



OPEN MEETING

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

**Monday, September 9, 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
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for July 1, 2019
5. Chair's Remarks
6. Member Comments – *(Items Not on the Agenda)*
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Programs Report
9. Maintenance Expenditures and Variance Explanations
10. Project Log

Reports:

11. Carport Condensation Panel Repairs as a Chargeable Service
12. Garden Villa Mailroom and Elevator Flooring Assessments
13. Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

Items for Future Agendas:

- Bulky Item Pick Up Solutions

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – November 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, July 1, 2019 – 1:00 PM

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

MEMBERS PRESENT: Rosemarie di Lorenzo (for Cush Bhada) – Acting Chair, Bunny Carpenter, Steve Parsons, Roy Bruninghaus (for John Frankel), Jon Pearlstone, and Advisor: Steve Leonard

MEMBERS ABSENT: Cush Bhada, John Frankel

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Acting Chair di Lorenzo 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. A representative from Marketing & Communications was present.

3. Approval of the Agenda

Items 8, 9 and 10 were pulled from Consent for discussion; Mailroom Floors was added as item 10b; Garden Villa Breezeway Recessed Areas was added as 10c; Non-emergency Chargeable Maintenance Services was added as 10d; and a request for a supplemental appropriation for the CDS sign installation project was added to the agenda as Item 12.

The agenda was approved as amended.

4. Approval of Meeting Report for May 6, 2019

The meeting report from May 6, 2019 was approved as written.

5. Chair's Remarks

Acting Chair di Lorenzo remarked that Director Bhada is out of town and she will be Acting Chair while he is away. In addition, she spoke about the upcoming budget meetings and her service next year as an advisor to this Committee.

6. Member Comments (Items Not on the Agenda)

- Craig Wayne (4024-B) commented on the slab cracks on his back patio.
- Stuart Hack (2393-3D) commented on directories in LH-21 buildings, mailroom flooring and his concerns about lower HOA dues equaling lower maintenance standards. Acting Chair di Lorenzo addressed Mr. Hack's concerns and provided him with the correct information.
- Merle Entner (3072-A) commented on removal of dryers in L308 and heat selection options.

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

By consensus staff will follow up with each member and resolve all concerns, where possible.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on the upcoming second street light LED fixture conversion project. The presentation by Siemens will take place on July 18, 2019 at 9:00am in the Board room. Staff will coordinate with Marketing to advertise this open meeting and with Information Technology so the meeting can be recorded.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

Items 8, 9 and 10 were pulled from the Consent Calendar for discussion.

Items for Discussion:

8. Programs Report

Director Parsons commented on the information provided in the Programs Report.

9. Maintenance Expenditures and Variance Explanations

Replacement Fund:

- Director Parsons commented on Gutters; Mailboxes; Wall Replacements; and the Exterior Paint Program.
- Director Pearlstone commented on Mailboxes.

Operating Fund:

- Director Pearlstone commented on the annual budget number for Concrete Repair/Replacement; and increases for OT & Temp Help.
- Acting Chair di Lorenzo commented on the overall operating budget; plumbing services; carpentry; and appliance repair.

Staff Officer Ernesto Munoz replied to the Committee member comments.

10a. Project Log

Director Carpenter asked about the CDS sign installation project.

Director Parsons asked about Building Structures budget.

Acting Chair di Lorenzo commented on plumbing work happening outside of Building 4015.

10b. Mailroom Floors

Acting Chair di Lorenzo asked about the condition of mailroom floor and if there is a plan to replace the ceramic tile flooring.

Discussion ensued regarding mailroom and elevator tile flooring inspections; and alternate flooring materials.

By consensus, staff was directed to inspect all mailroom and elevator floors. Staff will bring a report to the September M&C and provide options for the Committee to consider on any recommended flooring replacements.

10c. GV Breezeway Recessed Areas

Acting Chair di Lorenzo commented on the budget for GV Breezeway Recessed Area.

10d. Non-Emergency Chargeable Services

Acting Chair di Lorenzo commented on the status of the chargeable services.

Discussion ensued regarding use of chargeable services; staffing resources; possible services to be removed; revised estimated costs; and carport condensation panels.

Staff will bring a report to the September M&C for the Committee to review which will include any recommended changes for 2020.

Reports:

11. Revisions to the Exterior Paint Color Palette

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

Discussion ensued regarding color placement; contrasting door color options; cool toned colors such as greens as a body color; paint color renderings; wrought iron paint colors; and paint color options for 3-story buildings.

The current Exterior Paint Color Palette includes ten color groups for single-story and two-story buildings, and three color groups for three-story buildings.

At the May 6, 2019 Maintenance and Construction Committee meeting, staff was directed to work with a design consultant to produce a new Exterior Paint Color Palette for single-, two-story, and three-story buildings.

Single and two-story residential buildings are currently trending with timeless body colors such as off-whites and light beiges that incorporate a darker trim. Alternatively, these trending paint colors are often reversed with darker body colors and lighter accent and trim colors. These paint color schemes work well with shades of blues, greens, and russets incorporated as options for entry doors or accent colors. Ten new paint color palette options have been proposed by the Mutual's design consultant for single and two-story buildings.

The warm-toned color options feature natural and inviting shades, designed to evoke feelings of warmth and maximize a resort-like curb appeal popular throughout the Southern California region. The cool-toned color options feature combinations that bring forth a stately and classic appearance, with cool neutrals pairing well with the natural architectural and landscape designs already featured throughout the Village.

To maintain the operational and logistical efficiencies of the current program, staff recommends implementing the Revised Exterior Paint Color Palette in the first cul-de-sac to be painted on the Mutual's 2020 Exterior Paint Program scope and all future executions of the Mutual's Exterior Paint Program.

A motion was made and unanimously approved to recommend the Board approve a revision to the Exterior Paint Color Palette, to be implemented during the 2020 Paint Program Cycle. Additionally, staff was directed to change the door color for Option 7 from Dark Granite to a contrasting red color.

12. Supplemental Appropriation for Cul-de-sac Sign Installation

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

There are approximately 250 existing cul-de-sac signs in Third Mutual. The planned scope of work in the current year is funded from the 2019 Reserves Plan – Building Numbers in the amount of \$33,970 to fabricate and install 122 new cul-de-sac signs.

