



OPEN MEETING

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

**Monday, January 7, 2019 at 1:00 PM
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order/Establish a Quorum
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for November 5, 2018
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. Programs Report
9. Maintenance Expenditures and Variance Explanations
10. Project Log

Reports:

11. Revisions to Fumigation Program Notifications
12. CDS & Building Address Signs Installation Update
13. Street Light Acquisition Update (oral discussion)
14. Street Light Pilot Program Update (oral discussion)

Items for Future Agendas:

- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – March 4, 2019
- 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 5, 2018 – 1:00 PM

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

MEMBERS PRESENT: Cush Bhada – Chair, John Frankel, Roy Bruninghaus, Jack Connelly, James Tung, Rosemarie di Lorenzo, Steve Parsons, Advisor: Steve Leonard

MEMBERS ABSENT: Bunny Carpenter, Paul Chao, Lynn Jarrett

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:00 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

Staff Officer Ernesto Munoz asked that the Project Log be pulled for discussion. Director Parsons pulled the Maintenance Expenditures and Variance Explanations Report for discussion.

The agenda was approved as amended.

4. Approval of Meeting Report for October 1, 2018

The meeting report from October 1, 2018 was approved as written.

5. Chair's Remarks

Chair Bhada remarked that he is looking forward to a productive year and suggested that the Committee focus their energy on the currently budgeted projects and programs. New projects should only be added to staff's work load if it is deemed necessary.

6. Member Comments (Items Not on the Agenda)

- Martin Rosencrans (4010-3B) commented on aqua fitness and pool facilities. He was instructed to address his concerns at the upcoming GRF M&C Committee meeting on December 12, 2018.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on the operating fund year-end projections.

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 9 and 10 were pulled from the Consent Calendar for discussion. A motion was made and unanimously carried to approve the remaining items in the Consent Calendar.

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

Director Parsons commented on the budget expenditures for the Paint Touch-up work.

10. Project Log

Staff Officer Ernesto Munoz provided an update on the following topics and answered questions from the Committee.

Item #14 Parapet Walls – The 2018 program will be completed by the end of this month.

Item #18 Elevator Replacement – The annual component replacement work is almost complete, with only one elevator remaining to be finished. The component replacement work will go out to bid for the 2019 contract in order for pricing to remain competitive, however, the emergency maintenance work will still be handled by our current vendor. Discussion ensued regarding the elevator shutdown at Building 2381. Director di Lorenzo asked that staff confirm if Care Ambulance will be used for emergencies when elevators are not in use.

Item #21 Exterior Walkway Lighting – This project was completed on time and under budget. Additional walkway lights that weren't originally identified by the consultant were located and replaced with LED fixtures.

Reports:

None

Items for Future Agendas:

- Garden Villa Dryer Vents (January 2019)
- Revisions to Fumigation Program Notifications (January 2019)
- Supplemental Appropriation for CDS & Building Address Signs (January 2019)
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program

Concluding Business:

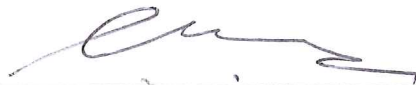
Committee Member Comments

- Director Frankel commented on the importance of voting that will take place on November 14, 2018, regarding GRF Bylaws.
- Director di Lorenzo commented on the possibility of this meeting taking place every other month.

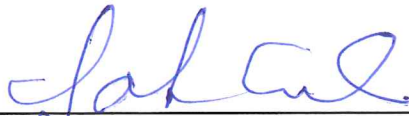
Date of Next Meeting – December 3, 2018

Adjournment

The meeting was recessed at 1:47 PM.



Cush Bhada, Chair



John Frankel, Second Co-Chair

THIRD LAGUNA HILLS MUTUAL 2018 PTP & PAINT PROGRAMS REPORT

Through November 30, 2018

Shown below is the cost breakdown for structures completed through the reporting period:

2018 PTP PROGRAM SCOPE				
	Budget	Planned	Complete	% Complete
Buildings (Dry Rot)	108	108	145	134%
Carport Structures	32	32	34	106%
Laundry Buildings	15	15	20	133%
Buildings (Decking)	59	59	70	119%

