



OPEN MEETING

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

Monday, June 3, 2019 – 1:30 p.m.

**Laguna Woods Village Community Center BOARD 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 February 27, 2019
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*

Items for Discussion:

7. Carpet Replacement Costs
8. Low Flow Toilet Replacement Update
9. Low Flow Urinal Modification Update & Cost
10. Rec Room Renovations Completed This Year
11. Epoxy Flooring in Kitchens and Bathrooms
12. Amount of Cervitor's Remaining
13. Bathroom Mirror Replacement
14. Billiard Table Felt Replacements
15. Draft of General Rec Room Rule Book (Stuart Hack)
16. Pool Table Covers
17. Standards and Rules for Painting Rec Rooms & Bathrooms (oral discussion)

Items for Future Agendas:

- Window Blind Replacements

Concluding Business:

- Sub-Committee Member Comments
- Date of Next Meeting: October, 2019
- Adjournment

Lynn Jarrett, Chair
Velny Soren, Staff Officer
Telephone: 268-2281



OPEN MEETING

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

**Wednesday, February 27, 2019 - 2:00 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Lynn Jarrett – Chair, Jon Pearlstone

Voting Advisors: Sharon Molineri, Stuart Hack, Randy Scott

MEMBERS ABSENT: Cush Bhada

STAFF PRESENT: Velny Soren – Staff Officer, Laurie Chavarria

1. Call to Order

Chair Jarrett called the meeting to order at 2:02 pm.

2. Acknowledgement of Media

Chair Jarrett noted no members of the media were present.

3. Approval of the Agenda

Chair Jarrett added Carpet Maintenance and General Rec Room Rules as Items 15 and 16. The agenda was approved as amended.

4. Approval of Meeting Report for October 10, 2018

The Meeting Report of October 10, 2018, was approved as written.

5. Chair's Remarks

Chair Jarrett commented on the amount of work done so far in the Rec Rooms. Chair Jarrett thanked the Sub-committee Advisors and Staff Officer Velny for her hard work

and detailed inspections of the Rec Rooms. Chair Jarrett noted that she has received fewer requests for rec room maintenance than she used to.

6. Member Comments (Items Not on the Agenda)

Karen McCaslin (2353-3C) commented on repairs completed in the restrooms of her buildings rec room. She requested that the soap dispenser be removed from the women's restroom.

Staff Officer Velny Soren briefly responded to the comment.

By consensus, staff was directed to remove the soap dispenser from the women's restroom when painting is scheduled to take place this year.

7. Sub-Committee Member Comments

There were no Sub-committee Member comments.

Reports:

8. Rec Room Locks & Key Distribution (oral discussion)

Advisor Hack summarized his concerns with the distribution of the rec room keys.

Discussion ensued regarding residents being entitled to a rec room key, scheduling the use of the rec room, and what happens when the rec room is rekeyed.

By consensus, Maintenance Operations staff has been directed to provide new keys to the Building Captain for distribution if a rec room door needs to be re-keyed. If there is no assigned Building Captain, Maintenance Operations staff will give the new keys and a distribution list to the Security Department for handling.

9. Painting Ceilings in Rec Room (oral discussion)

Staff Officer Velny Soren stated that buildings 2369, 2370 & 2381 are scheduled to be painted in 2019.

The remaining 25 Garden Villa buildings in Gate 5 will have their ceilings painted in 2020, as part of Third Mutual's exterior paint program.

10. Display of Billiard Table Rules (oral discussion)

Discussion on this item was deferred to Agenda Item 16.

11. Low Flow Urinals Update (oral discussion)

Staff Officer Velny Soren summarized the low flow urinal flush kit pilot that was completed in 2018. Staff did not receive approval to move forward at that time.

By consensus, staff was directed to request additional funding during the upcoming 2020 Business Planning budget meeting to complete this work using the Miscellaneous Repairs by Outside Services operating fund. The cost to complete this work is estimated at \$2,670.

12. GV Rec Room Budget Reserves Fund

Chair Jarrett asked everyone to review the budget reserves fund.

