight, tube and related roof area for 5 years from date of installation, and shall repair, without charge to owner, any such defects.

**3.2** All roofing work shall be in strict conformance with current building codes and any applicable Mutual Standard Drawings.

**3.3** No units shall be installed with the edge of the tubular skylight flashing within 12" of any vent, ridge or vertical structure.

# TGR/THR/TMR



**ENGLISH:** Installation instructions for rigid sun tunnel TGR/THR/TMR

**ESPAÑOL:** Instrucciones de instalación para túnel solar rígido TGR/THR/TMR

**FRANÇAIS :** Instructions d'installation du tunnel de lumière rigide TGR/THR/TMR





# General Notes

# ATTACHMENT C

1. This drawing emphasizes the THR pitched flashing VELUX SUN TUNNEL Skylight. It illustrates a general arrangement layout (plus recommendations) for a VELUX THR installation in a 14-60 degree roof pitch application utilizing either a suspended acoustical tile or grid ceiling installation.
2. The architectural/structural design and specifications for the inclusion of a tubular daylighting device, such as the VELUX THR, in any roofing/ceiling application is determined and provided by others. The design criteria includes, but is not limited to design loads, structural configurations, structural framing member sizes and material, architectural finishes and integration with the roofing/ceiling systems of the building. VELUX assumes no responsibility or liability in the design, construction and performance of a building structure by others.
3. Dimensions shown are nominal, unless indicated otherwise.
4. THR 010 0000 nominal diameter is 10". THR 014 0000 nominal diameter is 14".
5. Maximum tunnel length is 20'. Minimum tunnel length is 16".
6. Ceiling rough opening cut for 010 = 10 $\frac{3}{4}$ ", 014 = 14 $\frac{3}{4}$ ".
7. Minimum 1 1/4" clearance required around ceiling rough opening, to fit trim ring.



## THR Components

### THR 014 0000/THR 010 0000

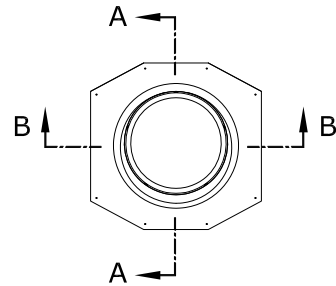
- Acrylic Dome
- Counter flashing assembly
- Hardware bag
- Option
  - THR 014 1000/THR 010 1000 Impact Polycarbonate dome
- 24"/.61m Rigid tunnel
- (2) 11.5"/.29m Rigid elbows
- Tape for tunnel joints
- Hardware bag
- Ceiling ring assembly with crackle over frosted diffuser
- Gasket material for diffuser
- Hardware bag
- Options
  - ZTC 014 0002US-Prismatic diffuser
  - ZTC 014 0003US-Fresnel diffuser

