



OPEN MEETING

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

**Monday, November 5, 2018 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 October 1, 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:

None

Items for Future Agendas:

- 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
- Date of Next Meeting – December 3, 2018
- 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, October 1, 2018 – 1:00 PM

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

MEMBERS PRESENT: Bill Walsh – Chair, Bunny Carpenter, John Frankel, Burt Baum, Roy Bruninghaus, Jack Connelly, Cush Bhada, James Tung, Rosemarie di Lorenzo, Steve Parsons, Advisor: Steve Leonard

MEMBERS ABSENT: None

STAFF PRESENT: Ernesto Munoz – Staff Officer, Tim Moy, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:02 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

Director Bruninghaus asked that Item 12 be moved to closed session. Director Carpenter asked that the Project Log be pulled for discussion. Director Bhada asked that Create Video of Street Lights be added as Item 15.

The agenda was approved as amended.

4. Approval of Meeting Report for August 6, 2018

The meeting report from August 6, 2018 was approved as written.

5. Chair's Remarks

Chair Walsh had no remarks.

6. Member Comments (Items Not on the Agenda)

- Lynn Jarrett (4010-1C) commented on mailroom floor replacements.

7. Department Head Update

Staff Officer, Ernesto Munoz had no update at this time.

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.

A motion was made and unanimously carried to approve all items listed in the Consent Calendar. Item 10 was pulled from the Consent Calendar for discussion.

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

10. Project Log

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

- Wasteline Remediation – The 2018 program will stop in mid-November, prior to the holidays with a total of 93 buildings lined.
- 2018 Electrical Systems – A portion of this contingency fund will be used to repair the electrical panels in 12 Garden Villa buildings.
- Laundry Equipment Improvements – If a contract is awarded by the Board in October, the vendor will be able to schedule the install in January of 2019.
- Pest Control for Termites – 44 buildings have been fumigated so far this year. One building was postponed and there is one building left to be fumigated at the end of October.
- Trash Chutes – The project has resumed now that a new trash chute door design has been approved for fabrication.
- 2018 Roofing Replacement – A total of 38 buildings have been reroofed this year.

- Seal Coat Program – The 2018 program work has been completed. Staff will review street repairs performed by ETWD in cul-de-sacs 326, 327 & 328 as well as some damage by the contractor's trucks on Bahia Blanca West, heading up from Avenida Sosiega.
- Building Address Signs – The pilot program for both the building address and cul-de-sac signs were completed. Staff is waiting for additional direction from the Committee. Although no direction was provided to staff at this time, Director Connelly volunteered to work with staff in the future.

Director Carpenter commented on breezeway top coat staining.

Reports:

11. Fire Avert Devices

Security Chief Tim Moy summarized the report and answered questions from the Committee.

A motion was made to authorize the purchase of five fire advert devices as a pilot project.

12. Appeal of 3165-A Plumbing Reimbursement Decision

This item was moved to closed session.

13. Cleaning of Alteration Patio Covers as a Chargeable Service (oral discussion)

Chair Walsh brought up a discussion on whether to offer cleaning of alteration awnings and patio covers as a chargeable service.

Discussion ensued regarding staffing levels, and gutter cleaning programs.

By consensus, the Committee decided not to consider offering this as a chargeable service at this time.

14. Motion Sensor Lights in Carports and GV Garages (oral discussion)

Director Connelly updated the Committee on the reason for the request. Due to the recent vandalism and petty thefts that have occurred, he would like to see motion sensor lights installed in Garden Villa garages.

Discussion ensued regarding crime stats, the difference between burglary and petty theft, modification of the existing lighting and the ten buildings that will have emergency lighting installation in 2019.

Director Connelly will work with Security Chief Tim Moy to discuss possible solutions.

15. Creating a Video of Existing & Upgraded Street Lights

Chair Walsh suggested that a before and after video of the street light upgrade project be produced by either TV 6 or volunteers from the Video Club.

Discussion ensued regarding photometric studies, the pilot project for new LED light fixtures, and the need for marketing of the project.

By consensus the Committee will ask the Video Club volunteers to work with Marketing Director Eileen Paulin so that a video of the project can be produced and cataloged for posterity.