COMPLETIONS - PTP PROGRAM				
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)
A98100 Dry Rot Repairs PTP	\$ 643,731	\$ 589,569	\$ 778,787	-32%
A98101 Decking Repairs PTP	\$ 202,190	\$ 185,172	\$ 175,280	5%
A98102 Lead Abatement PTP	\$ 375	\$ 341	\$ 1,375	-303%
A98103 Welding Repairs PTP	\$ 10,947	\$ 9,693	\$ 1,177	88%
Total Repairs Prior To Paint:	\$ 857,243	\$ 784,775	\$ 956,619	-22%

PAINT PROGRAM SCOPE				
Item	Budget	Projected	Total Actual	% Complete
Buildings	136	136	108	79%
Carport Structures	32	32	13	41%
Laundries	15	15	10	67%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 198,624	\$ 182,072	\$ 126,576	30%
Labor	\$ 1,357,276	\$ 1,242,970	\$ 1,184,012	5%
Lead Paint Abatement	\$ 35,616	\$ 32,648	\$ 29,959	8%
Lexan Signs	\$ 11,228	\$ 10,285	\$ 3,370	67%
Total Cost	\$ 1,602,744	\$ 1,467,975	\$ 1,343,917	8%

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
REPLACEMENT FUND								
ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
BUILDING NUMBERS	0	2,830	18,515	31,130	33,970	55%	12,615	41%
BUILDING STRUCTURES	176,261	262,322	1,349,098	2,889,326	3,152,327	43%	1,540,228	53%
ELECTRICAL SYSTEMS	17,515	4,586	50,492	50,446	55,046	92%	(46)	(0%)
ENERGY PROJECTS	0	4,166	(1,554)	45,826	50,000	-3%	47,380	103%
EXTERIOR LIGHTING	22,200	41,666	44,896	458,326	500,000	9%	413,430	90%
FENCING	0	0	21,576	0	0	0%	(21,576)	0%
GARDEN VILLA LOBBY	0	9,486	114,664	104,596	114,126	100%	(10,068)	(10%)
GARDEN VILLA MAILROOM	0	1,950	52,618	21,662	23,649	222%	(30,956)	(143%)
GARDEN VILLA RECESSED AREA	0	16,250	71,111	178,750	195,000	36%	107,639	60%
GV REC ROOM WATER HEATER/HEAT PUMP	0	1,500	15,546	16,500	18,000	86%	954	6%
GUTTER REPLACEMENTS	4,339	11,405	136,239	125,669	137,118	99%	(10,570)	(8%)
LANDSCAPE MODERNIZATION	0	20,833	0	229,167	250,000	0%	229,167	100%
MAILBOXES	2,211	1,597	6,701	17,741	19,389	35%	11,040	62%
PAINT PROGRAM - EXTERIOR	112,114	131,929	1,343,918	1,467,975	1,602,744	84%	124,057	8%
PRIOR TO PAINT	73,616	70,558	956,626	785,107	857,243	112%	(171,518)	(22%)
PAVING	0	0	518,479	597,000	597,000	87%	78,521	13%
ROOF REPLACEMENTS	217,813	174,121	1,290,307	1,598,050	1,598,050	81%	307,744	19%
SUPPLEMENTAL APPROPRIATIONS	63,150	63,150	335,559	335,559	335,559	100%	0	0%
TREE MAINTENANCE	1,516	67,783	918,551	757,022	826,476	111%	(161,529)	(21%)
WALL REPLACEMENTS	0	6,250	0	68,746	75,000	0%	68,746	100%
WASTE LINE REMEDIATION	0	62,500	455,957	687,500	750,000	61%	231,543	34%
WATER LINES - COPPER PIPE REMEDIATION	47,193	8,333	104,547	91,663	100,000	105%	(12,884)	(14%)
OTHER - INVESTMENT EXPENSE	5,214	5,214	21,416	21,416	21,416	100%	0	0%
TOTAL REPLACEMENT FUND	\$743,142	\$968,429	\$7,825,260	\$10,579,178	\$11,312,113	69%	\$2,753,918	26%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$130,363	\$27,515	\$279,107	\$302,665	\$330,189	85%	\$23,558	8%
OTHER - INVESTMENT EXPENSE	603	603	2,432	2,432	2,432	100%	0	0%
TOTAL ELEVATOR REPLACEMENT FUND	\$130,966	\$28,118	\$281,540	\$305,097	\$332,621	85%	\$23,558	8%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$682	\$2,049	\$46,529	\$22,629	\$24,714	188%	(\$23,900)	(106%)
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	0	2,872	50,380	31,774	34,688	145%	(18,607)	(59%)
SUPPLEMENTAL APPROPRIATIONS	0	0	0	0	0	0%	0	0%
OTHER - INVESTMENT EXPENSE	262	262	1,105	1,105	1,105	100%	0	0%
TOTAL LAUNDRY REPLACEMENT FUND	\$944	\$5,182	\$98,014	\$55,507	\$60,508	162%	(\$42,507)	(77%)
GARDEN VILLA RECREATION ROOM FUND								
GARDEN VILLA RECREATION ROOMS	(\$9,347)	\$5,720	\$56,682	\$63,272	\$69,139	82%	\$6,590	10%
OTHER - INVESTMENT EXPENSE	29	29	144	144	144	100%	0	0%
TOTAL GARDEN VILLA REC ROOMS FUND	(\$9,317)	\$5,749	\$56,827	\$63,417	\$69,284	82%	\$6,590	10%

