



## **OPEN MEETING**

### **REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Wednesday, April 12, 2023 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

At this time, Laguna Woods Village owners/residents are welcome to participate in all open committee meetings virtually. To submit comments or questions virtually for committee meetings, please use one of the following two options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/99465596924> or by calling 669-900-6833 Access Code: 99465596924
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

### **NOTICE AND AGENDA** *This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Reports
  - a. December 1, 2022 – Special Open Session
  - b. December 12, 2022 – Special Open Session
  - c. December 14, 2022 – Regular Open Session
5. Chair's Remarks
6. Member Comments
7. Department Head Update

#### **Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

8. Project Log
9. ChargePoint Summary
10. Clubhouse Preventive Maintenance Inspection Report

#### **Items for Discussion and Consideration:**

11. 2023 Asphalt Seal Coat Program
12. Priority Projects Presentation
13. Temporary Office Lease Update
14. Space Study Update

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting: Wednesday, June 14, 2023 at 9:30 a.m.
17. Recess-At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

*Approval of the Agenda*

*Chair's Remarks*

*Discuss and Consider Contractual Matters*

*Adjournment*

\*A quorum of the GRF Board or more may also be present at the meeting.



## **SPECIAL OPEN MEETING**

### **SPECIAL OPEN MEETING OF THE GOLDEN RAIN FOUNDATION MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Thursday, December 1, 2022 – 3:30 p.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

### **REPORT**

**MEMBERS PRESENT:** Reza Karimi – Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Egon Garthoffner, Lenny Ross (for United), Sue Stephens  
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** Reza Bastani, Mary Simon

**OTHERS PRESENT:** **GRF:** Elsie Addington, Bunny Carpenter, Debbie Dotson, James Hopkins, Yvonne Horton, Joan Milliman, Juanita Skillman  
**Third:** Moon Yun  
**VMS:** Rosemarie diLorenzo, Norman Kahn

**STAFF PRESENT:** Manuel Gomez - Maintenance & Construction Director, Siobhan Foster – CEO/General Manager, Carlos Rojas – Operations Director, Bart Mejia-Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West –Projects Division Manager, Sandra Spencer – Administrative Assistant

#### **1. Call to Order**

Chair Karimi called the meeting to order at 3:30 p.m. A short recess was called to resolve technical difficulties and the meeting resumed at 3:45 p.m.

#### **2. Acknowledgement of Media**

Chair Karimi noted that no media was present.

#### **3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Chair's Remarks**

None.

**5. Member Comments**

None.

**6. Department Head Update**

Mr. Gomez informed the committee that the agenda would include one item and that additional photocopies of the agenda packet would be available before the end of the meeting.

Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

**7. None**

Items for Discussion and Consideration:

**8. Building E Space Utilization Study Request for Proposals (RFP)**

Mr. Gomez delivered a PowerPoint presentation detailing the history of the Building E project including the meeting dates and prior actions taken by the M&C Committee and Board since June 2021. Included in the presentation was criteria that is recommended be included in the RFP regarding number of staff in various departments presently located in Building E and D; the GRF facilities that would be included; and target completion dates for the RFP schedule.

Discussion ensued and Mr. Gomez answered questions from the committee. Comments included the potential number of single offices needed; relocating table tennis; and a mandatory pre-proposal meeting to further define the criteria included in the RFP.

Staff was directed to remove language from the Specification of Work indicating that new locations would be considered in relocating staff.

A motion was made by Director Ross and seconded by Director Engdahl to recommend

that the GRF Board of Directors authorize staff to release the Request for Proposal for the Building E Space Utilization Study. The motion passed by unanimous consent.

