

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

**Wednesday, February 10, 2021 - 9:30 a.m.**  
**Virtual On Line Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. 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. Name and unit number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

**NOTICE AND AGENDA**

*This Meeting May be Recorded*

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 9, 2020
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
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

**New Business:**

9. Sustainable Energy Presentation (Ameresco)
10. SCE Charge Ready 2 Presentation (ChargePoint)

**Items for Review and Discussion:**

11. Review & Discuss Possible Revisions to the Golf Driving Range Improvement Project
12. Verbal Update Tennis Court Resurfacing Project (Brian Gruner, Recreation)
13. Verbal Update Service Center Generator Project (Chris Laugenor, General Services)
14. Verbal Update Welding Shop Project (Chris Laugenor, General Services)
15. Verbal Update High Rise & Dual Flush Toilet Replacement at Clubhouses
16. Review of Planned M&C Projects and Programs for 2021

**Items for Future Agendas:**

- Cost Analysis for High Rise & Dual Flush Toilet Replacements at Clubhouses (April)
- Verbal Update and Review of RFP for Clubhouse 4 & 6 Transfer Switch project
- Electric Gate at Garden Center II



Concluding Business:

17. Committee Member Comments
18. Date of Next Meeting: April 14, 2021
19. Adjournment

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

**Wednesday, December 9, 2020 – 9:30 A.M.**  
**Virtual On-line Meeting**

**MEMBERS PRESENT:** Egon Garthoffner - Chair, Bert Moldow, Gan Mukhopadhyay, John Frankel, Debbie Dotson (in for Cush Bhada), Carl Randazzo, Reza Bastani, John Carter, Advisors: Steve Leonard, Bill Walsh

**MEMBERS ABSENT:** Cush Bhada

**OTHERS PRESENT:** Sue Stephens, Ralph Engdahl, Yvonne Horton, Brian Gilmore, Bunny Carpenter, CWDG Landscape Architect

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Guy West, Brian Gruner, Laurie Chavarria, Sean Cincotta, Rodger Richter

**1. Call to Order**

Chair Garthoffner called the meeting to order at 9:02 a.m.

**2. Acknowledgement of Media**

Chair Garthoffner noted no members of the media were present.

**3. Approval of the Agenda**

The agenda was approved as written. The Project Log will be pulled for discussion.

**4. Approval of Meeting Report for October 30, 2020**

The meeting report for October 30, 2020, was approved as written.

**5. Chair's Remarks**

Chair Garthoffner remarked on the number of special meetings that have been scheduled lately and suggested that the Committee might want to consider meeting monthly.

Staff Officer Ernesto Munoz disagreed with the need for monthly meetings and suggested that the Committee call for special meetings when necessary. Chair Garthoffner will discuss this suggestion with the Board.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz shared a PowerPoint presentation of the Truck Wash Facility project with the Committee and answered all questions. The project was completed on October 30, 2020 and was completed under budget.

### **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 project log was pulled for discussion by the Committee.

## **8. Project Log**

Staff Officer Ernesto Munoz reviewed each item on the Project Log; played a video explaining the need for and location of the proposed kitchenette breakroom project for Resident Services and answered questions from the Committee.

Discussion ensued regarding Project Summary Sheets; EV charging stations; the Clubhouse 1 HVAC project; and Committee review of project plans.

Additionally, staff was directed to do the following:

- Update the December project log to include the status of the PAC maintenance items.
- Provide project summary sheets to the Committee with floor plans, if applicable, before projects are started.
- Postpone work on the Clubhouse 4 & 6 Transfer Switches project until the Energy Consultant results are reviewed and presented to the Board by the Energy Solutions Ad Hoc Committee.
- CH 1 HVAC - The Chair will suggest that the Board direct staff to defund this project.
- Postpone the Resident Services Kitchenette until further information can be gathered.
- Revise the PAC Lobby and Dining Room Improvements project to include carpet replacement on the dining room walls, for Board consideration.
- Set up a field meeting to review the golf driving range project and send the plans and engineer's estimate to the Committee via email.