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2018**

DESCRIPTION		CURRENT MONTH		YEAR-TO-DATE		TOTAL		VARIANCE	
		ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	%	\$	%
OPERATING FUND									
1	APPLIANCE REPAIRS	\$9,450	\$7,722	\$97,159	\$85,968	\$93,901	103%	(\$11,191)	(13%)
2	BALCONY/BREEZEWAY RESURFACING	65,622	33,832	459,504	376,409	411,008	112%	(83,095)	(22%)
3	BUILDING REHAB/DRY ROT	19,768	26,445	162,245	293,706	320,666	51%	131,460	45%
4	CARPENTRY SERVICE	24,972	30,591	383,936	339,640	370,816	104%	(44,297)	(13%)
5	CONCRETE REPAIR/REPLACEMENT	20,345	22,854	348,573	254,290	277,636	126%	(94,283)	(37%)
6	CURB CUT/SIDEWALK RAMPS	0	1,666	0	18,326	20,000	0%	18,326	100%
7	ELECTRICAL SERVICE	6,253	11,695	87,148	130,286	142,279	61%	43,138	33%
8	FIRE PROTECTION	3,208	8,398	74,163	92,378	100,820	74%	18,215	20%
9	GUTTER CLEANING	0	37,096	64,730	129,648	166,799	39%	64,919	50%
10	GV MAILROOM RENOVATIONS	0	0	476	0	0	0%	(476)	0%
11	JANITORIAL SERVICE	71,415	64,960	798,629	720,012	785,925	102%	(78,617)	(11%)
12	MISC REPAIRS BY OUTSIDE SERVICE	4,200	5,505	50,581	60,556	66,061	77%	9,975	16%
13	PAINT - TOUCH UP	26,028	9,700	224,547	108,085	118,034	190%	(116,462)	(108%)
14	PAVING MAINTENANCE & REPAIRS	5,243	13,495	47,760	149,987	163,751	29%	102,227	68%
15	PEST CONTROL	500	24,912	277,634	274,032	298,968	93%	(3,602)	(1%)
16	PLUMBING SERVICE	47,212	46,286	685,516	514,849	562,159	122%	(170,668)	(33%)
17	ROOF REPAIRS	8,402	24,166	180,562	265,826	290,000	62%	85,265	32%
18	SOLAR MAINTENANCE	1,554	3,333	15,911	36,667	40,000	40%	20,755	57%
19	STAIR TREAD REPLACEMENTS	713	696	2,753	7,724	8,431	33%	4,971	64%
20	TRAFFIC CONTROL	532	2,456	24,070	27,227	29,721	81%	3,157	12%
21	WELDING	12,484	5,487	61,248	61,000	66,615	92%	(248)	(0%)
TOTAL MAINTENANCE PROGRAMS		\$327,900	\$381,294	\$4,047,146	\$3,946,614	\$4,333,590	93%	(\$100,532)	(3%)