Concluding Business:

**9. Committee Member Comments**

- Director Ross commented that while the space utilization study needs to be done, there is an immediate need to relocate staff from Building E to a more suitable location.
- Director Garthoffner thanked Director Laws and Director Ross for putting this space utilization issue forward.
- Advisor Gidwani commented that Building E is a necessity and, once replaced, will stand for many years in the future.
- Director Mukhopadhyay commented that it is time to move forward and make a decision one way or the other.
- Director Engdahl concurred with Director Mukhopadhyay.
- Chair Karimi thanked the committee and stated he is looking forward to resolving the issue with Building E in a timely fashion.

**10. Date of Next Meeting:** Monday, December 12, 2022 at 1:00 p.m. at Clubhouse 5

**11. Adjourn** – The meeting was adjourned at 4:30 p.m.



Reza Karimi, Chair

Reza Karimi, Chair  
Gan Mukhopadhyay, Co-Chair  
Guy West, Staff Officer  
Telephone: (949) 268-2380

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## **SPECIAL OPEN MEETING**

### **SPECIAL OPEN MEETING OF THE GOLDEN RAIN FOUNDATION MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Monday, December 12, 2022 – 1:00 p.m.  
Clubhouse 5, 24262 Punta Alta, Laguna Woods, CA 92637  
Live via TV6 & Virtual with Zoom**

### **REPORT**

**MEMBERS PRESENT:** Reza Karimi – Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens  
Advisors Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** Reza Bastani

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, James Hopkins, Yvonne Horton, Egon Garthoffner  
**Third:** Cush Bhada

**STAFF PRESENT:** Bart Mejia-Maintenance & Construction Assistant Director, Director, Guy West –Projects Division Manager, Sandra Spencer – Administrative Assistant, Josh Monroy - Manor Alterations Coordinator

#### **1. Call to Order**

Chair Karimi called the meeting to order at 1:10 p.m.

#### **2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

#### **3. Chair's Remarks**

Chair Karimi remarked on the number of Electric Vehicles registered in Laguna Woods; the usage of the EV charging station at the Community Center; and that the purpose of the meeting is to discuss the applications under the Charge Ready 2 program.

#### **4. Member Comments**

Several members commented on the need for EV charging within the village, lack of EV charging stations outside the community; maintenance of the existing EV charging station at the community center; costs to the members; the potential evolution of EV charging technology; tripping of electrical circuits when multiple cars are plugged in; garage vs. carport charging; convenience of charging at clubhouses; and the cost of electricity.

#### **5. Department Head Update**

Mr. West stated that he would update the committee on other topics at the December 14, 2022 regular meeting of the GRF M&C Committee and then introduced Mr. Mejia.

#### Items for Discussion and Consideration:

#### **6. Electric Vehicle “Charge Ready 2” Program**

Mr. Mejia delivered a PowerPoint presentation detailing the history of the applications for the SCE Charge Ready 2 Program at various clubhouses and prior actions taken by the Board. Included in the presentation was criteria that is required by SCE to approve the applications; the 10-year commitment; the minimum number of ports required (ten) to participate in the program; the loss of parking spaces; and the cost of installing the equipment.

Discussion ensued and Mr. Mejia answered questions from the committee.

- Director Stephens asked about the breakdown of costs for the installation project and the reason for staff’s recommendation to cancel the remaining applications.
- Director Cook commented on the complexity of the issue; and potential return on investment due to inevitable technological innovations.
- Director Engdahl echoed Director Cook’s comments.
- Director Mukhopadhyay commented that GRF should delay installation of EV until more information can be gathered.
- Advisor Randazzo commented that the available power at carports in United are insufficient.
- Director Garthoffner commented on the availability of EV charging options outside the village.
- Director Simon commented that more information is needed before proceeding with installing EV charging in the village.
- Chair Karimi commented that 10% of the cars in the community are using EV charging, 90 have permits; the ChargePoint reports do not show the breakdown of residents vs. public users.



A motion was made by Director Cook and seconded by Director Simon to recommend that the GRF Board of Directors cancel all remaining applications under the SCE Charge Ready 2 Program. The motion passed by majority vote.