At the May 29, 2019, Special Meeting of the Third Mutual M&C Committee, staff was directed to bring a report back to the July M&C Committee meeting recommending a supplemental appropriation for the cost to complete all cul-de-sac sign installations in 2019.

A motion was made and unanimously carried to recommend the Board approve a supplemental appropriation in the amount of \$23,000, from the Replacement Reserves Fund to fabricate and install an additional 77 new cul-de-sac signs in 2019 which will complete the implementation of the new cul-de-sac address signage project.

Items for Future Agendas:

- Carport Condensation Panels as a Chargeable Service (September 2019)
- Mailroom Flooring (September 2019)
- Bulky Item Pick Up Solutions (September 2019)

Concluding Business:

Committee Member Comments

- Director Carpenter commented on the additional information provided in the project log.
- Director Parsons commented on the proposed 2020 exterior paint colors.

Date of Next Meeting – September 9, 2019

Adjournment – The meeting was adjourned at 2:41 PM.



Rosemarie d'Lorenzo, Acting Chair



Bunny Carpenter, Co-Chair

THIRD LAGUNA HILLS MUTUAL 2019 PTP & PAINT PROGRAM REPORT

Through July 31, 2019

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

2019 PTP PROGRAM SCOPE				
	Budget	Projected	Complete	Variance %
Buildings (Dry Rot)	168	98	142	45%
Carport Structures	28	16	20	22%
Laundry Buildings	2	1	6	414%
Buildings (Decking)	39	23	16	-30%

COMPLETIONS - PTP PROGRAM				
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)
A98100 Dry Rot Repairs PTP	\$ 595,488	\$ 347,145	\$ 470,494	-36%
A98101 Decking Repairs PTP	\$ 200,930	\$ 117,134	\$ 70,412	40%
A98102 Lead Abatement PTP	\$ 40,960	\$ 23,891	\$ 37,026	-55%
A98103 Welding Repairs PTP	\$ 11,291	\$ 6,572	\$ 3,735	43%
Total Repairs Prior To Paint:	\$ 837,378	\$ 494,742	\$ 581,667	-18%

PAINT PROGRAM SCOPE				
Item	Budget	Projected	Total Actual	Variance %
Buildings	168	98	100	2%
Carport Structures	28	16	31	90%
Laundries	2	1	5	329%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 237,618	\$ 138,607	\$ 110,445	20.3%
Labor	\$ 1,536,080	\$ 895,681	\$ 849,497	5.2%
Lead Paint Abatement	\$ 35,000	\$ 20,412	\$ -	100.0%
Lexan Signs	\$ 4,640	\$ 2,702	\$ 2,821	-4.4%
Total Cost	\$ 1,813,338	\$ 1,057,402	\$ 962,763	9.0%

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

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	9,900	19,810	33,970	29%	9,910	50%
BUILDING STRUCTURES	341,607	228,089	1,121,850	1,594,054	2,732,992	41%	472,204	30%
ELECTRICAL SYSTEMS	0	4,883	21,000	34,181	58,610	36%	13,181	39%
ENERGY PROJECTS	3,251	4,166	8,881	29,162	50,000	18%	20,281	70%
EXTERIOR LIGHTING	22,093	66,666	34,622	466,662	800,000	4%	432,040	93%
FENCING	38,162	11,505	96,992	79,761	136,817	71%	(17,231)	(22%)
GARDEN VILLA LOBBY	14,416	9,963	93,710	69,741	119,560	78%	(23,969)	(34%)
GARDEN VILLA MAILROOM	17,214	5,894	44,212	40,910	70,173	63%	(3,302)	(8%)
GARDEN VILLA RECESSED AREA	0	20,870	0	146,090	250,440	0%	146,090	100%
GV REC ROOM WATER HEATER/HEAT PUMP	146	1,625	22,085	11,373	19,505	113%	(10,712)	(94%)
GUTTER REPLACEMENTS	6,973	3,083	28,019	21,581	37,000	76%	(6,438)	(30%)
LANDSCAPE MODIFICATION	3,160	76,718	8,280	536,534	919,890	1%	528,254	98%
MAILBOXES	7,119	3,052	25,283	21,260	36,483	69%	(4,022)	(19%)
PAINT PROGRAM - EXTERIOR	175,971	168,864	1,171,213	1,171,268	2,008,631	58%	55	0%
PRIOR TO PAINT	101,599	107,349	660,891	744,474	1,277,033	52%	83,583	11%
PAVING	3,722	70,474	15,645	492,480	844,499	2%	476,835	97%
ROOF REPLACEMENTS	96,338	109,326	756,414	765,282	1,311,937	58%	8,868	1%
SUPPLEMENTAL APPROPRIATIONS	0	0	169,537	169,537	169,537	100%	0	0%
TREE MAINTENANCE	6,955	17,950	64,726	124,650	213,630	30%	59,925	48%
WALL REPLACEMENTS	39,625	16,666	39,625	116,662	200,000	20%	77,037	66%
WASTE LINE REMEDIATION	141,703	62,500	214,723	437,500	750,000	29%	222,777	51%
WATER LINES - COPPER PIPE REMEDIATION	58,795	16,666	160,924	116,662	200,000	80%	(44,262)	(38%)
TOTAL REPLACEMENT FUND	\$1,078,848	\$1,009,139	\$4,768,533	\$7,209,635	\$12,240,708	39%	\$2,441,102	34%

