



OPEN MEETING

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Monday, January 6, 2020 at 1:30 PM
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 Agenda
4. Approval of Meeting Report for November 4, 2019
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. Maintenance Expenditures and Variance Explanations
9. Project Log

Reports:

10. Review of TEC's Energy Priority Work Plan and Deliverables
11. Building & Carport Lighting Timers
12. Dryer Timer Reset Costs
13. Painting of Building 2129

Items for Future Agendas:

- Programs Report (March, July, November)
- EV Charging in Garden Villa Garages

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – March 2, 2020
- Adjournment

Cush Bhada, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Monday, November 4, 2019 – 1:30 PM

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Cush Bhada – Chair, Bunny Carpenter, John Frankel,
Jon Pearlstone, Craig Wayne (left at 2:37 pm)

MEMBERS ABSENT: None

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:33 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

The media was not present.

3. Approval of the Agenda

Chair Bhada added Drying Time Settings to the agenda as Item #15.

The agenda was approved as amended.

4. Approval of Meeting Report for September 9, 2019

The meeting report from September 9, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked on the work being performed in his cul-de-sac. He thanked staff for getting this much needed work completed.

6. Member Comments (Items Not on the Agenda)

- Lorna Seung (5510-3C) commented on her petition to make this building a non-smoking building and for adding screening to prevent bird intrusion.
- Pong Paul Chao (3353-A) commented on the roof replacement schedule for his building.
- Barbara Monteiro (5510-1F) commented on the janitorial duties for cleaning the first floor breezeway.
- Bill Walsh (3162-C) commented on the solar production report; timers on 3-story buildings; epoxy flooring in laundry rooms; emergency lighting in 3-story buildings; laundry revenue; external landscape drains; wooden trellis removal; and chimney spark arrestors.
- Clive Gurwitz (2129-D) commented on the denial to repaint his building. Staff will reassess the building and bring back costs to see if this building can be added to an upcoming paint cycle.

Staff Officer Guy West and various Committee members replied to the Member Comments.

7. Department Head Update

Staff Officer Guy West provided an update on the second street light LED fixture conversion pilot project. The lights have been received and will be installed this week. Staff will work with Marketing to inform the community.

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.

Items 8 and 9 were pulled for discussion.

A motion was made to approve the remaining item on the Consent Calendar.

8. Programs Report

By consensus, staff was directed to only provide this report three times a year – March, July and November.

Director Pearlstone asked about the expenditures versus the projected to date figures.

9. Maintenance Expenditures and Variance Explanations

Director Pearlstone commented on operating expenditures.

10. Project Log

Reports:

11. Bulky Item Pick Up Solutions by General Services (oral discussion)

The Senior General Services Manager, Chris Laugenour provided a handout then summarized the bulky item pick up process and answered questions from the Committee.

Chair Bhada will contact Mr. Laugenour to discuss the previous procedure for bulky item pick up.

12. Walkway Lighting Request from 3034-P

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding bulk lighting installations; lighting efficiencies; directional lighting; setting a precedence for installation requests and an overall lighting improvement project.

By consensus staff was directed to install a new walkway light at the transition from the wooden bridge to the concrete sidewalk in front of building 3034 Via Vista. This light installation work in the approximate amount of \$1,700 will be funded from the Exterior Lighting Reserve Replacement Fund.

13. Garden Villa Mailroom Flooring Options

The Maintenance Operations Manager summarized the report and answered questions from the Committee.

Discussion ensued regarding tile cleaning; current flooring material; warranty and frequency of replacement.

A motion was made and unanimously approved to recommend the Board approve glazed ceramic tile as the flooring replacement material to be used as necessary during future mailroom renovations.

14. Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

The Maintenance Operations Manager summarized the report and answered questions from the Committee.

A motion was made and unanimously approved to recommend the Board authorize a supplemental appropriation in the amount of \$12,585 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets.

15. Drying Time Settings

Chair Bhada summarized the issues with the current drying time.

Discussion ensued commercial drying usage; what items to dry at one time; and how long it should take to dry a normal load of laundry.

By consensus, staff was directed to come back with a cost to reset all the new commercial dryers from 20 minutes per quarter, to 30 minutes of drying time per quarter.

Items for Future Agendas:

- Building/Carport Lighting Timers
- Costs to Revise Dryer Settings


Concluding Business:

Committee Member Comments

- There were no Committee Member Comments

Date of Next Meeting – January 6, 2020

Adjournment – The meeting was adjourned at 3:36 PM.