Concluding Business:

**7. Committee Member Comments**

No further comments.

**8. Date of Next Meeting:** Wednesday, December 14, 2022 at 9:30 a.m.

**9. Adjourn** – The meeting was adjourned at 2:50 p.m.



Reza Karimi, Chair

Reza Karimi, Chair  
Guy West, Staff Officer  
Telephone: (949) 268-2380

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**OPEN MEETING**

**REPORT OF THE REGULAR MEETING OF THE  
GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE\***

**Wednesday, December 14, 2022 – 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross (for R. Bastani/United), Mary Simon, Sue Stephens  
Advisors: Ajit Gidwani, Carl Randazzo, Bill Walsh

**MEMBERS ABSENT:** Reza Bastani

**OTHERS PRESENT:** **GRF:** Bunny Carpenter, Yvonne Horton, Egon Garthoffner  
**Mutual 50:** Pete Sanborn

**STAFF PRESENT:** Guy West – Staff Officer & Projects Division Manager, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant

**1. Call to Order**

Chair Karimi called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

Chair Karimi noted that no media was present.

**3. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**4. Approval of Meeting Report for October 12, 2022**

Hearing no objection, the October 12, 2022 meeting report was approved unanimously.

## **5. Chair's Remarks**

None.

## **6. Member Comments**

None.

## **7. Department Head Update**

Mr. West had no update.

### Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

The ChargePoint summary was pulled for discussion. Mr. Mejia answered questions from the committee regarding the EV charging station at the community center. Staff was directed to provide additional data on the monthly summary; the conditions of the grant; review of the rates; and the capacity of the charging station at the next meeting of the committee.

## **8. Project Log**

## **9. ChargePoint Summary**

The consent calendar was approved unanimously.

### Items for Discussion and Consideration:

## **10. 2023 Capital Projects – PowerPoint Presentation**

Mr. West provided a recap of projects completed in 2022, projects that have rolled over from prior years, and projects scheduled for 2023 via PowerPoint and answered questions from the committee. Director Simon suggested notice be posted when the driving range improvements are underway that reclaimed water is being used.

- Director Horton commented that the new Director of the Recreation and Special Events should be kept up to date on the proposed improvements at Clubhouse 1.
- Advisor Walsh commented on proposed Senate Bill 1738 which is related to EV charging stations when alterations are made to existing parking facilities.



- President Carpenter commented that a preventative maintenance program for clubhouses is needed. Advisor Randazzo concurred with President Carpenter.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System
- Clubhouse Preventative Maintenance Schedule

Concluding Business:

**16. Committee Member Comments**

- Director Stephens commented on power blackouts.
- Director Ross commented that more details were requested on the SCE ChargeReady 2 Program at the December 12, 2022, GRF M&C Special Open Meeting.
- Chair Karimi thanked the committee for their contributions and wished everyone a Happy New Year.