### **Reports:**

## **9. Seismic Valves at GRF Facilities**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding residential homes with gas; condition of gas line upstream from the valve; insurance company may be aware of valves for cost savings; the valves are made to withstand a magnitude 5 earthquake on the Richter scale; and the Disaster Preparedness Committee's procedure for turning the gas back on after an earthquake event.

Additionally, staff was directed to do the following:

- Ask the VMS Risk Manager to confirm that GRF's insurance company is aware of the gas seismic valves that have been installed at most facilities.
- Check with The Gas Company regarding how the gas lines in the community are protected during seismic events.
- Add an agenda item to a future Third M&C Committee meeting about the gas lines at 55 buildings in Gate 9.

### **Items for Discussion:**

## **10. Verbal Update and RFP for Service Center Generator Project**

Staff Officer Ernesto and the Projects Division Manager updated the Committee on the request for proposal for the Service Center Generator project.

Staff was directed to size a generator to provide full power to the entire service center, including Vehicle Maintenance. This RFP is a design/build so a consultant wouldn't have to be brought in to calculate loads and size the generator that is needed.

Discussion ensued regarding the rating of generator; size of fuel tank; the type of fuel required; the justification for replacement; how many hours the existing generator has been used; Board approval for Capital Improvement projects.

By consensus, staff was directed to postpone work on the Service Center Generator project until further information can be gathered regarding the scope of work from the General Services Director.

## **11. Verbal Update and Schematic for Welding Shop Project**

Staff Officer Ernesto Munoz and the Projects Division Manager provided an update on the scope of work for this project and answered questions from the Committee.

By consensus, staff was directed to postpone work on the Welding Shop project until a discussion on facility utilization and staffing could be conducted with the General Services Director.

## **12. Verbal Update on Pilot Program for One Solar LED Light at Employee Parking Lot**

Staff Officer Ernesto Munoz and the Projects Division Manager provided an update on the scope of work for this project and answered questions from the Committee.

Discussion ensued regarding the height of the light pole; the cost estimate and timeframe to complete the pilot project.

By consensus, staff was directed to move forward with the pilot project for the one solar light.

### **Items for Future Agendas:**

Chair Garthoffner reviewed the Items for Future Agendas with staff and the Committee.

- **Contract Award for Driving Range Project (closed session)**  
The Golf Driving Range Supervisor and the Landscape Architect discussed the scope of work and answered questions from the Committee. Discussion ensued regarding no site leveling; a swale so the ball picker machine can easily pick up the golf balls; minimal grading; drains to reduce the mud when it rains; artificial turf; how often the driving range is resurfaced; reserve funds for future maintenance; water shut off due to drought caused current issue; the durability of Hyper Bermuda grass; and the location of the storm drain.
- **Verbal Update and RFP for Clubhouse 4 & 6 Transfer Switch project**  
This item was already discussed.
- **Installation of High Rise & Dual Flush Toilets at Clubhouses**  
Discussion ensued regarding the number of toilets to be replaced; and the scope for this agenda item.
- **UV and HEPA type filters for the Community Center**  
It was confirmed that UV filters were already installed at the Community Center and HEPA filters are not necessary. This line item for future agendas can be removed.
- **Electric Gate at Garden Center II**

An offsite meeting was held; additional information is needed; this project is still moving forward.

### **Concluding Business:**

## **13. Committee Member Comments**

- Advisor Leonard commented on SCE grants for the EV charging stations at the Maintenance Service Center.

- Director Moldow commented on the limit of Directors at Committee meetings and the content of the Committee meeting report.