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2018**

1	APPLIANCE REPAIRS Unfavorable variance:	- (\$11,191) YTD (\$1,728) November <i>The small 13% variance is due to labor costs for washer & dryer repairs.</i>
2	BALCONY/BREEZEWAY RESURFACING Unfavorable variance:	- (\$83,095) YTD (\$31,790) November <i>More resurfacing was required than anticipated and the additional labor hours were not anticipated.</i>
3	BUILDING REHAB/DRY ROT Favorable variance:	- \$131,460 YTD \$6,678 November <i>Fewer than expected dry rot repair requests.</i>
4	CARPENTRY SERVICE Unfavorable variance:	- (\$44,297) YTD \$5,618 November <i>To date more hours and materials have been required to complete Carpentry Service tickets than we originally anticipated. We are experiencing a large volume of drywall and stucco repair from plumbing leaks.</i>
5	CONCRETE REPAIR/REPLACEMENT Unfavorable variance:	- (\$94,283) YTD \$2,509 November <i>Staff has been working to catch up with necessary concrete repairs.</i>
6	CURB CUT/SIDEWALK RAMPS Favorable variance:	- \$18,326 YTD \$1,666 November <i>Staff has not received resident requests for curb cuts.</i>
7	ELECTRICAL SERVICE Favorable variance:	- \$43,138 YTD \$5,442 November <i>Staff has devoted considerable time to reserve projects, resulting in a favorable operations</i>
8	FIRE PROTECTION Favorable variance:	- \$18,215 YTD \$5,190 November <i>There are several outstanding invoices for the purchase of additional fire extinguishers, required by code. The end result will be a unfavorable variance.</i>
9	GUTTER CLEANING Favorable variance:	- \$64,919 YTD \$37,096 November <i>This program started in September and will be completed in December. The variance will dissappear as invoices are processed.</i>
10	GV MAILROOM RENOVATIONS N/A	- under 10% variance YTD \$0 November <i>This work is completed with Reserve funding.</i>
11	JANITORIAL SERVICE Unfavorable variance:	- (\$78,617) YTD (\$6,455) November <i>Bulky item pickups will continue to create negative balances through the end of the year.</i>

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2018**

12	MISC REPAIRS BY OUTSIDE SERVICE Favorable variance:	-	\$9,975	YTD	\$1,305	November	Work performed with this fund is on schedule and under budget.
13	PAINT - TOUCH UP Unfavorable variance:	-	(\$116,462)	YTD	(\$16,328)	November	To date more paint tickets have been required due to the Garden Villa inspections. A considerable amount of touch up tickets are required to paint the drywall and stucco repair
14	PAVING MAINTENANCE & REPAIRS Favorable variance:	-	\$102,227	YTD	\$8,252	November	Although the variance is currently favorable, our crew is performing more work in this area currently and we should expect the expenditures to increase by the end of the year.
15	PEST CONTROL FOR TERMITES Favorable variance:	-	under 10% variance	YTD	\$24,412	November	N/A
16	PLUMBING SERVICE Unfavorable variance:	-	(\$170,668)	YTD	(\$926)	November	Plumbing has seen a very high amount of service calls this year, requiring increased staff time as well as the use of outside contractors to provide the appropriate service level.
17	ROOF REPAIRS Favorable variance:	-	\$85,265	YTD	\$15,764	November	This is a contingency budget and will vary from month to month depending on reported incidents.
18	SOLAR MAINTENANCE Favorable variance:	-	\$20,755	YTD	\$1,779	November	Budget was set before contract levels were established, favorable variance likely to continue through year end.
19	STAIR TREAD REPLACEMENTS Favorable variance:	-	\$4,971	YTD	(\$16)	November	There have been minimal requests for stair tread replacement.
20	TRAFFIC CONTROL Favorable variance:	-	\$3,157	YTD	\$1,924	November	This category has a \$29,721 yearly budget, we should expect variances due to the small sample size during previous year's budgeting.
21	WELDING Favorable variance:	-	under 10% variance	YTD	(\$6,997)	November	Staff caught up on required welding this month. Overall, the work has been performed under budget.

