



OPEN MEETING

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

Monday, January 8, 2018 at 1:00 PM

Laguna Woods Village Community Center, Board Room

24351 El Toro Road

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for November 6, 2017
5. Chair's Remarks
6. Member Comments – *(Items Not on the Agenda)*
7. Department Head Update
 - 7a. PowerPoint Presentation – 2017 Projects and Programs

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.

Consent:

8. Project Log
9. Maintenance Program's Reports
10. Maintenance Expenditures Report & Variance Explanations

Reports:

11. Rec Room Flooring at Building 4006
12. Red Curb Removal Appeal at B3304 - CDS 325
13. RFP for Energy Consultant Services
14. Removal of Solar Lighted Building Address Signs
15. Laundry Room Dryer Replacement Schedule & Costs
16. 3-story Building Address Sign Locations (Bert)
17. Breezeway Presentation (Bunny)
18. Fireplace Usage (oral discussion)
19. Ridge Route Security (oral discussion)



Items for Future Agendas:

- Non-wood Alternatives for Dry Rot Repair (Patrick)
- Washing Machine Coin Box Change Out (Mark)
- GV Inspection and Replacement of Receptacles in Garages (Mark)
- GV Garage Cabinet Costs per Building
- Create Policy for 20-gallon WH Replacement in Free-standing Laundry Rooms
- Trash Chute Repairs

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – February 5, 2018
- Adjournment

Bert Moldow, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281



OPEN MEETING

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

**Monday, November 6, 2017 – 1:00 PM
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Bert Moldow – Chair, John Frankel, Rosemarie di Lorenzo, Burt Baum, Bill Walsh, Susan Caine, Annette Sabol Soule, Jules Zalon, Steve Parsons |

Advisors: Steve Leonard, Roy Bruninghaus |

MEMBERS ABSENT: Bunny Carpenter, James Tung |

STAFF PRESENT: Ernesto Munoz – Staff Officer, Guy West, Laurie Chavarria |

1. Call to Order

Chair Moldow called the meeting to order at 1:02 PM 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

No Media were present.

3. Approval of the Agenda

The Project Log and Maintenance Expenditures Report were pulled from the Consent calendar for discussion. The agenda was approved as amended.

4. Approval of Meeting Report for August 29, 2017

The meeting report for August 29, 2017 was approved as written.

5. Chair's Remarks

Chair Moldow reminded the Committee that this meeting starts at 1:00pm and would like all attendees present by this time. Committee Members should read the agenda in full and be prepared to discuss all of the items.

6. Member Comments (Items Not on the Agenda)

Lynn Jarrett (4010-1C) commented on mailroom floor replacement, the recent flood in her rec room, moisture smells from the pool tables, and the GV Rec Room Fund.

Mike Straziuso (4006-2E) commented on the carpet replacement scheduled for Rec Room 4006. The members of this building would prefer epoxy flooring instead of carpet. Mr. Straziuso stated that he received a proposal of \$5,700 for epoxy flooring. He provided the flooring company's business card to staff.

Discussion ensued between staff and the Committee regarding flooring costs, carpet shampooing, resident requests for their rec rooms and monthly M&C Committee meetings.

By consensus staff was directed to place the rec room flooring replacement at 4006 on hold and speak to the flooring company about what the \$5,700 proposal includes. This information will be brought back to the January 2018 meeting for review and direction by the Committee.

By consensus the Committee agreed to start meeting on a monthly basis beginning in 2018.

7. Department Head Update

Ernesto Munoz provided a brief summary of the recent change to the agenda line up and stated that he would provide an update on four items.

a. Solar Project O&M Update

Ernesto Munoz provided an update on the solar operations and maintenance contract and addressed questions from the Committee.

b. Street Light Acquisition Consultant

Ernesto Munoz provided an update about the street light consultant and addressed questions from the Committee.

Staff was directed to present the contract award at the December Energy Committee, and

then at the January Board meeting.

c. Garden Villa Breezeway Recessed Areas

Ernesto Munoz provided an update Garden Villa Breezeway Recessed Areas project and addressed questions from the Committee.