**17. Date of Next Meeting:** Wednesday, February 8, 2023 at 9:30 a.m.

**18. Adjourn** – The meeting was adjourned at 11:22 a.m.



Reza Karimi, Chair

Reza Karimi, Chair  
Guy West, Staff Officer  
Telephone: 949-268-2380

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GRF Project Log March 2023 (Prepared April 1)						
	Type	Name	Description	Status	Estimated Completion	Budget
1	920 Projects	<b>PAC Renovation Maintenance Upgrades</b>	Funding for this project is allocated for maintenance and safety upgrades at the Performing Arts Center. The board approved a budget allocation in the amount of \$1,000,000.	The final item of work is the renovation of the lobby restrooms. The interior design for the lobby restrooms is in the design phase and the first draft is scheduled to be presented on Basecamp in April 2023.	July 2023	Budget: \$1,000,000 Exp: \$835,303 Balance: \$164,697
2	920 Projects	<b>Service Center Generator (Vehicle Maintenance Building)</b>	Funding for this project will provide back-up emergency power at the Service Center including, Transportation and fueling services to enable the provision of critical services in an emergency.	Staff is evaluating the current emergency power needs for the vehicle maintenance building to determine proper sizing for the replacement emergency generator. Staff will prepare a replacement recommendation to present at the June 2023 M&C Committee meeting.	TBD	Budget: \$150,000 Exp: \$0 Balance: \$150,000
3	920 Projects	<b>Gate 16 Driving Range Improvements</b>	Funding for this project is allocated to upgrade and improve the appearance and functionality of the golf driving range and practice area.	The first phase of the lawn rehabilitation process started in March 2023. Although the range is scheduled to be closed for the majority of the year to allow time for proper lawn growth, temporary practice netting is scheduled to be installed upon receiving the necessary construction materials. The range is scheduled to be closed until November.	November 2023	Budget: \$638,000 Exp: \$92,706 Balance: \$545,294
4	922 Projects	<b>Broadband HVAC System</b>	Funding for this project is allocated to the installation of five new HVAC units to replace the existing 17 year old HVAC system at the Broadband Building Data Center.	The new HVAC equipment has been ordered. The new equipment was scheduled to arrive in April of 2023, but due to nationwide supply chain issues, the production and delivery of the equipment is delayed and postponed to October 2023.	November 2023	Budget: \$300,000 Exp: \$0 Balance: \$300,000
5	922 Projects	<b>Replace Welding Shop</b>	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The revised plans have been submitted for City and OCFA plan review. The approved plans are scheduled to be advertised for competitive contractor bids in April.	September 2023	Budget: \$275,000 Exp: \$0 Balance: \$275,000

	Type	Name	Description	Status	Estimated Completion	Budget
6	920 Projects	<b>Building E Design Development and Construction</b>	Funding for this project is allocated for the design development and construction for Building E.	In February, the GRF Board awarded a contract for space planning services to document current space utilization and potential changes to benefit VMS operations and recreational programming. A project kick off meeting was held at the end of February and the consultant will submit the report in early May.	TBD	Budget: \$750,000 Exp: \$0 Balance: \$750,000
7	920 Projects	<b>Equestrian Center Arena Lighting System</b>	Funding for this project is allocated for a lighting system to provide lighting for arenas and pathways.	This project development phase is scheduled to begin in May and the project is scheduled to be completed in September.	September 2023	Budget: \$100,000 Exp: \$0 Balance: \$100,000
8	920 Projects	<b>Equestrian Center Security Fencing and Gate</b>	Funding for this project is allocated for construction and installation of new security fencing and gate to properly secure the facility.	The project development phase began late January and the project is scheduled to be completed in June. An RFP was advertise and contractor bids were received April 5, 2023. Staff will prepare and present a contract award recommendation at a special M&C Committee meeting.	June 2023	Budget: \$75,000 Exp: \$0 Balance: \$75,000
9	920 Projects	<b>Equestrian Center Trim and Stall Door Painting</b>	Funding for this project is allocated for Equestrian Center wood trim and stall door painting.	Contractor bids for this project were received and a recommendation to award a contract will be presented at the April 12, M&C Committee meeting.	July 2023	Budget: \$25,000 Exp: \$0 Balance: \$25,000
10	920 Projects	<b>Clubhouse 1 Renovation</b>	Funding for this project is allocated for Year 1 of a multi-year project to assess and renovate Clubhouse 1.	At the March 15, 2023, Clubhouse Ad Hoc Committee meeting, the committee selected the interior design color palette and directed staff to prepare an RFP for review. The interior design firm is preparing the final working drawings and deliverables to be incorporated into the scope of work. The RFP is tentatively scheduled to be advertised in May 2023.	2024	Budget: \$1,250,000 Exp: \$38,889 Balance: \$1,211,111
11	920 Projects	<b>Clubhouse 1 Fountain Re-plaster and Tile</b>	Funding for this project is allocated to replace the deteriorated plaster and tile surface coating for the clubhouse 1 fountain.	This project is scheduled to begin in June.	August 2023	Budget: \$25,000 Exp: \$0 Balance: \$25,000