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

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET				\$	%
OPERATING FUND									
1	APPLIANCE REPAIRS	\$8,087	\$7,185	\$78,520	\$49,769	\$85,379	92%	(\$28,751)	(58%)
2	CARPENTRY SERVICE	(5,514)	32,432	240,685	224,864	385,731	62%	(15,821)	(7%)
3	CONCRETE REPAIR/REPLACEMENT	24,049	35,587	221,109	246,916	423,853	52%	25,808	10%
4	CURB CUT/SIDEWALK RAMPS	0	833	0	5,833	10,000	0%	5,833	100%
5	ELECTRICAL SERVICE	8,848	10,240	52,091	70,888	121,615	43%	18,797	27%
6	FIRE PROTECTION	6,350	14,626	39,341	102,382	175,556	22%	63,041	62%
7	GUTTER CLEANING	415	12,639	29,337	88,390	151,554	19%	59,053	67%
8	JANITORIAL SERVICE	75,987	79,574	518,748	551,976	947,862	55%	33,228	6%
9	MISC REPAIRS BY OUTSIDE SERVICE	3,174	4,838	4,303	33,863	58,050	7%	29,559	87%
10	PEST CONTROL	56,817	21,699	80,553	151,893	260,405	31%	71,340	47%
11	PLUMBING SERVICE	70,211	56,697	507,751	393,199	674,483	75%	(114,552)	(29%)
12	SOLAR MAINTENANCE	4,662	2,083	10,878	14,581	25,000	44%	3,703	25%
13	TRAFFIC CONTROL	1,210	2,545	5,868	17,684	30,359	19%	11,816	67%
14	WELDING	10,043	7,176	57,194	49,676	85,307	67%	(7,517)	(15%)
TOTAL MAINTENANCE PROGRAMS		\$264,340	\$288,154	\$1,846,375	\$2,001,914	\$3,435,153	54%	\$155,540	8%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of July 31, 2019**

1	APPLIANCE REPAIRS Unfavorable variance:	- (\$28,751) YTD (\$902) July	This variance is consistent with the large number of calls for washing machine repairs per month. Staff has determined that the majority of service calls are due to an unbalanced load of laundry. This causes the washing machine to stop spinning which will leave soap and water in the machine and the laundry still wet. These types of service calls, which do not require a repair, are costly to the Mutual.
2	CARPENTRY SERVICE	- under 10% variance YTD \$37,945 July	This program is currently in-line with the budget. We do not anticipate any budget/variance challenges for 2019.
3	CONCRETE REPAIR/REPLACEMENT	- under 10% variance YTD \$11,538 July	Overall expenses are in line with budget. Increase in past few months is due to scheduled underground parking cleanup.
4	CURB CUT/SIDEWALK RAMPS Favorable variance:	- \$5,833 YTD \$833 July	We receive suggestions for this program from the Paving Division. Their program just began in August.
5	ELECTRICAL SERVICE Favorable variance:	- \$18,797 YTD \$1,392 July	The favorable variance is due fewer than expected calls for service as well as two vacant positions.
6	FIRE PROTECTION Favorable variance:	- \$63,041 YTD \$8,276 July	The variance is due to annual testing and repairs for the standpipes and sprinklers, both of which have been scheduled but not yet completed or billed.
7	GUTTER CLEANING Favorable variance:	- \$59,053 YTD \$12,224 July	Although this budget item is distributed evenly by 12 months, this program conducted by outside services does not begin until September and runs through the end of the year. We do not anticipate any budget challenges.
8	JANITORIAL SERVICE	- under 10% variance YTD \$3,587 July	

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of July 31, 2019**

9	MISC REPAIRS BY OUTSIDE SERVICE Favorable variance:	-	\$29,559	YTD	\$1,664	July	Misc. repairs by outside contractors are in progress and on-going. There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.
10	PEST CONTROL Favorable variance:	-	\$71,340	YTD	(\$35,118)	July	Although this expenditure item is distributed evenly by 12 months encompassing both localized treatment of pest as well as fumigation by whole structure tenting, the bulk of this line item is allocated to fumigation by whole structure, which begins in May and runs through October. Please note that fumigation has not been scheduled for the months of July and August, due to no available hotel accommodations.
11	PLUMBING SERVICE Unfavorable variance:	-	(\$114,552)	YTD	(\$13,514)	July	This variance is consistent with the large number of calls for service. Staff received over 460 calls for service in July, resulting in this line item variance.
12	SOLAR MAINTENANCE Favorable variance:	-	\$3,703	YTD	(\$2,579)	July	There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices, the variance should diminish.
13	TRAFFIC CONTROL Favorable variance:	-	\$11,816	YTD	\$1,336	July	Current expenses are underbudget given limited use of outside contractors for curbside painting.
14	WELDING Unfavorable variance:	-	(\$7,517)	YTD	-\$2,868	July	Expenditures are slightly over budget due to stair tread repairs and lead paint removal efforts.

Third Mutual Project Log (August 2019)						
Priority Rating	#	Type	Name	Description	Status	Estimated Completion/On-going Programs
	1	920 Projects	Building Address Signs & Cul-de-sac Numbers	This program is intended to upgrade building and cul-de-sac (CDS) signage to improve their visibility. The M&C Committee is focused on replacement of the existing CDS signs with a larger, more visible sign, and upon completion of the cul-de-sacs, staff will continue to replace building address signs. Staff is using larger, traffic-rated, high reflectivity materials to improve their visibility at night.	Number of new CDS signs installed to date: 164 On July 16, the Board approved a supplemental appropriation to install the remaining CDS signs as part of the 2019 program.	November 2019 Budget: \$33,970 Supplemental: \$23,000 Exp: \$9,900 Balance: \$47,070
	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. B3100: Building settlement - staff is preparing a contract. B3148: Beam and drywall repairs have been completed.	December 2019 Budget: \$500,000 Exp: \$183,619 Balance: \$316,381
	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 following eight buildings in the 2019 Dry Rot program are scheduled to be completed by the end of the year: 2402, 2370, 2391, 2396, 2395, 2394, 2392 and 2353. Currently repairs at building 2391 are in progress and scheduled to be completed in late August.	December 2019 Budget: \$1,025,000 Exp: \$405,950 Balance: \$619,050

	4	920 Projects	Parapet & Stucco Wall Repairs	<p>The Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year.</p>	<p>Buildings 5045, 5224, 5234, 5244 and 5274 are scheduled for parapet wall removals in 2019.</p> <p>All buildings are scheduled to be completed this year.</p> <p>5244, 5224 are complete; 5274 is in progress and scheduled to be completed August 23.</p> <p>A total of 17 buildings out of 41 have been completed to date.</p>	September 2019	<p>Budget: \$300,000</p> <p>Exp: \$100,278</p> <p>Balance: \$199,722</p>
	5	920 Projects	Foundations Program	<p>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.</p>	<p>Staff performs field inspections to evaluate foundations around buildings 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.</p>	December 2019	<p>Budget: \$75,000</p> <p>Exp: \$37,956</p> <p>Balance: \$37,045</p>
	6	904 Maint Svc	Electrical Systems	<p>These funds are allocated to repair or replace electrical equipment failures as needed.</p>	<p>The 2019 budget includes funding for 23 GV buildings to be completed this year. Work started in March and will be complete by December.</p> <p>Number of buildings completed this year: 14</p> <p>The remaining 9 buildings will be completed in 2020.</p>	December 2019 Annual	<p>Budget: \$50,000</p> <p>Exp: \$29,400</p> <p>Balance: \$20,600</p>