Discussion ensued regarding additional color of top coat, plant policy, video presentation, contract extension, timeline, and coordination with residents.

d. Attic Rodent Cleanout Program

Ernesto Munoz provided an update on the procedure for removing rodents from attics. Discussion ensued regarding insulation replacement, baiting & sealing of units, history of problem resolution, maintenance of common area attic space, chargeable service by square foot.

This topic will be discussed during closed session of the next Board meeting. Staff will attend the meeting to answer questions relative to the existing process. Burt Baum will discuss the issue with Legal Counsel and request an opinion to the common area and the formulation of a policy.

Additional discussion ensued regarding bed bugs and staff was directed to provide an organized plan on how to handle deal with bed bugs at the upcoming closed session of the Board.

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.

Consent:

8. Project Log

Item# 11 GV Breezeway Recessed Areas – move completion date to 2018.

Item #15 Storage Cabinets in GV Parking Garages – staff to confirm if funding can be provided prior to the scheduled work in 2023.

Item #16 Copper Pipe Epoxy Program – Ernesto Munoz provided a status update.

Item #17 – Red Curb Reset Program – Ernesto Munoz provided a status update.

Item #21 – Curb Cuts – Ernesto Munoz provided a status update.

9. Maintenance Program's Reports

10. Maintenance Expenditures Report & Variance Explanations

Director Leonard commented on the deficit shown for washing machine repairs.

Discussion ensued regarding the repair policy and criteria for replacement. Ernesto Munoz will look into the criteria for washing machine repairs versus replacement and direct staff appropriately.

A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

Reports:

11. Laundry Room Dryer Replacement

Guy West provided an update on the ROI for dry replacement and addressed questions from the committee. Discussion ensued regarding cost of dryers, installation using in-house labor or outside contractor, reduction of monthly laundry surcharges, programmable charges, and timing for replacement.

By consensus, staff was directed to bring back a report with costs for an outside vendor versus in-house staff installation, including a schedule for dryer removal and replacement.

12. Policy for Mandatory Water Heater Replacement During Resale

Guy West provided a summary on the proposed policy and addressed questions from the Committee. Discussion ensued regarding warranties, additional staffing needs and interior inspections.

Director Moldow questioned if the City had a requirement of replacing like for like regarding water heaters. Staff was directed to look into the City requirements.

Currently, staff does not inspect the interiors of Manors during resale; implementing the proposed water heater policy and adding the task to the process would also require modification of the existing resale policy. With an average of 41 resales per month in Third Mutual, implementing the new policy would significantly increase staff time necessary to complete the process.

A motion was made and carried unanimously to accept staff's recommendation to begin interior resale inspections and to implement a policy requiring members to replace their

water heaters, if over 10 years of age, during the resale process, to be effective January 1, 2019.

13. Laundry Room Water Heater Alternatives

Guy West provided an update and addressed questions from the committee.

Staff was directed to prepare a policy for replacing 50-gallon water heaters in free standing laundry rooms only with 20-gallon water heater in the future once the currently mothballed water heaters have exceeded their useful life. This will be written into the future budget component sheets.

14. Trash Chute Cleaning & Repair

Guy West provided a summary on the need for trash chute cleaning and repairs in all 3-story buildings and addressed questions from the Committee.

Staff was directed to pursue quotes for repairs and cleaning of trash chutes for all three story buildings in Third Mutual. During the contractor inspection, many existing doors and chutes were found in need of major repair due to repeated usage. Additionally, during initial construction some trash chute doors were not properly installed in the correct configuration and need to be modified.

The repair estimate for 28 LH-21 buildings is \$59,587.85 and for 53 Garden Villa buildings is \$246,484.84.

A motion was made and carried unanimously to approve a supplemental appropriation not to exceed \$325,000 to be funded from the Unappropriated Expenditures Fund for the trash chute repairs at all LH-21 and Garden Villa buildings in 2018.

An additional motion was made and carried unanimously to approve \$22,000 to be funded from the Operating Fund - Miscellaneous Repairs by Outside Services for the trash chute cleaning at all LH-21 and Garden Villa buildings.