**14. Date of Next Meeting: February 10, 2021**

**15. Adjournment** - The meeting was recessed at 12:28pm.

*DRAFT*

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Egon Garthoffner, Chair

## GRF Project Log (January 2021)

#	Type	Name	Description	Status	Estimated Completion	Budget
1	920 Projects	<b>PAC Renovation Maintenance Upgrades</b>	<p>Funding for this project is allocated for the maintenance and safety upgrades at the Performing Arts Center.</p> <p>On June 22nd the Corporate Members voted against completing the PAC maintenance improvements as submitted. A report to rescind the supplemental appropriation was approved on September 1, 2020.</p>	<p>On July 13, 2020, the PAC Renovation Ad Hoc Committee reassigned several necessary maintenance improvements at the PAC to the M&amp;C Committee. On August 18, Board members, staff and an independent theater consultant toured the PAC to review items which were part of the PAC Renovation Project. Staff was directed to obtain proposals and pricing on several items and report back to the M&amp;C Committee. At the October 14th meeting staff was directed to prepare a new scope of work for several items as listed below in items 2, 3, 4 &amp; 5.</p>	On-going	<p>Budget: \$3,778,000 Exp: \$573,570 Balance: \$3,204,430</p>
2		<b>PAC Lightbulb Conversion to LED</b>	Funding for this project is allocated to replace the incandescent lightbulbs with LED lightbulbs throughout the entire Performing Arts facility.	Staff is preparing a contract for signature. Once the contract is executed the work will be scheduled. The tentative construction start is February.	May 2021	<p>Contract Budget: \$41,453 Exp: \$0 Balance: \$41,453</p>
3		<b>PAC Dining Room and Lobby Upgrades</b>	Funding for this project is allocated to paint and clean lobby carpets and install new flooring, wall carpet, acoustic ceiling tiles and paint in both dining rooms.	Staff is preparing a contract for signature. Once the contract is fully executed the work will be scheduled. The tentative construction start is February.	May 2021	<p>Contract Budget: \$113,816 Exp: \$0 Balance: \$113,816</p>
4		<b>PAC Theater Curtain Cleaning, Repairs and Fire Proofing</b>	Funding for this project is allocated to clean, apply new fire retardant and make minor repairs to the theater curtains as applicable.	Staff is preparing a contract for signature. Once the contract is fully executed the work will be scheduled. The work is tentatively scheduled to start late January.	May 2021	<p>Contract Budget: \$20,978 Exp: \$0 Balance: \$20,978</p>
5		<b>PAC HVAC Replacement</b>	Funding for this project is allocated to replace existing HVAC components in the facility as per the new revised scope of work.	Staff is preparing a contract for signature. Once the contract is fully executed the work will be scheduled. The tentative construction start is February.	May 2021	<p>Contract Budget: \$515,406 Exp: \$0 Balance: \$515,406</p>
6	920 Projects	<b>Community Center First Floor Renovation Project</b>	Funding for this project is allocated for the reconfiguration of Resident Services located in the Community Center.	Plans have been approved for the new breakroom in Resident Services. Staff is preparing a contract award to be presented at a future M&C Committee Meeting. Staff was directed to schedule an on-site meeting with GRF Committee and IT Director.	TBD	<p>Revised Budget: \$150,000 Exp: \$7,105 Balance: \$142,895</p>



