



OPEN MEETING

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

**Monday, March 2, 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 January 6, 2020
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
10. Programs Report

Reports:

11. Painting of Building 2129
12. Building 3244 Ramp Request

Items for Future Agendas:

- Dryer Timer Reset Costs (May)
- Independent EV Charging Station Bollards
- Programs Report (March, July, November)

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – May 4, 2020
- Adjournment

Steve Parsons, Co-Chair
Velny Soren, Staff Officer
Telephone: 268-2281



OPEN MEETING

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

Monday, January 6, 2020 – 1:30 PM

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

MEMBERS PRESENT: Cush Bhada – Chair, Steve Parsons, John Frankel, Jon Pearlstone, Craig Wayne

MEMBERS ABSENT: None

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:35 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 postponed the discussion of Item #13 until the next meeting on March 2, 2020. The agenda was approved as amended.

4. Approval of Meeting Report for November 4, 2019

The meeting report from November 4, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked on the Street Light LED Conversion project; and the percentage of the 2019 programs that are complete.

6. Member Comments (Items Not on the Agenda)

- Ed McGill (2390-2C) commented that he was happy about the major improvements in GV Buildings; and the water that leaks from the 1st floor breezeway into the garage.
- Randy Scott (5372-1G) commented on the need for a permanent ramp at the main entrance of 3244; and possible VA funding for ramps.
- Patricia Lewis (2393-3C/2390-2C) commented on the puddles of water that are in the garage of building 2390.

Staff Officer Ernesto Munoz and various Committee members replied to the Member Comments.

7. Department Head Update

Staff Officer Ernesto Munoz had no 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.

By consensus, all items on the Consent Calendar were approved.

8. Maintenance Expenditures and Variance Explanations

9. Project Log

Reports:

10. Review of TEC's Energy Priority Work Plan and Deliverables

Staff Officer Ernesto Munoz summarized the report and introduced a representative from The Energy Coalition.

The TEC representative presented the deliverables from Task 1 of the energy priority work plan. No further direction was provided to the energy consultant.

Discussion ensued regarding expected future loads; electrical infrastructure upgrades to handle the current load; independent EV charging stations; and parking garage circuits.

By consensus, staff was directed to bring back a report with an analysis for what it would take to provide independent EV charging stations throughout the Mutual, in order to reduce the current load on the existing infrastructure.

11. Building & Carport Lighting Timers

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the useful life of the equipment.

12. Dryer Timer Reset Costs

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding projected revenue; number of expected loads; the amount of subsidized laundry costs; and time of use programming for dryers.

By consensus staff was directed to bring back a report for discussion when there has been a full year of revenue collected.

13. Painting of Building 2129

This item was postponed until March 2, 2020.

Items for Future Agendas:

- Programs Report (March, July, November)
- Painting of Building 2129 (March)
- Dryer Timer Reset Costs (May)
- EV Charging in GV Garages

Concluding Business:

Committee Member Comments

- There were no Committee Member Comments

Date of Next Meeting – March 2, 2020

Adjournment – The meeting was adjourned at 3:04 PM.