Cush Bhada, Chair

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2019**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET				\$	%
REPLACEMENT FUND									
MC ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0		0%	\$0	0%
MC BUILDING NUMBERS	0	2,830	33,001	31,130	33,970		97%	(1,871)	(6%)
MC BUILDING STRUCTURES	175,925	227,281	1,844,113	2,504,819	2,732,992		67%	660,706	26%
MC ELECTRICAL SYSTEMS	4,200	4,883	50,400	53,713	58,610		86%	3,313	6%
MC ENERGY PROJECTS	1,433	4,166	15,715	45,826	50,000		31%	30,111	66%
MC EXTERIOR LIGHTING	3,309	66,666	41,382	733,326	800,000		5%	691,944	94%
MC FENCING	7,718	11,262	109,899	125,302	136,817		80%	15,403	12%
MC GARDEN VILLA LOBBY	0	9,963	111,162	109,593	119,560		93%	(1,569)	(1%)
MC GARDEN VILLA MAILROOM	0	5,784	75,477	64,268	70,173		108%	(11,210)	(17%)
MC GARDEN VILLA RECESSED AREA	12,128	20,870	28,304	229,570	250,440		11%	201,266	88%
MC GV REC ROOM WATER HEATER/HEAT PUMP	88	1,624	23,564	17,872	19,505		121%	(5,692)	(32%)
MC GUTTER REPLACEMENTS	428	3,083	37,513	33,913	37,000		101%	(3,600)	(11%)
LS LANDSCAPE MODIFICATION	39,181	76,578	315,002	843,134	919,890		34%	528,132	63%
MC MAILBOXES	0	3,023	29,282	33,413	36,483		80%	4,131	12%
MC PAINT PROGRAM - EXTERIOR	170,465	165,288	1,860,785	1,839,640	2,008,631		93%	(21,146)	(1%)
MC PRIOR TO PAINT	124,257	105,162	1,118,060	1,169,564	1,277,033		88%	51,504	4%
MC PAVING	61,888	66,087	139,165	728,127	794,499		18%	588,962	81%
MC ROOF REPLACEMENTS	168,038	109,326	1,425,460	1,202,586	1,311,937		109%	(222,874)	(19%)
MC SUPPLEMENTAL APPROPRIATIONS	0	0	169,537	169,537	169,537		100%	0	0%
LS TREE MAINTENANCE	58,770	17,534	143,648	195,642	213,630		67%	51,995	27%
MC WALL REPLACEMENTS	7,008	16,666	119,918	183,326	200,000		60%	63,409	35%
MC WASTE LINE REMEDIATION	123,115	62,500	562,618	687,500	750,000		75%	124,882	18%
MC WATER LINES - COPPER PIPE REMEDIATION	2,200	16,666	199,183	183,326	200,000		100%	(15,857)	(9%)
TOTAL REPLACEMENT FUND					\$12,190,708		69%	\$2,731,939	24%

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2019**

OPERATING FUND									
DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE \$	VARIANCE %	
	ACTUAL	BUDGET	ACTUAL	BUDGET					
1	APPLIANCE REPAIRS	\$10,996	\$7,025	\$116,999	\$78,190	\$85,379	137%	(\$38,809)	(50%)
2	CARPENTRY SERVICE	22,972	31,753	354,218	353,253	385,731	92%	(964)	(0%)
3	CONCRETE REPAIR/REPLACEMENT	45,486	35,014	378,864	388,169	423,853	89%	9,305	2%
4	CURB CUT/SIDEWALK RAMPS	10,000	833	10,000	9,167	10,000	100%	(833)	(9%)
5	ELECTRICAL SERVICE	8,656	9,989	90,097	111,358	121,615	74%	21,260	19%
6	FIRE PROTECTION	4,392	14,626	62,316	160,886	175,556	35%	98,570	61%
7	GUTTER CLEANING	34,335	12,617	79,038	138,904	151,554	52%	59,866	43%
8	JANITORIAL SERVICE	65,968	78,419	808,504	868,174	947,862	85%	59,670	7%
9	MISC REPAIRS BY OUTSIDE SERVICE	22,321	4,838	36,351	53,213	58,050	63%	16,862	32%
10	PEST CONTROL	12,503	21,699	150,370	238,689	260,405	58%	88,319	37%
11	PLUMBING SERVICE	42,754	55,552	755,455	617,734	674,483	112%	(137,721)	(22%)
12	SOLAR MAINTENANCE	3,108	2,083	18,380	22,913	25,000	74%	4,533	20%
13	TRAFFIC CONTROL	349	2,510	14,041	27,798	30,359	46%	13,756	49%
14	WELDING	2,698	7,030	95,355	78,099	85,307	112%	(17,256)	(22%)
TOTAL MAINTENANCE PROGRAMS		\$286,539	\$283,989	\$2,969,987	\$3,146,545	\$3,435,153	86%	\$176,558	6%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2019**

