



# Laguna Woods Village®

## New Flooring Materials Registration Form

The undersigned member of Laguna Woods Village hereby submits this completed form to register new flooring alterations as described below.

By submitting this form, the member acknowledges and agrees to comply with the applicable mutual flooring standards:

- **United Laguna Woods Mutual:** Standard 9 – Interior Flooring for Second Floor Manors
- **Third Laguna Hills Mutual:** Standard 11A – Interior Flooring for Second and/or Third Floor Manors

The member further understands and agrees to abide by the interior flooring grievance procedure, should that process become necessary.

Upon submission, Manor Alterations will email a confirmation, which will include an assigned receipt number. Members should retain this receipt number and the completed form for their records. If a confirmation email is not received, please contact Manor Alterations at [alterations@vmsinc.org](mailto:alterations@vmsinc.org) or **949-597-4616**.

The submitted form will be kept on file with Manor Alterations and referenced only if required as part of the interior flooring grievance procedure.

**Click here** to visit the Manor Alterations webpage and view Standards 9 and 11A.

**Underlayment specifications** (attachments OK): (Required)

<b>Delta ΔIIC:</b> _____ (Required)
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**Finish flooring specifications** (attachments OK): (Required)

<b>Delta ΔIIC:</b> _____ (*Requested)
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**Flooring installation contractor:**

\_\_\_\_\_ (Required)

**Installation date:** \_\_\_\_\_ (Required)

\*If and when tested, the member remains responsible for meeting the sound testing requirements as established by this standard.

**Attention:** Original flooring materials are required to be presumed asbestos containing material (PACM) as per 29CFR 1910.1001(j)(2)(i) Occupational Safety and Health Administration (OSHA). It is the member’s responsibility to check with the City of Laguna Woods Permits Office (949-639-0500) and their contractor to determine what steps are required to test or handle the original flooring if it is still present.



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### 1. Receipt of Standards and Cross-Section Requirement

As part of the mutual's alteration process, the member must receive a copy of the applicable mutual standard and the floor/ceiling assembly cross section handout related to the requested mutual consent. To ensure compliance, the member's signature below confirms receipt of these documents. A mutual consent will not be issued without this required acknowledgment.

### 2. Acknowledgment of Responsibility and Potential Penalties

I understand that failure by my contractor and/or myself to comply with mutual rules and regulations will result in nonconformance. I acknowledge that such non-compliance may subject me to disciplinary action, including potential fines, in accordance with the mutual's schedule of monetary penalties.

### 3. Assumption of Risk and Responsibility for Alterations

I understand and agree that I am solely responsible for all risks associated with any alteration(s) or improvement(s), including, but not limited to, the cost of removing, altering, protecting or replacing such work if necessary to accommodate corporation business.

### 4. Liability for Damages and Remediation Costs

I understand and agree that I am responsible for, and will bear all costs related to, any alteration(s) or improvement(s), including expenses for remediation, clean-up or repair of mutual-owned or mutual-controlled property resulting from or caused by such work or its installation.

**I understand that I am responsible for the actions of my contractor(s), and I understand that I am responsible for any damages claims, fines or violations that result from the actions or inactions of my contractors(s) or guest(s).**

**Full Name (Required)**

*First*

*Last*

**Manor Number (Required)**

**Manor Unit (Required)**

**Resident ID Number (Required)**

**Email (Required)**

**Phone Number (Required)**

**MEMEBER: IMPORTANT - PLEASE READ CAREFULLY**