	7	920 Projects	<p>Energy Consultant Services</p> <p>An Energy Consultant will be used as-needed in order to advance Third's and the Community's future energy initiatives.</p>	<p>On June 19th a meeting was conducted between SCE, TEC, TRC and VMS to discuss the transformer data request and SCE's assistance. Overall the experience was positive as SCE indicated there were no plans to bill LWV for any transformer upgrades which was a major concern since the analysis began. Shortly after TRC performed a follow up visit to review the following items: Laundry rooms – understand the load and confirm if the SCE transformer has remained the same since our original data request; sample transformers based on dates the phases were constructed; and identify where electrical panels are and their distance to carport. TEC has continued working on the infrastructure assessment draft and integrated initial feedback from VMS. Most importantly they have been compiling site photographs and notes to further benefit Task 1 (Perform assessment of community's current electrical infrastructure). VMS has also recently provided a detailed analysis of the permitted electric golf carts currently charging in the community's carports which should compliment the research and pre-planning of the community-wide EV charger implementation roadmap for Task 2.</p>	December 2019	<p>Budget: \$50,000 Exp: \$11,895 Balance: \$38,105</p> <p>Total expenditures to through 2018: \$21,446.</p>
	8	920 Projects	<p>Exterior Lighting</p> <p>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.</p>	<p>The Board approved the King K427 LED fixture for use in the second LED conversion pilot at a special open meeting on August 6. The installation of the Pilot 2 fixtures will be scheduled shortly.</p>	December 2019	<p>Budget: \$800,000 Exp: \$38,122 Balance: \$761,879</p>
	9	910 Bldg. Maint	<p>Garden Villa (GV) Mailroom Renovations</p> <p>This program is funded to renovate GV mail rooms. The scope of work includes removing existing paneling and adding drywall, trim, installation of new light diffusers, and new mailboxes; as well as the complete painting of walls, ceilings and doors. Starting with the 2018 program ten GV mailroom lobbies will be renovated annually.</p>	<p>The 10 Garden Villa Mailrooms that will be renovated this year are: 2369, 2391, 2404, 3241, 3244, 4006, 5371, 5510, 5515 & 5518.</p> <p>The mailroom renovation at Building 5510 started on August 16th and will be completed by August 26th. Each mailroom will take approximately two weeks to complete.</p> <p>The mailroom renovations at Building 2369, 2391, 2404, 3241, 3244, 4006, & 5371 have already been completed.</p>	December 2019 Annual	<p>Budget: \$70,173 Exp: \$26,999 Balance: \$43,174</p>

	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 replacement using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building. This program also addresses gutter repairs performed by staff.	Funds have been budgeted for repairs by in-house staff on an as-needed basis. There are currently 15 open tickets for Gutter Repair/Replacement.	December 2019 Annual	Budget: \$37,000 Exp: \$21,046 Balance: \$15,954
	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.	The following areas have been scheduled for painting and resurfacing during the 2019 Paint Program: CDS 31, 33, 378, buildings B5430-5439, CDS 376, 377, buildings B5369-5417, CDS 359, 360, 358, buildings B3254-3257, CDS 324, 325, 326, 327, 330, 331, 332 and buildings B3286-3297. Staff is currently working at buildings B5417-5396 Via Carrizo and will be completed by end of August. Staff anticipates starting CDS 359 and 360 the first week of September. CDS 31, 33, 376 and 377 have already been completed.	December 2019 Annual	Budget: \$2,008,631 Exp: \$890,253 Balance: \$1,118,378
	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.	The following areas have been scheduled for inspection and repair on the 2019 PTP Program: CDS 31, 33, 378, buildings B5430-5447, CDS 376, 377, buildings B5369-5417, CDS 359, 360, 358, buildings B3254-3257, CDS 324, 325, 326, 327, 330, 331, 332 and buildings B3286-3297. Staff is currently in CDS 330 and 324 and will be completed by the second week of September. Staff anticipates starting CDS 331 and 332 the third week in September. CDS 31, 33, 378, buildings 5396-5417 and B5430-5447, CDS 358, 359, 360, 376, 377, 325, and 327 have already been completed.	December 2019 Annual	Budget: \$1,277,033 Exp: \$482,405 Balance: \$794,628
	13	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 scheduled to begin in September.	November 2019	Budget: \$50,000 Exp: \$0 Balance: \$50,000

14	920 Projects	Asphalt Paving Program	This program is dedicated to preserving the integrity of cul-de-sac street paving. As part of this program, asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2019 program will consist of 143,211 square feet of paving replacement.	Cul-de-sacs 324, 326, 327, 334, 3232 and 3243 are scheduled for paving this year. This program is scheduled to begin in September and be completed in November.	November 2019	Budget: \$543,223 Exp: \$0 Balance: \$543,223
15	920 Projects	Golf Cart Parking and Striping	This project is funded to add golf cart spaces where there is adequate spacing between carports.	The golf cart parking and striping work will be scheduled to run concurrently with the 2019 paving program. Staff will advertise the work for construction bids and will bring a recommendation to a future M&C Committee meeting.	TBD	Budget: \$50,000 Exp: \$0 Balance: \$50,000
16	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.	This year's program will include 38 cul-de-sacs. This work began in early-August and is scheduled to be completed in September.	December 2019	Budget: \$72,300 Exp: \$0 Balance: \$72,300
17	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.	57 buildings are scheduled for roofing replacement this year. This program began in March and is scheduled to be completed in October. Currently, 19 of the 57 buildings have been completed.	October 2019	Budget: \$1,098,632 Exp: \$446,506 Balance: \$652,126
18	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.	As emergency roof leak requests are received, staff schedules the roofing contractor to investigate roof related issues, and if required, the roofing contractor will provide the necessary repairs. Over 500 roof leaks have been reported this year.	December 2019	Budget: \$110,000 Exp: \$218,037 Balance: -\$108,037
19	920 Projects	Common Wall Replacement	Funding for this program is allocated as a contingency to replace damaged common walls as needed. As requests for inspection or repairs are received, staff performs a field inspection and schedules repairs if required.	As common wall issues are reported and inspection requests are received, staff schedules a structural engineer to perform a field inspection, and if required, provides structural plans for city permit and subsequent repairs. 3436-A: Staff is preparing a scope of work to repair drainage at the common wall.	December 2019	Budget: \$25,000 Exp: \$0 Balance: \$25,000