Discussion ensued regarding monthly contributions versus the adopted distribution for 2019, and the minimum standard renovation level for rec rooms.

13. 2019 GV Rec Room Budget

Chair Jarrett asked Staff Officer Velny Soren to summarize the budget for this year.

Discussion ensued regarding the insufficient budget for heat pump and water heater replacement in GV Rec Rooms, the increased cost for the heat pumps, supplemental funding, and individual budget amounts for components and outside services.

By consensus, staff was directed to replace 16 heat pumps and 9 water heaters from the 2019 adopted reserves budget, the remaining 2 heat pumps will be replaced in 2020.

14. 2019 GV Rec Room Renovation Summary

Staff Officer Velny Soren summarized the renovation summary and answered questions from the Sub-committee.

Discussion ensued regarding minimum standard for repairs & replacement, reclass of epoxy flooring costs in 2018, and the number of years it will take to bring all rec rooms up to standard.

A motion was made and unanimously approved to direct staff to perform the replacements on the 2019 GV rec room inspection summary expenditure report except for carpet replacement.

15. Carpet Maintenance

Chair Jarret summarized the rules that are necessary for the care and maintenance of carpet in GV rec rooms.

Discussion ensued regarding educating residents on the need to prevent stains, carpet cleaning by Janitorial, carpet replacement costs, rolled carpet costs versus carpet squares, individual usage rules that each building posts for the rec room, communication with GV members at the new resident orientation meetings, and damage caused to pool table felt/covers when improperly used for hot food storage.

By consensus, staff was directed to bring a report back to the next meeting with the cost difference and estimated life for rolled carpet and carpet squares.

16. General Rec Room Rules

Advisor Hack asked how the cue tips get replaced in each rec room. Staff Officer Velny Soren replied that cue tips that qualify, are replaced as part of the planned rec room expenditures.

Discussion ensued regarding bulk purchases for billiard accessories, planned expenditures will be completed by December 31st, a booklet that should be put together and distributed to each resident regarding rec room rules for carpet maintenance, room reservations, billiard table usage, hot food storage and cleanliness.

Advisor Hack volunteer to put together a pro-forma rule booklet for review at the next meeting.

Items for Future Agendas:


- Costs & Estimated Life of Rolled Carpet & Carpet Squares
- General Rec Room Rule Booklet
- 2019 Planned Expenditures Completed to Date

Concluding Business:

Date of Next Meeting: May 3, 2019 at 2:00pm

Adjournment

The meeting was adjourned at 3:18 pm.



Lynn Jarrett, Chair

Garden Villa Recreation Room Carpet Replacement

General Information

1. Contractor to keep area clean during construction.
2. Staff to pull and return keys for contractor.
3. Staff to post notices for renovation.

Scope of Work

1. Remove all furniture before starting demolition of carpet.
2. Set up negative air machine for standard renovation of air particles.
3. Demolition of carpet and cove base.
4. Prepare bare concrete and patch cracks and level slab
5. Application of moisture barrier sealer.
6. Install new carpet, cove base, and transition strips at door ways.
7. Touch up walls as needed from cove base removal.
8. Move all furniture back to original location.
9. Clean up area and vacuum.