Third Mutual Project Log (December 2018)					Estimated Completion/On-going Programs	Budget
#	Type	Name	Description	Status		
1	904 Maint Svc	Laundry Equipment Improvements	This project involves replacement of all the existing residential dryers with commercial, coin operated machines. It also includes raising the level of the machines by placing them on pedestals for easier use. Finally, the venting of the dryers in three story buildings will be altered to be ducted to the exterior.	Staff has brought several reports to the Board regarding the costs and benefits of dryer replacement. After much discussion, the M&C Committee directed staff to gather bids for the needed scope of work. The venting improvements in GV buildings have been researched and the 18 buildings that have exterior venting will be connected to the new dryers. Three bids for dryer and pedestal installation were received, and staff recommended to move forward with CSC Service Works. The M&C Committee recommended that the Board award a contract for the purchase and installation of dryers and laundry pedestals at the October 16, 2018 Board meeting. The vendor informed staff the pedestals for the Speed Queen machines are only offered in black. Staff then specified a different machine and sent out for bids. On December 13, bids were received and CSC Service Works was the low bidder. The revised bids will be reviewed at the December 18th Board meeting. Staff will move forward once a contract is executed.	2019	Funding will be appropriated from the Laundry Replacement Fund
2	910 Bldg. Maint	2018 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.	Staff is working in CDS 224. The following cul-de-sacs have been scheduled for inspection and repair during the 2018 PTP Program: 214, 225, 223, 220, 218, 216, 224, 222 and 221. CDS 214, 225, 223, 220, 218 & 216 have been completed. We are 70% complete with the 2018 Prior to Paint scheduled work.	December 2018 Annual	Budget: \$857,243 Invoiced: \$883,010 Balance: \$-25,767

3	910 Bldg. Maint	2018 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 regard to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs replaced. Lead abatement activities are performed in conjunction with the Exterior Paint Program.	Staff is painting in CDS 216 (which includes 77 buildings, carports and laundry rooms), and will continue in this CDS for the entire month of December. The following cul-de-sacs have been scheduled for painting and resurfacing during the 2018 Paint Program: CDS 214, 225, 223, 220, 218, 216, 224, 222, and 221. CDS 214, 225, 223, 220 & 218 have been completed. We are 60% complete with the 2018 Exterior Paint Program.	December 2018 Annual	Budget: \$1,602,744 Invoiced: \$1,231,804 Balance: \$370,940
4	910 Bldg. Maint	2018 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 VMS staff.	The 2018 program included gutter and downspout replacement which has been completed at Buildings 2369, 2370, 2381, 2400, 2402, 2403, 2404 and 2405. Funds have also been budgeted for repairs by in-house staff on an as-needed basis throughout 2018.	December 2018 Annual	Budget: \$137,118 Invoiced: \$131,900 Balance: \$5,218
5	910 Bldg. Maint	2018 Gutter Cleaning Program	This program is for the annual cleaning of Mutual-owned and alteration gutters.	The gutter cleaning program started in September and is scheduled to be completed by the end of December.	December 2018 Annual	Budget: \$139,364 Invoiced: \$57,000 Balance: \$82,364
6	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.	Currently one three-story building is being retro-fitted and completed each business day. 46 of the 81 buildings have been completed and this project is scheduled to be completed in February 2019.	2019	Supplemental \$336,680 Invoiced: \$164,637 Balance: \$172,043
7	920 Projects	2018 Roofing Replacement Program	This program is dedicated to replacing and maintaining Third 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.	51 buildings totaling 177,215 square feet are scheduled to be re-roofed with new PVC cool roof systems in 2018. The re-roofing work started in March and 47 of the 51 buildings have been completed through the month of November.	December 2018 Annual	Budget: \$1,392,954 Invoiced: \$1,086,711 Balance: \$306,243
8	920 Projects	2018 Emergency Roof Repair Program	This program is dedicated to preserving the serviceable life of roofs by completing emergent requests for roof repairs as they are received.	Emergency requests for roof repairs are completed as they are received throughout the year.	December 2018 Annual	Budget: \$290,000 Invoiced: \$181,288 Balance: \$108,712