20	920 Projects	Water Lines - Copper Pipe Remediation	<p>This program started in 2008 as a pilot program, and epoxy lining of buildings as-needed, was approved by the Board in 2010.</p> <p>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.</p>	<p>The following 9 qualified buildings: 2223, 3002, 3005, 3010, 3130, 3328, 3503, 3524 and 5526 have been completed for 2019. An additional building (3028) has been included in the 2019 program and is scheduled to be completed at the end of August.</p>	August 2019	<p>Budget: \$200,000 Exp: \$182,635 Balance: \$17,365</p>
21	920 Projects	Shepherd's Crook	<p>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.</p>	<p>The installation of 1,475 LF of Shepherd's Crook began on June 10, and is scheduled to be completed in November. There are approximately 33,525 linear feet of perimeter wall to be fitted with Shepherd's Crook.</p> <p>To date 3,475 linear feet of Shepherd's Crook has been installed.</p>	November 2019	<p>2019 Budget: \$150,000 2019 Exp: \$39,625 Balance: \$110,375</p>
22	904 Maint Svc	Epoxy Wasteline Remediation	<p>The Waste Line Remediation Program's objective is to install seamless liners within the existing waste pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the program execution. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner.</p>	<p>The focus will be on 3-story buildings this year. The 21, 22 and 24 unit buildings take an average of 6 weeks to complete. Building 4002 is in progress.</p> <p>Total number of buildings in Third Mutual: 1405 Buildings completed from inception to 2018: 217 Number of buildings completed in 2019: 3 Number of buildings left to complete: 1185 Estimated number of buildings scheduled this year: 6</p>	2019 Annual	<p>Budget: \$750,000 Exp: \$199,048 Balance: \$550,952</p> <p>Cumulative Expenditures from 2011 through 2018: \$2,968,737</p>
23	920 Projects	Elevator Replacement Program	<p>This Elevator Replacement Program is funded to replace mechanical equipment. In addition, a specified number of elevator cars are scheduled for interior renovations.</p>	<p>The elevators at buildings 3335, 3337, 3338, 3364, 4002, 4003, 4012 and 4014 are scheduled to receive component replacements this year. Building 4002 began construction on August 5, and is scheduled to be completed August 22. Elevators completed in 2019: B3338, B3335, B3337, B3364. Notifications have been 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.</p>	December 2019 Annual	<p>Budget: \$346,698 Exp: \$127,353 Balance: \$219,345</p>
24	910 Bldg. Maint	Pest Control for Termites	<p>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.</p>	<p>Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year.</p> <p>The 2019 whole structure tenting will include the fumigation of 23 residential buildings, and 2 laundry rooms.</p>	November 2019 Annual	<p>Budget: \$260,405 Exp: \$66,385 Balance: \$194,020</p>

	25	910 Bldg. Maint	Gutter Cleaning	Gutter cleaning is performed as needed throughout the year by General Services. In addition, an outside contractor performs annual cleaning of all Mutual and alteration gutters once a year.	General Services performs gutter cleaning upon resident request, using in-house staff. The annual gutter cleaning program performed by an outside contractor will begin in late September and is scheduled to be completed by the end of December.	December 2019 Annual	Budget: \$151,544 Exp: \$28,854 Balance: \$122,690
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		904 Maint Svc	Laundry Equipment Improvements	The Maintenance and Construction Department replaced all the existing residential dryers with commercial, coin operated machines. Staff also raised the level of the machines by placing them on pedestals for easier use. The venting of the dryers in 18 three-story buildings have be ducted to the exterior.	COMPLETED	March 2019	2018 Budget: \$13,000 Supplemental: \$377,000 Exp: \$110,262 Balance: \$279,738
		910 Bldg. Maint	Garden Villa (GV) Lobby Renovations	This program addresses the replacement of the existing acoustic ceiling, wallpaper and carpet in GV lobbies. All walls, ceilings and doors are patched and painted and the carpet is replaced. The 10 Garden Villa lobbies renovated in 2019 are: 2386, 2392, 2394, 2398, 2404, 2405, 3242, 4007, 4008, & 4009.	COMPLETED	August 2019	Budget: \$119,560 Exp: \$93,206 Balance: \$26,354
		910 Bldg. Maint	Garden Villa (GV) Laundry Room Flooring Renovations	This program is funded to replace the laundry room floors of the GV and LH-21 style buildings with epoxy flooring when the existing vinyl flooring is damaged. 2019 Buildings included: 2381, 2386, 2388, 3501, 5370 & 4002	COMPLETED	December 2019 Annual	Budget: \$39,794 Exp: \$35,661 Balance: \$4,133
		920 Projects	5 & 10 year old Roof Maintenance Program	This program is funded to preserve the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly.	COMPLETED	February 2019	Budget: \$101,150 Exp: \$101,135 Balance: \$15
		920 Projects	Trash Chute Repairs - Three Story Buildings	This project is dedicated to repairing the discharge room and trash chutes in all three story buildings.	COMPLETED	April 2019	Supplemental \$336,680 Exp: \$306,073 Balance: \$30,607



STAFF REPORT

DATE: September 9, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Carport Condensation Panel Repairs as a Chargeable Maintenance Service

RECOMMENDATION

Approve a revision to Resolution 03-18-140, Schedule for Non-Emergency Chargeable Maintenance Services (Attachment 1), to include repairs to and removal of existing carport condensation panels as a chargeable service.

BACKGROUND

At the May 6, 2019 M&C Committee meeting, staff was directed to bring a report to a future M&C Committee meeting that would add repairs to and removal of existing alteration carport condensation panels as a non-emergency chargeable maintenance service.

DISCUSSION

Although the Alteration Standard for condensation panels in carports has been revoked, Members are able to apply for condensation panels in carports through the variance process, which requires Board approval.