Cush Bhada, Chair

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF DECEMBER 31, 2019**

DESCRIPTION		CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
		ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
REPLACEMENT FUND									
1	MC BUILDING NUMBERS	960	2,840	33,961	33,970	33,970	100%	9	0%
2	MC BUILDING STRUCTURES	688,508	228,173	2,532,621	2,732,992	2,732,992	93%	200,371	7%
3	MC ELECTRICAL SYSTEMS	0	4,897	50,400	58,610	58,610	86%	8,210	14%
4	MC ENERGY PROJECTS	8,450	4,174	24,165	50,000	50,000	48%	25,835	52%
5	MC EXTERIOR LIGHTING	17,936	66,674	59,319	800,000	800,000	7%	740,681	93%
6	MC FENCING	13,859	11,515	123,758	136,817	136,817	90%	13,058	10%
7	MC GARDEN VILLA LOBBY	0	9,967	111,162	119,560	119,560	93%	8,398	7%
8	MC GARDEN VILLA MAILROOM	0	5,905	75,477	70,173	70,173	108%	(5,304)	(8%)
9	MC GARDEN VILLA RECESSED AREA	12,132	20,870	40,436	250,440	250,440	16%	210,004	84%
10	MC GV REC ROOM WATER HEATER/HEAT PUMP	20	1,633	23,584	19,505	19,505	121%	(4,079)	(21%)
11	MC GUTTER REPLACEMENTS	1,503	3,087	39,017	37,000	37,000	105%	(2,017)	(5%)
12	LS LANDSCAPE MODIFICATION	299,932	76,756	614,934	919,890	919,890	67%	304,956	33%
13	MC MAILBOXES	0	3,070	29,282	36,483	36,483	80%	7,202	20%
14	MC PAINT PROGRAM - EXTERIOR	171,012	168,991	2,031,797	2,008,631	2,008,631	101%	(23,166)	(1%)
15	MC PRIOR TO PAINT	114,537	107,469	1,232,597	1,277,033	1,277,033	97%	44,437	3%
16	MC PAVING	586,546	70,547	725,711	844,499	844,499	86%	118,788	14%
17	MC ROOF REPLACEMENTS	129,101	109,351	1,554,561	1,311,937	1,311,937	118%	(242,624)	(18%)
18	LS TREE MAINTENANCE	87,152	17,988	230,800	213,630	213,630	108%	(17,170)	(8%)
19	MC WALL REPLACEMENTS	28,995	16,674	148,913	200,000	200,000	74%	51,087	26%
20	MC WASTE LINE REMEDIATION	179,255	62,500	741,873	750,000	750,000	99%	8,127	1%
21	MC WATER LINES - COPPER PIPE REMEDIATION	634	16,674	199,817	200,000	200,000	100%	183	0%
TOTAL REPLACEMENT FUND		\$2,360,836	\$1,030,059	\$10,814,024	\$12,261,012	\$12,261,012	88%	\$1,446,987	12%

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF DECEMBER 31, 2019**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING FUND								
22 MC APPLIANCE REPAIRS	\$13,920	\$7,189	\$130,919	\$85,379	\$85,379	153%	(\$45,540)	(53%)
23 MC CARPENTRY SERVICE	34,759	32,477	388,977	385,731	385,731	101%	(3,246)	(1%)
24 GS CONCRETE REPAIR/REPLACEMENT	14,822	35,684	393,686	423,853	423,853	93%	30,168	7%
25 MC CURB CUT/SIDEWALK RAMPS	0	833	10,000	10,000	10,000	100%	0	0%
26 MC ELECTRICAL SERVICE	9,683	10,257	99,780	121,615	121,615	82%	21,835	18%
27 MC FIRE PROTECTION	29,773	14,670	92,089	175,556	175,556	52%	83,467	48%
28 MC GUTTER CLEANING	95,386	12,649	174,423	151,554	151,554	115%	(22,870)	(15%)
29 GS JANITORIAL SERVICE	73,946	79,688	882,450	947,862	947,862	93%	65,412	7%
30 MC MISC REPAIRS BY OUTSIDE SERVICE	21,883	4,838	58,234	58,050	58,050	100%	(184)	(0%)
31 MC PEST CONTROL	43,638	21,716	194,008	260,405	260,405	75%	66,397	25%
32 MC PLUMBING SERVICE	72,130	56,749	827,584	674,483	674,483	123%	(153,102)	(23%)
33 MC SOLAR MAINTENANCE	1,554	2,087	19,934	25,000	25,000	80%	5,066	20%
34 GS TRAFFIC CONTROL	197	2,562	14,238	30,359	30,359	47%	16,122	53%
35 GS WELDING	3,687	7,208	99,041	85,307	85,307	116%	(13,735)	(16%)
TOTAL MAINTENANCE PROGRAMS	\$415,377	\$288,609	\$3,385,363	\$3,435,153	\$3,435,153	99%	\$49,790	1%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
BUDGET VARIANCE EXPLANATIONS
December 31, 2019**