15. Trellis Removal at Mutual Expense

Guy West provided a summary on offering trellis removal at Mutual expense during the Prior to Paint Program and answered questions from the Committee.

To facilitate this removal program, PTP staff will reach out to those Members with manors scheduled for the Paint Program to offer trellis removal at Mutual expense. If Members are agreeable, staff will schedule the original trellis to be removed during the prior to paint process.

Only originally constructed trellises will qualify for removal. However, if the existing original trellis is attached to an alteration, it will not be removed. In addition, the Mutual

will not be responsible for alteration flooring at locations where the removal of the structural posts leaves a void in the alteration flooring. If the member does not wish to participate in this removal program, the PTP staff will leave the trellis in place and proceed with repairs and paint.

Discussion ensued regarding the PTP program, external wood structures, alteration attachments and offering to transfer ownership of the trellis to the member if they do not want it removed.

Director Baum will present the idea of transferring ownership of the trellis to Legal Counsel for review during the next closed session before a decision can be made.

16. 3-Story Building Address Sign Locations

Ernesto Munoz provided an update on address signs for 3-story buildings and addressed questions from the committee.

Discussion ensued regarding signage background colors, material of monument posts, reflective signage, number of building signs needed, location of monument signs and breakdown of costs for signs and posts.

Ernesto Munoz recommended that staff be allowed to determine the proper placement of the signage and move forward with installation of building signs and monument signs, using black locust material.

A motion was made carried unanimously to table this discussion until the next meeting. Volunteers from the Committee will source pricing on signs, posts and installation and bring this information back to the January 2018 meeting.

17. Handyman Services Program

Ernesto Munoz provided a summary of the proposed handyman services program and addressed questions from the Committee. Discussion ensued regarding resident services capability to handle incoming calls, cost of parts, staffing and vehicles, popularity of program, offering chargeable services, and needed approvals from United and GRF.

By consensus, the Third Mutual is in favor of this program and staff is directed to schedule a combined meeting with VMS and all 3 boards to discuss the details and offerings for the program before it moves forward.

18. Entertain a Motion to Approve a Resolution Amending Golf Cart Policies and Procedures

Director Sabol Soule spoke briefly about the policy. A motion was made and unanimously carried to approve a resolution amending golf cart policies and procedures.

19. Entertain a Motion to Approve a Resolution Amending Electric Vehicle Policies and Procedures

Director Walsh spoke briefly about the policy and requested additional changes be made to the resolution. A motion was made and unanimously carried to approve the revised resolution amending golf cart policies and procedures.

ITEMS FOR FUTURE AGENDAS -

*Non-wood Alternatives for Dry Rot Repair
Washing Machine Coin Box Change Out
GV Inspection and Replacement of Receptacles in Garages
GV Garage Cabinet Costs per Building*

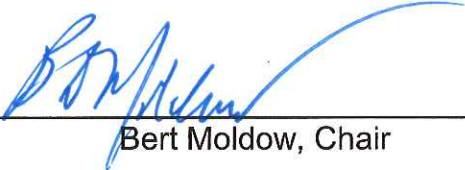
CONCLUDING BUSINESS

Committee Member Comments

Date of Next Meeting January 8, 2018

Adjournment

The meeting was adjourned at 4:31 PM.