### Option: ZTC 014/ZTC 010 0041US Energy kit

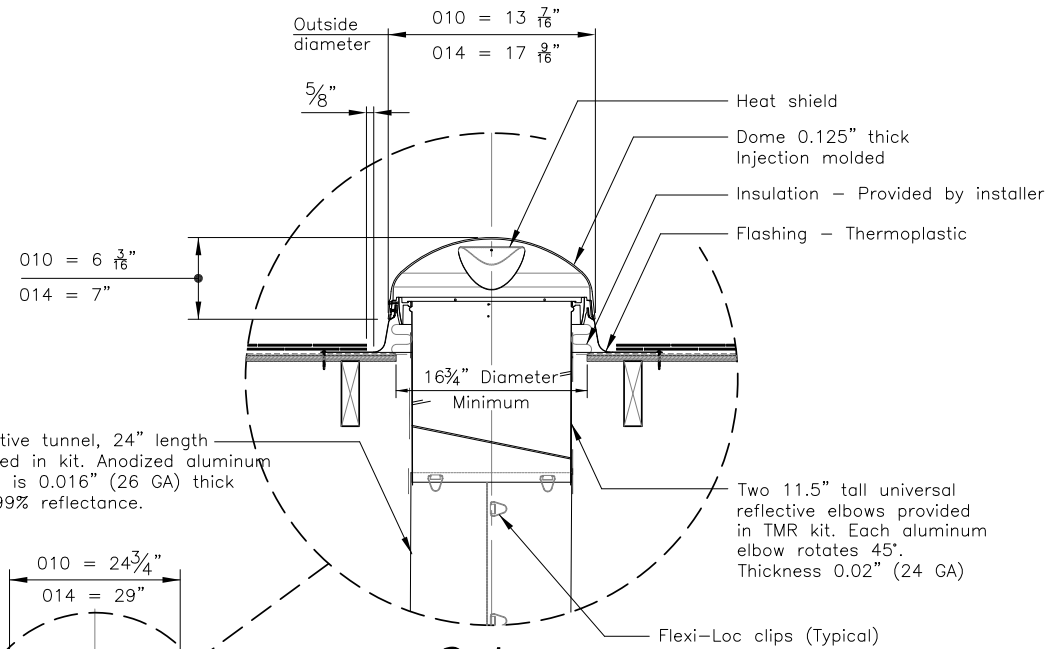
- Residential energy kit (Heat shield & quad diffuser)

### Option: ZTR 014/ZTR 010 Rigid Tunnel Extensions

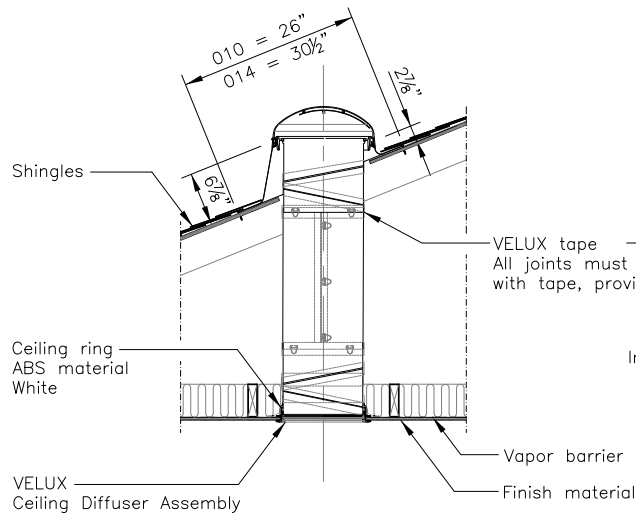
- ZTR 014/ZTR 010 0002 24"/.61m Rigid tunnel
- ZTR 014/ZTR 010 0004 48"/1.22m Rigid tunnel
- ZTR 014/ZTR 010 0006 72"/1.83m Rigid tunnel
- ZTR 014/ZTR 010 0012 144"/3.66m Rigid tunnel
- ZTR 014/ZTR 010 0024 288"/7.32m Rigid tunnel