	REPLACEMENT FUND
--	-------------------------

1 BUILDING NUMBERS	- under 10% variance YTD \$1,880 December This category is within normal budget variances.
2 BUILDING STRUCTURES	- under 10% variance YTD (\$460,335) December This category is within normal budget variances.
3 ELECTRICAL SYSTEMS Favorable variance:	- \$8,210 YTD \$4,897 December This budget is a contingency to be used when original in-ceiling radiant heat systems fail, causing a need for the installation of wall heaters and heat pumps.
4 ENERGY PROJECTS Favorable variance:	- \$25,835 YTD (\$4,276) December This budget is a contingency for energy projects. The Energy Coalition completed Task 1 but did not get approval to complete Task 2.
5 EXTERIOR LIGHTING Favorable variance:	- \$740,681 YTD \$48,738 December Even though the project was approved in 2019, the installation will be completed in 2020.
6 FENCING	- under 10% variance YTD (\$2,344) December This category is within normal budget variances.
7 GARDEN VILLA LOBBY	- under 10% variance YTD \$9,967 December This category is within normal budget variances.
8 GARDEN VILLA MAILROOM	- under 10% variance YTD \$5,905 December This category is within normal budget variances.
9 GARDEN VILLA RECESSED AREAS Favorable variance:	- \$210,004 YTD \$8,738 December This project to fill in recessed areas with lightweight concrete was cancelled by the Board after the budget was adopted.

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
BUDGET VARIANCE EXPLANATIONS
December 31, 2019**

10	GARDEN VILLA REC ROOM HEAT PUMP/WATER HEATER Unfavorable variance:	-	(\$4,079)	YTD	\$1,613	December	The expenditure is due to job code classification discrepancy. Staff is working in conjunction with the Finance Division to make the necessary corrections.
11	GUTTER REPLACEMENTS	-	under 10% variance	YTD	\$1,584	December	This category is within normal budget variances.
12	LANDSCAPE MODERNIZATION	N/A					
13	MAILBOXES (General Services) Favorable variance:	-	\$7,202	YTD	\$3,070	December	There was no concrete pad work required for the Mailbox installation project in 2019. Therefore, no funds were expended out of General Services for this project (Chris Laugenour - General Services).
14	PAINT PROGRAM - EXTERIOR	-	under 10% variance	YTD	-\$2,021	December	This category is within normal budget variances.
15	PRIOR TO PAINT	-	under 10% variance	YTD	(\$7,068)	December	This category is within normal budget variances.
16	PAVING/CONCRETE Favorable variance:	-	\$118,788	YTD	(\$516,000)	December	Savings due to concrete work needs and priorities in other mutuals (Chris Laugenour - General Services).
17	ROOF REPLACEMENTS Unfavorable variance:	-	(\$242,624)	YTD	(\$19,750)	December	This category is unfavorable due to the unanticipated number of rain leak repairs which were well above the 5 year average. There are also on-going challenges with failure of the light weight tile roof systems.

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
BUDGET VARIANCE EXPLANATIONS
December 31, 2019**

18	TREE MAINTENANCE (LANDSCAPE SERVICES)	-	N/A	
19	WALL REPLACEMENTS Favorable variance:	-	\$51,087 YTD	(\$12,321) December Exterior wall repairs were minimal and expended from the Shepherd's Crook budget.
20	WASTELINE REMEDIATION	-	under 10% variance YTD	(\$116,755) December This category is within normal budget variances.
21	COPPER PIPE REMEDIATION	-	under 10% variance YTD	\$16,041 December This category is within normal budget variances.
OPERATING FUND				
22	APPLIANCE REPAIRS Unfavorable variance:	-	(\$45,540) YTD	(\$6,731) December This variance is due to the large number of calls for service on washing machines that have unbalanced loads or from using excessive detergent. There were additional service calls in early 2019, due to residents having difficulty understanding how to use the new dryers.
23	CARPENTRY SERVICE	-	under 10% variance YTD	(\$2,282) December This category is within normal budget variances.
24	CONCRETE REPAIR/REPLACEMENT	-	under 10% variance YTD	\$20,862 December This category is within normal budget variances.
25	CURB CUT/SIDEWALK RAMPS (GENERAL SERVICES)	-	under 10% variance YTD	\$833 December This category is within normal budget variances.
26	ELECTRICAL SERVICE Favorable variance:	-	\$21,835 YTD	\$575 December This favorable variance is due to salary savings for open/vacant positions. Lower service needs in than previously anticipated in Third Mutual were also a contributing factor to the favorable outcome.