Bert Moldow, Chair

					Third Mutual Project Log (12/19/17)		
Priority Rating	#	Type	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	1	904 Maint Svc	Wasteline Remediation	The wasteline remediation program involves the installation of a seamless liner within the existing pipes to help mitigate future root intrusion as well as resolve and prevent future back up problems . If there are consistent internal issues, these are also investigated and addressed during the wasteline remediation program. The program commenced 2011.	The Third Board approved Nu-Flow America to perform the Wasteline Remediation Program during the March Board Meeting. Nu-flow is now operating as Specialized Pipe Technologies, or SPT. Work began July 13th. To date 124 buildings have been completed.	Ongoing Annual Program	'17 Budget: \$750,000 Invoiced: \$663,915 Balance: \$86,085
	2	910 Maint Opr	2017 Exterior Paint Program	This project is dedicated to applying paint to exterior building components. Effective 9/13/16 a Full Paint Program was established in place of the Trim Cycle.	Paint Crews will complete the painting of buildings on Via La Mesa in December & January and expect to meet their scheduled January 15th. completion of the 2017 Paint program. The buildings and cul-de-sacs to be completed on the 2017 Paint Program are: CDS 355, 356 & 357, Buildings 3232-3235, 3241-3244, 5520-5543 and 5544-5598 (110 Club). The Cul-de-sacs and Buildings completed to date are: CDS 355, 356 ,357; Buildings 5544-5598 and 3232-3235, 3241, 3242, 3243. 5520,5522,5523 & 5525. 96 percent of buildings have been completed to date.	Ongoing Annual Program	Budget: \$1,502,944 Invoiced: \$1,588,090 Balance: \$(85,146)
	3	920 Projects	Garden Villa Beam Replacements	This project is dedicated to replacing exterior wood rotted gluelam beams at Garden Villa style buildings.	On July 18, 2017, the Board awarded the Garden Villa Beam Replacement contract to B. Foster Construction. Building 5372 began construction on August 9, 2017 and completed construction on November 17, 2017. A total of 35 beams were replaced during this process. New Flashing caps were installed on exposed beams to protect against future dry rot. The Contractor and staff inspected the job and drafted a final punch list. Corrections are being made and will be completed the week of December 22, 2017 for final inspection.	December 2017	Budget: \$150,000 Invoiced: \$147,690 Balance:\$2,310 Change Orders: Waiting for Invoices

	4	920 Projects	Dry Rot Program	Preparation of a Dry Rot Remediation Program	<p>Board members were given a presentation to introduce the tools and methodology to be used to inspect the designated buildings, and an overview of the processes of investigation to prepare a program. The project start date is January 3, 2018. 961 and 962 Calle Aragon are the first buildings to be inspected. A blanket notification was sent to the residents of each affected building. Manors that will require access to the balconies have been identified and dates of notification and access have been confirmed. The notice for individual resident access has been drafted and dates for distribution set. The investigation process is projected to run to mid-march with consultant reports and engineers costs estimates to be provided at end of process. Regular reports are to be provided by consultant starting second week of January 2018. RFP for construction management services during construction phase is to be drafted in the next few weeks.</p>	Anticipated completion of investigation by April 2018	Budget: \$118,800 Invoiced: \$ 0 Balance: \$118,800
#1 HIGH PRIORITY	5	920 Projects	LH21 Stairway Beam Replacements	<p>This LH-21 project is dedicated to replacing wood rotted stairwell beams with steel beams.</p>	<p>On July 18, 2017 the Board awarded the LH-21 Beam replacement contract to B. Foster Construction. Buildings 3336, 3363, 3364, 3365, 3371, 3486, 3500, 3501, 4025 and 4026 were contracted for beam replacement and repairs. Letters were mailed and notices posted on buildings in advance of construction beginning. Construction began on August 9, 2017. Buildings 3363, 3364, 3365, 3486 3500, 3501 and 3367 are presently under construction. Structural repairs have been completed and these buildings are in the process of being re-stuccoed and painted. Buildings 3336, 3371, 4025 and 4026 have been completed. As buildings are completed staff inspects the job site with the Contractor to ensure compliance with the bid documents and punch lists are prepared for outstanding repairs.</p>	December 2017	Budget: \$1,000,000 Invoiced: \$228,035 Balance: \$771,965