7	920 Projects	<b>Service Center Generator</b>	Funding for this project will provide back up emergency power at the Service Center including Security, Transportation and fueling services to enable the provision of critical services in an emergency.	Staff received design build proposals to design and replace the existing emergency generator with a new emergency generator appropriately sized to power the entire facility. This project will be discussed at the next M&C Committee meeting with the Director of General Services.	TBD	Budget: \$150,000 Exp: \$0 Balance: \$150,000
8	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.	An award of contract was presented to the M&C Committed for consideration; however, staff was directed to schedule an on-site meeting with the GRF Committee, the landscape architect and VMS staff to discuss the scope of work. This project has been placed on temporary hold until further direction from the Committee.	TBD	Budget #1: \$138,000 Budget #2: \$500,000 Exp: \$52,023 Balance: \$585,977
9	920 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 design phase of the project was completed in 2020. The M&C Committee requested that this project be placed on hold until the Committee can meet with the General Services Department to discuss the current and future needs of the welding shop.	TBD	Budget: \$275,000 Exp: \$0 Balance: \$275,000
10	920 Projects	<b>GRF Paving &amp; Sealcoat Programs and Concrete Repairs</b>	Funding for this project is allocated to asphalt paving overlay, sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The Concrete Repair work is planned for June and will be completed on Ave Sosiega, Calle Aragon, Pina, and Via Carrizo. Asphalt Overlay Paving will follow in July on the same streets. Sealcoat work will be done in August on Ave Majorca, Calle Sonora, Calle Sonora Este Calle Sonora Oeste, Via de Faro, Garden Center 2, and the Maintenance Center.	September 2021	Budget: \$879,069 Exp: \$0 Balance: \$879,069
11	920 Projects	<b>Maintenance Service Center Parking Lot Lighting</b>	Funding for this project is allocated to install permanent lights in the Maintenance Service center parking lot for staff safety.	The pilot installation of one solar light pole is scheduled to start in late January.	TBD	Budget: \$250,000 Exp: \$0 Balance: \$250,000
12	920 Projects	<b>Transfer Switches for Clubhouses 4 &amp; 6</b>	Funding for this project is allocated for the installation of new transfer switches in order to accept future emergency generators that will power the clubhouses in the event of a disaster.	The M&C Committee directed staff to place this project on hold for further review of the facility emergency power needs.	TBD	Budget: \$100,000 Exp: \$0 Balance: \$100,000

13	920 Projects	<b>Gymnasium Wall Padding</b>	Funding for this project is allocated to replace existing gymnasium wall padding and to install additional wall padding to increase the safety during game play.	Fabrication of Wall Pads started on December 1, 2020. The Pads installation is scheduled to be completed in February 2021.	February 2021	Budget: \$45,000 Exp: \$0 Balance: \$45,000
14	920 Projects	<b>Shepherd's Crook at Gate 3</b>	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.	The installation of approximately 300 ft of Shepherd's Crook fencing, to replace existing barbed wire along the Gate 3 entrance, is scheduled to start in June.	August 2021	Budget: \$35,000 Exp: \$0 Balance: \$35,000
15	921 Projects	<b>Clubhouse 2 Lawn Bowling Re-Roof</b>	Funding for this project will replace the existing flat roof hot tar built up roof at the Clubhouse 2 Lawn Bowling building with a PVC cool roof system.	The Roofing Services contract award will be presented at the February 10th M&C Committee meeting. Once approved by the Board, this work will be scheduled to coincide with the Mutual's re-roofing program work.	TBD	Budget: \$30,000 Exp: \$0 Balance: \$30,000
16	922 Projects	<b>Broadband HVAC System</b>	Funding for this project will include the installation of five new HVAC units to replace the existing 17 year old HVAC system at the Broadband Building Data Center.	A meeting has been scheduled with the HVAC Contractor in to clarify the scope of work in the bid proposal. Staff will present the contract proposal to a future M&C Committee meeting.	TBD	Budget: \$300,000 Exp: \$0 Balance: \$300,000
17	923 Projects	<b>Tennis Court Resurfacing</b>	Funding for this project will replace the existing tennis court surface application, in accordance to the industry practice which is every five years, and apply a new court application.	Staff is scheduled to review the scope of work with the Recreation Department in January.	TBD	Budget: \$60,000 Exp: \$0 Balance: \$60,000
18	924 Projects	<b>Building E Assessment and Design Development</b>	Funding for this project will provide an assessment of the work needed on the building and develop a design based on the assessment.	Staff is preparing a scope of work to advertise an RFP for the building assessment.	TBD	Budget: \$50,000 Exp: \$0 Balance: \$50,000
19	925 Projects	<b>Senate Bill 326 Load Bearing Component Inspections</b>	Funding for this program is to conduct an assessment for inspection and testing of exterior elevated elements, defined as the load-bearing components and associated waterproofing systems in all buildings and facilities within the community.	Staff is reviewing the consultant proposals and will bring a recommendation to a future M&C Committee meeting.	TBD	Budget: \$50,000 Exp: \$0 Balance: \$50,000

## STAFF REPORT

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**DATE:** February 10, 2021  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Planned M&C Projects and Programs for 2021

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### **RECOMMENDATION**

Recommend the Board provide staff direction regarding the 2021 GRF Board-approved Capital Plan and Annual Programs.