1	APPLIANCE REPAIRS Unfavorable variance:	- (\$38,809) YTD (\$3,972) November <i>This variance is consistent with the large number of calls for washing machine repairs per month. Staff has determined that the majority of service calls are due to an unbalanced load of laundry. This causes the washing machine to stop spinning which will leave soap and water in the machine and the laundry still wet. These types of service calls, which do not require a repair, are costly to the Mutual.</i>
2	CARPENTRY SERVICE	- under 10% variance YTD \$8,781 November <i>This category is in line with the budget.</i>
3	CONCRETE REPAIR/REPLACEMENT	- under 10% variance YTD (\$10,472) November <i>This category is in line with the budget.</i>
4	(General Services) CURB CUT/SIDEWALK RAMPS	- under 10% variance YTD (\$9,167) November <i>This category is in line with the budget.</i>
5	ELECTRICAL SERVICE Favorable variance:	- \$21,260 YTD \$1,333 November <i>Staff received less calls for service in November, resulting in a favorable variance.</i>
6	FIRE PROTECTION Favorable variance:	- \$98,570 YTD \$10,234 November <i>The major sub-category variance is due to Outside Services for the standpipes and sprinklers, both of which have been completed. There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.</i>
7	GUTTER CLEANING Favorable variance:	- \$59,866 YTD (\$21,717) November <i>The gutter cleaning is performed by an outside contractor which begins in October. Our expectation is to spend the entire budget.</i>
8	JANITORIAL SERVICE (General Services)	- under 10% variance YTD \$12,451 November <i>This category is in line with the budget.</i>

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2019**

9	MISC REPAIRS BY OUTSIDE SERVICE Favorable variance:	-	\$16,862	YTD	(\$17,484)	November	Misc. repairs by outside contractor have been completed. There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.
10	PEST CONTROL Favorable variance:	-	\$88,319	YTD	\$9,196	November	Although this expenditure item is distributed evenly by 12 months encompassing both localized treatment of pest as well as fumigation by whole structure tenting, the bulk of this line item is allocated to fumigation by whole structure, which begins in May and runs through October. Please note that fumigation is not scheduled in the months of July and August, due to hotel accommodations. However, localized treatment of pest run throughout the year. There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.
11	PLUMBING SERVICE Unfavorable variance:	-	(\$137,721)	YTD	\$12,798	November	While the year end outlook remains unfavorable, this month has a favorable variance. This is due to less calls for service in November during normal bussiness hours. A large number of service calls were afterhours resulting in outside plumbing services.
12	SOLAR MAINTENANCE Favorable variance:	-	\$4,533	YTD	(\$1,025)	November	There is currently work in progress on one inverter that will result in additional charges but it is likely that we will be under budget in 2019.
13	TRAFFIC CONTROL (General Services) Favorable variance:	-	\$13,756	YTD	\$2,161	November	Antipated final favorable variance do to other priorities and no need to contract out work
14	WELDING (General Services) Unfavorable variance:	-	(\$17,256)	YTD	\$4,332	November	Overbudget due to liability exposure for lead paint removal; installation of Goose Gates; staff has discontinued any repairs unless critical liability is identified.

Third Mutual Project Log (December 2019)					
#	Type	Name	Description	Status	Estimated Completion/On-going Programs
1	920 Projects	Building Structures	This program is funded to repair or replace building structural components that are not performing as designed.	As building structural issues are reported and inspection requests are received, staff schedules an engineer to field inspect and if required, provide a recommendation for repairs. In addition, roofing repairs are performed after prior-to-paint crews replace fascia due to dry rot. As part of this budget, staff will proactively inspect buildings for drainage issues and provide repairs as needed. Engineering and/or repairs are currently in progress at Buildings 2394, 5079, 3129 and 4011.	December 2019 Budget: \$500,000 Exp: \$469,414 Balance: \$30,586
2	920 Projects	Foundations Program	This program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as-needed basis. Staff performs field observations when a foundation inspection request is received. If needed, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	Staff performs field inspections to evaluate building foundations and schedules needed upgrades as they are identified. In addition, as part of this budget, staff will proactively inspect buildings for drainage issues and provide repairs and upgrades as needed.	December 2019 Budget: \$75,000 Exp: \$53,581 Balance: \$21,418
3	920 Projects	Energy Consultant Services	An Energy Consultant will be used as-needed in order to advance Third's and the Community's future energy initiatives.	In November 2018 the VETF representatives from Third authorized the energy consultant to proceed with the approved scope of work. Significant delays occurred which extended the consultant's timing of deliverables due to SCE not making their infrastructure data available. The consultant presented the results of Task 1 (Perform assessment of community's current electrical infrastructure) to the VETF on October 18, 2019. During this meeting the VETF representative for United Mutual mentioned they may need to modify Task 2 (Develop a Community-wide strategy for electrical infrastructure upgrades & EV Charger Station Installation) and TEC is currently awaiting their direction on how to proceed. Staff will bring the TEC deliverables to a future M&C meeting for further direction.	December 2019 Budget: \$50,000 Exp: \$15,515 Balance: \$34,485 Total expenditures to through 2018: \$24,916