#1 HIGH PRIORITY	6	920 Projects	Parapet/Stucco Wall Repairs - Gate 11 Area	Several Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. Construction repairs are being made as each building is reported and inspected.	The M&C Committee and Third Board approved a program to remove parapet walls from Villa Paraisa and Casa Grande style buildings in the Gate 11 area, beginning with buildings B5193, B5212, B5219, B5265 and B5312. A supplemental appropriation was approved to begin this work in 2017. The Board awarded a contract, and the work has commenced on 2 of the 5 buildings in December 2017. The first 2 buildings (5193 and 5212) will be completed in January 2018 with the other 3 planned to be scheduled and begin in February 2018.	December 2017	Supplemental: \$230,000 Invoiced: 0 Balance: \$230,000
#1 HIGH PRIORITY	7	920 Projects	SCE Street Light Acquisition	Purchase 788 street lights and infrastructure from SCE.	The purchase agreement has been signed by the Board in November 2017 and has been submitted to SCE for execution. The process for completing the purchase is 6-8 months.	August 2018	Budgeted for 2018
	8	920 Projects	Street Lights Conversion to LED	This project will select a consultant to assist in the purchase process with SCE, convert existing lighting from high pressure sodium (HPS) to LED technology, and perform subsequent maintenance on the street lights.	Staff has solicited RFP and has reviewed and evaluated two proposals. Staff is preparing a report to the M&C Committee to recommend a contract be awarded to the selected consultant.	N/A	Budgeted for 2018
	9	920 Projects	Garden Villa Breezeway Recessed Areas	Third M&C directed Staff to investigate replacement of the recessed area flooring. Report was submitted and reviewed by Third M&C on November 7, 2016.	On September 19, 2017 the Board awarded this contract to B. Foster Construction with an appropriation of \$150,000 to complete buildings 2384, 2385 and 2386. The start of construction has been placed on hold until the Board adopts the walkway color scheme and potted plant layout. Staff is drafting a plot plan layout using the new measurements provided.	2018	2017 Budget: \$150,000 Invoiced: \$0 Balance: \$150,000
Agenda Item #8 Page 3 of 7	10	920 Projects	Roofing Program	This program is the re-roofing work and emergency repairs required for Mutual-owned buildings.	The Roof Replacement Program started in April 2017. As of October 2017, 35 of the 35 roofs scheduled, have been replaced. At the direction of Management, 4 additional buildings were added to the program and as of November 17th all 4 buildings have been reroofed. Maintenance of 5 and 10 year old roofs was also completed. Flat roof debris removal work was completed as of December 15th. Emergency requested roof repairs are ongoing.	Ongoing Annual Program	2017 Budget: \$1,544,289 Invoiced: \$1,230,176 Balance: \$314,113
	11	920 Projects	Gutter Cleaning	This program is for the annual cleaning of Mutual and alteration gutters.	The gutter cleaning program started September 5th and will be completed in December.	December 2017/Annual Program	2017 Budget: \$142,728 Invoiced: \$64,223 Balance: \$78,505