Items for Future Agendas:

- Contract Award for Dry Rot Repairs (Closed Session, November)
- Revisions to Fumigation Program Notification
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program

Concluding Business:

Committee Member Comments

Various Committee Members thanked Chair Walsh for his service, guidance and leadership.

Date of Next Meeting – November 5, 2018

Adjournment

The meeting was recessed at 2:53 PM.



Bill Walsh, Chair



Bunny Carpenter

THIRD LAGUNA HILLS MUTUAL 2018 PTP & PAINT PROGRAM REPORT

Through September 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	94	87%
Carport Structures	32	32	16	50%
Laundry Buildings	15	15	16	107%
Buildings (Decking)	59	59	60	102%

COMPLETIONS - PTP PROGRAM				
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)
A98100 Dry Rot Repairs PTP	\$ 643,731	\$ 482,440	\$ 653,488	-35%
A98101 Decking Repairs PTP	\$ 202,190	\$ 151,525	\$ 136,615	10%
A98102 Lead Abatement PTP	\$ 375	\$ 279	\$ 1,375	-393%
A98103 Welding Repairs PTP	\$ 10,947	\$ 8,205	\$ 1,177	86%
Total Repairs Prior To Paint:	\$ 857,243	\$ 642,449	\$ 792,655	-23%

PAINT PROGRAM SCOPE				
Item	Budget	Projected	Total Actual	% Complete
Buildings	136	136	98	72%
Carport Structures	32	32	11	34%
Laundries	15	15	9	60%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 198,624	\$ 148,968	\$ 108,161	27.4%
Labor	\$ 1,357,276	\$ 1,017,232	\$ 959,401	5.7%
Lead Paint Abatement	\$ 35,616	\$ 26,712	\$ 18,649	30.2%
Lexan Signs	\$ 11,228	\$ 8,415	\$ 3,297	60.8%
Total Cost	\$ 1,602,744	\$ 1,201,327	\$ 1,089,508	9.3%

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

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
REPLACEMENT FUND								
ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
BUILDING NUMBERS	17,381	2,830	18,515	25,470	33,970	55%	6,955	27%
BUILDING STRUCTURES	51,784	262,322	929,602	2,364,031	3,152,327	29%	1,434,429	61%
ELECTRICAL SYSTEMS	0	4,586	7,777	41,274	55,046	14%	33,497	81%
ENERGY PROJECTS	0	4,166	0	37,494	50,000	0%	37,494	100%
EXTERIOR LIGHTING	600	41,666	22,696	374,994	500,000	5%	352,298	94%
FENCING	0	0	21,576	0	0	0%	(21,576)	0%
GARDEN VILLA LOBBY	0	9,486	114,664	85,581	114,126	100%	(29,083)	(34%)
GARDEN VILLA MAILROOM	0	1,950	53,309	17,726	23,649	225%	(35,584)	(201%)
GARDEN VILLA RECESSED AREA	64,671	16,250	71,111	146,250	195,000	36%	75,139	51%
GV REC ROOM WATER HEATER/HEAT PUMP	0	1,500	15,546	13,500	18,000	86%	(2,046)	(15%)
GUTTER REPLACEMENTS	11,229	11,405	131,559	102,822	137,118	96%	(28,737)	(28%)
LANDSCAPE MODERNIZATION	0	20,833	0	187,500	250,000	0%	187,500	100%
MAILBOXES	0	1,597	4,490	14,518	19,389	23%	10,028	69%
PAINT PROGRAM - EXTERIOR	130,827	131,929	1,089,508	1,201,327	1,602,744	68%	111,819	9%
PRIOR TO PAINT	76,535	70,558	792,662	642,449	857,243	92%	(150,212)	(23%)
PAVING	59,011	36,000	512,185	597,000	597,000	86%	84,815	14%
ROOF REPLACEMENTS	99,534	174,119	917,897	1,249,810	1,598,050	57%	331,913	27%
SUPPLEMENTAL APPROPRIATIONS	25,909	25,909	224,850	224,850	224,850	100%	0	0%
TREE MAINTENANCE	108,299	67,748	894,033	619,806	826,476	108%	(274,226)	(44%)
WALL REPLACEMENTS	0	6,250	0	56,247	75,000	0%	56,247	100%
WASTE LINE REMEDIATION	2,310	62,500	455,957	562,500	750,000	61%	106,543	19%
WATER LINES - COPPER PIPE REMEDIATION	0	8,333	(1,000)	74,997	100,000	-1%	75,997	101%
OTHER - INVESTMENT EXPENSE	0	0	16,201	16,201	16,201	100%	0	0%
TOTAL REPLACEMENT FUND	\$648,091	\$961,937	\$6,293,137	\$8,656,348	\$11,196,189	56%	\$2,363,211	27%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$0	\$27,515	\$117,280	\$247,635	\$330,189	36%	\$130,355	53%
OTHER - INVESTMENT EXPENSE	0	0	1,830	1,830	1,830	100%	0	0%
TOTAL ELEVATOR REPLACEMENT FUND	\$0	\$27,515	\$119,110	\$249,465	\$332,019	36%	\$130,355	52%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$0	\$2,049	\$41,938	\$18,515	\$24,714	170%	(\$23,423)	(127%)
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	691	2,872	49,742	25,999	34,688	143%	(23,744)	(91%)
OTHER - INVESTMENT EXPENSE	0	0	844	844	844	100%	0	0%
TOTAL LAUNDRY REPLACEMENT FUND	\$691	\$4,920	\$92,524	\$45,357	\$60,246	154%	(\$47,167)	(104%)
GARDEN VILLA RECREATION ROOM FUND								
GARDEN VILLA RECREATION ROOMS	\$6,498	\$5,720	\$62,824	\$51,772	\$69,139	91%	(\$11,052)	(21%)
OTHER - INVESTMENT EXPENSE	0	0	115	115	115	100%	0	0%
TOTAL GARDEN VILLA REC ROOMS FUND	\$6,498	\$5,720	\$62,939	\$51,887	\$69,255	91%	(\$11,052)	(21%)