4	920 Projects	Exterior Lighting	In 2018, funding for this program was allocated toward the purchase of the Southern California Edison street light infrastructure. A consultant was retained to assist with the street light acquisition; the retrofit of the existing lighting fixtures to more efficient LED technology, and to perform the operations and maintenance of the asset for three years.	On December 11, the Third M&C Committee voted unanimously to recommend the Board authorize the purchase and installation of the King K427 and Acuity LED light fixtures for conversion on 759 street light poles.	December 2019	Budget: \$800,000 Exp: \$57,280 Balance: \$742,720
5	910 Bldg. Maint	Gutters - Replacement and Repair	Gutter replacement is performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized replacement using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building. This program also addresses gutter repairs performed by staff.	Funds have been budgeted for repairs by in-house staff on an as-needed basis. There are currently 29 open tickets for Gutter Repair/Replacement.	December 2019 Annual	Budget: \$37,000 Exp: \$37,085 Balance: \$85
6	910 Bldg. Maint	Exterior Paint Program	The Mutual has a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regards to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs are replaced. Lead abatement activities are also performed in conjunction with this program.	The following areas have been scheduled for painting and resurfacing during the 2019 Paint Program: CDS 31, 33, 378, buildings B5430-5439, CDS 376, 377, buildings B5369-5417, CDS 359, 360, 358, buildings B3254-3257, CDS 324, 325, 326, 327, 330, 331, 332 and buildings B3286-3297. Staff is currently working in CDS 324 and will be completed by mid-January 2020. Staff anticipates starting CDS 331 by the third week of January 2020. Buildings 5373-5383 Avenida Sosiega and 5396-5417 Via Carrizo, CDS 31, 33, 325, 327, 330, 359, 360, 376 and 377 have already been completed.	Annual	Budget: \$2,008,631 Exp: \$1,690,320 Balance: \$318,311
7	910 Bldg. Maint	Prior to Paint Program (PTP)	The Mutual has a 10-year full cycle exterior paint program. Prior to paint dry rot and decking repairs will be performed every 10 years to prepare building surfaces for painting.	The following areas have been scheduled for inspection and repair on the 2019 PTP Program: CDS 31, 33, 378, buildings B5430-5447, CDS 376, 377, buildings B5369-5417, CDS 359, 360, 358, buildings B3254-3257, CDS 324, 325, 326, 327, 330, 331, 332 and buildings B3286-3297. Staff is currently working on Buildings 3286-3297 San Amadeo and will be completed by the end of December. CDS 31, 33, 378, buildings 5396-5417 and B5430-5447, CDS 324, 325, 327, 330, 331, 332, 358, 359, 360, 376, and 377 have already been completed.	December 2019 Annual	Budget: \$1,277,033 Exp: \$993,802 Balance: \$283,231

8	920 Projects	Emergency Roof Repair Program	Funding is allocated as a contingency to preserve the serviceable life of roofs by performing emergent requests for roof repairs as they are received.	During inclement weather when emergency roof leak requests are received, staff schedules the roofing contractor to investigate roof related issues. If required, the roofing contractor will provide the necessary repairs. Over 500 roof leaks have been reported and repaired this year.	December 2019	Budget: \$110,000 Exp: \$254,436 Balance: -\$144,436
9	920 Projects	Common Wall Replacement	Funding for this program is allocated as a contingency to replace damaged common walls as needed. As requests for inspection or repairs are received, staff performs a field inspection and schedules repairs if required.	As common wall issues are reported and inspection requests are received, staff schedules a structural engineer to perform a field inspection, and if required, provides structural plans for city permit and subsequent repairs. Drainage improvements have been completed at 20 buildings.	December 2019	Budget: \$25,000 Exp: \$12,527 Balance: \$12,472
10	904 Maint Svc	Epoxy Wasteline Remediation	The Waste Line Remediation Program's objective is to install seamless liners within the existing waste pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the program execution. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner.	While the focus is on 3-story buildings, contractors continue to work throughout the community completing other style buildings. Building 2396 is in progress. Total number of buildings in Third Mutual: 1405 Buildings completed from inception to 2018: 217 Number of buildings completed YTD in 2019: 51 Number of buildings left to complete: 1137	2019 Annual	Budget: \$750,000 Exp: \$660,068 Balance: \$89,932 Cumulative Expenditures from 2011 through 2018: \$2,968,737
11	910 Bldg. Maint	Gutter Cleaning	Gutter cleaning is performed as needed throughout the year by General Services. In addition, an outside contractor performs annual cleaning of all Mutual and alteration gutters once a year.	General Services performs gutter cleaning upon resident request, using in-house staff. The annual gutter cleaning program performed by an outside contractor started the first week of September and is scheduled to be completed by the end of December.	December 2019 Annual	Budget: \$151,544 Exp: \$149,678 Balance: \$1,866
	904 Maint Svc	Laundry Equipment Improvements	The Maintenance and Construction Department replaced all the existing residential dryers with commercial, coin operated machines. Staff also raised the level of the machines by placing them on pedestals for easier use. The venting of the dryers in 18 three-story buildings have been ducted to the exterior.	COMPLETED	March 2019	Supplemental: \$377,000 Exp: \$304,756 Balance: \$72,244