### **BACKGROUND**

The projects listed in this report have been presented to the GRF Board and adopted through resolution. The list includes projects and programs from current and prior year budget plans, which are assigned to the Maintenance and Construction Department. These projects are in the queue to be executed in the 2021 fiscal year.

Project and program updates and expenditures are consistent with those reported in the Project Log and Financial Business Plan and are provided for review and consideration.

### **DISCUSSION**

As directed, staff prepared an updated list of projects and programs scheduled to continue, or commence in Fiscal Year 2021. Unless alternate direction is provided, staff will continue with execution of these projects and programs during Fiscal Year 2021 as originally directed. It should be noted that these projects and programs, with their corresponding estimates, relate to the Scope of Work approved by the Board during adoption of the annual budget. The scopes of these projects and programs may be changed. However, any changes may result in delays to the “new” project execution. Staff is looking for direction relative to execution of the approved capital and programmatic work.

## **BOARD-ADOPTED PROJECTS AND PROGRAMS**

<b><u>Project Title</u></b>	<b><u>Total Amount Funded</u></b>
<b>Broadband HVAC System</b>	<b>\$300,000</b>

Funding of \$300,000 is allocated for replacement of the Broadband HVAC System. The current system is approximately 17 years old. The existing HVAC system was sized for an analog-type equipment housed in the head-end facility. With the new mobile technology, the current equipment footprint of the data center is only about 2/3 of the original setup requiring less energy and cooling output. Three out of the four units were out of service in 2020 and parts were not readily available. A new updated HVAC system tailored to the facility usage will be more energy efficient and require less maintenance.

A recommendation to award a contract will be presented at a future M&C Committee meeting. Staff received a quote from the HVAC vendor who is under contract to replace and modify the HVAC system at the PAC. No expenditures have been incurred to date.

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**Welding Shop Replacement****\$275,000**

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Funding of \$275,000 is allocated for welding shop replacement. The current welding shop consists of a collection of shipping containers and pieced together roofs. This makeshift shed is open to the elements, and the roof, although recently repaired, typically fails during the winter. Staff uses this facility to fabricate and repair a wide range of items for the Village and the workforce. Staff constructs fences, gates, railings, stair risers, and works on a variety of equipment as needed, when welding or fabrication is needed by other divisions. The operation typically involves the use of electrical power tools and high voltage plasma and arc welders in an open-air environment. The goal is to construct an appropriate facility with a concrete floor, a pre-engineered metal building with adequate electrical circuits and safety equipment to perform the necessary functions of a welding shop. Air circulation, sky lights, roll-up doors or other specific additions would be included to ensure a safe, functional, and efficient shop.

The plans for this project were completed and submitted for City plan review in 2020 under the 2020 Capital Reserves Plan. The M&C Committee requested that this project be placed on hold until the Committee can meet with the General Services Department to discuss the current and future needs of the welding shop. No construction expenditures have been incurred to date.

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**Tennis Court Resurfacing****\$60,000**

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Funding of \$60,000 is recommended for tennis court resurfacing. Tennis courts receive approximately 20,000 users per year. The court surface deteriorates due to weather and use.

Maintenance and Construction is coordinating the work with the Recreation Department. The work is scheduled to be completed this year. No expenditures have been incurred to date.

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**Building E Assessment and Design Development****\$50,000**

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Funding of \$50,000 is allocated for the assessment and design development of Building E at the maintenance yard on Via Campo Verde. Building E is a one-story building with a wooden frame and has an area of 5,300 SF. It contains staff offices for Landscape, Security, and Maintenance Departments. Building E was originally a warehouse building that consisted of concrete slab and corrugated sheet metal. In 1976, it was converted to a single-story wood-framed building atop the existing slab. Due to the number and severity of interior cracks found in this facility, it has been determined it is possibly experiencing structural movement.