The member-installed alteration carport condensation panels throughout the Mutual span the width of the ceiling and the length of one individual carport space. These panels are installed over each parking space, side by side, in most but not all, carport structure locations.

Staff has conducted visual inspections of multiple carport structures in the community. At the time of inspection, staff found that these panels were constructed from corrugated fiberglass or corrugated metal and are often screwed directly into the roof of the carport structure. Staff also found that many of these panels are falling from the carport ceiling and are in varying states of disrepair.

Staff estimates the cost for repairs to existing carport condensation panels that are becoming detached from the carport ceiling at \$85.33, per carport. To remove and dispose of the existing carport condensation panels in a state of disrepair and to repair and paint the Mutual's carport ceiling subsequent to removal of the panels is estimated at \$448.03.

The estimated costs include all materials at cost; labor is pro-rated to the tenth of an hour and applied at the current billing rate for the pertinent division. All costs associated with repair or removal of the upgraded component will be at the Member's expense.

As emergency work and Mutual responsible repairs will take precedence over non-emergency chargeable maintenance services, residents may experience a longer wait time for scheduling of chargeable maintenance services.

FINANCIAL ANALYSIS

The addition of repairs to and removal of existing carport condensation panels to Non-Emergency Chargeable Maintenance Services will have no fiscal impacts to the Mutual.

Prepared By: Elgin Hakala, Operations Supervisor
Velny Soren, Maintenance Operations Manager

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

ATTACHMENT(S)

Attachment 1 – Revised Resolution 03-19-XX

ATTACHMENT 1

Resolution ~~03-18-140~~ 03-19-XX Schedule for Non-emergency Maintenance Chargeable Services

WHEREAS, on October 20, 2015, the Board of Directors adopted Resolution 03-15-156 which reestablished the delivery of non-emergency chargeable services and approved a schedule for non-emergency maintenance chargeable services; and

WHEREAS, the service call charge for all Maintenance chargeable services was increased to \$25; and

WHEREAS, the Board established a \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit; and

WHEREAS the Board approved a \$15 service charge when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance; and

WHEREAS, on July 21, 2015 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include the replacement of manor low flow toilets; and

WHEREAS, on March 21, 2017 the Board of Directors approved amending the schedule for non-emergency maintenance chargeable services to include Water Heater Maintenance & Element replacement; and

WHEREAS, on September 21, 2018 additional non-emergency maintenance chargeable services ~~have been~~were added for electrical, carpentry, plumbing and facilities divisions as shown on the attached approved list-; and

WHEREAS, repair and/or removal of alteration carport condensation panels have been added to the list of Non-Emergency Maintenance Chargeable services.

NOW THEREFORE BE IT RESOLVED, September ~~21, 2018~~ 17, 2019, that the Board of Directors hereby approves the attached new schedule for non-emergency maintenance chargeable services; and

RESOLVED FURTHER, that the service call charge for all Maintenance chargeable services shall remain \$25; and

RESOLVED FURTHER, the \$25 permit processing fee for work that requires a City of Laguna Woods building permit if VMS pulls the permit shall remain in effect; and

RESOLVED FURTHER, the \$15 service charge for when the Mutual Member (or representative) is not home for a scheduled appointment and fails to cancel in advance shall remain in effect; and

RESOLVED FURTHER, should the Mutual Member not be notified of a scheduled appointment change or the technician does not make the scheduled appointment, the subsequent scheduled appointment will be at no charge to the Mutual Member; and

RESOLVED FURTHER, that Resolution ~~03-17-48-03-18-140~~ adopted ~~May 16, 2017-September 21, 2018~~ is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

ATTACHMENT 1 (continued)



Non-Emergency Maintenance Chargeable Services

The Board of Directors of the Third Laguna Hills Mutual passed resolution 03-18-140 on September 21, 2018, to approve this updated schedule of non-emergency maintenance chargeable services. This program has been implemented for the convenience of the Members of Third Mutual.

Trade	Description of Service	Limitations	Cost*
Carpentry	Door Lock Services (rekeying, gate locks, storage cabinets)		\$55
	Mailbox Lock Service	Mutual Supplied	\$43
	Installation of Entry Door Dead Bolt Lock (excludes keyless lock systems)	Resident Supplied	\$70
	Installation of Manor Address/Letter on Entry Door	Resident Supplied	\$41
	Rescreen Sliding Screen Doors	Mutual Supplied	\$77
	Rescreen Window Screens	Mutual Supplied	\$60
	Install/Replace Door Stops/Bumpers	Resident Supplied	\$55
	Install/Replace Bathroom Accessories (towel bars, grab bars, toilet paper holders, soap dishes or toothbrush holders). Drywall installations only, not for fiberglass or tile.	Resident Supplied	\$55
	Sliding Closet Door Repair and Maintenance	Resident Supplied	\$77 to \$114
	Sliding Glass Door Repair and Maintenance	Resident Supplied	\$77 to \$114
	Sliding Window Repair and Maintenance	Resident Supplied	\$55 to \$114
	Repair of Alteration Carport Condensation Panels		\$111
	Removal of Alteration Carport Condensation Panels		\$473
Electrical	Light Bulb Replacement (max six bulbs per visit)	Resident Supplied	\$59
	Door Bell Service	Resident Supplied	\$108
	Breaker Service (electrical panel)	Mutual Supplied	\$63
	Ceiling Heat Service (thermostat)	Mutual Supplied	\$87
	Repair/Replace Outlets	Resident Supplied	\$59
	Repair/Replace Light Switches/Dimmer Switches	Resident Supplied	\$59

ATTACHMENT 1 (page 4 of 4)

