



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUB-COMMITTEE**

**Wednesday, October 10, 2018 – 2:00 p.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

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 Report for June 6, 2018
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Sub-Committee Member Comments

Items for Discussion:

8. 2018 GV Rec Room Renovation Update & Pictures
9. 2019 GV Rec Room Budget
10. Billiard Table Top Usage Rules (Stuart Hack)
11. Billiard Table Top Pilot Project Results (oral discussion – Lynn Jarrett)
12. Reclassification of Rec Room Charges (oral discussion)
13. Painting of Rec Room Ceilings (oral discussion)
14. Rec Room Fire Alarm Systems (oral discussion)

Items for Future Agendas:

- Improvements for Design Updates
- Key Pad Door Lock Costs & Installation

Concluding Business:

Date of Next Meeting: TBD

Adjournment

Rosemarie di Lorenzo, Chair
Patrick Cleary, Staff Officer
Telephone: 268-2281



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUB-COMMITTEE**

**Wednesday, June 6 - 1:00 p.m.
Laguna Woods Village Community Center Sycamore Room
24351 El Toro Road**

MEMBERS PRESENT: Rosemarie di Lorenzo – Chair, Cush Bhada

Voting Advisors: Sharon Molineri, Lynn Jarrett, Stuart Hack

MEMBERS ABSENT: None

STAFF PRESENT: Patrick Cleary – Staff Officer, Velny Soren, Leslie Cameron, Betty Parker, Ernesto Munoz

1. Call to Order

Chair di Lorenzo called the meeting to order at 1:02 pm.

2. Acknowledgement of Media

Chair di Lorenzo noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for April 18, 2018

The Meeting Report of April 18, 2018, was approved as written.

5. Chair's Remarks

Chair di Lorenzo thanked staff for the Planned Replacement Expenditures Report and stated that she still has many questions.

6. Member Comments (Items Not on the Agenda)

There were no member comments.

7. Sub-Committee Member Comments

There were no Sub-Committee Member comments.

Reports:

8. Low Flow Toilet Replacement History

Chair di Lorenzo asked how much is owed to Sustainability Solutions and how much was paid. Velny Soren, Operations Supervisor, stated that there was no payment extended to them as no invoice was received. Sustainability Solutions left 18 toilets to install which have been completed with funds from Third Mutual. Chair di Lorenzo requested staff to identify, monetarily, how much work was completed by Sustainability Solutions and that they walked off of the job with no invoice. This information is to be sent to Third's legal counsel and Betty Parker, Financial Services Director.

9. Pool Table Covers & Food Service Tables

Chair di Lorenzo requested additional information on the proposed pool table cover inserts in regard to how much weight the cover holds for food placement (including chaffing dishes) and what can be done to water proof the covers. Velny Soren will contact the manufacturer for weight capacity and waterproofing. A marine vinyl would also be used to place over the table insert to help protect against water intrusion and mold. Velny Soren priced the marine covers at \$32.45 plus freight; but purchasing came back with \$78.00. Chair di Lorenzo asked Ms. Soren go back to purchasing for a better price.

Stuart Hack will create recreation room use rules and will state how food on tables will be handled. Discussion ensued and it was decided that three buildings will receive the pool table cover insert and marine cover as a pilot program.

A motion was made to purchase three billiard insert covers and marine covers as a test pilot in three buildings. The motion passed unanimously.

Chair di Lorenzo requested that the covers be ordered immediately and tested for a month in the rec rooms that hold the most events where food is provided.

Advisor Jarrett will contact Velny Soren to provide the locations for the pilot program and will monitor the test results with the help of the building captains. A special meeting will be called to review the results and decide next steps.

10. GV Game Room Accent Wall for 2403 (oral discussion)

By consensus, staff was directed to paint an accent wall over the mural in the game room of the rec room in building 2403.

11. GV Recreation Room Component Renovation List

The Sub-Committee reviewed the GV Recreation Room Component Renovation List and the following requests for staff were made:

- Chair di Lorenzo asked staff to come back with an estimated cost of repair, maintenance, and sudden breakdowns that may occur in the rooms for a budgeted contingency fund. The Sub-Committee calculated an average of \$7,500 a year for the contingency fund with a .50 cent to \$1 increase in assessments.
- Chair di Lorenzo asked staff for an amount on a minimum standard of condition to be created for the recreation rooms. Velny Soren will provide cost information for each component needed to bring each rec room to an acceptable standard. Chair di Lorenzo and Advisor Stuart Hack asked to have the carpet in the rooms cleaned annually, for refrigerators to remain frost free, no broken shades, microwaves, etc.
- Window blinds are \$600 to replace like for like and \$1,047.74 to replace blinds with shades. Blinds were recommended by Ernesto Munoz, Maintenance and Construction Director, and Advisor Lynn Jarret as being more durable than shades and by consensus the Sub-Committee agreed.
- Due to previous practices of food service on the billiards tables, the service life of the felt was five years. With the prospect of new billiards table covers the Sub-Committee asked staff to review and revise the current serviceable life of the table felt.