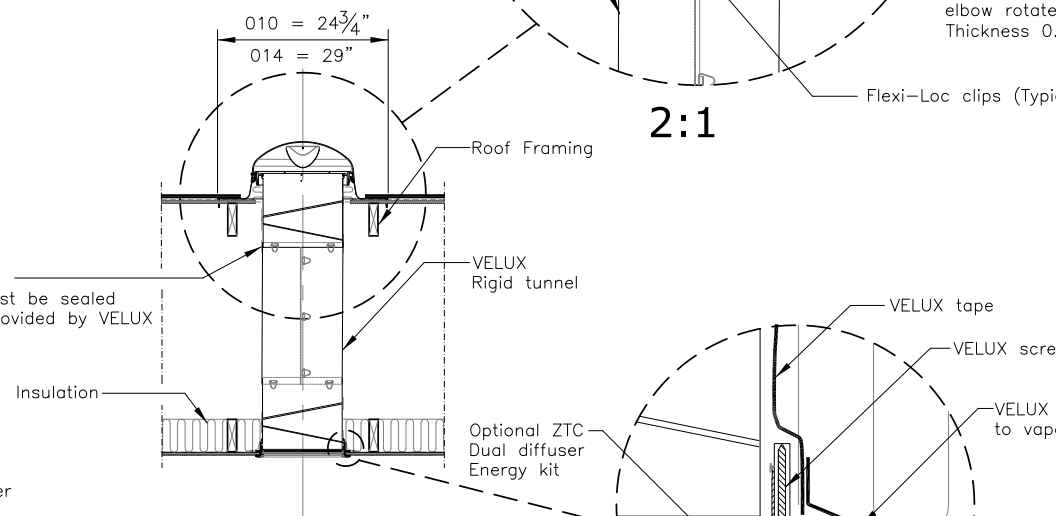
Plan View



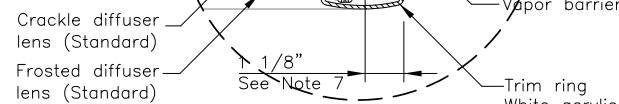
2:1



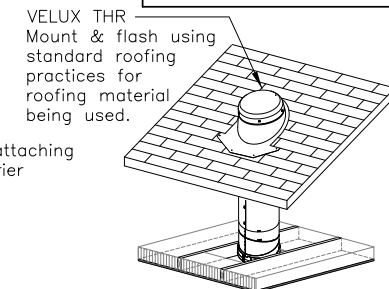
Section A-A



Section B-B



10:1



## General Arrangement Layout

VELUX  
1418 Evans Pond Road  
Greenwood, SC 29649  
1-800-88-VELUX  
www.VELUXUSA.com

**THR - Residential SUN TUNNEL**

# ATTACHMENT C

Date: June 7, 2017

Created by: CNJ

TGC/TMC Product Data Sheet

Starting Production Code: BF06 (June 2016)



Description	General	An engineered day lighting system consisting of a field assembly of an exterior frame/roof flashing unit and an interior diffuser system joined by a rigid, reflective tunnel. The system is capped with an acrylic or polycarbonate tall dome with Sun Curve (22") or low profile dome (14") and diffuses the light with an interior Round to Square ceiling adaptor with an acrylic diffuser or a round diffuser sytem.
	Installation	
Installation	Instructions	Installation instructions included in every box. VAS 453607
	Applications	Flashing - G90 Galvanized flashing with water diverters for composite shingles, thin wooden shakes, slate, or membrane type roofing material.
	Roof Pitch	0° to 60° (TGC 0° to 30°; TMC 14° to 60° recommended)
Compatibility	Flashings	Flashing is built on to the unit.
	Interior Accessories (Optional)	ZTB - Decorative Diffuser
		ZTC 0041US - Energy kit (for insulation at ceiling level)
		ZTC 0401US- Energy kit (for insulation at roof level)
		ZTP - Daylight Controller
		ZZZ 233 - Dimmer Power Supply
	Exterior Accessories (Optional)	ZZZ 192 - Exterior Fire Band
		ZTR - Additional rigid tubing available in 2', 4', and 6" lengths.
		ZTQ - Security bars
		ZTZ 211 - Rotating coupler
		ZTE - Rotating elbows
		ZTY - Vapor barrier (for use with THC)
		ZTA - Turret extender
		ZTZ 203 - Suspension wire kit
		ZTM - Tile Flashing for Pitched Sun Tunnels (TMC Only)
ZTZ 209 - Diffusion Enhancer		
Materials	Dome	92% transparent impact resistant acrylic with UV absorbers or polycarbonate
	Flashing	G90 Galvanized metal low profile flashing (TGC) projects 4" above the roof deck and is available in 14" and 22". G90 gvanized metal pitched flashing (TMC) allows for a horizontal dome installation when installed on a pitched roof and projects 9" above the roof deck and is available in 14" only.
	Diffuser Assem (Rd to Sq)	1/8" thick White Acetal copolymer or Kynar (plenum rated), Available with Fresnel, Prismatic or Frosted diffuser
	Diffuser Assem (Drywall)	22" or 14" Round - White ABS Thermoplastic ceiling ring, dual diffuser system with a 1.5 mm clear secondary acrylic diffusion panel, Dia. 350.5 mm (014), Dia. 551 mm (022) and a 3 mm primary acrylic diffusion panel in either frosted, prismatic, or fresnel , Dia. 350.5 mm (014), Dia. 551 mm (022).