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

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING FUND								
1 APPLIANCE REPAIRS	\$7,392	\$7,722	\$77,971	\$70,345	\$93,901	83%	(\$7,627)	(11%)
2 BALCONY/BREEZEWAY RESURFACING	61,710	33,832	314,518	308,013	411,008	77%	(6,505)	(2%)
3 BUILDING REHAB/DRY ROT	17,226	26,445	130,856	240,332	320,666	41%	109,476	46%
4 CARPENTRY SERVICE	41,279	30,591	318,423	277,918	370,816	86%	(40,505)	(15%)
5 CONCRETE REPAIR/REPLACEMENT	28,088	22,854	289,917	208,106	277,636	104%	(81,811)	(39%)
6 CURB CUT/SIDEWALK RAMPS	0	1,666	0	14,994	20,000	0%	14,994	100%
7 ELECTRICAL SERVICE	5,922	11,695	73,405	106,614	142,279	52%	33,209	31%
8 FIRE PROTECTION	476	8,398	50,100	75,582	100,820	50%	25,482	34%
9 GUTTER CLEANING	19,530	37,096	27,260	55,404	166,799	16%	28,144	51%
10 GV MAILROOM RENOVATIONS	0	0	476	0	0	0%	(476)	0%
11 JANITORIAL SERVICE	72,080	64,752	642,275	588,955	785,925	82%	(53,320)	(9%)
12 MISC REPAIRS BY OUTSIDE SERVICE	544	5,505	42,661	49,546	66,061	65%	6,885	14%
13 PAINT - TOUCH UP	26,891	9,700	172,531	88,455	118,034	146%	(84,076)	(95%)
14 PAVING MAINTENANCE & REPAIRS	3,860	13,495	41,998	122,744	163,751	26%	80,746	66%
15 PEST CONTROL	7,438	24,912	229,433	224,208	298,968	77%	(5,225)	(2%)
16 PLUMBING SERVICE	85,242	46,286	567,528	421,287	562,159	101%	(146,240)	(35%)
17 ROOF REPAIRS	0	24,166	146,874	217,494	290,000	51%	70,620	32%
18 SOLAR MAINTENANCE	1,554	3,333	12,803	30,000	40,000	32%	17,197	57%
19 STAIR TREAD REPLACEMENTS	0	696	2,040	6,321	8,431	24%	4,280	68%
20 TRAFFIC CONTROL	3,645	2,456	20,888	22,280	29,721	70%	1,393	6%
21 WELDING	3,308	5,487	41,712	49,920	66,615	63%	8,208	16%
TOTAL MAINTENANCE PROGRAMS	\$386,184	\$381,086	\$3,203,671	\$3,178,518	\$4,333,590	74%	(\$25,154)	(1%)