Prices per Rec Room

Broadloom Carpet (Rolled Carpet)	\$4,800.20
Carpet Tiles 2x2	\$4,800.20

Low Flow Toilets		
53 Garden Villa Recreation Rooms		
Building No./Address	Ladies	Mens
969	2015	2015
2353	2015	2015
2354	2015	1.6 gal
2355	2015	2015
2369	2015	2015
2370	2015	2015
2381	2015	2015
2384	2015	2015
2385	2015	2015
2386	2015	2015
2387	2015	1.6 gal (2011)
2388	2015	2015
2389	2015	2015
2390	2015	2015
2391	2015	2015
2392	2015	2015
2393	2015	2015
2394	2015	2015
2395	1.6 gal (2011)	1.6 gal (2011)
2396	2015	2015
2397	2015	2015
2398	2015	2015
2399	1.6 gal (2010)	1.6 gal (2010)
2400	2015	2015
2401	2015	2015
2402	2015	2015
2403	1.6 gal	1.6 gal
2404	1.6 gal (2010)	1.6 gal (2010)
2405	2015	2015
3241	2018	2018
3242	2018	2018
3243	2018	2018
3244	2018	2018
3420	1.6 gal	2017
3421	1.6 gal	1.6 gal
3499	2018	2018
4006	2015	2015
4007	2016	2015
4008	2015	2015
4009	2015	2015
4010	2015	2015
4011	2015	1.6 gal
5370	2018	2018
5371	2017	2017
5372	2015	2015
5499	1.6 gal (2013)	1.6 gal (2013)
5500	2015	2015
5510	1.6 gal	2018
5511	2015	2015
5515	2018	2016
5517	2018	2018
5518	2018	2016
5519	1.6 gal (2011)	1.6 gal (2011)

Low Flow Urinal Modification Update/Costs

Sloan Urinal Flushometer Repair Kit Traditional Segment
Diaphragm Drop-in Kit
Code No. 3301037
A-37-A – 1.5 gpf

Stock No. 3703800

\$16.16 ea.

½ hour to install

2019 Plumbing Bill Rate - \$69.98 per hr.

Total Cost per Urinal - \$51.15

Total Cost to Install the Remaining 52 Urinals - \$2,659.80

Garden Villa Recreation Room Expenditures Status 05-21-19

CARD TABLE CHAIRS		
Building	Comment	Cost
R2353	1	
R2354	3	
R2355	6	
R2369	9	
R2370	6	
R2381	10	
R2384	11	
R2385	6	
R2386	10	
R2387	11	
R2388	6	
R2389	9	
R2390	10	
R2391	11	
R2392	1	
R2393	1	
R2394	8	
R2395	9	
R2396	4	
R2397	6	
R2398	2	
R2399	3	
R2400	7	
R2401	1	
R2402	12	
R2404	24	\$659.76
R3242	5	
R3244	6	
R3420	4	
R3499	24	\$659.76
R4006	1	
R4007	3	
R4008	7	
R4009	2	
R4010	8	
R4011	11	
R5370	1	
R5371	7	
R5372	2	
R5499	24	\$659.76
R5515	24	\$659.76
R5517	24	\$659.76
R5518	24	\$659.76
R5519	11	
Original Estimate		\$9,016.72
Total Expenditures to Date		\$3,958.56

BILLIARD TABLE COVER AND CONVERSION INSERT		
Building	Comment	Cost
R969		\$147.00
R2353		\$147.00
R2354		\$147.00
R2355		\$147.00
R2369		\$147.00
R2370		\$147.00
R2381		\$147.00
R2384		\$147.00
R2385		\$147.00
R2386		\$147.00
R2387		\$147.00
R2388		\$147.00
R2389		\$147.00
R2390		\$147.00
R2391		\$147.00
R2392		\$147.00
R2394		\$147.00
R2395		\$147.00
R2396		\$147.00
R2397		\$147.00
R2398		\$147.00
R2399		\$147.00
R2400		\$147.00
R2401		\$147.00
R2402		\$147.00
R2403		\$147.00
R2404		\$147.00
R2405		\$147.00
R3241		\$147.00
R3242		\$147.00
R3243		
R3244		\$147.00
R3420		\$147.00
R3421		\$147.00
R3499		\$147.00
R4006		\$147.00
R4007		\$147.00
R4008		\$147.00
R4009		
R4011		\$147.00
R5370		\$147.00
R5371		\$147.00
R5499		
R5500		
R5510		
R5511		
R5515		
R5517		
R5518		
R5519		
Original Estimate		\$7,350.00
Total Expenditures to Date		\$5,880.00