	Type	Name	Description	Status	Estimated Completion	Budget
12	920 Projects	Clubhouse 1 Mounted Projector - Ballroom	Funding for this project is allocated to install a new mounted projector in the Ballroom at Clubhouse 1.	The project scope of work has been included in the clubhouse beautification work.	August 2023	Budget: \$20,000 Exp: \$0 Balance: \$20,000
13	920 Projects	Clubhouse 1 Pool Re-plastering	Funding for this project is allocated to replace the deteriorated plaster surface coating for the Clubhouse 1 pool.	This work is scheduled to take place in November, during the annual closure for pool maintenance.	November 2023	Budget: \$100,000 Exp: \$0 Balance: \$100,000
14	920 Projects	Clubhouse 2 Pool Deck Resurfacing	Funding for this project is allocated to resurface the Clubhouse 2 pool deck.	The project development phase is scheduled to begin in May.	November 2023	Budget: \$25,000 Exp: \$0 Balance: \$25,000
15	920 Projects	Repair Shop Electrical Upgrade	Funding for this project is allocated to upgrade the repair shop electrical system to support battery equipment.	Staff completed the electrical scope of work. The electrical engineering consultant is preparing a quote to complete the electrical drawings and specifications.	May 2023	Budget: \$30,000 Exp: \$0 Balance: \$30,000
16	920 Projects	Asphalt Replacement	Funding for this project is allocated to asphalt paving overlay on selected GRF streets and/or parking lot areas	The asphalt pavement overlay is scheduled to begin in July.	August 2023	Budget: \$534,048 Exp: \$0 Balance: \$534,048
17	920 Projects	Seal Coat	Funding for this project is allocated to sealcoat work adjacent to the overlay and concrete work on selected GRF streets and/or parking lot areas	The asphalt pavement seal coating is scheduled to begin in August.	September 2023	Budget: \$96,342 Exp: \$0 Balance: \$96,342
18	920 Projects	Parkway Concrete Replacement	Funding for this project is allocated to concrete repairs adjacent to the overlay and seal coat work on selected GRF streets and/or parking lot areas	The parkway concrete replacements are scheduled to begin in June.	July 2023	Budget: \$200,000 Exp: \$0 Balance: \$200,000
19	920 Projects	Shepherd's Crook	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	Design and fabrication is scheduled to begin in April. The installation adjacent to Gate 3 is scheduled to take place in June.	June 2023	Budget: \$105,000 Exp: \$0 Balance: \$105,000
<b>COMPLETED</b>						
	920 Projects	Equestrian Hay Barn Siding	Funding for this project is allocated to mitigate moisture intrusion at the hay barn located at the Equestrian Center.	This project was completed in January. Invoicing is pending.	January 2023	Budget: \$6,000 Exp: \$4,278 Balance: \$1,722

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# ELECTRIC VEHICLE CHARGING STATION REPORT

## MARCH 2023

(*) Activation Dates	Level II (Phase I)		Level II (Phase II)	Level III	LWV Registered Users /kWh	Non-Registered Users/kWh	Parking Rates
			May 26, 2017				
			August 27, 2019				
			August 27, 2019				

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# CLUBHOUSE ( 1 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting	Good	Good	
Sinks	Good	Good	
Stalls	Good	Good	
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks	Good	Good	
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting	Good	Good	
Drinking water Fountains	Good	Good	
Doors	Good	Broken	Door (J) at Ball room is broken.
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>			

Inspection date: 12/14/2022

Submitted by: Gerardo G.


