



INFORMATION BULLETIN Community Services Division	BULLETIN DATE	December 4, 2023
	ISSUED BY	Pamela Bashline Community Services Manager
	MUTUAL	Third Laguna Hills Mutual
	AUTHORITY	Resolution 03-23-131
	ADOPTED DATE	November 21, 2023
SUBJECT: Revised Third Alteration Fee Schedule		

On November 21, 2023, the Third Mutual board of directors amended its alteration fee schedule to replace all references to “demolition mutual consents” with “pre-construction mutual consents” to better define the proposed activity without triggering unnecessary regulatory requirements. See the new resolution below:

Resolution 03-23-131

Alteration Fee Schedule

WHEREAS, alteration and variance requests require significant staff time for proper processing, including research, report preparation, presentation to the appropriate committee and Board; and

WHEREAS, in order to offset a portion of the administrative costs associated with processing alteration applications, the Board has adopted an Alterations Fee Schedule; and

WHEREAS, the attached revisions to the Alteration Fee Schedule are recommended to be approved by the Board; and

WHEREAS, the new Alteration Fee Schedule better aligns the fees with the administrative time it takes to process each task;

NOW THEREFORE BE IT RESOLVED, November 21, 2023, that the Board hereby adopts the revised Alteration Fee Schedule as attached to the official minutes of this meeting and this resolution; and

RESOLVED FURTHER, that the following sections from prior resolutions remain valid:

- (1) The mutual consent processing fee for Solar Panel installation is to be calculated based on 4.7 hours charged at the current bill rates; and the

mutual consent processing fee for Solar Panel installation requests is set at the initial rate of \$223 for 2023 and will be adjusted annually, not to exceed statutory limits that apply to cities, with the adoption of the new bill rates; and

(2) The approval of variances for the use of common areas that extend beyond the original floorplan and that meet the requirements of Civil Code Section 4600, requires the execution and recordation of a Recordable Exclusive Use of Common Area Revocable License; that a flat legal fee of \$750 for the preparation of these agreements as a pass-through charge to the Mutual's legal team is adopted; and the processing of agreements for all other approved variances, including exclusive use common area as recognized within the footprint of the property, will utilize a Counsel-prepared and approved boilerplate form at no additional charge to the member;

RESOLVED FURTHER, that replacing all references to Demolition Mutual Consents with Pre-Construction Mutual Consents better defines the proposed activity without triggering unneeded regulatory requirements; and

RESOLVED FURTHER, that Resolution 03-23-111 adopted September 19, 2023 is hereby superseded and canceled; and

RESOLVED FURTHER, that future revisions to the Alteration Fee Schedule will be included with the Annual Assessment Letter Packet that the Finance Department issues every year in November under the Architectural Review Procedures section of the Annual Policy Statement; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the resolution.

To find the complete Third Alteration Fee Schedule, visit lagunawoodsvillage.com > [Residents > Manor Alterations](#) and select Third Alteration Fee Schedule.

Please note: The website location for all mutual policies may change when the new website is completed.

Also, please always refer to the website for the most current documents.

Email alterations@vmsinc.org with questions about the alteration fee schedule. Thank you.