Garden Villa Recreation Room Expenditures Status 05-21-19

PAINTING OF RESTROOMS AND REPLACEMENT OF MIRRORS		
Building	Comment	Cost
R2353	Ladies Room	
R2354	Ladies Room	
R2355	Ladies Room	
R2355	Mens Room	
R2369	Mens Room	
R2370	Ladies Room	
R2370	Mens Room	
R2384	Ladies Room	
R2386	Ladies Room	
R2387	Ladies Room	
R2389	Ladies Room	
R2390	Ladies Room	
R3244	Mens Room	
R3499	Ladies Room	
R4006	Ladies Room	
R4007	Ladies Room	
R4011	Ladies Room	
R5371	Mens Room	
R5511	Mens Room	
R5517	Ladies Room	
Original Estimate		\$15,935.80
Total Expenditures to Date		\$0.00

BILLIARD CUES - RE-TIP		
Building	Comment	Cost
R969	1	
R2353	9	
R2354	3	
R2355	9	
R2369	2	
R2370	4	
R2381	8	
R2384	2	
R2388	1	
R2389	1	
R2390	4	
R2391	1	
R2397	2	
R4008	2	
Original Estimate		\$791.84
Total Expenditures to Date		\$0.00

CARPET (BROADLOOM)		
Building	Comment	Cost
R2381		
R2384		
Original Estimate		\$10,638.00
Total Expenditures to Date		\$0.00

LADIES RESTROOM COUNTERTOP - RESURFACING		
Building	Comment	Cost
R969	6/10/19	
R2369	6/10/19	
R2387	6/10/19	
R2395	6/11/19	
R4006	6/11/19	
R4007	6/11/19	
R4009	6/12/19	
R4011	6/12/19	
R5518	6/12/19	
Original Estimate		\$3,870.00
Total Expenditures to Date		\$0.00

MISC. BILLIARD ACCESSORIES		
Building	Comment	Cost
R2392	Ball Set	
R2393	Ball Set	
R2395	Ball Set	
R2395	Triangle	
R2396	Ball Set	
R2405	Triangle	
R3243	Triangle	
R3244	Ball Set	
R4011	Ball Set	
R5499	Ball Set	
R5499	Triangle	
R5500	Ball Set	
R5510	Ball Set	
R5511	Triangle	
Original Estimate		\$1,562.19
Total Expenditures to Date		\$0.00

REFRIGERATOR		
Building	Comment	Cost
R2369	3/15/2019	\$123.21
R2385		
R2387		
R2394		
R2395		
R2403		
R2405		
R5371		
R5372		
Original Estimate		\$1,647.09
Total Expenditures to Date		\$123.21

Garden Villa Recreation Room Expenditures Status 05-21-19

PAINTING		
Building	Comment	Cost
R969	Doors	\$227.76
R2353	Kitchen and Doors	\$296.51
R2354	Canceled	\$0.00
R2369	Kitchen and Doors	\$412.71
R2370	Kitchen and Doors	\$372.85
R2381	Kitchen and Doors	\$532.70
R2384	Kitchen and Doors	\$338.68
R2385	Kitchen	\$216.55
R2386	Game Room except Accent Wall	\$967.15
R2386	Doors	\$0.00
R2387	Kitchen and Doors	
R2389	Game Room w/ Accent Wall	
R2389	Kitchen and Doors	\$646.08
R2390	Kitchen and Doors	
R2391	Kitchen	\$239.65
R2395	Doors	\$307.48
R2396	Doors	\$407.51
R2397	Game Room w/ Accent Wall	
R2398	Game Room w/ Accent Wall	
R2399	Doors	\$190.64
R2400	Game Room w/ Accent Wall	
R3241	Game Room w/ Accent Wall	
R3421	Game Room w/ Accent Wall	
R5371	Game Room w/ Accent Wall	
R5371	Kitchen and Doors	
R5372	Game Room w/ Accent Wall	
R5517	Game Room except Accent Wall	\$866.34
R5518	Game Room w/ Accent Wall	
Original Estimate		\$30,638.08
Total Expenditures to Date		\$6,022.61

KITCHEN RENOVATION		
Building	Comment	Cost
R2384		\$3,398.71
Original Estimate		\$3,915.58
Total Expenditures to Date		\$3,398.71