Staff is developing the scope of work that will be advertised with the RFP. The assessment is scheduled to be completed this year. No expenditures have been incurred to date.

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**SB 326 Load Bearing Component Inspections****\$50,000**

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Funding of \$50,000 is allocated for Senate Bill 326 Load Bearing Component Inspections. GRF facilities in the community were constructed from 1960-1980. The Davis-Stirling Common Interest Development Act, requires the association to maintain, repair, and replace the common area facilities. SB 326 requires that inspections take place to determine whether the exterior elevated elements are in a generally safe condition and are performing in compliance with applicable standards.

Staff advertised an RFP for engineering services and is working with the bidders on proposal clarifications and will schedule interviews for this purpose. No expenditures have been incurred to date.

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<b>Asphalt Paving and Sealcoat Programs</b>	<b>\$679,069</b>
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GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years. The allocated asphalt paving and sealcoat budget is \$579,069 and sealcoat work for GRF pavement is completed on a seven-year cycle, budgeted at \$100,000.

This work is scheduled to be completed in the third quarter of 2021. No expenditures have been incurred to date.

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<b>Parkway Concrete Repairs</b>	<b>\$200,000</b>
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In coordination with the paving program, staff identifies concrete areas that require repair or replacement. With allocated funding of \$200,000, the parkway concrete repairs program is designed to repair damaged GRF curbs/gutters, driveway aprons, and sidewalks adjacent to the planned paving overlay areas, prior to asphalt paving work and adds the requisite Americans with Disabilities Act (ADA) accessibility ramps, as needed. The estimated quantity of concrete repair for 2021 is approximately 2,550 linear feet (LF).

This work is scheduled to be completed in the third quarter of 2021. No expenditures have been incurred to date.

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<b>Shepherds Crook - Gate 3</b>	<b>\$35,000</b>
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Funding of \$35,000 is allocated for the installation of new Shepherd's Crook fencing to replace existing barbed wire along the Gate 3 entrance. The City of Laguna Woods discontinued the use of barbed wire for perimeter barriers in 2017.

This work is scheduled to begin in June 2021. No expenditures have been incurred to date.

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<b>PAC Renovation</b>	<b>\$3,778,000</b>
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The Performing Arts Center (PAC) is a 29,000 square foot building featuring theater facilities, including an 814-seat auditorium offering level and riser mounted theater-style seating. The venue hosts special events, musicals, seminars, and theatrical performances. The PAC also has two dining rooms with fully equipped kitchens, billiard room, main lobby, ticket booth,

offices, and a rehearsal room. The PAC was constructed in 1971 and has only received minor renovations.

GRF had previously approved a total of \$1,778,000 for a collection of projects at the PAC, including furniture replacement, lobby upgrades and HVAC upgrades.

In December 2016, the Board retained SVA Architects to work with staff and the PAC Renovation Ad-hoc Committee (RAHC) to develop a schematic design and provide design development for the future state of the art renovation of the facility. The contract scope of work provided an assessment of the existing building, prepared schematic designs, and design development plans to renovate both the interior and exterior of the PAC.

On March 23, 2018, the findings of the schematic design phase were presented to the RAHC. The presentation included a discussion on the roughly \$15 million estimated construction costs. The RAHC requested a value engineering analysis be conducted in an effort to lower the project cost to approximately \$10 million.

The value engineering analysis yielded a base upgrade project with an estimated cost of \$10,620,000, and six possible additive upgrades with an all-in estimated cost of \$12,804,000. All estimates included the complete preparation of construction documents, permit costs, contingencies, and construction management services.