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

1. APPLIANCE REPAIRS Unfavorable variance:	- (\$7,627) YTD \$330 September Staff has received an unusually high amount of repair calls this year, somewhat mitigated by a small favorable variance this month.
2. BALCONY/BREEZEWAY RESURFACING	- under 10% variance YTD (\$27,877) September While the YTD variance is small, the monthly variance will fluctuate as the budget is spread out over 12 months while the work is consolidated in a few months.
3. BUILDING REHAB/DRY ROT Favorable variance:	- \$109,476 YTD \$9,219 September There has been a low demand for Building Rehab/Dryrot tickets.
4. CARPENTRY SERVICE Unfavorable variance:	- (\$40,505) YTD (\$10,688) September To date more hours and materials have been required to complete Carpentry Service tickets than originally anticipated. Staff is experiencing a large volume of drywall and stucco repair from plumbing leaks/cuts.
5. CONCRETE REPAIR/REPLACEMENT Unfavorable variance:	- (\$81,811) YTD (\$5,234) September Work in the first two quarters focused on concrete repair; further concrete work will begin once budget has corrected.
6. CURB CUT/SIDEWALK RAMPS Favorable variance:	- \$14,994 YTD \$1,666 September Staff has not received resident requests for curb cuts this month.
7. ELECTRICAL SERVICE Favorable variance:	- \$33,209 YTD \$5,773 September Staff has devoted considerable time to reserve projects, resulting in a favorable operations expenditure
8. FIRE PROTECTION Favorable variance:	- \$25,482 YTD \$7,922 September There are several outstanding invoices for the purchase of additional fire extinguishers, required by code. The end result will be a unfavorable variance.
9. GUTTER CLEANING Favorable variance:	- \$28,144 YTD \$17,566 September This program started in September and will be completed in December. The variance will disappear as invoices are received and paid.
10. GV MAILROOM RENOVATIONS	- under 10% variance YTD \$0 September N/A

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

11. JANITORIAL SERVICE	- under 10% variance YTD (\$7,328) September
	While the YTD variance is small, the monthly variance will fluctuate requests for service are received.
12. MISC REPAIRS BY OUTSIDE SERVICE	Work performed with this fund is on schedule and under budget.
13. PAINT - TOUCH UP	- (\$84,076) YTD (\$17,192) September
Unfavorable variance:	To date more paint tickets have been required due to the Garden Villa inspections. A considerable amount of paint touch up tickets are required to paint the drywall and stucco repair that we complete in the Carpentry Service line item.
14. PAVING MAINTENANCE & REPAIRS	- \$80,746 YTD \$9,634 September
Favorable variance:	Although the variance is currently favorable our crew is performing more work in this area currently and we should expect the expense to be closer to the budgeted amount.
15. PEST CONTROL FOR TERMITES	- under 10% variance YTD \$17,474 September
16. PLUMBING SERVICE	- (\$146,240) YTD (\$38,956) September
Unfavorable variance:	Plumbing has seen a very high amount of service calls this year, requiring increased staff time as well as outside services.
17. ROOF REPAIRS	- \$70,620 YTD \$24,166 September
Favorable variance:	This is a contingency budget and is not a set amount of monthly expenditures. This item will vary from month to month depending on reported incidents.
18. SOLAR MAINTENANCE	- \$17,197 YTD \$1,779 September
Favorable variance:	Budget was set before contract levels were established, favorable variance likely to continue through year end.
19. STAIR TREAD REPLACEMENTS	- \$4,280 YTD \$696 September
Favorable variance:	There have been minimal requests for stair tread replacement.
20. TRAFFIC CONTROL	- under 10% variance YTD (\$1,190) September
21. WELDING	- \$8,208 YTD \$2,179 September
Favorable variance:	More work requests from other work centers has resulted in higher volume; this is not planned work.