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
BUDGET VARIANCE EXPLANATIONS
December 31, 2019**

27	FIRE PROTECTION Favorable variance:	-	\$83,467	YTD	(\$15,103)	December	Favorable variance in this line item of the operating expenditure is attributed to cost savings for standpipe inspections in addition to reduction in repairs to sprinkler systems and standpipes throughout the past year.
28	GUTTER CLEANING Unfavorable variance:	-	(\$22,870)	YTD	(\$82,736)	December	Heavy rain early in the year prompted a large volume of service calls from residents for gutter cleaning.
29	JANITORIAL SERVICE (GENERAL SERVICES)	-	under 10% variance	YTD	\$5,742	December	This category is within normal budget variances.
30	MISC REPAIRS BY OUTSIDE SERVICE	-	under 10% variance	YTD	(\$17,046)	December	This category is within normal budget variances.
31	PEST CONTROL Favorable variance:	-	\$66,397	YTD	(\$21,922)	December	Favorable variance is due to the requested funding for lodging being cut by 43% during the 2019 Business Planning meetings. However, the funding was not equally reduced for whole structure fumigations. Therefore the whole structure tenting could not take place for all buildings with termite infestations, as there was not adequate funding for lodging accommodations. A request for supplemental funding was denied on March 4, 2019.
32	PLUMBING SERVICE Unfavorable variance:	-	(\$153,102)	YTD	(\$15,380)	December	Unforeseen plumbing failures have triggered additional expenditures this fiscal year. This variance is consistent with the 4,576 calls for service in 2019.
33	SOLAR MAINTENANCE Favorable variance:	-	\$5,066	YTD	\$533	December	Invoices were accrued to account for a cable repair. The budget was close to fully expended.
34	TRAFFIC CONTROL (GENERAL SERVICES) Favorable variance:	-	\$16,122	YTD	\$2,365	December	Favorable variance is due to limited requests for signage and curb painting (Chris Laugenour - General Services).
35	WELDING (GENERAL SERVICES) Unfavorable variance:	-	(\$13,735)	YTD	\$3,521		Unfavorable variance is due to a high amount of lead abatement work that was required before welding could be performed (Chris Laugenour - General Services).

Third Mutual Project Log (February 2020)						
#	Type	Name	Description	Status	Estimated Completion/On-going Programs	Budget
1	920 Projects	Building Address Signs	This project is intended to upgrade building signage to improve their visibility. The M&C Committee is focused on replacement of the existing building address signs with a larger, more visible signs. Staff is using larger, traffic-rated, high reflectivity materials to improve their visibility at night.	This project is scheduled to begin in April	December 2020	Budget: \$30,000 Exp: \$0 Balance: \$30,000
2	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.	December 2020	Budget: \$500,000 Exp: \$4,130 Balance: \$495,870
3	920 Projects	Dry Rot Program	This program is funded to develop and implement a systematic approach to eradicating wood rot throughout Third Mutual.	The Dry Rot Program will take place in coordination with the Prior to Paint Program, with a primary focus on Garden Villa Buildings. Buildings 2384, 2385, 2386, 2387 and 2388 have been inspected. Structural Plans are in progress.	December 2020	Budget: \$1,025,000 Exp: \$0 Balance: \$1,025,000
4	920 Projects	Parapet & Stucco Wall Repairs	The Villa Paraíso 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 five buildings are scheduled for 2020: 5028, 5044, 5144, 5294, & 5298. Preliminary notifications have been sent to the building residents. 19 out of 41 buildings have been completed to date.	November 2020	Budget \$300,000 Exp: \$0 Balance: \$300,000
5	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. Buildings 5090 and 5057 received structural evaluations of the garage wall footings in early February. Staff is awaiting the reports to see if further action is required.	December 2020 Annual	Budget: \$75,000 Exp: \$0 Balance: \$75,000