The original recommended project phasing included:

- ☐ Preparation of construction documents including alternates for permit issuance. (2018)
- ☐ Advertising for contractor bids including bid alternates and contract award. (2019)
- ☐ Mobilize and begin construction. (2020)

After further review in June/July 2019, by the Board, and RAHC, additional funding for PAC Renovation – Phase 1 was approved at \$2,000,000 for implementation of the PAC's necessary maintenance project, along with equipment upgrades identified in prior year budgets, and in the Facility Assessment Report. The RAHC transferred the immediate maintenance and equipment upgrades identified below to the GRF M&C Committee to complete:

- ☐ Replacement and reconfiguration of the HVAC System.
- ☐ Addressing ADA accessibility, fire, life and safety components.
- ☐ Addressing deficiencies in the theatrical equipment, including video/audio.
- ☐ Lobby and dining room upgrades including: furniture and window coverings, flooring and paint.

Members of the GRF M&C Committee performed a job walk with staff and a consultant to determine new project priorities. The Committee entirely revised the original scope of work to accommodate only immediate needs, and eliminated improvements intended to support future projects at the PAC as originally envisioned by the PAC Renovation Ad-hoc Committee. Items eliminated from the original scope included: Upgrade of the antiquated theater's audio-visual system requested by the Recreation Department; Replacement of the rug and the chandeliers

in the lobby; Reconfiguration of the women's restrooms to reduce queuing during performances; Replacement of the theater stage rigging system; Full configuration of the HVAC system to support future amenities at the PAC, including a future Black Box Theater; as well as Installation of light and sound lacks at the theater. Considerable reduction of the original scope of work resulted in lowering the overall project budget. Based on the M&C's new project scope, the following maintenance improvements have been approved by the Board to begin in 2021 and will be funded from the PAC Renovation Reserves Fund.

- ☐ Replacement and minor reconfiguration of the HVAC System for \$515,406.
- ☐ Convert incandescent lighting to LED and add dimmable controls where designated for \$41,453.
- ☐ Repair and fireproof theater curtains for \$20,978.
- ☐ Update lobby and dining rooms with flooring, ceiling tiles, wall carpet and paint for \$113,816.

This work is scheduled to start in February, subject to material availability.

The total encumbered amount to date is \$1,475,259, which includes all past and current contractual obligations.

The total unencumbered amount to date is \$2,302,741.

Cumulative expenditures to date for the PAC Renovation are \$573,570.

There is a current balance on the contract with SVA in the amount of \$208,149, which can be removed from the encumbered balance upon cancellation of the contract agreement.

#### **Gate 16 Driving Range Improvements**

**\$638,000**

The 27-Hole Golf Course is one of the most widely used amenities at Laguna Woods Village, with approximately 125,000 rounds of golf played each year. The practice areas are comprised of a 17-stall driving range, six-stall teaching area, small short game area at the main range and a large putting green near the main clubhouse. The areas are heavily used and are a key amenity for residents. The proposed improvements would enhance service to residents and enhance operational efficiency.

Gate 16 Driving Range Improvements are proposed with funding of \$500,000 to improve the functionality and appearance of the range and practice areas. The driving range is in disrepair and is causing operational and safety challenges to staff. The terrain is heavily rutted. The drought resulted in large areas of bare dirt, and rain causes muddy conditions that require the driving range to close until the area is dry enough to resume use. Renovations will provide ball retrieval efficiencies, reduce repair costs, offer a better experience with more useable space and a wider variety of golf shots. A golf architect has been retained to provide design drawings.

Subsequent to the original funding for the driving range improvements, staff was directed to include funding in the amount of \$138,000, which was allocated for golf safety netting for a total amount of \$638,000.

This project was placed on hold by the M&C Committee until a meeting could be conducted at the site with staff, and the architect of record, to review the scope of work and discuss potential revisions. The site meeting took place on January 20<sup>th</sup>, and direction was provided to set up another meeting to review the project plans and specifications in more detail. The plans and specifications will be reviewed and discussed at the upcoming GRF M&C Committee meeting on February 10, 2021.

Current expenditures in the amount of \$52,023 have been processed for project design and development.