		Third Mutual Project Log (October 2018)				
Priority Rating	#	Type	Name	Description	Status	Estimated Completion/On-going Programs
	1	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.	The Board awarded a three-year contract to Specialized Pipe Technologies (SPT), to perform epoxy waste lining services for the Mutual. Work for the 2018 program resumed February 20th in the Gate 11 area. Lining began at buildings 5219-5223. Buildings currently scheduled for epoxy lining are: 2370 & 2404. 91 buildings have been completed to date. 91 have been invoiced. 93 buildings are estimated to be completed this year.	November 2018 Annual Budget: \$750,000 Invoiced: \$469,055 Balance: \$280,945
	2	904 Maint Svc	2018 Electrical Systems	This program is dedicated to repairing or replacing electrical equipment as needed.	Funding for this program is provided as a contingency to address electrical panel failures and emergency maintenance. 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 the following 12 GV buildings: 2387, 2388, 2369, 2384, 2385, 2386, 2389, 2390, 2391, 2369, 2370 & 2381.	December 2018 Annual Budget: \$50,000 Invoiced: \$33,150 Balance: \$16,850

	3	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 gave direction to staff to gather bids for the three improvements described. The venting improvements will need further research and is currently being researched at this time. Three bids for dryer and pedestal installation were received, and staff recommended to move forward with CSC Service Works. The M&C Committee will recommend the Board award a contract for the purchase and installation of dryers and laundry pedestals at the October 16, 2018 Board meeting. The contingency was reduced to 3% for a total expenditure of \$415,787. If approved, purchasing will work with the supplier to lock in the pricing in December and schedule delivery and installation in January 2019.	December 2018 & January 2019	Funding will be appropriated from the Laundry Replacement Fund
	4	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 continuing to work in CDS 216 (which includes 77 buildings, carpents and laundry rooms), through the month of October. 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 have been completed. We are 60% complete with the 2018 Prior to Paint scheduled work.	December 2018 Annual	Budget: \$857,243 Invoiced: \$716,126 Balance: \$141,117
	5	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 still painting in CDS 216 (which includes 77 buildings, carpents and laundry rooms), and will continue in this CDS for the entire month. 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: \$958,680 Balance: \$644,064

6	910 Bldg. Maint	2018 Balcony & Breezeway Resurfacing	This program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces midway 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.	This program was started in May. There are 67 buildings on the schedule for this year. 48 buildings have been completed to date.	December 2018 Annual	Budget: \$411,008 Invoiced: \$252,808 Balance: \$158,200
7	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.	The fumigation program starts May 7, 2018 and is typically completed by November. There are 46 buildings scheduled to be fumigated in 2018. 1 building has been postponed and 44 buildings have been completed so far this year.	November 2018 Annual	Budget: \$298,968 Additional funds: \$10,000 New Budget: \$308,968 Invoiced: \$221,996 Balance: \$86,972
8	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 now 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 the year.	December 2018 Annual	Budget: \$137,118 Invoiced: \$120,329 Balance: \$16,789
9	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 will finish in December.	December 2018 Annual	Budget: \$139,364 Invoiced: \$0 Balance: \$139,364
10	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 every business day. The project is scheduled to be completed end of January, 2019.	February 2019	Supplemental \$336,680 Invoiced: \$30,607 Balance: \$306,073
11	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.	50 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 38 of the 50 buildings have been completed through October 1st.	December 2018 Annual	Budget: \$1,392,954 Invoiced: \$714,301 Balance: \$678,653