# ATTACHMENT C

Materials Cont.	Diffuser Assem (Open Ceiling)	22" Round Polycarbonate/Acrylic alloy frame with either frosted, prismatic, or fresnel single lens.	
	Ceiling Ring Gasket	Triple sealing flexible vinyl.	
	Rigid Tubing	Highly reflective silver coated aluminum, 98% reflective	
	Rigid Elbows	45° Rotating elbows, 11.5" tall, 0.02" (0.51 mm) thick	
	Tape	2" wide Aluminum tape	
	Screws	1" Self fastening screws for fastening dome and lower reflective elbow.	
	Tunnel clips	Flexi-Loc clips	
Sizes	Standard Sizes	TGC - 14" and 22" diameters TMC - 14" diameter	
	Tunnel lengths	Maximum	20'
		Minimum	16"
	Dome 014	Thickness = 1/8" or 3mm, Height = 6 15/16" or 176.5mm, Outside diameter= 17 9/16" or 446.2mm, Inside diameter = 16 7/8" or 429.5mm.	
	Dome 022	Thickness = 1/8" or 3.2 mm, Height = 16-5/16" or 415 mm, Outside diameter= 25-5/8" or 650.2 mm, Inside diameter = 25" or 633.7 mm.	
	Flashing 14"	29.00" x 29.00" (736.5mm x 736.5mm)	
	Flashing 22"	37" x 37" (940mm x 940mm)	
Ceiling Ring Size	14" Models		22" Models
	Inside Diameter = 356.5 mm, Outside Diameter = 426 mm.		Inside Diameter = 557.5 mm, Outside Diameter = 627 mm.
Certification	Air/Water/Structural	<input checked="" type="checkbox"/> Hallmark <input type="checkbox"/> TDI <input type="checkbox"/> IAPMO-ES	<input checked="" type="checkbox"/> Florida <input type="checkbox"/> Miami Dade <input type="checkbox"/> LA Research Report
	Thermal (Energy Models)	<input checked="" type="checkbox"/> U-Factor <input type="checkbox"/> Energy Star Option	<input checked="" type="checkbox"/> SHGC
Warranty	Complete Product	10 years from the date of purchase, VELUX warrants that the SUNTUNNEL skylight will be free from defects in material and workmanship	
Changes from Earlier Versions	Exterior	Introduce Flexi-Loc system, Sun Curve, Tall Dome, New elbows	
	Interior	New accessories - Decorative diffuser, plenum rated accessories	
Type Sign	Example	48BD11A	
	Location	Sticker located on the black intermediate ring.	
Other Information	Features & Benefits	Great source of natural light, for spaces where regular skylights are not as practical or where diffuse light is desired.	