Reviewed by: 

## CLUBHOUSE ( 2 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Peeled/Patch	Paint at Patio is peeling off
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting	Good	Good	
Sinks	Good	Good	
Stalls	Good	Good	
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	2 Broken	Women's restroom
Leaks	Good	Small Leak	Men's Restroom
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting	Good	Good	
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Lifted floor	Patio by electrical room
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>			
Fan		Fan not working	Ball room
Electrical cover		Missing	Men's restroom
Electrical cover		Missing	Women's restroom

Inspection date: 12/14/2022

Submitted by: Gerardo G.

Reviewed by: 

## CLUBHOUSE ( 3 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting	Good	Good	
Sinks	Good	Good	
Stalls	Good	Good	
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks	Good	Good	
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting		Main Entrance	Can Light Not working
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>			
Exit signs		Auditorium	Exit signs not working
Outdoor Light		Corner of Sevilla and Aragon	Lights remain on

Inspection date: 12/14/2022

Submitted by: Gerardo G. Agenda Item #10


Reviewed by:  Page 3 of 7

# CLUBHOUSE ( 4 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting	Good	Can lights no working	Men and Woman's restroom
Sinks	Good	Good	
Stalls	Good	Missing stall door knob	Women's restroom by Golf course
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks	Good	Good	
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting	Good	Good	
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>			

Inspection date: 12/14/2022

Submitted by: Gerardo G.

Reviewed by: 

Agenda Item #10

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## CLUBHOUSE ( 5 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting		Can lights are not working	Women's restroom
Sinks	Good	Good	
Stalls	Good	Good	
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks	Good	Good	
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting		Several lighs out	Ball room
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven		1 oven is not working	Bottom left in kitchen area
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles		Stain Ceiling tiles	Fitness room and Game room
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting		Panel Lights are out	Game room
<b>OTHER</b>			

Inspection date: 12/14/2022

Submitted by: Gerardo G. Agenda Item #10


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## CLUBHOUSE ( 6 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets	Good	Good	
Light Switches	Good	Good	
<b>Bathrooms</b>			
Doors		Broken Sign	Women's restroom sign is broken
Lighting	Good	Good	
Sinks	Good	Good	
Stalls	Good	Good	
Toilets	Good	Good	
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks		Small Leak	Women's Shower
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting	Good	Good	
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting		Reflector	Kitchen Reflector not working
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>		Bar door	Bar door needs to be put back

Inspection date: 12/14/2022

Submitted by: Gerardo G.


Reviewed by: 

# CLUBHOUSE ( 7 ) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
<b>Interior Walls</b>			
Paint	Good	Good	
Cracks	Good	Good	
Holes	Good	Good	
Wall Outlets		Broken	Wall outlet cover in card room is broken
Light Switches		Lighting needs attention	Card room/main entrance/stage
<b>Bathrooms</b>			
Doors	Good	Good	
Lighting		Can lights not working	Women's restroom/Men's Restroom
Sinks	Good	Good	
Stalls	Good	Good	
Toilets		Adjust Waterflow	Women's restroom
Toilet Seats	Good	Good	
Faucets	Good	Good	
Leaks	Good	Good	
Mirrors	Good	Good	
Soap Dispenser	Good	Good	
Paper Towel Dispenser	Good	Good	
<b>Hallways</b>			
Lighting	Good	Good	
Drinking water Fountains	Good	Good	
Doors	Good	Good	
Floor condition	Good	Good	
<b>Kitchen</b>			
Faucets	Good	Good	
Leaks	Good	Good	
Ice Machine	Good	Good	
Grill	Good	Good	
Oven	Good	Good	
Lighting	Good	Good	
<b>Ceiling</b>			
Ceiling Tiles	Good	Good	
Color Deterioration	Good	Good	
AC Vent	Good	Good	
Lighting	Good	Good	
<b>OTHER</b>			
GFCI Cover		Missing	Drive range/Golf Pro Shop

Inspection date: 12/14/2022

Submitted by: Gerardo G.

Reviewed by: 

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