	12	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: \$162,732 Balance: \$127,268
	13	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 and construction work started in late August and is scheduled to be completed by December.	December 2018	Budget: \$207,000 Invoiced: \$0 Balance: \$207,000
	14	920 Projects	2018 Parapet/Stucco Wall Repairs	Several Villa Paraísa 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.	Work on buildings 5069, 5088, 5185, and 5302 are in progress. All buildings are scheduled to be completed by the end of December 2018.	December 2018 Annual	Budget \$230,000 Invoiced: \$21,329 Balance: \$208,671
	15	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.	The pilot program for both the building address and cul-de-sac signs were completed in Gate 14 and CDS 212. Staff is waiting for additional direction from the Committee. Although no direction has been provided at this time, Director Connelly volunteered to work with staff in the future.	ON HOLD	Budget: \$33,970 Invoiced: \$18,512 Balance: \$15,458
Agenda Item #10 Page 4 of 8	16	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: 967 - Pedestrian Bridges Buildings 2258, 2267, 2280, 2328 - Pedestrian Walkways Repairs have been completed at the following building & manor locations: 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.	December 2018 Annual	Budget: \$750,000 Invoiced: \$336,157 Balance: \$413,843

17	920 Projects	Dry Rot Program	This program is dedicated to developing and implementing a systematic approach to eradicating wood rot throughout Third Mutual.	Staff received contractors bids. After review, staff will provide a recommendation for award of a contract at the December M&C Committee Meeting.	December 2018 Annual	Budget: \$1,025,000 Invoiced: \$110,780 Balance: \$914,220
18	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.	The elevators scheduled on the 2018 component replacement program are at the following buildings: 2381, 2355, 2390, 2394, 2397, 2402, 2399, 2369, 4001 and 4005. Notifications will be mailed in advance to the residents/owners in each building. Buildings 2381, 2355, 2394, 2397, 2402, 2399 and 2369 have been completed. Building 2390 began construction October 8, 2018, and is scheduled to be completed by October 25, 2018. Building 4001 began construction October 9, 2018, and is scheduled to be completed by October 26, 2018. Building 4005 will begin construction October 29, 2018, and be completed by November 15, 2018. Additionally, elevator maintenance repair requests are sent to the contractor as they are received.	December 2018 Annual	Budget: \$330,189 Invoiced: \$117,280 Balance: \$212,909
19	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. Currently there are no installations scheduled.	December 2018 Annual	Budget: \$17,083 Invoiced: \$2,146 Balance: \$14,937
20	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 have been identified for this year's 2018 Copper Epoxy Lining Program. The work started on September 24 and is scheduled to be completed by mid-November.	December 2018 Annual	Budget: \$100,000 Invoiced: \$0 Balance: \$100,000

21	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, and underground conduits/wiring). Once the assets have been identified SCE will invoice Third Mutual. The transfer process is scheduled to be completed in November 2018. In November 2018 a task force will select several candidate LED fixtures and locations for the pilot program. In November-December 2018 trial fixtures will be temporarily installed to evaluate their luminance and aesthetics. Once a fixture is selected the LED retrofit of 788 fixtures is scheduled to be conducted in February-March 2019. Walkway Lighting: A contract was awarded for walkway lighting upgrades in Gates 5, 6, 7 & 8 and work is currently underway. 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.	March 2019	Budget: \$500,000 Invoiced: \$42,455.83 Balance: \$457,544.17 Supplemental walkway lighting budget: \$124,907 Invoiced: \$105,300.80 Balance: \$19,605.60
22	920 Projects	2018 Common Wall Replacement	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
23	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 walls with Shepherd's Crook on a phased approach.	Fabrication of the Shepherd's Crook began late September. Vegetation has been removed in the area and installation will begin on October 17th.	December 2018	Budget: \$50,000 Supplemental: \$250,000 Invoiced: \$0 Balance: \$300,000
24	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.	A contract was awarded to The Energy Coalition. The Energy Task Force provided their top priorities to the energy consultant. Staff will be presenting the consultant's work plan/proposal at a future M&C Committee Meeting for direction to move forward with the work.	December 2018	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000

		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
	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	Budget: \$150,000 Invoiced: \$146,152 Balance: \$3,848

		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
		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	Budget: \$205,100 Invoiced: \$205,096 Balance: \$4
		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
		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: \$375,000
		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: \$59,011 Balance: \$12,989

Work Center 904: Maintenance Services

Work Center 910: Building Maintenance

Work Center 920: Projects Division