Laguna Woods Village®

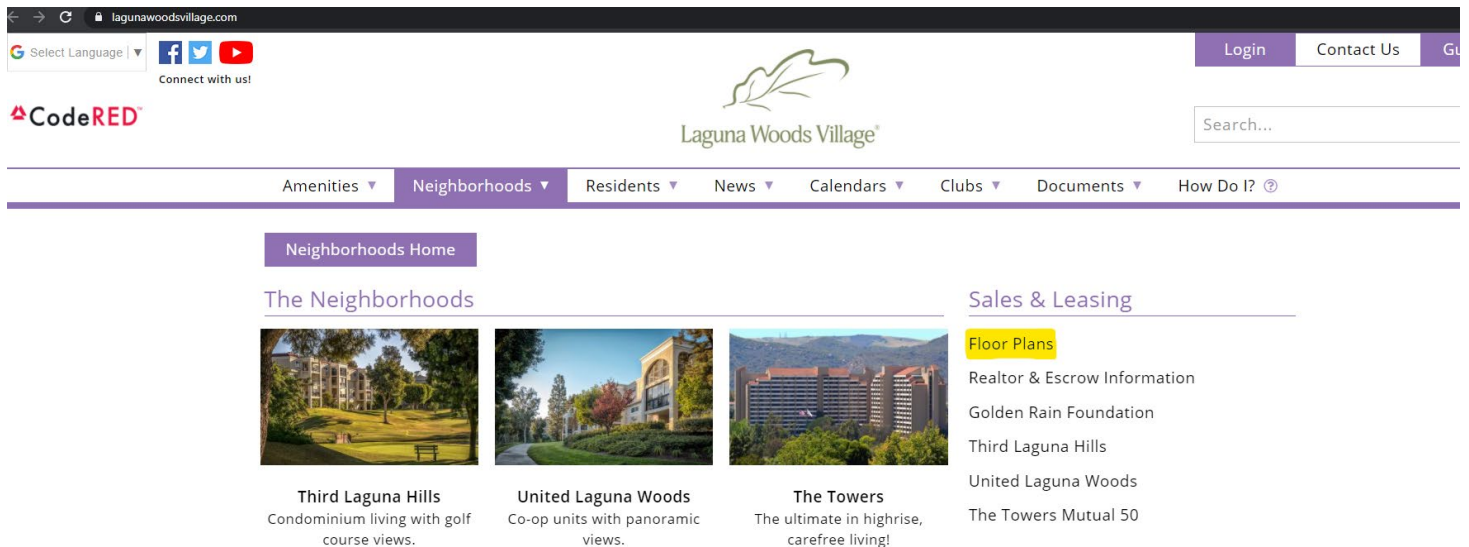
## LOCATING YOUR FLOOR PLAN

To obtain a required floorplan for your Mutual Consent Application and/or Demolition Application, follow the list of instructions below.

1. Visit our website [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com) and click “Neighborhood” Tab



2. Under “Sales & Leasing” Click “Floor Plans”







Laguna Woods Village®

3. Click on the Purple Tab for “Third Laguna Hills” or “United Laguna Woods ” to search for your plan.
  - You may narrow your search by selecting the corresponding number of bedrooms, square footage, and/or parking.



[Home](#) / [Neighborhoods](#) / [Floorplans](#)



**THE TOWERS**  
*at Laguna Woods Village*

Community: [Community](#) [Third Laguna Hills](#) [United Laguna Woods](#) [The Towers](#)

Bedrooms: [1](#) [2](#) [3](#) [Square Feet](#) [< 1000ft](#) [1000ft +](#) [Parking](#) [Carport](#) [Garage](#) [Underground](#)

[Clear Filters](#)