9	920 Projects	2018 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. As requests for foundation inspections are received, staff performs field observations, and if required, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	Nine Garden Villas locations (2388, 2389, 2390, 2392, 2393, 2399, 2402, 2403, & 4011) were inspected and recommended for repairs. Repair plans were submitted and the bidding process was completed in April. The contract was fully executed in June, construction work started in late August and is on schedule to be completed before the end of December.	December 2018	Budget: \$207,000 Invoiced: \$2,560 Balance: \$204,440
10	920 Projects	2018 Building Address Signs	This program was intended to replace building address signs on 1,405 buildings over a ten year period beginning in 2016. However, more recently, the M&C Committee determined that the 82 three-story buildings required a more visible sign. Staff was directed to develop new three-story building signs that are larger than those currently installed. Sign placement was to be determined by building configuration.	Cul de sac signs are being fabricated for the inside of Gate 14 and along Via Mariposa East and West in Gates 5 and 6. Staff is working with the sign company to schedule the installation to start on December 19th.	December 2018	Budget: \$33,970 Invoiced: \$18,512 Balance: \$15,458
11	920 Projects	2018 Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	Several structural repair requests have been received for minor repairs and/or building settlement issues. Repairs are either scheduled or in progress at the following building locations: Buildings 2258, 2267, 2280, 2328 - Pedestrian Walkways Repairs have been completed at the following building & manor locations: 967 - Pedestrian Bridges, 2323, 4007, 2170-A, 5193, 5500-1G, 5330-Q, 2404-3A, 4020, 2127-O, 5503-A, 2384, 4006-3D, 4004-3G, 5579-A, 5589-B, 2315, 2301, 2332-C, 3203-B, 122-C, B5246, B5359, B5371, B5069, B5088, B5185, B5302.	December 2018 Annual	Budget: \$750,000 Invoiced: \$512,610 Balance: \$237,390
12	920 Projects	Dry Rot Program	This program is dedicated to developing and implementing a systematic approach to eradicating wood rot throughout Third Mutual.	A contract was awarded to B. Foster Construction at the November 29th Board meeting. Notifications were distributed to residents affected by the repair. Work will start in late December.	December 2018 Annual	Budget: \$1,025,000 Invoiced: \$165,409 Balance: \$859,591
13	920 Projects	2018 Elevator Tile Floor Replacement	This program replaces the elevators ceramic tile flooring with a high grade vinyl tile when the existing tile flooring is reported as damaged.	As elevator floors are reported to have broken tiles, flooring will be replaced with new high grade vinyl selected and approved by the Board. Building 2393 was replaced in 2018. New installations will be scheduled in 2019.	December 2018 Annual	Budget: \$17,083 Invoiced: \$2,146 Balance: \$14,937

14	920 Projects	Exterior Lighting In 2018 funding for this program will be allocated towards the purchase of the Southern California Edison street light infrastructure. a contract with Siemens in the amount of \$843,857 was executed. The scope of work is to assist with the street light acquisition, retrofit of the existing lighting fixtures, and to perform the operations and maintenance of the asset for three years. Additionally, it will offset the cost of consulting services to assist with the acquisition, and the upgrade of other exterior lighting. This program also includes funding for walkway lighting needs.	Street Lights: On May 30, the CPUC approved the sale and transfer of streetlights from SCE to Third. The Siemens team will be working with SCE during the transfer process of surveying, tagging, and auditing the assets that will be purchased from SCE (street light pole, lighting fixtures, above-ground equipment). Once the assets have been identified SCE will invoice Third Mutual. The transfer process was originally scheduled to be completed in November 2018; however, SCE has recently informed our consultant that the process will be extended into January 2019, and the invoice will be sent out immediately thereafter. Once the SCE audit is approved and the invoice is paid by Third the transfer of assets will be completed. After the transfer staff will implement a pilot program to evaluate the selected pilot LED fixtures. After fixtures are selected, the LED retrofit of 788 fixtures will be scheduled. Walkway Lighting: A contract was awarded for walkway lighting upgrades in Gates 5, 6, 7 & 8. During the installation process an additional 34 bollards were identified that were not on the original map. There were fewer concrete bases that needed to be replaced than estimated, and thus the additional bollards were able to be replaced within the original budget. The project was recently completed.	2019	Budget: \$500,000 Invoiced: \$64,656 Balance: \$435,344 Supplemental walkway lighting budget: \$124,907 Invoiced: \$124,508 Balance: \$399
15	920 Projects	Funding for this program is allocated as a contingency to replace damaged common walls as needed. As request for inspection or repairs are received, staff inspects and repairs are made as needed.	No repair requests have been received regarding common walls within the Third Mutual.	December 2018 Annual	Budget: \$25,000 Invoiced: \$0 Balance: \$25,000
16	920 Projects	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 walls with Shepherd's Crook on a phased approach.	Vegetation removal and fabrication of the shepherd's crook began late September. The installation is in progress and is scheduled to be completed in early 2019.	2019	Budget: \$50,000 Supplemental: \$250,000 Invoiced: \$0 Balance: \$300,000
Agenda Item #10 Page 4 of 8		An Energy Consultant will be used as needed in order to advance Third's and the Community's future energy initiatives.	Under the direction of the Village Energy Task Force, TEC and staff finalized the work plan. TEC was directed to move forward with an assessment of the Mutual's electric infrastructure, focusing on carports and Garden Villa garages, and to develop a strategy for electric vehicle charging station installations.	December 2018	Budget: \$50,000 Invoiced: \$2,996 Balance: \$47,004