	904 Bldg. Maint Svc	Electrical Systems	These funds are allocated to repair or replace electrical equipment failures as needed. 24 buildings were completed in 2019. The remaining 9 buildings will be completed in 2020.	COMPLETED	December 2019 Annual	Budget: \$50,000 Exp: \$50,400 Balance: -\$400
	910 Bldg. Maint	Garden Villa (GV) Lobby Renovations	This program addresses the replacement of the existing acoustic ceiling, wallpaper and carpet in GV lobbies. All walls, ceilings and doors are patched and painted and the carpet is replaced. The 10 Garden Villa lobbies renovated in 2019 are: 2386, 2392, 2394, 2398, 2404, 2405, 3242, 4007, 4008, & 4009.	COMPLETED	August 2019	Budget: \$119,560 Exp: \$111,162 Balance: \$8,398
	910 Bldg. Maint	Garden Villa (GV) Laundry Room Flooring Renovations	This program is funded to replace the laundry room floors of the GV and LH-21 style buildings with epoxy flooring when the existing vinyl flooring is damaged. 2019 Buildings included: 2381, 2386, 2388, 3501, 5370 & 4002	COMPLETED	December 2019 Annual	Budget: \$39,794 Exp: \$41,324 Balance: -\$1,530
	910 Bldg. Maint	Garden Villa (GV) Mailroom Renovations	This program is funded to renovate GV mail rooms. The scope of work includes removing existing paneling and adding drywall, trim, installation of new light diffusers, and new mailboxes; as well as the complete painting of walls, ceilings and doors. Starting with the 2018 program ten GV mailroom lobbies will be renovated annually. The 10 Garden Villa Mailrooms that will be renovated this year are: 2369, 2391, 2404, 3241, 3244, 4006, 5371, 5510, 5515 & 5518.	COMPLETED	December 2019 Annual	Budget: \$70,173 Exp: \$75,477 Balance: -\$5,304
	910 Bldg. Maint	Pest Control for Termites	This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments and the removal of bees/wasps on an as-needed basis and hotel accommodations during whole structure fumigation. The 2019 whole structure tenting included 22 residential buildings, and 2 laundry rooms.	COMPLETED	December 2019 Annual	Budget: \$260,405 Exp: \$158,307 Balance: \$102,098

920 Projects	5 & 10 year old Roof Maintenance Program	This program is funded to preserve the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly.	COMPLETED	February 2019	Budget: \$103,305 Exp: \$101,135 Balance: \$2,170
920 Projects	Trash Chute Repairs - Three Story Buildings	This project is dedicated to repairing the discharge room and trash chutes in all three story buildings.	COMPLETED	April 2019	Supplemental \$336,680 Exp: \$306,073 Balance: \$30,607
920 Projects	Water Lines - Copper Pipe Remediation	This program started in 2008 as a pilot program, and epoxy lining of buildings as-needed, was approved by the Board in 2010. Epoxy lining is intended to extend the life of copper pipe water lines in all buildings which experience a high frequency of copper pipe leaks. The 2019 Program included the lining of buildings 2223, 3002, 3005, 3010, 3130, 3328, 3503, 3524, 5526 and 3028.	COMPLETED	August 2019	Budget: \$200,000 Exp: \$196,983 Balance: \$3,107
920 Projects	Seal Coat Program	This program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous slurry seal to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration. The 2019 program consisted of 38 cul-de-sacs.	COMPLETED	October 2019	Budget: \$72,300 Exp: \$56,213 Balance: \$16,087
920 Projects	Parkway Concrete Program	This program is funded to repair or replace damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.	COMPLETED	November 2019	Budget: \$50,000 Exp: \$50,000 Balance: \$0
920 Projects	Building Address Signs & Cul-de-sac Numbers	This program is intended to upgrade building and cul-de-sac (CDS) signage to improve their visibility. The M&C Committee is focused on replacement of the existing CDS signs with a larger, more visible sign, and upon completion of the cul-de-sacs, staff will continue to replace building address signs. Staff is using larger, traffic-rated, high reflectivity materials to improve their visibility at night.	COMPLETED	November 2019	Budget: \$33,970 Supplemental: \$23,000 Exp: \$33,001 Balance: \$23,969