6	904 Bldg. Maint Svc	Electrical Systems	These funds are allocated to repair or replace electrical equipment failures as needed.	It has been determined by staff that the grounding at the Garden Villa electric panels are not up to code and should be improved for safety reasons. Staff has completed grounding improvements to 44 of the GV buildings. The 2020 budget includes funding for the remaining 9 GV buildings to be completed this year.	December 2020 Annual	Budget \$50,000 Exp: \$0 Balance: \$50,000
7	900 Maint	Energy Projects	These funds are allocated funding for future energy projects. An energy consultant will be used as-needed in order to advance Third's and the Community's future energy initiatives.	This is a contingency to address consultant fees for energy improvements. No projects have been assigned to the energy consultant this year.	December 2020 Annual	Budget \$10,000 Exp: \$0 Balance: \$10,000
8	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 9 Garden Villa lobbies to be renovated in 2020 are: 2395, 2396, 2397, 3420, 3421, 4006, 5370, 5371, and 5499. The lobby renovation at Building 2396 is scheduled to begin on February 24th, followed by Building 3420 which is scheduled to begin on March 9th. Each lobby will take approximately two weeks to complete.	December 2020 Annual	Budget: \$112,500 Exp: \$4,793 Balance: \$107,707
9	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. Four mailrooms will be renovated in 2020, completing the program. The program is scheduled to resume in 2026.	The last 4 Garden Villa mailrooms to be renovated in 2020 are: 2405, 3420, 4007, and 4009.	December 2020 Annual	Budget: \$33,867 Exp: \$0 Balance: \$33,867
10	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 installation of new gutters using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building to address drainage issues and to prevent foundation problems. This program also addresses gutter repairs performed by VMS staff.	Funds have been budgeted for repairs by in-house staff on an as-needed basis throughout the year. There are currently 20 open tickets for Gutter Repair/Replacement. Staff is also evaluating buildings on the exterior paint program for drainage issues and will install new seamless gutter systems by an outside vendor as needed.	December 2020 Annual	Budget: \$98,289 Exp: \$0 Balance: \$98,289

11	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.	Staff is currently working in CDS 332. Upon completion of CDS 332, staff will move to Buildings 3286-3297 and then CDS 327 which will complete the 2019 Paint Program schedule. We anticipate completing these cul-de sacs by the first week of March. Staff will then move into CDS 203, from the 2020 Paint Program. The following cul-de-sacs/buildings are scheduled for painting and resurfacing during the 2020 Exterior Paint Program: CDS 201, 202, 203, 219, 221, 328, 333, 334, and Buildings 3326-3334.	December 2020 Annual	Budget: \$2,055,556 Exp: \$0 Balance: \$2,055,556
12	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.	Staff is currently working in CDS 203 which will be completed by mid March, followed by CDS 219. The following cul-de-sacs/buildings are scheduled for inspection and repair this year: CDS 201, 202, 203, 219, 221, 328, 333, 334, and Buildings 3326-3334.	December 2020 Annual	Budget: \$1,470,323 Exp: \$0 Balance: \$1,470,323
13	910 Bldg. Maint	Balcony & Breezeway Resurfacing	This mid-cycle program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces every 5 years. 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 dry rot or potential safety hazards.	This program is scheduled to begin in the final week of April and completed in August, beginning in CDS 213. The cul-de-sacs scheduled for resurfacing in 2020 are: 213, 343, 352, and 353	December 2020 Annual	Budget: \$100,440 Exp: \$0 Balance: \$100,440
14	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.	This program will run concurrently with the Asphalt Paving Program. The program is scheduled to begin in July and be complete in August.	November 2020	Budget: \$160,000 Exp: \$0 Balance: \$160,000
Agenda Item #8	920 Projects	Golf Cart Parking and Striping	This project is funded to add golf cart & vehicle parking spaces where there is adequate spacing.	13 golf cart spaces and 7 vehicle parking spaces will be added in CDS 216. Work is tentatively scheduled to begin in March.	November 2020	Budget: \$50,000 Exp: \$0 Balance: \$50,000