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<b>Maintenance Parking Lot Lighting</b>	<b>\$250,000</b>
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Funding of \$250,000 is approved for installation of permanent parking lot lighting which is needed to replace the yearly rental of temporary lighting equipment, in the maintenance parking lot on Via Campo Verde. Staff was directed to change the scope of work for this project to execute a pilot to install solar lighting to determine lighting performance and potential cost savings

The M&C Committee directed staff to complete a pilot program in the not to exceed amount of \$10,000. The contract has been executed and the material lead time is three weeks. The pilot project is scheduled to break ground in February. No expenditures have been incurred to date.

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<b>Transfer Switches for CH 4 &amp; CH 6</b>	<b>\$100,000</b>
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Funding of \$100,000 is approved for the installation of Transfer Switches located at Clubhouses 4 and 6, in anticipation of the 2021 installation of emergency generators at those clubhouses, as part of a comprehensive Disaster Preparedness Plan.

The M&C Committee directed staff to put this project on temporary hold until further review of the emergency power requirements and generator sizes are identified. No expenditures have been incurred to date, and staff is awaiting further direction from the M&C Committee.

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<b>Gymnasium Wall Padding</b>	<b>\$45,000</b>
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Funding of \$45,000 is approved to replace and add safety padding in the Clubhouse 1 gymnasium to enhance conditions for activities such as pickleball, badminton and volleyball. A contract was executed in the amount of \$39,955 and the wall pad fabrication is in progress. This project is scheduled to be completed in February. No expenditures have been incurred to date.

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<b>CH 2 Lawn Bowling Roof</b>	<b>\$30,000</b>
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Funding of \$30,000 is approved for the replacement of the Clubhouse 2 lawn bowling roof. The lawn bowling club hosts events and tournaments all throughout the year, with nearly 4,400 people attending functions in 2018. The current roof was 20 years old in 2020; industry standard for useful life of this type of roof is 16-20 years.



This work will be scheduled to coincide with the Mutual's re-roofing program work. No expenditures have been incurred to date.

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**Service Center Generator****\$150,000**

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Funding of \$150,000 is allocated for the replacement of the Service Center Generator, a unit that is 20 years old with limited capability/functionality, due to age. The replacement generator will provide backup power for Transportation Division, the fueling services station and enable the provision of critical services in an emergency.

Staff received design build bids to replace the existing emergency generator with an adequately sized emergency generator to power the entire service center facility including Maintenance Operations, Maintenance Services, Damage Restoration, Security, Landscape, Vehicle Maintenance, Transportation, and the fueling station. The M&C Committee has placed this project on hold and requested a meeting with the General Services Department to discuss the current condition of the existing emergency generators and the future emergency power needs of the facility. No expenditures have been incurred to date.

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**Community Center First Floor****\$150,000**

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The Community Center is a 57,800 sq. ft., 3-story building that has been in operation since 2002 and houses Resident Services, Manor Alterations, Social Services, Recreation, Maintenance & Construction, Finance, Purchasing, Compliance, the TV-6 News Station, the General Manager's offices, several meeting rooms, breakrooms, and several recreational amenities. Annual utilization prior to the pandemic was estimated at 110,000 visits per year.

A remodel was proposed for the first and third floors of the Community Center with funding of \$750,000. The remodel of the first floor was to improve Resident Services functions and maximize space utilization. The third-floor remodel was envisioned to accommodate the relocation of Security and the dispatch center to the Community Center, in order to centralize call center and compliance functions.

Several iterations of the scope have been discussed and most recently, the Board reduced the budget from \$750,000 to \$150,000 for the remodeling the Resident Services area only on the first floor.

The M&C Committee has placed this project on hold and requested to meet with the Director of Information Technology to discuss the plans for the proposed improvements. Expenditures in the amount of \$7,105 have been processed for design and development.

## **FINANCIAL ANALYSIS**

These projects are funded in the amount of \$6,790,000 from the GRF Reserves Fund.

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