	904 Maint Svc	2018 Waste line Remediation	The Waste Line Remediation Program involves the installation of a seamless liner 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 waste lines program. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner. 93 buildings were completed in 2018	COMPLETED	December 2018 Annual	Budget: \$750,000 Invoiced: \$455,957 Balance: \$294,043
	904 Maint Svc	2018 Electrical Systems	This program is dedicated to repairing or replacing electrical equipment as needed. Two replacements have occurred this year at Buildings 3366 and 3242. It has been determined by staff that the grounding at some Garden Villa panels are not up to code and should be improved for safety reasons. Staff has performed grounding improvements to the panels at 20 GV buildings. The remaining 33 GV buildings will be completed in 2019.	COMPLETED	December 2018 Annual	Budget: \$50,000 Invoiced: \$32,977 Balance: \$17,023
	910 Bldg. Maint	2018 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, installation of new mailboxes; and complete painting of walls, ceilings and doors. Starting with the 2018 program ten GV mailroom lobbies will be renovated annually. *Staff was directed to complete 10 mailrooms for 2018 after the budget was adopted , which is the reason for the variance. The 10 mailrooms renovated in 2018 are: 2355, 2384, 3499, 5499 ,5370, 3242, 2398, 2396, 2394 and 2397.	COMPLETED	May 2018 Annual	Budget: \$23,469 Invoiced: \$50,000 Balance: \$ (26,531)

	910 Bldg. Maint	2018 Garden Villa Laundry Room Flooring Renovations	This program is funded to replace the GV and LH-21 style buildings laundry room floors with epoxy flooring when existing vinyl flooring is damaged. The list of laundry room floors that will receive epoxy coating in 2018 are as follows: 2392, 2389, 3243, 4001, 4013 and 5515.	COMPLETED	May 2018 Annual	Budget: \$28,444 Invoiced: \$28,444 Balance: \$0
	910 Bldg. Maint	2018 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 carpet is replaced. The 2018 Program renovated the following 10 GV lobbies: 2370, 3499, 2353, 2354, 2393, 5517, 969, 2400, 3241 and 2399 at an average cost of \$11,412 each.	COMPLETED	July 2018 Annual	Budget: \$114,126 Invoiced: \$114,126 Balance: \$0
	910 Bldg. Maint	2018 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 on an as needed basis and hotel accommodations during tenting. 46 Buildings were fumigated in 2018	COMPLETED	November 2018 Annual	Budget: \$298,968 Additional funds: \$10,000 New Budget: 308,968 Invoiced: \$229,433 Balance: \$79,535
	910 Bldg. Maint	2018 Balcony & Breezeway Resurfacing	This program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces mid-way between exterior paint cycles. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any potential safety hazards or dry rot problems. 67 buildings were completed in 2018.	COMPLETED	December 2018 Annual	Budget: \$411,008 Invoiced: \$393,882 Balance: \$17,126
	920 Projects	2018 Elevator Replacement Program	This program is dedicated to elevator maintenance and replacement of worn equipment. In addition ten elevator cars are scheduled for interior renovations.	COMPLETED	December 2018 Annual	Budget: \$330,189 Invoiced: \$286,973 Balance: \$43,216

920 Projects	2018 Garden Villa Breezeway Recessed Areas	This pilot project which began in March, 2018 will fill in the Garden Villa breezeway recessed areas at Buildings 2384, 2385 & 2386 with light weight concrete to match the existing walkway surface. This work will eliminate existing uneven surfaces in recessed areas to eliminate tripping hazards. The work performed will reduce maintenance costs.	COMPLETED	July 2018 Annual	Budget: \$150,000 Invoiced: \$146,152 Balance: \$3,848
920 Projects	2017 Parapet/Stucco Wall Repairs	Several 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. B5193, 5212, 5219, 5265, 5312 were started in December 2017 and completed in March 2018.	COMPLETED	April 2018 Annual	Budget \$230,000 Invoiced: \$180,453 Balance: \$49,547
920 Projects	2018 - 5 & 10 year old Roof Maintenance Program	This program is dedicated to preserving the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly.	COMPLETED	January 2018 Annual	Budget: \$205,100 Invoiced: \$205,096 Balance: \$4
920 Projects	2018 Parkway Concrete Program	This program is funded to replace and repair damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.	COMPLETED	July 2018 Annual	Budget: \$150,000 Invoiced: \$149,561 Balance: \$439
920 Projects	2018 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 2018 program will consist of 108,293 square feet of paving replacement.	COMPLETED	July 2018 Annual	Budget: \$375,000 Invoiced: \$303,614 Balance: \$71,386
920 Projects	2018 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.	COMPLETED	September 2018 Annual	Budget: \$72,000 Invoiced: \$65,304 Balance: \$6,696