#3 LOW PRIORITY	12	Not Assigned	Split Rail Fencing Options	This program is to replace 70,000 linear feet of split rail fence with Black Locus throughout Third Mutual.	The Committee directed staff to put this project on hold. Staff is waiting on further direction.	ON HOLD	Budget: \$101,905 Invoiced: \$0 Balance: \$101,905
#3 LOW PRIORITY	13	920 Projects	Storage Cabinets in GV Parking Garages	This report is dedicated to removing and replacing storage cabinets in GV garages to create proportional storage capacity for all manors.	This is a low priority project. Staff will bring a report to the M&C Committee in 2018.	N/A	Not Budgeted until 2023
	14	920 Projects	Copper Pipe Epoxy Program	<p>This program started in 2011 and is dedicated to epoxy lining interior copper water lines within high leak buildings/manors.</p> <p>At the March 2017, Third M&C meeting the Committee directed Staff to only spend 80% of the Copper Pipe Epoxy Lining (\$160,000) Budget using the preset leak rate guidelines to allow for some of the budget to be used for emergency needs. The following Buildings have been added to the list for late 2017: 3031, 3063, 3200, 3516, 5535, 3020, and 3127.</p>	During the October 17, 2017 Third Board meeting, staff submitted a bid recommendation report to epoxy line at least five buildings and identify more candidate buildings before the end of 2017. Staff prepared and distributed notifications to the residents of the buildings to be epoxy lined. A contract was executed and work began in November 2017. As of December 15th 3 of the 5 buildings have been completed. The last 2 buildings will be completed before by year end.	December 2017/Annual Program	Budget: \$200,000 Invoiced: \$0 Balance: \$200,000
	15	920 Projects	Red Curb Reset Program	The Board funded a program to increase the number of available on-street parking in the most impacted areas in the Mutual by eliminating red curb areas in order to make those areas available for resident and guest legal parking.	The contractor is scheduled to complete work by the end of December. This program consists of 138 areas recommended for red curb removal and areas where red curb needs were to be added to comply with fire regulations. Through November 17, 2017, 138 of the areas have the red curb removal work completed. Red curb painting has been completed as of December 10th and final invoicing is pending.	December 2017	Budget: \$71,818 Invoiced: \$6,215 Balance: \$65,603
	16	920 Projects	Building Address Signs for LH-21 & Garden Villa Buildings	Staff was directed to investigate larger building address signs. Residents have complained the existing signs are too small to be legible at distance for guests and emergency responders.	During the November 6, 2017 Third M&C meeting, a motion carried to table discussions of this project. Volunteers from the Committee would source pricing on signs, posts, and installation, and bring this information back to the January 2018 meeting.	December 2017	Budget: \$100,000 Invoiced: \$4,195.88 Balance: \$95,804.12
	17	920 Projects	Trash Chute Cleaning for Three Story Buildings	Staff is researched companies and costs to repair and clean trash chutes in three story buildings. Only the cleaning was approved by the Board.	The contract has been executed and staff is working on a schedule.	January 2018	Not Budgeted
	18	920 Projects	The Willows Wrought Iron Fence Replacement	This project will entail a review of the deteriorated fence line between the boundaries of The Willows and Third Mutual.	This project is on hold. Staff is waiting on the Willow's management to move forward with this project.	ON HOLD	Budget: \$6,225 Supplemental: \$45,075 Invoiced: 0 Balance: \$51,300

	19	920 Projects	Bahia Blanca Curb Cuts	Two curb cut requests were submitted and approved by the Board - one for CDS 345 to Clubhouse 5 and the other to modify corners from CDS 351 to 345 in order to expedite the use of walkers and wheel chairs.	This project is completed as of December 6th and invoicing is being processed.	December 2017	2017 Supplemental Appropriation: \$62,500 Invoiced: \$38,116 Balance: \$24,384
	20	920 Projects	Garden Villa Beam Replacements B2393 and B2398	This project is dedicated to replacing exterior wood rotted gluelam beams at Garden Villa style buildings 2393 and 2398. Dry rot damage discovered by carpentry staff and transferred to projects department to complete the work.	The structural engineering review and plan preparation is completed. The contractor bidding process has also been completed. The contract was awarded and construction is completed as of November 30, 2017. Invoicing is being processed.	December 2017	Budget: \$19,000 Invoiced: \$17,890 Balance: \$1,110
		904 Maint Svc	Solar Project	This project is dedicated to installing solar panels on 12 Garden Villa Buildings.	COMPLETED	October 2017	'16 Budget: \$2,312,750 Invoiced: \$2,302,750 Balance: \$10,000 '17 Change orders: \$250,385 Invoiced: \$250,385 Balance: \$0
		910 Maint Opr	LH-21 Railing Replacement - Pilot Program	Third M&C directed staff to replace wooden spindles with tubular steel railing at Building 3510 as a pilot program. At the November 7, 2016 Third M&C, a motion was made to approve staffs recommendation and direct staff to locate an outside contractor to manufacture the railings.	COMPLETED	May 2017	2017 Budget: \$92,378 Invoiced: \$83,979 Balance: \$8,399
		910 Maint Opr	2017 Fumigation Program	This project is dedicated to eradicating drywood termites from inaccessible areas by tenting buildings for fumigation. The 2017 Fumigation Program included 41 buildings.	COMPLETED (Invoices are still pending from the Vendor)	November 2017/Annual Program	Budget: \$223,808 Invoiced: \$188,209 Balance: \$35,599
		910 Maint Opr	2017 Prior to Paint Program (PTP)	This project is dedicated to repairing or replacing dry rotted building components in preparation for painting.	COMPLETED. Crews are moving to CDS 214 to get a jump on the 2018 PTP program using a 2017 PTP funds.	December 2017/Annual Program	2017 Budget: \$930,824 Invoiced: \$506,293 Balance: \$424,531
		910 Maint Opr	Mailbox Replacement Program	Staff has been directed to replace mailboxes in Third Mutual	COMPLETED	December 2017	Budget: \$11,590 Invoiced: \$7,899 Balance: \$3,691