12. Quote for Cork Boards

Staff presented information for the purchase and installation of one cork board in each laundry room of all the LH-21 buildings at a total cost of \$2,612.

By consensus, staff was directed to order and install the cork boards using the materials and supplies budget from the operating fund.

13. Proposed GV Rec Room Renovations

Chair di Lorenzo stated if there are mirrors in poor condition, with de-silvering throughout, and those bathrooms are not scheduled to be re-painted within the next two years during the annual Paint Program, staff should schedule them for replacement.

By consensus, the Sub-Committee asked to have bathroom mirror replacements coincide with the annual Paint Program, for an average savings of \$250 per installation.

Chair di Lorenzo asked for budget clarification in regards to the counter top resurfacing between the kitchens (kitchen countertops are replaced under the kitchen renovation cost and not re-surfaced) and resurfacing in the women's bathrooms.

14. Rec Room Surcharge Review (oral discussion)

Betty Parker, Financial Services Director, entered the meeting at 1:12 p.m. and answered questions from the Sub-Committee for janitorial services (which is shared with everyone) and inquiries regarding the raising of assessments for adding a contingency fund to the budget (see Item 11, first bullet point).

Chair di Lorenzo asked that staff calculate the total cost of the renovations recommended for 2019 that would bring all rec rooms up to an acceptable standard and estimate a monthly surcharge that would provide adequate funding for this work.

Items for Future Agendas:

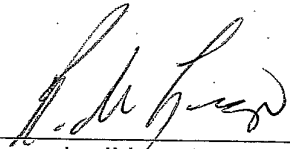
- GV Rec Room Improvement Update (TBD)

Concluding Business:

Date of Next Meeting: September 26, 2018, at 1:00 p.m.

Adjournment

The meeting was adjourned at 2:22 pm.



Rosemarie di Lorenzo, Chair

Garden Villa Recreation Room Expenditures (as of 10/1/18)

KITCHENS		
Building	Comment	Cost
R2396		\$4,326.28
R2397		\$4,227.71
R2399		\$4,750.13
R4009		\$3,602.37
R4010		\$4,404.10
R4011		\$4,298.19
Original Estimate		\$18,000.00
Final Cost		\$25,608.78

BULK SAMPLING/ABATEMENT/CLEARANCE		
Building	Comment	Cost
R2354		\$236.25
R2395		\$322.50
R2396		\$2,888.00
R2398		\$265.00
R3421		\$2,888.00
R4010		\$2,859.25
R5518		\$2,888.00
Original Estimate		\$13,248.75
Final Cost		\$12,347.00

Epoxy Flooring		
Building	Comment	Cost
R2396		\$1,198.71
R3421		\$2,166.58
R4010		\$1,318.74
R5518		\$2,176.86
Original Estimate		\$7,000.00
Final Cost		\$6,860.89

BLINDS		
Building	Comment	Cost
R5371	TO BE SCHEDULED	
Original Estimate		\$600.00
Final Cost		

CARPET (Broadloom)		
Building	Comment	Cost
R2354		\$4,000.00
R2395		\$4,000.00
R2398		\$4,000.00
Original Estimate		\$12,000.00
Final Cost		\$12,000.00

Billiard Table Conversion/Cover		
Building	Comment	Cost
R2393		\$269.25
R4010		\$269.24
R5372		\$269.24
Original Estimate		\$666.00
Final Cost		\$807.73

REFRIGERATOR		
Building	Comment	Cost
R2370		\$137.99
R2381		\$137.99
R2384	SCHEDULED: 10/9/18	
R2389	SCHEDULED: 10/9/18	
R2399		\$137.99
R2404	AWAITING MATERIAL	
R4008	AWAITING MATERIAL	
Original Estimate		\$1,666.00
Final Cost		\$413.97

Card Table Chairs		
Building	Comment	Cost
R5500		\$765.44
R5510		\$753.60
R5511		\$753.60
Original Estimate		\$2,000.00
Final Cost		\$2,272.64

