

## THIRD MUTUAL CONSENT for MANOR ALTERATIONS (1 of 3)

The undersigned, a member of 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 within the application. These terms and conditions set out the responsibilities of the member and the below named contractor.

MANOR:	A copy of the signed city final inspection is required for final acceptance by the mutual.
STREET:	CITY PERMIT NO.:
MUTUAL CONSENT NO.:	FINAL INSPECTION DATE:
FINAL INSPECTION DATE:	

PROPERTY OWNER / APPLICANT INFORMATION	← CHECK BOX IF PROVIDING PAYMENT
NAME:	PHONE:
STREET ADDRESS:	
CITY:	STATE:      ZIP:
EMAIL:	

CONTRACTOR INFORMATION	← CHECK BOX IF PROVIDING PAYMENT
COMPANY NAME:	PHONE:
STREET ADDRESS:	
CITY:	STATE:      ZIP:
	LICENSE:      CLASS:      EXPIRES:

PROPOSED ALTERATIONS: Please specify location and quantity (QTY) in the "OTHER" box below.

STD				STD
1. BATHROOM SPLITS	47	15. PATIO/BALCONY ENCLOSURES/COVERS/AWNINGS	22	
2. BLOCK WALLS	6	16. PATIO SLABS/WALKWAYS/PAVERS	21	
3. CABINETS - STORAGE: ____ SPACE NO. ____ CARPORT NO.	30	17. REMODEL:    KITCHEN    BATHROOMS    FULL		
4. CABINETS/VANITIES/COUNTER:    KITCHEN    BATH: 1/2/3		18. SKYLIGHTS:    LOCATION    QTY	26	
5. DISHWASHERS		19. SKYLIGHTS - TUBULAR:    LOCATION    QTY	26	
6. DOORS - EXTERIOR	10	20. SLIDING GLASS DOOR:    RETROFIT    LOCATION    QTY	34	
7. EXHAUST FANS    NEW    CHANGE OUT	9	21. SLIDING GLASS DOOR: NEW CONSTRUCTION	34	
8. EXTERIOR WALL ATTACHMENTS		22. SOLAR PANELS	41/41a	
9. FENCES:    WROUGHT IRON    VINYL	13/17/45	23. SOFT WATER UNITS	28	
10. FLOORING - EXTERIOR:    PATIOS    BALCONIES	11	24. WATER HEATER: CHANGE OUT		
11. GARAGE DOOR		25. WATER HEATER RELOCATION:    TANK    TANKLESS		
12. GUTTERS AND DOWNSPOUTS	18	26. WASHER AND DRYER	31	
13. HVAC/MINI/THROUGHWALL:    NEW    CHANGE OUT	4	27. WINDOW:    NEW CONSTRUCTION    LOCATION    QTY	34	
14. SURFACE MOUNT WALL HEATERS:	4	28. WINDOW:    RETROFIT    LOCATION    QTY	34	
29. ELECTRICAL COMPONENTS:    ____ NO. FIXTURE/CAN LIGHTS    ____ NO. CEILING FAN    ____ NO. OUTLETS    ____ NO. SWITCHES				
30. PLUMBING COMPONENTS:    TUB / SHOWER    SHOWER / SHOWER    TUB / TUB				

OTHER:

Alterations to be completed per mutual rules and standards section(s):	
Approved per mutual standard plan(s):	Valuation: \$
Approved per variance resolution:	

## THIRD MUTUAL CONSENT for MANOR ALTERATIONS (2 of 3)

### IMPORTANT - 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. The member's signature below indicates receipt and understanding of applicable standards.*

*2. I understand that I will be in non-conformance if my contractor and/or I do not conform to mutual rules and regulations, and the I may be subject to member disciplinary procedures, including the possibility of a fine(s) in accordance with the Schedule of Monetary Penalties.*

*3. I understand and agree that I am responsible for all risks in connection with all alteration(s) or improvements(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, including any costs associated with remediation and clean-up or repair of mutual property, caused by or resulting from alterations(s) or improvements thereof.*