MICROWAVE		
Building	Comment	Cost
R2370		\$367.61
R2384		\$367.61
R2403		\$367.61
R3242		\$367.61
R3499		\$367.61
R4008		\$367.61
R5372		\$367.61
R5517		\$367.61
Original Estimate		\$2,999.44
Total Expenditures to Date		\$2,940.88

BILLIARD TABLE RE-FELT		
Building	Comment	Cost
R969		
R2370		
R2381		
R2385		
R2396		
Original Estimate		\$2,289.70
Total Expenditures to Date		\$0.00

WINDOW COVERINGS		
Building	Comment	Cost
R2384		
R2388		
R2398		
R4010		
R5515		
R5518		
Original Estimate		\$3,879.36
Total Expenditures to Date		\$0.00

GARDEN VILLA RECREATION ROOM BUDGET SUMMARY

Garden Villa Rec Room Reserve Budget:	\$97,580.00
Total Expenditures to Date:	-\$22,323.97
Remaining Amount:	\$75,256.03
Outstanding Expenditures:	-\$72,209.83
Total Budget Remaining:	\$3,046.20

Heat Pump/Water Heater Expenditures as of May 21, 2019

HEAT PUMP		
Building	Comment	Cost
R2394	4/15/2019	\$753.66
R2395	4/15/2019	\$753.66
R2400	4/16/2019	\$753.66
R2401	4/16/2019	\$753.66
R2402	4/17/2019	\$753.66
R2404	4/17/2019	\$753.66
R2405	4/18/2019	\$753.66
R3241	4/18/2019	\$753.66
R3244	4/19/2019	\$753.66
R4006	4/19/2019	\$753.66
R4008	4/22/2019	\$753.66
R4010	4/22/2019	\$753.66
R5370	4/29/2019	\$753.66
R5499	4/29/2019	\$753.66
R5500	4/30/2019	\$753.66
R5510	4/30/2019	\$753.66
R5517	5/1/2019	\$753.66
R5518	5/1/2019	\$753.66
Original Estimate		\$20,490.48
Expenditure to date Cost		\$13,565.88

Before - Kitchenette at Recreation Room 2384



After - Kitchenette at Recreation Room 2384



Before - Billiard Table Cover and Conversion for Recreation Room 2404



After - Billiard Table Cover and Conversion for Recreation Room 2404



Card Table Chairs at Recreation Room 5518



Old



New

Heat Pump Replacement at Recreation Room 5510



Old



New

Microwave Replacement at Recreation Room 2384



Old



New

Painted Interior Doors at Recreation Room 2370



Old



New

Water Heater Replacement at Recreation Room 2381



Old



New

Epoxy Flooring - Kitchens & Baths	
53 Garden Villa Recreation Rooms	
Building No./Address	Installation Date
969	7/19/19
2353	
2354	
2355	
2369	
2370	
2381	
2384	
2385	10/27/17
2386	
2387	
2388	11/3/2017
2389	
2390	
2391	
2392	
2393	
2394	
2395	
2396	7/13/18
2397	7/19/19
2398	7/26/19
2399	7/26/19
2400	
2401	
2402	
2403	
2404	
2405	
3241	
3242	
3243	
3244	8/2/19
3420	11/13/17
3421	6/29/18
3499	8/2/19
4006	
4007	
4008	8/9/19
4009	
4010	7/13/18
4011	11/17/17
5370	
5371	12/4/17
5372	
5499	
5500	
5510	12/11/17
5511	
5515	
5517	
5518	6/29/18
5519	8/16/19

Cervitors Remaining	
53 Garden Villa Recreation Rooms	
Building No./Address	Existing Cervitors
969	
2353	x
2354	
2355	
2369	
2370	x
2381	x
2384	Kitchen Renovated May 2019
2385	
2386	x
2387	x
2388	
2389	x
2390	
2391	x
2392	
2393	
2394	
2395	
2396	
2397	
2398	
2399	
2400	x
2401	x
2402	
2403	x
2404	x
2405	x
3241	
3242	
3243	
3244	
3420	
3421	x
3499	x
4006	
4007	
4008	
4009	
4010	
4011	
5370	
5371	
5372	x
5499	
5500	
5510	
5511	
5515	
5517	
5518	
5519	