920 Projects	Asphalt Paving Program	This program is dedicated to preserving the integrity of cul-de-sac street paving. As part of this program, asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2019 program will consist of 143,211 square feet of paving replacement.	COMPLETED	November 2019	Budget: \$543,223 Exp: \$540,882 Balance: \$2,341
920 Projects	Dry Rot Program	This program is funded to develop and implement a systematic approach to eradicating wood rot throughout Third Mutual.	COMPLETED	December 2019	Budget: \$1,025,000 Exp: \$1,009,766 Balance: \$15,234
920 Projects	Parapet & Stucco Wall Repairs	The Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year. A total of 19 buildings out of 41, have been completed to date.	COMPLETED	November 2019	Budget \$300,000 Exp: \$244,491 Balance: \$55,508
920 Projects	Golf Cart Parking and Striping	This project is funded to add golf cart spaces where there is adequate spacing between carparks.	COMPLETED	December 2019	Budget: \$50,000 Exp: \$46,242 Balance: \$3,758
920 Projects	Elevator Replacement Program	This Elevator Replacement Program is funded to replace mechanical equipment. In addition, a specified number of elevator cars are scheduled for interior renovations.	COMPLETED	December 2019 Annual	Budget: \$346,698 Exp: \$332,267 Balance: \$14,431
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. To date a total of 4,950 linear feet out of 33,525 of shepherd's crook fencing has been installed.	COMPLETED	November 2019	2019 Budget: \$150,000 2019 Exp: \$136,385 Balance: \$13,615

	920 Projects	Roofing Replacement Program	<p>This program is dedicated to replacing and maintaining Mutual roofs. Built-up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.</p>	COMPLETED	December 2019	Budget: \$1,098,632 Exp: \$1,108,207 Balance: -\$9,575
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STAFF REPORT

DATE: January 6, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Review of The Energy Coalition Priority Work Plan and Deliverables

RECOMMENDATION

Review The Energy Coalition's Task #1 deliverables and confirm the scope of work to commence on Task #2.

BACKGROUND

On November 18, 2018 the Village Energy Task Force (VETF) members recommended to the M&C Committee that The Energy Coalition (TEC) be retained to assess Third's current electrical infrastructure and to develop a community-wide strategy for electrical infrastructure upgrades and EV charger station installation. Significant delays occurred which extended the consultant's timing of deliverables due to SCE not making their infrastructure data available. The Board subsequently approved the allocation of \$50,000 to fund the project.

DISCUSSION

On October 18, 2019 the Third Mutual Electrical Infrastructure Assessment Report was presented to the (VETF), and TEC reviewed the assessment report which included the following elements:

1. Data Gathering: How TEC gathered the necessary data (information provided by VMS to understand previous, current, and planned infrastructure; previous energy studies & completed projects; and SCE utility data to establish baseline demand & consumption). TEC also explained the challenges that were encountered in this phase.
2. Site Visits: Representative sites at various parking garages and carports were selected to develop a holistic understanding Mutual's current infrastructure conditions.
3. Findings: TEC provided an equipment asset condition evaluation.
4. Recommendations & Estimated Costs: TEC provided short term and long term solutions along with estimated budget costs to add or upgrade the electrical infrastructure at laundry rooms, parking garages and carports.

Additionally, during this meeting the VETF discussed the possibility of modifying the scope of work for Task #2 before moving forward. TEC is currently awaiting direction before starting the work effort on Task #2.

The scope of work approved for Task #2 in 2018 is as follows: Develop a Community-wide strategy for electrical infrastructure upgrades & EV charger station installation:

Based on the assessment of the community's electrical infrastructure, TEC will develop a community-wide strategy for potential upgrades needed to serve current, 5 and 10-year load requirements and the corresponding electrical infrastructure to meet those demands. The plan will evaluate increased system loads from the additional electric vehicle (golf carts & cars) charging and will identify if it is feasible to install chargers based on current conditions as well as identify electrical facility upgrades required. The plan will include both a technical solution and a financial assessment of the recommendations.

They will develop an EV charging station roadmap that will analyze EV charging options, locations and financial models to develop a plan for implementation. The resulting strategy will serve as a vision for the community with quantitative goals and a practical guide for how to achieve these goals.