- Co-ops = United Mutual
- Condos = Third Mutual

**Red Highlighted Section indicates location of Asbestos Removal**

**X Mark indicates location of skylights**

**San Sebastian**

Approximate Gross Internal Area = 88.5 sq m / 953 sq ft

**SAMPLE**

<https://www.lagunawoodsvillage.com/neighborhoods/floorplans>

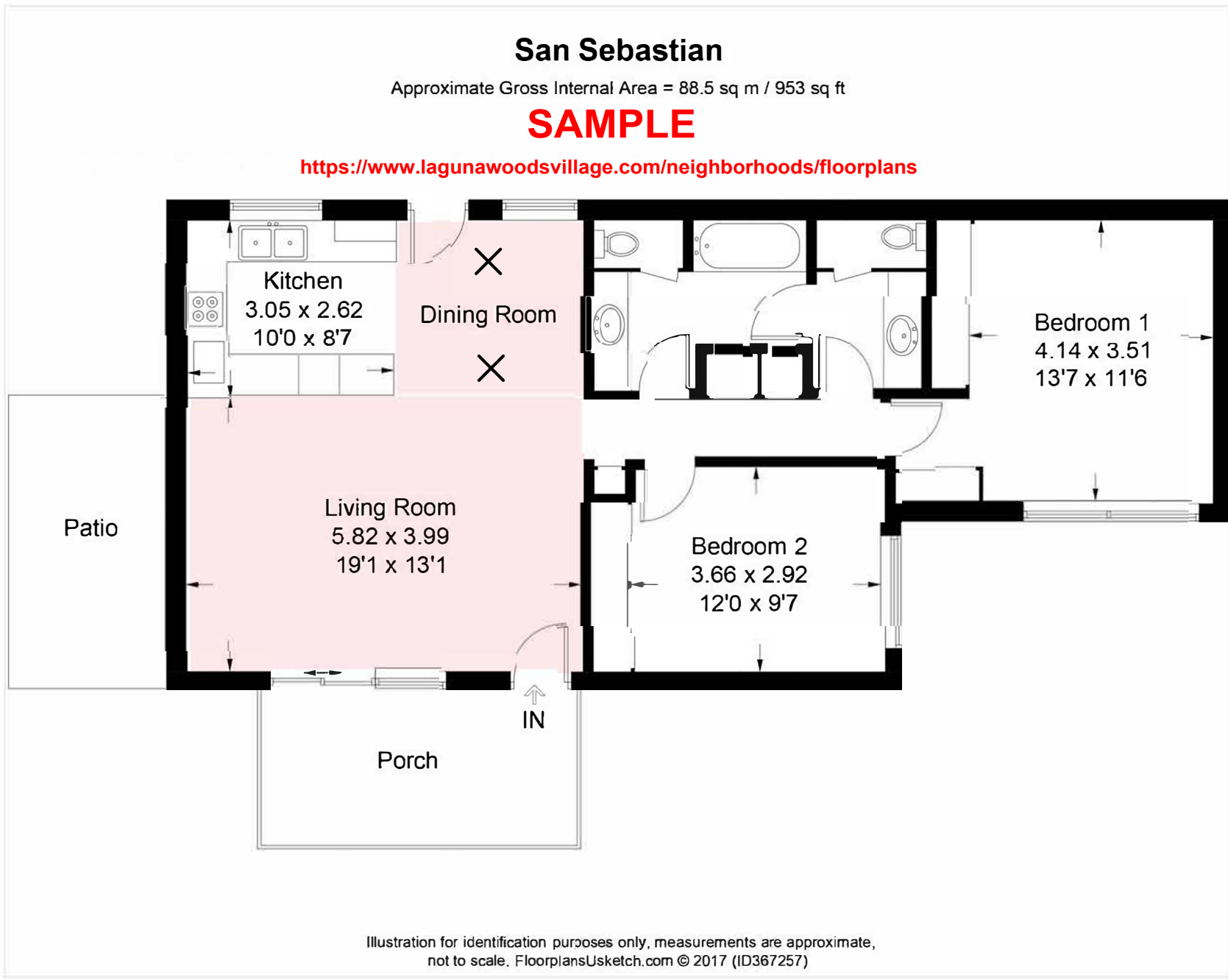


Illustration for identification purposes only, measurements are approximate, not to scale. FloorplansUsketch.com © 2017 (ID367257)