*4. I accept responsibility for my contractor maintaining all required insurance.*

**I understand that I am responsible for the actions, for any damages, claims, fines or violations that result from the actions or inaction, of my contractor(s) or guest(s). I will ensure that items requiring inspections will not be complete WITHOUT INSPECTION AND APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I further understand that the mutual consent will EXPIRE within 180 days.**

Member signature :

Date:

**CONTRACTOR IMPORTANT - 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 and included within the application. I will ensure that items requiring inspections will not be complete WITHOUT INSPECTION and APPROVAL by the CITY OF LAGUNA WOODS BUILDING INSPECTOR. I will maintain all mutual required liability insurance. I will provide a Certificate of Liability Insurance for inclusion in this mutual consent application.

Contractor signature:

Date:

**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. UPON REQUEST, COPIES OF DISPOSAL MANIFESTE 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):				
VMS Inc.	Permit Fee	Misc. Fee (if applicable)	Paid By	Date
Payment Reference No.				

## THIRD MUTUAL CONSENT for MANOR ALTERATIONS (3 OF 3)

**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.**

### TERMS AND CONDITIONS

1. No person shall make any alteration of, make any addition to or remove any portion of any real property owned, managed or controlled by the Corporation without the prior written approval of the Corporation as evidenced by a mutual consent for manor alteration issued by the Corporation.
2. Concurrently with this application the following documents shall be submitted together with the required fee pursuant to Clause 10 herein.
  - a. A description of the proposed work to be performed.
  - b. If the proposed work is to be performed by a contractor, a copy of the written agreement covering the proposed work, executed by the member and the contractor.
  - c. If applicable, a building permit issued by the City of Laguna Woods, County of Orange, State of California.
  - d. Upon its submission, each of said documents shall be incorporated by reference and become a part of this application.
3. Any contractor who proposes to perform the work:
  - a. Shall be licensed as a contractor as required by the laws of the State of California, and shall present evidence thereof to the Corporation.
  - b. Shall maintain in force commercial general liability insurance and workers compensation insurance satisfactory to the Corporation. A performance bond and a labor and material bond may be required at the option of the Corporation.
  - c. Shall complete, verify and file with the Corporation, a construction contractor pass application, and shall promptly notify the Corporation of any change in the information provided in such application until such time as any warranties required in Clause 5 shall expire.
  - d. Shall identify all vehicles and persons with involved in performance of the work in a manner satisfactory to the Corporation, and surrender upon demand of the Corporation all identification credentials (such as passes which may have been supplied to them); such credentials remaining at all times the property of the Corporation.
  - e. Hereby warrants that all work to be performed shall be free from defective workmanship and materials for a period of not less than one year from the date of final inspection by the Corporation as provided herein.
  - f. Shall perform all work to the satisfaction of the Corporation, subject to the inspection of the Corporation as provided in Clause 10 herein.
  - g. Shall indemnify and hold harmless the Corporation, Golden Rain Foundation of Laguna Woods (GRF), their officers, directors, agents and sureties pursuant to Clause 7 herein.
  - h. Shall keep the real property on which the work is to be performed free of all liens or claims pursuant to Clause 11 herein.
  - i. Shall comply with all applicable laws, plans, rules and regulations pursuant to Clause 4 herein,
  - j. Shall promptly commence the work and diligently prosecute the same to completion without unduly inconveniencing the member and neighboring residents and upon completion, file a request for final inspection with the Corporation on a form provided by the Corporation.
4. The member and contractor, shall comply at all times with:
  - a. All federal, state and local laws, ordinances, codes and regulations.
  - b. The plans and specifications or other description(s) of the work submitted to and approved by the Corporation.
  - c. All rules and regulations of the Corporation and all other Corporations owning, controlling or managing real property in Laguna Woods Village, Laguna Woods, California.
5. The member and the contractor, if any, hereby agree that any defects due to faulty materials or workmanship which appear within one year, or such greater period may be guaranteed by the contractor, if any, after final inspection by the Corporation, shall be corrected by and at the expense of the member and/or the contractor, if any, as the Corporation may, in its sole discretion, determine.
6. The member and the contractor, if any: understand that Village Management Services Inc. (VMS) is the managing agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for mutual consent for manor alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the managing agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the managing agent, such disapproval or revocation may be in the best interest of the Corporation.