16	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 2020 program will consist of 21,539 square feet of paving replacement. 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 2020 program consists of 21 cul-de-sacs. 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.	Cul-de-sacs 216, 306; and streets Rayo del Sol and Vista del Mando are scheduled for paving this year. This program is scheduled to begin in September and complete in October.	November 2020	Budget: \$513,461 Exp: \$0 Balance: \$513,461
17	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 2020 program consists of 21 cul-de-sacs. 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.	The seal coat program work includes 430,427 SF of cul-de-sac pavement area. The CDS and buildings scheduled for the 2020 program include: CDS 213, 223, 304, 317, 330-A, 336, 340, 343, 348, 360, 362, 366, 373, 378, 404; Buildings 3156, 3162, 3179, 3335, 3371 & 3486.	September 2020	Budget: \$51,651 Exp: \$0 Balance: \$51,651
18	920 Projects	Roofing Replacement Program	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.	20 buildings totaling 145,863 SF are scheduled for replacement with PVC cool roof systems. This program is scheduled to begin in March and be complete in October.	October 2020	Budget: \$1,075,010 Exp: \$0 Balance: \$1,075,010
19	920 Projects	Preventive Roof Maintenance	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.	There are 41 buildings totaling 77,279 SF for the 5-year old roofs that will receive maintenance. There are 55 buildings totaling 343,201 SF for the 10-year old roofs that will receive maintenance. Work for this program began on January 6th and is scheduled to be complete in late-February	February 2020	Budget: \$130,416 Exp: \$0 Balance: \$130,416
20	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.	December 2020	Budget: \$110,000 Exp: 10,601 Balance: \$99,399
21	920 Projects	Roof Replacement - Light weight Roofs	Beginning with the 2020 Business Plan, the Board elected to initiate the Light Weight Tile Replacement program to address premature failure of existing tile roofs. Light weight tile roofs will be replaced with composition shingle roof systems.	Two buildings totaling 14,354 SF are scheduled for replacement with composition shingle roof systems. Work is scheduled to begin in September and be complete in December.	December 2020	Budget: \$100,478 Exp: \$0 Balance: \$100,478
22	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.	Shepherd's Crook fence fabrication is scheduled to begin in March. To date a total of 4,950 linear feet out of 33,525 LF of Shepherd's Crook has been installed.	December 2020	Budget: \$165,000 Exp: \$0 Balance: \$165,000

23	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 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 primary focus is on three-story buildings this year, other buildings with a high risk for stoppages will also be evaluated for epoxy lining. The three-story buildings take an average of 6-weeks to complete. Total number of buildings in Third Mutual: 1405 Buildings completed from inception to 2019: 292 Number of buildings left to complete: 1113	2020 Annual	Budget: \$1,000,000 Exp: \$0 Balance: \$1,000,000 Cumulative Expenditures from 2011 through 2019: \$3,708,372
24	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 following 9 buildings are scheduled to be epoxy lined in 2020: 2271, 2282, 2302, 3019, 3032, 3039, 3186, 3321 & 4004. The project is scheduled to begin in February and be complete in May. A total of 67 Buildings have been epoxy lined to date since 2008.	May 2020	Budget: \$500,000 Exp: \$0 Balance: \$500,000
25	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.	The elevators at buildings 3363, 3366, 4026, 5368 and 5369 are scheduled for equipment replacement & interior renovation this year. Notifications will be provided to all residents and owners of these buildings, which includes information about the program and the scheduled dates for when the work will be performed.	December 2020 Annual	Budget: \$255,000 Exp: \$0 Balance: \$255,000
26	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.	The laundry rooms scheduled to receive epoxy flooring are in buildings: 3338, 3363, 3366, 3371, and 4026.	December 2020 Annual	Budget: \$47,083 Exp: \$0 Balance: \$47,083
27	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.	Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year. The fumigation program starts in May and is typically completed in November.	December 2020 Annual	Budget: \$364,272 Exp: \$2,075 Balance: \$362,197

