

Village Green – Owner Unit Modification Application and Review Process

Smooth Sailing:

The purpose of this document is to provide guidance to owners wishing to modify the interior of their unit. Following these instructions should allow owners to sail smoothly through the review, recommendation, and approval of their modification request.

Relevant Rules and Regulations:

All unit modifications are subject to the Village Green's Covenants, Conditions, and Restrictions (CC&Rs), Bylaws, and Handbook rules. These documents are unique to the Village Green. They may be obtained as part of your escrow documents, from the Village Green Office, and the Village Green website [www.villagegreenla.net].

The Village Green Owners Association (TVGOA) was designated a national historic landmark by the U.S. Department of Interior, National Park Service in 2001. This imposes a set of guidelines on modifications. Most of those guidelines apply to the exterior of units, but also include features of the unit interiors determined to be of historical significance.

In 2010, the VGOA was awarded a Mills Act contract by City of Los Angeles, Office of Historic Resources (LAOHR). This agreement provides property tax reductions for the VGOA owners in exchange for the VGOA's commitment to proper maintenance and preservation of the historic property, including common space and individual units.

Under the terms of our Mills Act contract, the VGOA hired consultants Architectural Resources Group (ARG) to prepare a Historic Structures Report (HSR) to provide additional specific guidelines in preserving and maintaining the historic aspects of our buildings' interiors and exteriors.

Owners should be familiar with these documents as they are used and referenced in reviewing your proposed modification.

Detailed Process for DRC Approval:

1. The owner creates a package of required documentation to be reviewed and approved. This shall include a clear written description of proposed modification and work to be done. These are packaged together and referred to as the Modification Request Packet (MRP). See required documentation section below. The owner then sends the completed MRP to the office.
2. The Office staff, specifically the Facilities Engineer and his staff, will review modification requests (MRP packages) and Applications. Due to current resource constraints the Office staff only accept requests for MRP reviews during the first ten days of each month and can only handle five requests each month. Their purpose is to provide a professional compliance review considering our CC&Rs, Handbook, building codes, and their extensive experience with unit modifications. They may contact an owner to obtain more information, request a unit inspection visit, or make suggestions on changes to the proposed modifications. If the unit modification is a simple change such as installing a new tankless water heater, the compliance review

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will be as quick as a few days. However, if the modification(s) are more complex, or there are multiple modifications as parts of a remodel, the review will take longer. The Office will report on their findings via the Village Green MRP Compliance Review form (See Appendix 1). When they complete their review, they will send the MRP and their Compliance Review form to the DRC Chairperson.

3. The DRC Chairperson receives the application and documentation package and then reviews it for completeness. If incomplete the DRC will notify the owner.
4. The owner or representative needs to attend the DRC meeting at which their review is scheduled. It is important to be available to answer questions, supply additional documentation, accept changes, and be prepared to revise and resubmit their application. The owner or representative may need to schedule a second DRC review once the application is complete.
5. The DRC conducts the review of the owner's application, MRP, and Office Compliance review. The DRC recommends or rejects the modification in whole or part, and must cite and discuss any potential HSR provisions (the Committee may also cite references to the CC&Rs, Handbook, CLR and other documents the VGOA may require).
6. The DRC Chairperson sends the owner's application, documentation package, Office Compliance review, and the DRC's written recommendations to the Board secretary to be put on the agenda of a future Board meeting. These documents will also be sent to the Facilities Engineer so the Office will be aware of upcoming projects and status. At its discretion, the DRC may seek the opinion of the City of Los Angeles Office of Historic Resources (LAOHR) prior to, or at the same time as, forwarding the MRP to the Board.
7. The LAOHR may send a final approval with or without additional requirements directly to owner. Village Green management, DRC Chair, and Board Liaison are copied.
8. Upcoming reviews are placed on the Board of Director's Agenda, posted before the meeting at the clubhouse and in each court laundry area. During the DRC section of the Board meeting the Directors will review the modifications packages and the DRC recommendations. Owners should attend this meeting to answer questions. The Directors may approve or reject all or part of the application, ask for clarification, suggest a change to the proposed modification or take some other action. If rejected the owner must resubmit a revised application to the DRC for re-review.
9. Once the Director's review is complete, the Board secretary sends the Board meeting minutes (the official recording of business) to the Office. The Office then drafts an official modification approval letter, which is sent to the owner and DRC chair.

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10. The LAOHR may send a final approval with or without additional requirements directly to owner. Village Green management, DRC Chair, and Board Liaison are copied.
11. Owner must present approved building permits to Office before commencing work.
12. Owner should inform neighbors about the construction work by filling out and distributing a Unit Construction Notice form to their neighbors.
13. Work can now proceed according to the Board's approval. The VGOA facilities staff may conduct inspections during this work period.
14. The owner must notify the Office in advance when final LADBS inspection is scheduled, so that The VGOA staff may verify that work completed does not differ from the work approved by the Board. The owner must send a copy of the final approved inspection report to the Village Green Facilities Engineer.