	Range Hood Filter Cleaning Service		\$92
	Replace Existing Light Fixture	Resident Supplied	\$92
	Replace Existing Smoke Detector (hard wired only)	Resident Supplied	\$59
	Replace Smoke Detector Batteries	Mutual Supplied	\$59
Plumbing	Repair/Replace Faucet (cartridge style)	Resident Supplied	\$91
	Repair/Replace Faucet (old style)	Mutual Supplied	\$156
	Repair/Replace Toilet Seat	Resident Supplied	\$58
	Low Flow Toilet Replacement	Mutual Supplied	\$200
	Repair/Replace Angle Stop Valve	Mutual Supplied	\$137
	Repair/Replace Shower Head and Shower Hose	Resident Supplied	\$58
	Repair/Replace Tub Spout	Resident Supplied	\$91
	Repair/Replace Fitting/Flange/Valve	Mutual Supplied	\$129
	Toilet Operation Repair Service	Mutual Supplied	\$91
	Mix-It Valve Service	Mutual Supplied	\$95
	Water Heater Repair	Mutual Supplied	\$38 to \$150
	Water Heater Replacement	Mutual Supplied Only and 10 year Mfg. Warranty	\$1,721
	Water Heater Service/Element Replacement	Mutual Supplied	\$171
	Water Shut Off and Turn On Request		\$58
	Ice Maker Hose Replacement	Resident Supplied	\$58
	Clothes and Dish Washer Hose Replacement	Resident Supplied	\$58
	Clogged Drain Repair ("resident caused")		\$156
Paving	Pole/Bollard Installation (water heater related)	Building Code/Permits	\$150 to \$300
	Stain/Oil Clean-Up		\$126
Facilities	Heating/Cooling Filter Cleaning/Replacement Service - includes filter cleaning, filter change, diagnosis of the unit to make sure it is operating to capacity and also check the thermostats.	Resident Supplied	\$124
Limitations	All Mutual-supplied parts will be standard brand only.		
	All Mutual-supplied parts will be limited to parts in stock.		
	All Mutual-provided parts and labor carry a 30-day warranty, unless specified otherwise.		
	Resident supplied: Resident to supply the replacement or repair parts at the time of service.		
	Failure to be present at the time of service will result in a \$15 no-show fee.		
	*Estimated cost includes service charge, labor and materials (unless otherwise specified)		

STAFF REPORT

DATE: September 9, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Garden Villa Mailroom and Elevator Flooring Assessments

RECOMMENDATION

Provide direction to staff relative to a flooring material to be used, as needed, for Garden Villa Mailroom flooring replacements.

BACKGROUND

At the July 1, 2019 M&C Committee meeting, staff was directed to evaluate all 53 Garden Villa mailroom floors and to explore potential flooring alternatives. In addition, staff was requested to assess the condition of the elevator flooring and identify any damages needing repair and/or replacement.

The Mutual does not have a reserve replacement program for mailroom tile flooring and currently only performs repairs as needed.

DISCUSSION

The Mutual's Garden Villa buildings are defined as Casa Dorado, El Mirrador, Garden Villa, Villa Capri, and Villa Puerta style models. Currently, the flooring in the Garden Villa mailrooms and elevators consist of 12"x12" glazed ceramic tiles.

The flooring in all 53 Garden Villa mailrooms and elevators were evaluated. A total of fifteen (15) mailrooms and forty (40) elevators with various degrees of damage have been identified. The damages found range from missing tile grout and hairline cracks to chipped tiles. Staff will perform repairs to remediate hairline cracks, small chips and missing grout in the mailrooms. The damages found to the elevator flooring have been routed to the appropriate Division for review and action as those repairs require special oversight by a certified elevator technician.

The Mutual's mailroom renovation program will conclude in 2020, with the completion of buildings 2405, 3420, 4007, and 4009. Assessments of the mailroom flooring did not indicate an immediate requirement to replace any of the tile flooring, with the exception of 2405 which is scheduled for replacement in 2020 with a material approved by the Board. As the mailroom renovation program is scheduled to resume in the year 2026, staff recommends that the replacement of the floor tiles in the mailroom be done in conjunction with the mailroom renovation as needed and with funding amounts that will be considered as part of the 2026 business planning meetings.

Staff has researched and analyzed five potential flooring materials for the Garden Villa mailrooms: sheet vinyl, vinyl planks, epoxy coating, glazed ceramic tiles, and engineered hardwood flooring.

- Sheet vinyl flooring comes in large, continuous, flexible sheets. It is water-resistant, but can be damaged from prolonged exposure to moisture. Sheet vinyl has a life expectancy of 10 years under typical usage; however, heavy loads, sharp objects and/or increased traffic can decrease the life-span considerably.
- Vinyl plank flooring comes in long planks that fit together to give the appearance of wood or tile. It is water-resistant, can be smooth or textured to mimic a variety of materials, and can last up to 15 years under standard conditions. Although vinyl plank appears like wood or tile, it does not resist heavy loads well, and can be damaged easily by sharp objects. Similar to sheet vinyl, prolonged moisture exposure to vinyl plank can result in irreparable damage.
- Epoxy flooring is commonly used for commercial and industrial applications. It is resistant to water, chemicals, stains, cracks, and scratches. Epoxy coatings are applied directly over concrete floors and generally last 25 years before requiring resurfacing.
- Glazed ceramic tiles are water-resistant. With a hard protective top layer, ceramic tiles are impervious to water and most staining; as dirt, stains, and liquids all rest on the surface, making it easy to clean, maintain, and preserve. Due to its hard, solid surface it does not attract or hold onto dirt, dust, pollen, or other allergens. This helps to keep the air free of irritating materials and that can be harmful to asthma and allergy sufferers. Ceramic tile flooring is extremely tough with a life expectancy of 50-75 years.
- Engineered hardwood flooring is composed of several layers of rigid, high-density fiberboards that are laminated together into planks and have the appearance of hardwood flooring. While it is water-resistant from the top, the bottom layer is made of fiberboard and is susceptible to water and high moisture levels. Engineered hardwood has a life expectancy of 20 years.

Staff strived to pursue a potential alternative flooring material for the Garden Villa mailrooms and after extensive research, have determined that glazed ceramic tile is the ideal material for an area with high traffic usage. It is water-resistant, durable, easy to maintain, affordable, and its resistance to allergens makes it appropriate in an area with humid conditions.

FINANCIAL ANALYSIS

There are no fiscal impacts associated with this report.

Prepared By: Elgin Hakala, Operations Supervisor
Velny Soren, Maintenance Operations Manager

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



STAFF REPORT

DATE: September 9, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Replacement of LH-21 Enclosed Bulletin Board Cabinets

RECOMMENDATION

Authorize a supplemental appropriation in the amount of \$14,430 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets.

BACKGROUND

Staff was directed to assess the existing LH-21 building directory boxes and bulletin board cabinets, which are located on the exterior of the building adjacent to the elevator, and to determine a suitable replacement.