Pictures of Cervitor at Recreation Room 2353



Men's Mirror Replacement	
53 Garden Villa Recreation Rooms	
Building No./Address	Installation Date
969	
2353	1
2354	
2355	Scheduled 2019
2369	Scheduled 2019
2370	Scheduled 2019
2381	
2384	
2385	1
2386	1
2387	
2388	1
2389	
2390	
2391	1
2392	1
2393	1
2394	
2395	
2396	
2397	1
2398	
2399	1
2400	
2401	
2402	
2403	
2404	
2405	
3241	
3242	
3243	
3244	Scheduled 2019
3420	
3421	
3499	
4006	1
4007	
4008	1
4009	1
4010	
4011	
5370	
5371	Scheduled 2019
5372	
5499	
5500	
5510	
5511	Scheduled 2019
5515	
5517	
5518	
5519	

Women's Mirror Replacement	
53 Garden Villa Recreation Rooms	
Building No./Address	Installation Date
969	
2353	Scheduled 2019
2354	Scheduled 2019
2355	Scheduled 2019
2369	1
2370	Scheduled 2019
2381	
2384	Scheduled 2019
2385	
2386	Scheduled 2019
2387	Scheduled 2019
2388	
2389	Scheduled 2019
2390	Scheduled 2019
2391	1
2392	1
2393	
2394	
2395	1
2396	
2397	1
2398	1
2399	1
2400	
2401	1
2402	
2403	
2404	1
2405	1
3241	
3242	1
3243	
3244	
3420	
3421	1
3499	Scheduled 2019
4006	Scheduled 2019
4007	Scheduled 2019
4008	1
4009	
4010	1
4011	Scheduled 2019
5370	1
5371	
5372	1
5499	1
5500	1
5510	1
5511	1
5515	
5517	Scheduled 2019
5518	1
5519	1

Billiard Table Felt Replacement	
53 Garden Villa Recreation Rooms	
Building No./Address	Installation Date
969	2019
2353	2018
2354	2018
2355	
2369	2018
2370	2019
2381	2019
2384	2018
2385	2019
2386	
2387	2018
2388	
2389	2017
2390	2018
2391	
2392	
2393	
2394	
2395	
2396	2019
2397	
2398	
2399	
2400	
2401	
2402	
2403	
2404	
2405	2018
3241	2018
3242	
3243	
3244	
3420	
3421	2017
3499	
4006	
4007	
4008	2017
4009	2017
4010	
4011	2018
5370	
5371	
5372	
5499	2017
5500	
5510	
5511	
5515	2017
5517	
5518	
5519	

REC ROOM RULES BOOK

1. Who Can Use Rec Rooms

- a. Only residents of the building and their accompanied guests ~~of residents.~~
- b. A building resident must be present in the Rec Room when non-residents are present. ~~use the Rec Room~~

2. Prohibited Uses of Rec Rooms

- a. Rec Rooms may not be used for:
 - i. Commercial purposes of any kind.
 - ii. Non-residents, unless invited by a resident and accompanied by the resident.
 - iii. Overnight sleeping.
 - iv. Use as a place to live.
 - ~~iv-v.~~ Exercise equipment usage.

3. Managing Rec Room Use

- a. Each building sets their own rules for how residents may use the rec room (except there can be no Prohibited Uses).
- b. Many buildings post a calendar or reservation form at the Rec Room or on the Mail Room message board.

4. Keys to Rec Room

- a. All residents (including lessee's and non-owner occupants ~~renters~~) are entitled to have a key to the Rec Room.
- b. Keys may not be reproduced and given or loaned to any non-resident.

5. Food Service in Rec Rooms

- a. Food, hot and cold, may be served in Rec Rooms.
- b. Billiard Tables may not be used for service of hot food or liquids.
- c. The kitchen table tops are to be used for hot foods and liquids.
- d. It is recommended that residents use folding tables in the Rec Room for hot food service and liquids.