## Laguna Woods Village®

# Certificate of Insurance Sample

CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 5/25/2023	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
<b>PRODUCER</b> ACME Insurance & Associates Insurance 10148 Riverside Drive Toluca Lake, CA 91602		<b>CONTACT NAME:</b> Manor Alterations <b>PHONE (A/C, No. Ext.):</b> (949) 597-4616 <b>FAX (A/C, No.):</b> (949) 597-4316 <b>E-MAIL ADDRESS:</b> alterations@vmsinc.org			
<b>INSURED</b> Smith, John 123 Main St Anytown, CA 90001		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Insurance Company		NAIC # 00000	
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> <b>REVISION NUMBER:</b>					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
<b>INSR LTR</b> A	<b>TYPE OF INSURANCE</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<b>ADD'L SUBR INSD</b> <b>WVD</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	<b>POLICY NUMBER</b> XYZ1234	<b>POLICY EFF (MM/DD/YYYY)</b> 6/4/2016	<b>POLICY EXP (MM/DD/YYYY)</b> 6/6/2016
				<b>LIMITS</b> EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000 MED EXP (Any one person) \$ 500,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
				COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 250,000 PROPERTY DAMAGE (Per accident) \$ 100,000	
				EACH OCCURRENCE \$ AGGREGATE \$	
				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	
				Limit: \$50,000 Deductible: \$500 Example limit and deductible	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
<b>CERTIFICATE HOLDER</b> Certificate Holder Golden Rain Foundation of Laguna Woods Village Management Services Inc. Third Laguna Hills Mutual United Laguna Woods Mutual P.O. Box 2220 Laguna Hills, CA 92654			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Sign here		

- 1 Producer**  
Your insurance agent; please contact your insurance carrier to have a document produced for you
- 2 Insured**  
Your name and address
- 3 Insurance Carrier**
- 4 Policy Number**
- 5 Effective Dates**
- 6 Liability Insurance Limits**  
Limits (maximum coverage) purchased for each coverage  
**General liability:** \$500,000/\$1,000,000  
**Auto (personal vehicle):** \$250,000/\$500,000  
**Auto (commercial vehicle):** \$500,000/\$1,000,000
- 7 Workers' Compensation**  
Workers' compensation and employment liability: \$500,000/\$500,000.  
For exceptions to workers' comp requirements, provide statement of no employees on company letterhead.
- 8 Certificate Holder**  
Golden Rain Foundation of Laguna Woods Village Management Services Inc.  
Third Laguna Hills Mutual  
United Laguna Woods Mutual  
P.O. Box 2220  
Laguna Hills, CA 92654

### What is a certificate of insurance?

A certificate of insurance (COI) is issued by an insurance company or broker and verifies the existence of an insurance policy.

### What is a "certificate holder?"

A certificate holder is someone who takes receipt or evidence of the COI. The certificate holder is the party to which the COI is provided.

### Contact Manor Alterations

8 a.m. to 5 p.m., Monday through Friday • 949-597-4616 • alterations@vmsinc.org  
 lagunawoodsvillage.com/residents/resident-services#manor-alterations



# Laguna Woods Village®

## ADDITIONAL INFORMATION

For additional information including alteration guidelines, visit the Laguna Woods website at [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com). Select the "Residents" Purple Tab. A dropdown menu will appear. Select Manor Alterations under the Services heading.



Login Contact Us

Search...

- Amenities ▾
- Neighborhoods ▾
- Residents ▾**
- News ▾
- Calendars ▾
- Clubs ▾
- Documents ▾
- How Do I? ⓘ

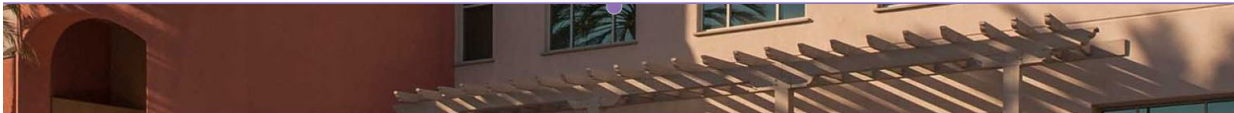
- Residents Home**
- All Boards

### Governance

- Golden Rain Foundation
- Third Laguna Hills Mutual
- United Laguna Woods Mutual
- The Towers Mutual 50
- Village Management Services
- Board Meeting Videos

### Services

- Cable Television
- Internet Services
- Manor Alterations**
- Resident Services
- Social Services
- Vehicles & Decals
- Financial Services
- Maintenance & Landscaping
- Reservations
- Security Services
- Transportation Services
- Village TV (TV6)



Home / Residents / Resident Services

## At Your Service

This page will provide you with informational resources such as Alteration Standards, Alteration Fee Schedule, contractor information, and contact information for the Manor Alterations division.