		910 Maint Opr	Garden Villa Mail Room Renovations	This project is funded through the operating fund and is dedicated to removal and replacement of wall paneling with drywall, installation of new molding, diffuser panel replacement, and painting of the walls, molding, doors and door trim. Install new mailboxes. Mailrooms completed in 2017: 2393, 2370, 2389, 5511, 2387, 2403, 5500, 2401	COMPLETED	September 2017	'17 Budget: \$28,392 Invoiced: \$28,392 Balance: \$0
		910 Maint Opr	Garden Villa/LH21 laundry room floor renovations	This reserve fund is dedicated to refinishing laundry room flooring in Garden Villas and LH21 style buildings that have 3 floors. The 6 buildings completed in 2017 are: 2405, 2404, 3335, 2395, 2397 & 2387.	COMPLETED	September 2017	2017 Reserves Budget: \$14,657 Invoiced: \$14,225.69 Balance: \$432
		910 Maint Opr	Garden Villa Lobby Renovations	The Reserve Fund for this project is dedicated to renovating Garden Villa Lobbies, the work includes removing acoustic ceilings, wall paper, repairing walls and painting. Lobby Renovations completed in 2017 were at Buildings 2387, 2403, 5500, 2388, 2384, 22391, 5372 and 3243.	COMPLETED	October 2017	2017 Reserves Budget: \$26,160 Invoiced: \$26,160 Balance: \$0
		920 Projects	Elevator Replacement Program	This project is dedicated to remodeling and upgrading Third Mutual elevators. Ten elevators were selected for completion in 2017: B2387, B2401, B2388, B2386, B2384, B2370, B2389, B2403, B3367 and B2294.	COMPLETED	November 2017	2017 Budget: \$319,566 Invoiced: \$213,788 Balance: \$105,778
		920 Projects	Elevator and Mailroom Tile Floor Deep Cleaning	This project is dedicated to cleaning and sealing approximately 30 elevator and 20 mailroom tile floors.	COMPLETED	October 2017	Budget: \$16,456 Invoiced: \$14,965 Balance: \$1,491
		920 Projects	B5212 Garage Foundation Repair	Garage foundation has cracking damage due to spalled concrete and/or rusted rebar.	COMPLETED	June 2017	Budget: \$7,600 Invoiced: \$6,874 Balance: \$726
		920 Projects	Dry Rot 5500-3E & 5510-1C Balcony Dry Rot Repairs	Dry rot repairs discovered by prior to paint crew and passed over to projects department due to location of repairs needed.	COMPLETED	May 2017	2017 Budget: \$11,000 Invoiced: \$10,594 Balance: \$405