This task will include, but is not limited to the following:

- Develop load growth forecasts for future energy demands with a focus on electric vehicles (golf carts and cars)
- Develop understanding of the community's adoption of electric vehicles
 - Collect data on growth of EV & golf cart use in community
 - Collect and review previous EV studies completed for community
 - Identify locations of existing EV charging infrastructure
 - Understand current usage
 - Analyze growth curves and make projections for increases in EV use community wide
 - Collect feedback from boards on preferred charging types
 - Survey stakeholders to gain insight into interest in purchasing EVs, understand driving patterns
- Understand existing rules in the covenants, conditions and restrictions ("CC&Rs") that would affect the installation of charging stations in common areas and private areas
- Provide high-level information on available chargers in the market
- Compare and contrast charging infrastructure implementation options including financial implications to HOAs and residents
- Identify local, state and federally-funded charger deployment projects
- Assess grant, rebate, and financing opportunities
- Develop a 10 year energy load forecast including the additional of EV charging stations at the residential and community level.
- Optimal EV charging station locations will be identified based on the following:
 - Availability of power - review location of existing electrical service with respect to the proposed location of the EV chargers and assess extent of work related to new electrical conduits, panels and transformer for feeding new loads. The total available capacity on circuits for additional EV will be evaluated to identify maximum number of chargers. Energy efficiency improvements for other power consumptions may be identified to free up service capacity in constrained situations.
 - Constructability - minimize disturbance to existing infrastructure (i.e., cutting, trenching, and drilling required for new conduit).

- Mounting - wall vs. dual mount
- Environmental Conditions - minimize exposure of charging equipment to the elements, if possible.
- Confirm community rules and regulations for siting EV charging stations to integrate into any recommendations
- Determine the estimated cost, sequencing and timelines of upgrades to inform capital improvement upgrades
- Present infrastructure assessment and proposed improvement schedule to stakeholders

Assumptions:

- No additional community solar installations
- No scenarios of significant additional residential solar installations
- Growth curves of EV adoption based on community-wide EV data and market studies to inform a strategy for optimal installation of EV charging stations
- The upgrade recommendations will focus efforts on carports attached to laundry room meters and parking garages under 3 story buildings given load impacts of EVs specifically
 - There have been no noted challenges with additional loads to single family homes
- Assumes recommended medium and long-term infrastructure upgrades are pursued to ensure electric infrastructure could accommodate additional load

Deliverable:

- Roadmap for Electrical Infrastructure Upgrades & EV Charger Installation

Staff requests that the M&C Committee specify what they would like TEC to focus on for Task 2 and direct staff to request a quote for new deliverables.

FINANCIAL ANALYSIS

The budget allocated for Energy Projects in 2020 is \$10,000. A supplemental appropriation would be required if the cost for TEC to perform the scope of work associated with Task #2 exceeds this amount.

Prepared By: Christopher Naylor, Senior Management Analyst

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director



STAFF REPORT

DATE: January 6, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Building and Carport Lighting Timers

RECOMMENDATION

Receive and file.

BACKGROUND

Over the past few years, all carports and most of the buildings in Third Mutual that contain exterior building lights have been converted to photocell lighting controls in order to eliminate the need for adjustment by staff due to daylight savings, and to increase resident safety by providing adequate lighting when needed. At this time, only 43 of the Garden Villa and LH-21 style buildings remain to be converted.

DISCUSSION

The existing timer controls create safety concerns at the buildings where they are currently located since they respond only to a time clock, and not the existing lighting levels. In addition, the existing timer controls require the Mutual to incur additional cost resulting from the allocation of staff time to change the timers, and respond to numerous resident service requests for adjustments throughout the year. The timer controls only respond to the time they are set at and may keep lights on when they are not needed, or keep them off when the weather conditions make it necessary to have additional lighting.

Protocol for the buildings which have remained on timers is to adjust these four times per year based on the projected sunrise and sunset. Lighting timers are adjustable in fifteen minute increments making the accuracy of the adjustments an approximation. Completing the lighting control conversion project will fully eliminate the need for staff to adjust the timers multiple times per year and continually respond to resident concerns regarding timing. The Mutual will save an estimated \$10,000 per year in staff time after the initial conversion of the lighting controls to photocell technology. The Mutual has forty three buildings remaining on timers. Staff estimates the cost to complete the replacement at \$35,000. The work can be completed using in-house in approximately 14 months.

FINANCIAL ANALYSIS

If staff is directed to complete the lighting control conversion project, this work can be funded in 2020 and 2021 using the Exterior Lighting Reserve Replacement Fund.

Prepared By: Ian Barnette, Maintenance Services Manager
Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director



STAFF REPORT

DATE: January 6, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Dryer Timer Reset Costs

RECOMMENDATION

Receive and file.

BACKGROUND

The 2019 Business Plan was prepared based on the assumption that a twenty-minute dry cycle would cost \$0.25. It was further assumed that it would generally take 40 minutes to dry a load of laundry, creating approximately \$110,000 in revenue.

On December 17, 2018 Third Mutual signed a contract for the purchase and installation of 373 new Maytag super-capacity dryers. In March of 2019 the new coin operated dryer installations were completed.

During the November 4, 2019, M&C Committee meeting, discussion ensued regarding residents who reported that they could not get their laundry dried in twenty minutes. The Committee directed staff to bring back information regarding the cost to operate a dryer for twenty minutes; the manufacturer's recommended drying time settings; and how much time it would take to reset the timer to extend the drying time, if necessary.