LADIES RESTROOM COUNTERTOP		
Building	Comment	Cost
R2353	SCHEDULED: 10/22/18	
R2381	SCHEDULED: 10/16/18	
R2386	SCHEDULED: 10/16/18	
R2389	SCHEDULED: 10/22/18	
R4010	SCHEDULED: 10/16/18	
Original Estimate		\$2,000.00
Final Cost		

HEAT PUMPS		
Building	Comment	Cost
R2353		\$970.66
R2354		\$938.44
R2386		\$939.85
R2387		\$816.07
R2388		\$1,013.82
R2391		\$816.07
R2393		\$816.07
R2403		\$996.85
R5372		\$873.74
Original Estimate		\$9,000.00
Final Cost		\$8,181.57

WATER HEATERS		
Building	Comment	Cost
R2354	Jan-08	\$528.40
R2386	Mar-08	\$515.30
R2387	Jan-08	\$528.92
R2397	Jun-06	\$521.21
R2400	Jul-08	\$556.29
R2403	Dec-07	\$513.68
R3242	Jan-08	\$551.69
R3243	Jan-08	\$529.91
R3421	Jan-08	\$512.10
R4010	Jan-08	\$520.71
R5371	Jan-08	\$660.60
R5511	Jan-08	\$490.16
R5517	Feb-07	\$539.60
Original Estimate		\$8,450.00
Final Cost		\$6,968.57

PAINT		
Building	Comment	Cost
R969	Kitchen	\$489.47
R2354	Game Room w/ Accent Wall	\$1,928.90
R2384	Game Room except Accent Wall	\$634.54
R2391	Game Room w/ Accent Wall	\$1,612.40
R2392	Game Room w/ Accent Wall	\$1,361.92
R2401	Kitchen	\$623.11
R2402	Kitchen	\$732.97
R2403	Accent Wall	\$472.97
Original Estimate		\$10,325.00
Final Cost		\$7,856.28

GARDEN VILLA RECREATION ROOM BUDGET SUMMARY

Garden Villa Reserve Expenditures: \$69,139.00
 Final Cost: \$68,167.29
Remaining Amount: \$971.71
 Outstanding Expenditures: \$3,151.96
Total Expenditures: -\$2,180.25

2018 Epoxy Flooring Reimbursement: \$18,384.14
 2017 Pending Flooring Reimbursement: \$23,371.42

REPLACEMENT FUND BUDGET SUMMARY

Heat Pump/ Water Heater Budget: \$18,000.00
 Final Cost: \$15,150.14
Remaining Amount: \$2,849.86

Billiard Table Conversion and Cover

BEFORE:



AFTER:



Card Table Chairs

BEFORE:



AFTER:



Game Room Carpet

BEFORE:

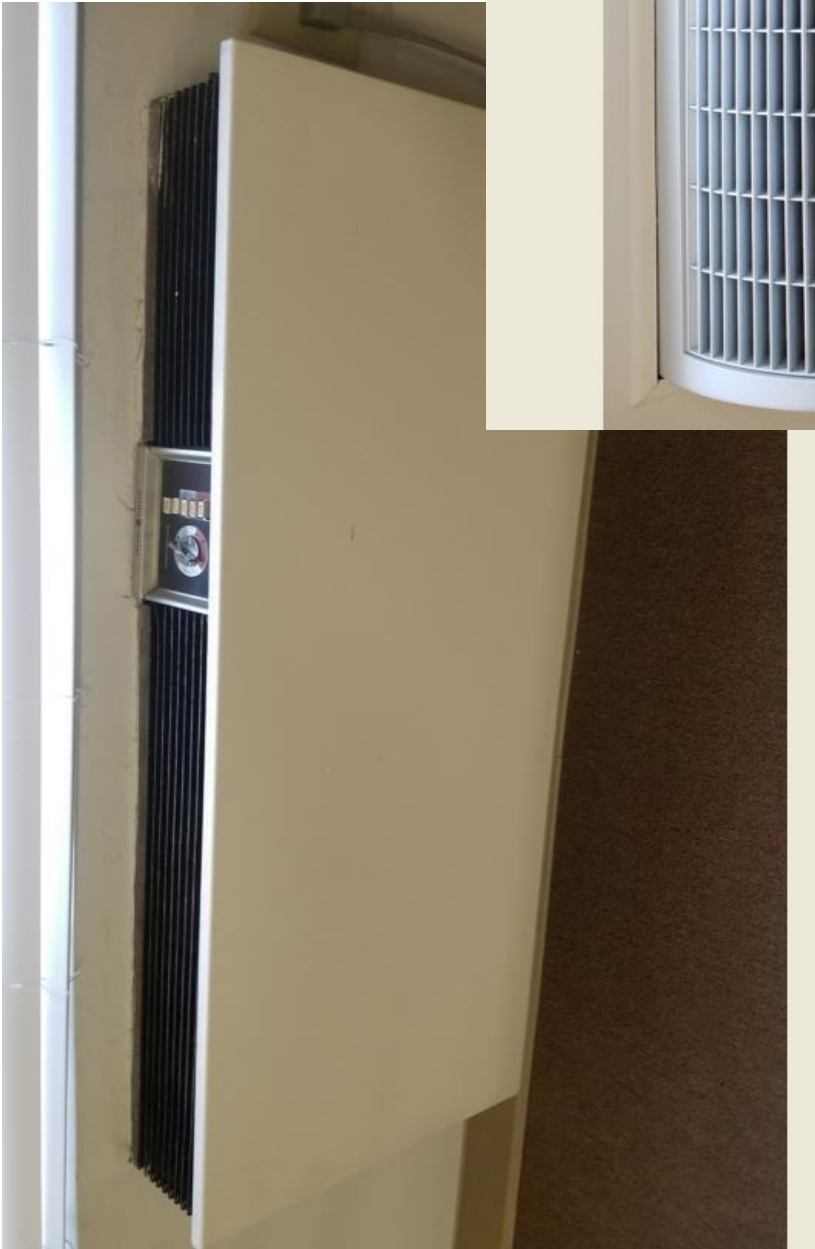


AFTER:



Heat Pump Replacement

BEFORE:



AFTER:



Kitchen and Restroom Epoxy Flooring

BEFORE:



AFTER:



Kitchen Renovation

BEFORE:



AFTER:



Refrigerator Replacement

BEFORE:



AFTER:



Kitchen & Game Room Painting

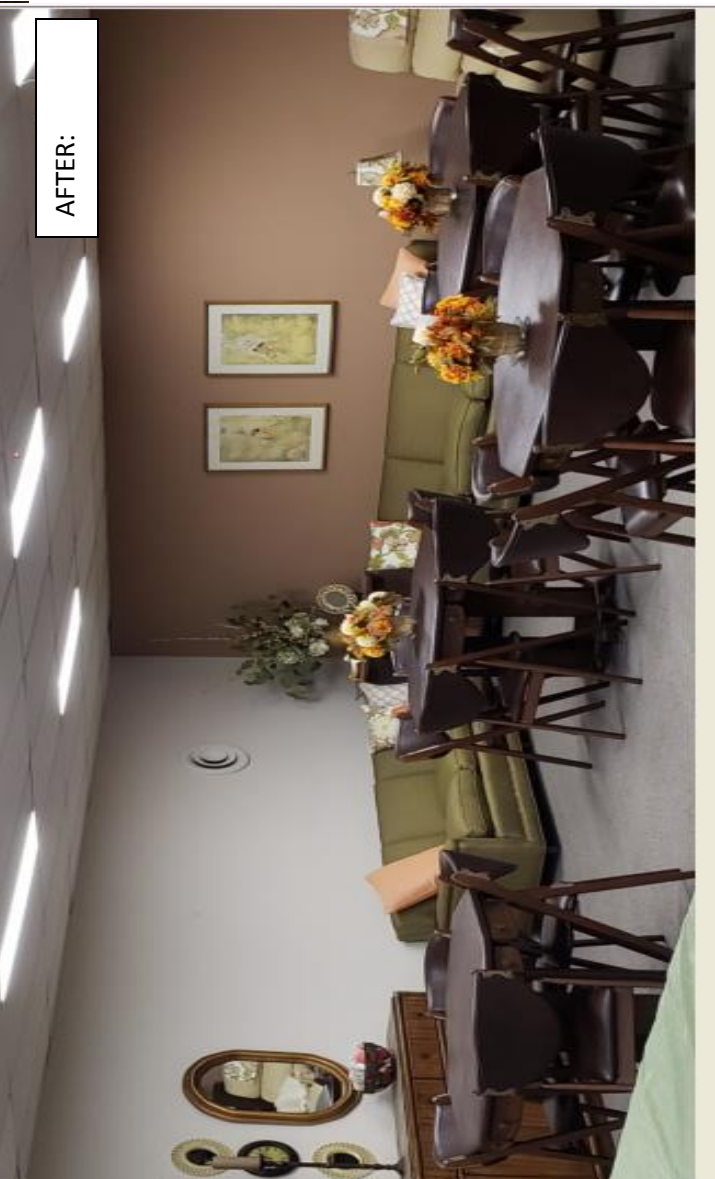
BEFORE:



BEFORE:



AFTER:



AFTER:



Water Heater Replacement

BEFORE:



AFTER:



THIRD LAGUNA HILLS MUTUAL

2019 RESERVES PLAN

Reserve Expenditures by Program

		2018	2019	Increase/(Decrease)
		BUDGET	BUDGET	\$ %
DESCRIPTION				
11	GARDEN VILLA REC ROOM HEAT PUMP/WATER HEATER	18,000	19,505	1,505 8%
914	A790127941 Rec Room Water Heater Replacement	9,000	1,505	(7,495) (83%)
910	A310090S91 Rec Room Heat Pump Replacement	9,000	18,000	9,000 100%
	GARDEN VILLA RECREATION ROOMS	\$69,139	\$97,580	\$28,441 41%
		0	0	0 0%
		57	0	(57) (100%)
400	A400050000-Security- Smoke Detector Work	20,900	24,349	3,449 17%
910	A310050000 - GV Rec Room Misc. Services	6,567	18,716	12,149 185%
912	A320090000 Carpentry Service Garden Villa Interior	638	363	(275) (43%)
911	A350110000 Appliance PM Garden Villa Rec Rooms	1,729	363	(1,366) (79%)
911	A350120000 Appliance Replc. Garden Villa Rec Rooms	3,917	759	(3,158) (81%)
913	A340090000 Electrical Service Garden Villa Interior	877	724	(152) (17%)
914	A370090000 Repair/Replace Garden Villa Rec Rooms	8,067	3,557	(4,510) (56%)
914	A792000000 Plumbing Service Garden Villa Interior	0	0	0 0%
917	A917259925 Repalce Vinyl Floors in GV Rec Rooms	12,365	8,779	(3,586) (29%)
917	A917270000 Recreation Room Refurbishment	1,444	1,527	83 6%
917	A917290000 Garden Villa Replacements	2,400	2,000	(400) (17%)
917	A917510000 Refrigerator Install/Replacement	3,069	2,865	(204) (7%)
917	A917520000 Range Install/Replacement	940	3,000	2,060 219%
917	A917530000 Microwave Install/Replacement	548	0	(548) (100%)
917	A917540000 Disposal Install/Replacement	1,912	2,058	146 8%
917	A917550000 Sink Install/Replacement	908	800	(108) (12%)
917	A917560000 Faucet Install/Replacement	2,801	27,719	24,918 890%
932	A963076501 Garden Villa Interior Touch-up			
917	A370090000 REPL / RPR GV REC RMS			
000	54201000 Investment Expense	0	0	0 0%
TOTAL GARDEN VILLA RECREATION ROOM FUND		\$69,139	\$97,580	\$28,441 41%

GVA BILLIARD TABLE TOPS

USAGE RULES

Three story buildings have a unique amenity in their rec rooms – billiard tables

One would think there would be no need for a set of rules for billiard tables, other than be careful to not damage the felt while playing billiards.

However, the primary use for many billiard tables is not playing billiards; it is for food service. In fact, this turns out to be not that unusual. A company actually produces a special light weight billiard table top so the table can be used for food service. It is this table top and a cover that the Third Mutual is now testing to find out if it will protect the felt top from damage when the billiard table is used for food service.

To give it half a chance of working, we all need to observe a few **rules**:

1. **Please always place the table top on the billiard table before using the table for food service.**
2. **Please do not place hot dishes directly on the table top.** The heat will radiate down to the table felt and will damage it. Instead, use a trivet under hot dishes. Don't have a trivet? Really? Then please purchase a few of them to protect the billiard table. (**Trivet** - metal or wooden stand often with short feet for use under a hot dish)
3. **Please do not spill liquid on the table top.** To avoid spilling liquids on the billiard table, please serve liquids from another place.

The table tops and covers are being purchased from the monthly fee we all pay for maintenance of the Rec Room. It would not be fair for buildings that follow these rules to experience an increase in monthly fees because others fail to follow the rules causing expenses to repair the billiard tables. For that reason, once the new covers are in place, each building will be responsible for any repairs required because the above rules are not being followed.