7. The member and the contractor, if any, agree to indemnify, defend and hold harmless the Corporation, GRF, their officers, directors, agents and sureties from any and all claims, liens, liabilities, costs, expenses, fines, penalties or fees arising out of the work, including attorney's fees and court costs as may be incurred in defending against any such claims, liens, liabilities, costs, expenses, fines, penalties or fees.
8. Approval of this application shall not be deemed to create any right to approval of any other such application on the part of the member.
9. Approval of this application shall not create any right to the approval of any other application involving the same or similar work proposed to be performed by such contractor.
10. Concurrent with this application the member shall pay the current fee pursuant to the schedule of fees as determined by the Corporation from time to time. The Corporation may inspect and inquire into the status the work and may make a final inspection within 30 days after receipt of a written request for final inspection on a form provided by the Corporation from the member or contractor. No inspection by the Corporation shall constitute a waiver of any right of the Corporation or a release of any obligation or duty of the contractor or member hereunder, or warranty that the work has been completed properly or complies with applicable laws, ordinances, codes or regulations.
11. The real property on which the work is performed shall be kept free from liens or claims of mechanics, material men, subcontractors and others connected with the work. The contractor, if any, agrees to waive all rights for liens for any amount claimed to be due to the contractor from the member and agrees to execute release(s) of liens or other documents as requested by the Corporation, converting all work, labor and materials, including equipment and fixtures of all kinds, performed or furnished in connection with the work.
12. The contractor, if any, agrees that the issuance of a mutual consent for manor alteration shall constitute permission to the contractor, his subcontractors, agents and employees to Laguna Woods Village, Laguna Woods, for such purposes and times as are reasonable and necessary for the prompt and efficient performance of the work. Such permission may be revoked by the Corporation at any time, with or without cause, as to the contractor, his subcontractors, agents and employees, or as to any of them.
13. The member hereby agrees to be responsible for the maintenance and repair of all additions or alterations created by the work, except for damage caused by or resulting from the gross negligence or willful misconduct of the Corporation, its officers, directors or agents. Notwithstanding any provision of any agreement between the contractor and the member to the contrary, no more than 90% of the contract price for the work shall be paid by the member until the work has been completed and inspected as provided herein. In the event that legal proceedings are instituted by or against the Corporation in connection with this application or the work, the member and the contractor jointly and severally agree to pay the Corporation all costs and expenses of such proceedings including reasonable attorney's fees. The member and the contractor, if any, understand that VMS is the managing agent for the Corporation and is authorized act on behalf of the Corporation and to approve any application for mutual consent for manor alteration, if it complies with the requirements established by the Corporation. Notwithstanding any other provision herein, the managing agent is authorized to disapprove any application or revoke any approval after issuance if, in the sole judgment of the managing agent, such disapproval or revocation may be in the best interest of the Corporation.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Laguna Woods Village®

## Certificate of Insurance Sample

CERTIFICATE OF LIABILITY INSURANCE				DATE (MMDDYYYY) 5/25/2023		
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.						
IMPORTANT: 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).						
<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 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>NAIC #</b> 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>	<b>TYPE OF INSURANCE</b>	<b>ADDL SUBR INSD</b>	<b>POLICY NUMBER</b>	<b>POLICY EFF (MM/DD/YYYY)</b>	<b>POLICY EXP (MM/DD/YYYY)</b>	<b>LIMITS</b>
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:	<input checked="" type="checkbox"/>	XYZ1234	6/4/2016	6/6/2016	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000 MED EXP (Any one person) \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COM/PROP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					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
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Rented/Leased Equipment					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>			<b>CANCELLATION</b>			
<b>Certificate Holder</b> 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			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 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