DISCUSSION

The Third Mutual laundry locations are metered by Southern California Edison on a Time-of-Use fee schedule which varies by season, day, and time. Using a large sample over the course of a year, staff estimated the average cost of electricity to be approximately \$0.1714 per kWh. The new dryers were manufactured to use 1.039 kWh per ten minutes creating the following expected energy expense chart:

Cost for 10 minutes: \$0.178
Cost for 20 minutes: \$0.356
Cost for 30 minutes: \$0.534
Cost for 40 minutes: \$0.712
Cost for 50 minutes: \$0.89

The new dryers may be reprogrammed to any setting the Board feels is appropriate. Each dryer will need to be manually adjusted. Staff estimates that including transportation time between laundries each dryer could be changed within fifteen minutes. The 373 dryers

needing to be modified would take a VMS technician 93.25 hours to complete at a 2019 billing rate of \$70.22 for a total estimate of \$6,548.

The manufacturer's recommended drying time for a full load is forty minutes. Although the dryers may operate for twenty minutes at a cost of \$0.25, they are intended to be used for 40 minutes at a cost of \$0.50. The Energy Task Force and Third M&C Committee felt that having options based on a quarter would provide residents more choices and recommended this setup to the Board for approval. As an illustration, if a resident has a large load they would likely pay \$0.75, while a few items would only require a single quarter. Residents are able to start the load with multiple quarters and the time will multiply for each \$0.25 deposited eliminating the need for multiple trips to the dryer.

FINANCIAL ANALYSIS

There is no financial impact with this report.

Prepared By: Christopher Naylor, Senior Management Analyst

Reviewed By: Ian Barnette, Maintenance Services Manager
Ernesto Munoz, P.E., Maintenance and Construction Director



STAFF REPORT

DATE: January 6, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Painting of Building 2129

RECOMMENDATION

Deny the request from Mr. Clive Gurwitz, owner of Manor 2129-D, to have building 2129 painted 5 years ahead of schedule which would modify the existing Third Laguna Hills Mutual Exterior Paint Program.

BACKGROUND

On July 21, 2015 the Board of Directors reviewed various potential paint program scenarios, with the intent of optimizing the ability to address existing and minimize future structural problems such as dry rot. After a detailed review, the Board approved Resolution 03-15-161 which revised the paint program from a 10-year full body paint cycle to a 7.5-year trim cycle and a 15-year full body paint cycle.

Building 2129 was painted according to the revised Trim Cycle Paint Program which addressed the building trim components. Additionally, the prior to paint program prepares building components for painting and includes repair and mitigation of Dry Rot, Decking and Welding repairs, if required.

On September 20, 2016 the Board rescinded the Trim Cycle Paint Program. Buildings that were part of the trim cycle paint program would next receive a complete paint on the following 10-year cycle, in 2026.

DISCUSSION

At the September 9, 2019 M&C Committee meeting Mr. Gurwitz stated that the body of building 2129 was not painted during the Mutual's 10-year Exterior Paint Program and requested the Committee approve the full exterior painting of the building.

Staff assessed the exterior condition of building 2129 and was unable to identify evidence of paint failure and subsequently denied the request and provided a letter to the member clarifying the Mutual's Exterior Paint Program scope of work.

At the November 4, 2019 M&C Committee meeting Mr. Gurwitz expressed his disagreement of the denial to paint building 2129 ahead of schedule. Mr. Gurwitz insisted that the existing paint condition of the building is irrelevant to the request, as painting of full body structures on the

Mutual's Exterior Paint Program are scheduled on a 10-year cycle and are not identified by the condition of the paint.

After conducting thorough inspections of building 2129 on two separate occasions, it was determined that the building did not require a complete exterior paint at this time. See Attachment 1 to see photos of the current exterior condition of building 2129.

In accordance with the 10-year Exterior Paint Program, the building would be deemed qualified for paint outside of the scheduled program if it failed at protecting the Mutual's property. Examples of paint failure would include: peeling, chipping and blistering. Building 2129 showed no signs of such failure with the exception of the Member's own alteration that had considerable peeling. Therefore, staff was unable to accommodate the Member's request for painting building 2129 as it does not meet the qualification requirements set forth by Third Mutual's Exterior Paint Program.

FINANCIAL ANALYSIS

To paint building 2129 is estimated to cost approximately \$19,141 and would require a Supplemental Appropriation from the Replacement Reserves Fund for the work to be completed in 2020 with in-house staff.

Prepared By: Christopher Naylor, Senior Management Analyst
Velny Soren, Maintenance Operations Manager

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1: Photos of the Current Exterior Condition of Building 2129

Attachment 1: Photos of the Current Exterior Condition of Building 2129



Attachment 1: (continued)



Attachment 1: (continued)