28	920 Projects	Street Light LED Conversion Project	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, 2019, the M&C Committee approved the installation of King K427 and Acuity cobra style LED fixtures throughout the Mutual. A map specifying the type of fixtures, wattages and color temperatures will be provided and reviewed by staff in late-February. The fixtures are scheduled to be installed in April 2020.	2020	2019 Budget: \$740,000 Exp: \$0 Balance: \$740,000
----	--------------	--	---	--	------	---

THIRD LAGUNA HILLS MUTUAL 2019 PRIOR TO PAINT REPORT

Through December 31, 2019

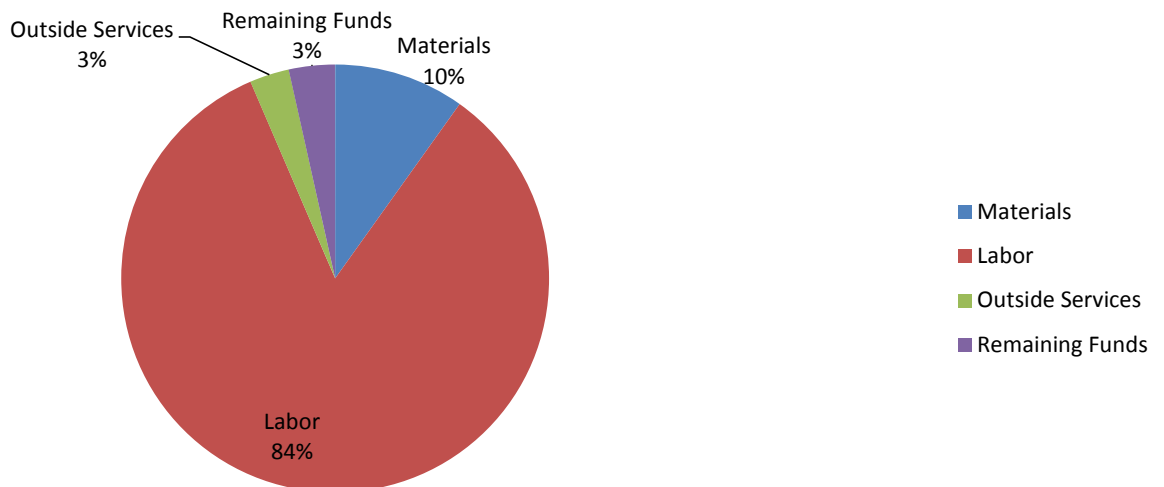
The prior to paint program prepares building surfaces for painting and includes repair and mitigation of Dry Rot, Decking and Welding repairs performed every 10 years in conjunction with the Exterior Paint Program.