Required Documentation in order:

- A. Application for Modification completed, signed, and dated by Owner. See Appendix 1, examples 1, 2, and 3.
- B. Construction Rules completed, signed, and dated by Owner and Contractor(s). See Appendix 1, example 4.
- C. Owner letter to DRC clearly explaining the entire scope of work proposed – see Appendix 1, example 2.
- D. Additional documentation such as before and after sketches and /or photographs showing floor plan, style, dimensions, material, etc. of the existing conditions and proposed modifications; and a proposed construction time schedule should be included. See Appendix 1, examples under 3.
- E. Contractor(s) bid/proposal including scope of work that clearly explains the work to be done. Designer or owner's scope may be sufficient if contractor is not yet engaged. See Appendix 1, example 5 – three pages.
- F. Manufacturer's Specs sheet – Appendix 1, example 6 (Required for bathroom tile, kitchen cabinets, water heaters and furnaces. Provide no more than three pages per product.)
- G. Contractor(s) license number (number may be on bid/proposal). Owner should include verification from California State Contractors License Board (CSCLB). <https://www2.cslb.ca.gov/onlineservices/CheckLicenseII/checklicense.aspx> See example 9. Contractor(s) proof of insurance – see Appendix 1, example 10.
- H. Letter, drawings and/or calculations from licensed structural engineer – required if removing/modifying walls or sections of wall. See Appendix 1, example 11.

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Work That Requires a Modification Request

Note: Each item being modified requires a separate modification request.

- Wiring/electrical additions/changes in wall, ceiling, or power panel including recessed lighting additions.
- Furnace replacement requiring new or modified venting and/or ducting. *
- Air Conditioning (AC). The Board must approve all AC installations. Currently no AC units are allowed in Village Green without an "Accommodation form" (owner **must** use form created by the VGOA's attorney and available from the Office) filled out by an appropriate medical professional explaining a medical necessity. Any approved AC unit installation must maintain Village Green design integrity per the Historic Structures Report (HSR).
- Plumbing pipe/drain/vent relocation.
- Exterior or interior tankless water heaters.
- Interior water heaters with new drain requirements.
- Wood flooring replacement or covering of existing wood with laminate.
- Changes to doorways or interior walls or original wood.
- Removal of existing doors, wood paneling, and/or mahogany railings.
- Bathroom tiles and/or tub.
- Kitchen cabinet replacement. Requests to remove original stainless steel and mahogany countertops.
- Hood and venting unit over stove.

Work That Usually Does Not Require a Modification Request

- Electrical repairs to outlets, and additions within the airspace like ceiling fans.
- Furnace repairs not involving work within the walls. *
- Furnace replacement with an identical or similar unit requiring no new venting or ducting (LA city permit required). *
- Piping/drain repair at wall.
- Interior tankless water heaters without changes to the exhaust venting or piping inside the wall or ceiling (LA city permit required).
- Water heaters without changes, like new drain installations (LA City permit required).
- Wood flooring repair/refinishing.
- Flooring material applied over tile in such a way that it can be removed at a later date without damage to the tile (vinyl flooring, snap in place wood)
- Adding/replacing sliding wooden doors inside the unit without modifying the space.
- Bathroom sink, faucet, countertop, vanity, toilets.
- Kitchen countertop – unless original stainless steel and mahogany counters.
- Kitchen flooring.

* Furnace repair and replacement is the unit owner's responsibility. However, as building codes have evolved to protect health and safety, and heating/water heating technologies have advanced, it is sometimes not possible to install new heating and water heating equipment without venting and/or ducting modifications. Please speak with your contractor

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and the Village Green Facilities Engineering staff regarding your particular unit when planning this type of work.

Modifications handled by the office, generally at the owner's expense

- Mailbox and mail slots
- Door locks
- Door light timers
- Security screen doors
- Garage door openers

Timing

The owner needs to carefully consider the timing of their modification project and the schedules of the Office – Facilities/Maintenance, DRC Committee and Board of Director meetings. Each of these groups usually meet only once a month (check the schedule on www.villagegreenla.net Board and Committees tab). Owners should have realistic expectations and not hope to have their application reviewed and approved by both groups in a single month.

Conclusion:

We hope this document is helpful. For more information, please see documents and reports on the Village Green Website:

<http://www.villagegreenla.net/governing-documents.html>

<http://www.villagegreenla.net/reports.html>

Or contact the Village Green office staff.