	920 Projects	2018 Water Lines - Copper Pipe Remediation	This program is intended to extend the life of copper pipes in all buildings which experience a high frequency of copper pipe leaks. Five buildings within the Mutual have been epoxy lined as part of this year's 2018 Copper Epoxy Lining Program. Work started on September 24th and was completed on October 31st. Staff is evaluating the qualified buildings for the 2019 program.	COMPLETED	December 2018 Annual	Budget: \$100,000 Invoiced: \$16,612 Balance: \$83,388
	920 Projects	2018 Parapet/Stucco Wall Repairs	Several 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.	COMPLETED	December 2018 Annual	Budget \$230,000 Invoiced: \$212,479 Balance: \$17,521

Work Center 904: Maintenance Services

Work Center 910: Building Maintenance

Work Center 920: Projects Division



STAFF REPORT

DATE: January 7, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Revisions to Fumigation Program Notification

RECOMMENDATION

Receive and file.

BACKGROUND

The Communication Division was asked to review all communication pieces that are sent or supplied to residents of buildings scheduled to be fumigated. The goal is to simplify the message and the amount of information a resident has to review and understand when preparing for the fumigation process. The 2019 Fumigation Program will resume in May.

DISCUSSION

Communication staff met with Director Rosemarie di Lorenzo for feedback following the fumigation of her building. Communication staff then met with Maintenance Operations staff several times for background and fact checking. Communication staff presented proposed letters, checklists and information sheets for review. The group reviewed a first draft of revised materials and agreed to collect additional feedback over the next two weeks. The group will meet again in early January to finalize the fumigation communication plan.

FINANCIAL ANALYSIS

None.

Prepared By: Eileen Paulin, Marketing and Communications Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director



STAFF REPORT

DATE: January 7, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Cul-de-sac & Building Address Signs Installation Update

RECOMMENDATION

Receive and file.

BACKGROUND

At the May 7, 2018, Maintenance and Construction Committee meeting, staff was directed to fabricate and install 70 -16.5" x 36" inch oval address signs on selected buildings in Gate 14 and Cul de Sac 212. These signs were installed and completed mid-August 2018 (Attachment 1). The enhancement to the existing small and dated signs was well-received by those residents directly impacted by the change. The Board was also very pleased with implementation of this portion of the Building and Cul-de-sac Signage Program.

Subsequently staff received further direction to fabricate and install cul-de-sac signs in Gate 14 and along Via Mariposa East and West in Gates 5 and 6 (Attachment 2).

DISCUSSION

The installation of the new cul-de-sac signs in Gate 14 and Mariposa East and West are in progress and are scheduled to be complete by the end of the fiscal year 2018.

A total of 250 cul-de-sac signs are planned to be installed in the community by 2020, which will complete all cul-de-sac sign installations.

Year	Quantity
2018	51
2019	122
2020	77

The 2018 sign expenditures are as follows:

Project	Quantity	Cost
Pilot-Address Markers	16	\$1,065
Building Address Signs	70	\$17,010
Mockup Cul-de-Sac Sign	1	\$436
Cul-de-Sac Signs	50	\$15,268
	Total	\$33,779

FINANCIAL ANALYSIS

Expenditures in the amount of \$33,779 were funded from the 2018 Building Numbers Replacement Fund, with a balance remaining in the fund of \$191.

Prepared By: Rodger Richter, Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P. E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 - Oval Address Sign Photo
Attachment 2 - Oval Cul de Sac Sign Photo

ATTACHMENT 1
Oval Address Sign Photo



ATTACHMENT 2
Oval Cul de Sac Sign Photo