Prior-To-Paint	2019 Budget	Actual
Dry Rot Repairs	\$595,488	\$765,635
Decking Repairs	\$629,294	\$425,015
Welding Repairs	\$11,291	\$3,735
Lead Abatement	\$40,960	\$38,211
Total Prior to Paint Repairs	\$1,277,033	\$1,232,596

Expenses	Amount YTD
Materials	\$ 126,173
Labor	\$ 1,068,204
Outside Services	\$ 38,215
Remaining Funds	\$ 44,441
Total Budget	\$ 1,277,033

2019 Budget
\$ 1,277,033
Expenditures
\$ 1,232,597
Variance
3%

Amount YTD - Expenses vs. Remaining Funds



THIRD LAGUNA HILLS MUTUAL 2019 PAINT REPORT

Through December 31, 2019

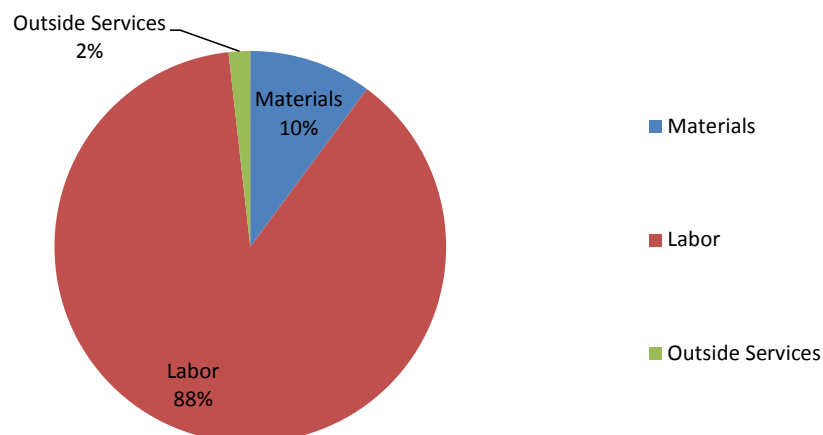
Starting in 2019, the Mutual has implemented a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regards to the trim: fascia boards; beams; overhangs; 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.

Paint	2019 Expected	Completed
Buildings	168	160
Carport Structures	28	10
Laundry Buildings	2	2

Expenses	Amount YTD
Materials	\$ 206,050
Labor	\$ 1,789,539
Outside Services	\$ 36,208
Remaining Funds	\$ -
Total Expenditures	\$ 2,031,797

2019 Budget
\$ 2,008,631
Expenditures
\$ 2,031,797
Variance
-1%

Amount YTD - Expenses





STAFF REPORT

DATE: March 2, 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)





STAFF REPORT

DATE: March 2, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Building 3244 Ramp Request

RECOMMENDATION

Direct staff to reconstruct the first floor entrance walkway located at building 3244 using funding from the 2020 concrete parkway program. The reconstruction will eliminate the existing concrete step by replacing it with a new flat concrete surface.

BACKGROUND

The pedestrian access to the elevator from the lower garage at Garden Villa Building 3244 was temporarily closed while the asphalt program work was in progress in 2019. In the interim, staff provided a temporary modular ADA accessible ramp at the first floor main entrance to accommodate alternative access to the elevator for residents with mobility issues (Attachment 1). At the January 6, 2020, Third M&C Committee meeting, the Vice President of the Garden Villa Association requested that the temporary modular ramp at building 3244 remain in place to allow mobility challenged resident's access to the building from the first level.

DISCUSSION

Staff obtained a cost estimate to replace the existing concrete step with a flat concrete surface at the first floor front entrance of building 3244. In addition, there is sufficient funding in the 2020 parkway concrete budget to fully fund this project. In 2011, a precedent was established after residents from building 2404 requested a similar walkway modification to enhance accessibility into the building was approved and implemented (Attachment 2).

FINANCIAL ANALYSIS

The estimated cost for the new walkway is \$5,000. The Third Laguna Hills Mutual Board allocated \$150,000 to fund concrete work associated with the paving program, which will fully fund this project.

Prepared By: Erik Schneekluth, Project Manager
Reviewed By: Guy West, Projects Division Manager
Velny Soren, Maintenance Operations Manager

ATTACHMENT(S)

Attachment 1 - Entrance to B3244 with the temporary ramp in place
Attachment 2 - Entrance to B2404 after the walkway was constructed flush with the entrance

Attachment 1
Entrance to B3244 with the temporary ramp in place



Attachment 2
Entrance to B2404 after the walkway was constructed flush with the entrance