### Manor Alterations

If you are hiring a contractor to work on your manor, you are responsible for ensuring they follow community rules. For questions, call Manor Alterations in Resident Services at [949-597-4616](tel:949-597-4616) or email [alterations@vmsinc.org](mailto:alterations@vmsinc.org).

**Mutual consent application status:** [Click here to review the status report.](#)

Your contractor may perform work only during the following designated times:

- Monday through Friday from 7 a.m. to 5 p.m. (only quiet work permitted from 7 a.m. to 8 a.m.)
- Saturdays from 9 a.m. to 3 p.m.
- No work is permitted on Sundays and [VMS observed holidays](#).

To access the Village, contractors must obtain an alterations contractor pass, which is issued with a mutual consent. Contractors are prohibited from parking in visitor parking and must use street parking.

Your contractor is your responsibility. Please ensure the contractor follows the [construction waste rules](#). If your contractor does not abide by the rules your mutual has set, you may be held responsible. Consequences may include a hearing before the board and fines.

- |  |  |   |
|--|--|---|
| <a href="#">Application Status</a>               | <a href="#">Third Alterations Guidelines</a> | <a href="#">United Alterations Guidelines</a> |
| <a href="#">Mutual Consent Process Map</a>       | <a href="#">Third Alterations Standards</a>  | <a href="#">United Alterations Standards</a>  |
| <a href="#">Alteration Fee Schedule</a>          | <a href="#">Third Alteration Documents</a>   | <a href="#">United Alteration Documents</a>   |
| <a href="#">Construction Waste Rules</a>         | <a href="#">Third Demolition Documents</a>   | <a href="#">United Demolition Documents</a>   |
| <a href="#">Manor Alterations News Bulletins</a> | <a href="#">FAQs</a>                         | <a href="#">United Permitted Alteration</a>   |



# Laguna Woods Village®

## MEMBER NOTICE

### ASBESTOS AND LEAD HAZARDOUS MATERIALS

All homes in Laguna Woods Village were constructed in the 1960s and 1970s. At that time, asbestos and lead-containing materials met local codes as well as state and federal regulations. These materials, known to be hazardous, were used extensively throughout many building products.

**Asbestos Containing Materials include but are not limited to:**

- Ceiling tile
- Floor tile/linoleum and mastic
- Textured wall surfaces
- Stucco & Tex-coat
- Cove Base Mastic
- Transite Panels behind bathroom shower walls
- Sprayed acoustical ceilings & attic overspray
- Fire doors
- Structural fireproofing
- Pipe/boiler insulation
- Attic insulation
- Heating duct material/insulation

**Lead Containing Materials include:**

- Lead Based Paint
- Lead containing ceramic tiles

Disturbing these hazardous materials without proper safeguards can be hazardous to your individual health, the worker's health and the environment.

Prior to any disturbance of such suspect materials, it is required that they first be tested and categorized by CA-State Certified Asbestos/Lead consultants. Based on such determination based on the levels of lead and asbestos content, the proposed renovation activities may have to be assigned to a contractor specifically licensed for asbestos/lead work in compliance with federal, state and local laws, codes and regulations. Work performed without providing the required documentation may result in exposure, costly cleanup process, legal liability, fines & penalties to the member. Violators also may be reported to CAL-OSHA and EPA/AQMD.

There are major legal consequences and fines set forth by city, state and federal regulations in addition to the legal liability concerning the health effects on contractors and workers conducting the work.

Mutual members and their contractors are required to abide by all applicable federal, state and local laws, ordinances, codes and regulations relating to disturbance, removal, transportation and disposal of asbestos and lead containing materials in their homes, in addition to any requirements set forth by the member's Mutual. Members must check with the Manor Alterations Division at Laguna Woods Village prior to performing any upgrades or renovations to the unit.