DISCUSSION

The Mutual's 28, LH-21 buildings are defined as Aragon, Sierra, and Villa Nueva style models. Staff evaluated the existing building directory boxes/bulletin board cabinets and found that the boxes were showing rust, deterioration and were hard to operate. Staff has explored potential replacement bulletin board cabinets with consideration of exposure to the elements, location, size, intended purpose, and expected lifecycle.

If supplemental funding is approved, staff will remove all existing building directory boxes and bulletin boards at each of the 28, LH-21 buildings (Attachment 1), patch and repair the stucco, touch-up paint the area to match existing and install the new outdoor 2-door enclosed bulletin board cabinets (Attachment 2) in the amount of \$14,430.

FINANCIAL ANALYSIS

Removal of existing directory boxes and bulletin board cabinets at the 28, LH-21 buildings and installation of the one (1) new outdoor 2 door enclosed bulletin board cabinet at each building is unbudgeted and would require a supplemental appropriation in the amount of \$14,430 from the Unappropriated Expenditures Fund, for the work to be completed using an outside vendor.

Prepared By: Maurice Bactor, Operations Supervisor
Velny Soren, Maintenance Operations Manager

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

ATTACHMENT(S)

Attachment 1: Existing Directory Box and Bulletin Board Cabinet

Attachment 2: Proposed Outdoor 2-Door Enclosed Bulletin Board Cabinet

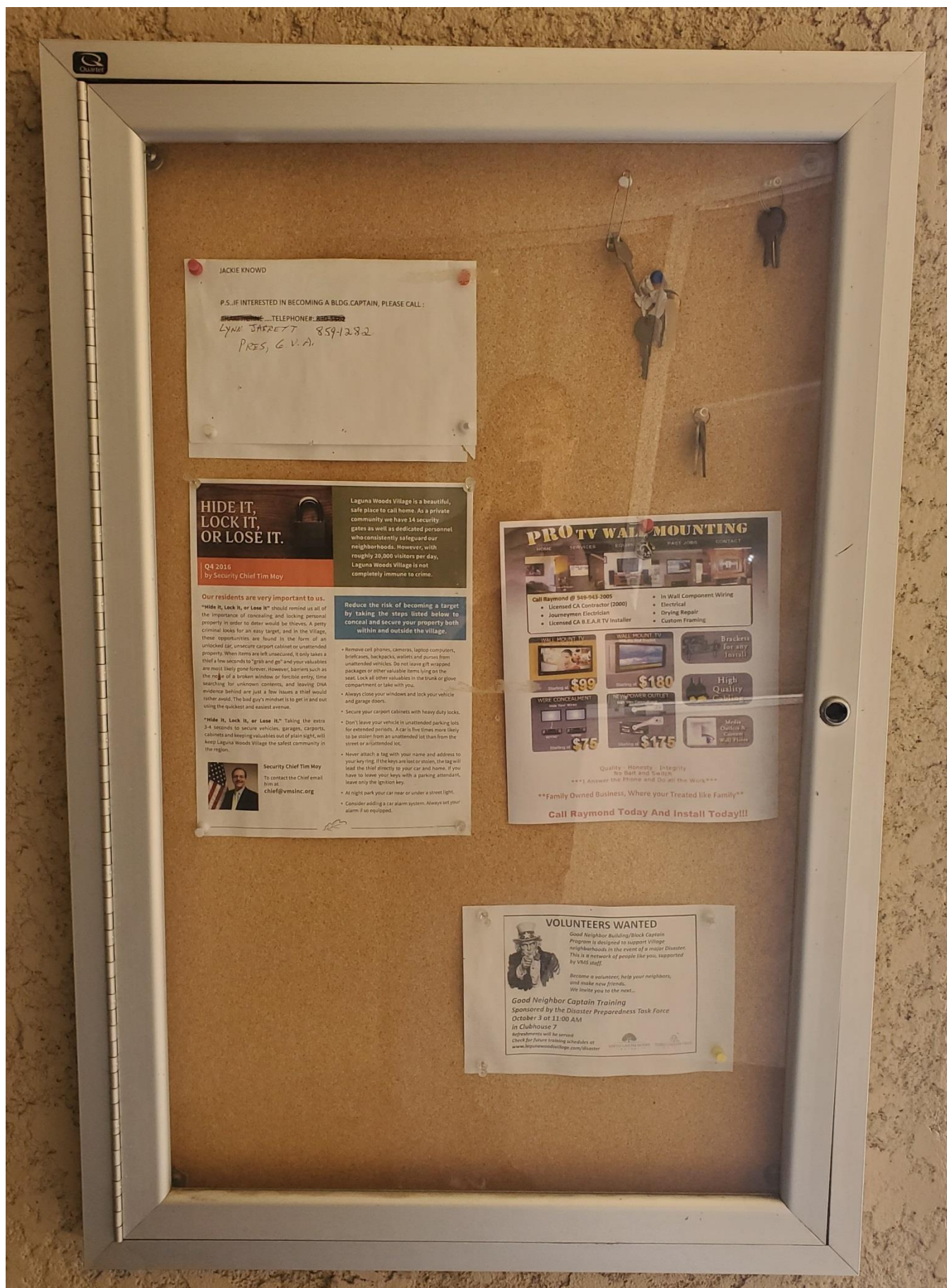
DIRECTORY

BUILDING 4001

A	Landau	H. & A.
B	Mickelson	J.
C	Pauline	J.
1D	Vuong <small>SARTIP</small>	M.
1E	Miller <small>KHUSRAVI</small>	F.
1F	Fisher & Rush	
1G	Rowland, Bridges, Young	
2A	Buckler	L.
2B	Fillmore	P.
2C	Weeton	J.
2D	Gorton	A.
2E	Lin	C.L.
2F	Juteau	L.
2G	Knowd	J.
3A	Lee	J.
3B	Weitz	B.
3C	-----	
3D	Cooper & Brune	
3E	Sullivan & Pipkin	
3F	Spike	S.
3G	Lee	S.

FOR NAME CHANGE CALL 597-4600

Attachment 1: Existing Directory Box and/or Bulletin Board Cabinet (pg. 2 of 2)



Attachment 2: Proposed Outdoor 2-Door Enclosed Bulletin Board Cabinet