6. Cleanliness of Rec Rooms

- a. Rec Rooms are cleaned every week by VMS staff.
- b. Residents who use the Rec Rooms are required to clean the room after usage.
- c. Food is not to be stored in rec rooms other than for same-day usage.

7. Carpet Maintenance in Rec Rooms

- a. It is the responsibility of residents who use the Rec Room to avoid staining the carpet or dropping food on the carpet.
- b. It is also the responsibility of residents who use the Rec room to clean up food dropped on the carpet and clean up any stains on the carpet.

- c. While staff will attempt to clean carpet stains when requested, residents should be aware that the cost to clean, repair and replace carpet adds to the cost of maintaining the Rec Rooms.
8. Use and Protection of Billiard Tables
- a. All Rec Rooms will be receiving a new billiard table insert to protect the table and the felt cover. A plastic top will also be provided to fit on top of the billiard table inserts to further protect the table.
 - b. Again – liquids and heated dishes are not permitted on the billiard tables.
9. Who Pays for Refurbishment of Rec Rooms and Replacement of Furnishings
- a. Garden Villa residents pay an extra monthly fee that is used for the maintenance of Rec Rooms.
 - b. That fee is used for the refurbishment of Rec Rooms, including;
 - i. Original issue chairs
 - ii. Original issue tables
 - iii. Counter tops
 - iv. Rest rooms
 - v. Refrigerators
 - vi. Stoves
 - vii. Flooring
 - viii. Ceiling
 - ix. Heater/air conditioners
 - x. Billiard balls, cues, cue tips and ball rack
 - xi. Lightbulbs
10. Are Rec Rooms a Dumping Ground for Old Furniture
- a. No, they are not.
 - b. Buildings are responsible for removing non-original issue furnishings left in the Rec Rooms.
 - c. Original Issue Furnishings include:
 - i. 6 card tables
 - ii. _ card table chairs
 - iii. Billiard Table
 - iv. _ cue sticks and cue stick rack
 - v. 19 billiard balls and ball rack
 - vi. Refrigerator
 - vii. Stove
 - viii. Counter tops
 - d. Residents may add furnishings to Rec Rooms. It is up to each building to set and enforce their own rules regarding this.
11. Third Mutual is Financially Responsible for:
- a. Water heater in Rec Room.

- b. Asbestos removal in Rec Room.
- c. Ceilings and lights.
- d. Bathroom

12. Process to Request and Receive Repairs and Equipment Replacement

- a. Requests for repairs and replacements through Resident Services.
- b. Items that are paid out of monthly fees paid by residents are authorized by the Rec Room Committee of Third Mutual and based on budget and need factors.

13. Process for Updating and Improving Rec Rooms

- a. Rec Rooms are inspected by assigned VMS staff member annually to assess conditions and rank them on a 1 to 5 scale.
- b. It is the goal of VMS to have all Rec Rooms at a 4 or better.
- c. Rooms that have conditions below 4 are listed by rank for purposes of budgeting repairs/replacement/improvement each calendar year.
- d. The Rec Room subcommittee meet 2 to 3 times per year, first to establish the next year's budget and schedule for work and next to allocate resources to fulfill repair/replacement/upgrade needs.

Pool Table Covers	
53 Garden Villa Recreation Rooms	
Building No./Address	Installation Date
969	2019
2353	2019
2354	2019
2355	2019
2369	2019
2370	2019
2381	2019
2384	2019
2385	2019
2386	2019
2387	2019
2388	2019
2389	2019
2390	2019
2391	2019
2392	2019
2393	2018
2394	2019
2395	2019
2396	2019
2397	2019
2398	2019
2399	2019
2400	2019
2401	2019
2402	2019
2403	2019
2404	2019
2405	2019
3241	2019
3242	2019
3243	x
3244	2019
3420	2019
3421	2019
3499	2019
4006	2019
4007	2019
4008	2019
4009	x
4010	2018
4011	2019
5370	2019
5371	2019
5372	2018
5499	x
5500	x
5510	x
5511	x
5515	x
5517	x
5518	x
5519	x

Note: x-10 covers remaining to be installed