		920 Projects	Garden Villa CMU Wall Rotation & Shoring	<p>This project is to repair non-load bearing CMU walls in the garage area of GV buildings. These walls support the electrical supply meters to the buildings. The walls rotated out of plumb and a Structural Engineer was hired to prepare documents for the repair work</p> <p>needed at buildings B2391, B2394, B2395, and B2396. Storm drainage channels and piping repairs have been completed to address the potential of future flooding.</p> <p>Repairs to the four buildings were completed in June 2016 and Staff received reports of similar damage at B2384 and B969. A structural engineer was hired to prepare plans for repairs needed at B2384 and B969.</p>	COMPLETED	April 2017	Budget: \$75,000 Invoiced: \$68,784 Balance: \$6,216
		920 Projects	Wall Security at Gate 11	<p>This project is dedicated to increasing security within Gate 11 by replacing barbed wire with shepherds crook atop the north perimeter wall. The City required a Conditional Use Permit (CUP) for this project to ensure compatibility with surrounding land uses. The CUP application was submitted the first week of August 2016 and accepted in April 2017.</p>	COMPLETED	Complete	Budget: \$53,450 Invoiced: \$48,150 Balance: \$5,300
		920 Projects	2017 Paving Program	<p>The Paving Program ensures the longevity and good condition of the Mutual's roadways, and cul-de-sacs. The Pavement Program includes overlay pavement work, removal and replacement of failed pavement areas, and repair of damaged concrete components.</p>	COMPLETED	August 2017/Annual Program	Budget: \$258,000 Invoiced: \$257,870 Balance: \$130
		920 Projects	2017 Paving Sealcoat Program	<p>The Pavement Sealcoat Program is completed on a 4-year cycle in Third Mutual and provides a pavement surface coat to seal micro cracks in the pavement in an effort to extend pavement life. The 2017 Program includes the following Cul-de-Sacs and Buildings: CDS 301, 304, 309, 310, 312, 314, 317, 333, 370, 371, 372, 378, 402, 403, 404, 405, 406, 407, 408, 409 Bldgs.: 2353, 2396, 2401, 2402, 3190, 3333, 3363, 3395, 5326, 5329, 5333, 5336, 5345, & 5370</p>	COMPLETED	December 2017/Annual Program	Budget: \$38,814 Invoiced: \$38,259 Balance: \$555

THIRD LAGUNA HILLS MUTUAL 2017 EXTERIOR PAINT PROGRAM REPORT

Through November 30, 2017

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

2017 PROGRAM SCOPE					
	Planned	Complete	Sq Ft Planned	Sq Ft Complete	Sq Ft % Complete
Buildings	155	128	2,147,386	1,584,898	74%
Carport Structures	18	2	36,432	14,366	39%
Total Carport Stalls	73	21			
Laundry Buildings	12	0	9,705	0	0%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 180,960	\$ 123,354	\$ 154,520	-25.3%
Lead Paint Testing	\$ 29,166	\$ -	\$ -	N/A
Labor	\$ 1,195,083	\$ 1,192,023	\$ 1,157,078	2.9%
Total Cost	\$ 1,405,209	\$ 1,315,377	\$ 1,311,598	0.3%

COMPLETIONS - TOP COATING				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 14,836	\$ 11,008	\$ 11,972	-8.8%
Labor	\$ 69,875	\$ 32,114	\$ 23,070	28.2%
Total Cost	\$ 84,711	\$ 43,121	\$ 35,041	18.7%

COMPLETIONS - LEXAN SIGNS				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 13,024	\$ 4,218	\$ 4,218	0.0%

Shown below is the cost breakdown for total expenditures through the reporting period. These figures include costs associated with the above-referenced completions and work in progress:

TOTAL 2017 PROGRAM EXPENDITURES				
Item	Completions	2016 Work Completed in 2017	2017 Work in Process	Total Expenditures
Materials	\$ 170,709	\$ -	\$ 3,533	\$ 174,243
Labor	\$ 1,180,148	\$ -	\$ 37,733	\$ 1,217,880
Lead Paint Testing	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ 1,350,857	\$ -	\$ 41,266	\$ 1,392,123

THIRD LAGUNA HILLS MUTUAL 2017 PRIOR TO PAINT PROGRAM REPORT

Through November 30, 2017

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

2017 PROGRAM SCOPE				
	Budget	Planned	Complete	% Complete
Buildings (Dry Rot)	154	154	85	54%
Carport Structures	32	32	2	6%
Laundry Buildings	15	15	0	0%
Buildings (Decking)	62	62	26	54%

COMPLETIONS - PTP PROGRAM				
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)
A98100 Dry Rot Repairs PTP	\$ 704,893	\$ 297,030	\$ 250,498	16%
A98101 Decking Repairs PTP	\$ 211,876	\$ 95,098	\$ 98,918	-4%
A96235 Welding Repairs PTP	\$ 3,603	\$ -	\$ -	N/A
A98102 Lead Abatement PTP	\$ 2,736	\$ -	\$ -	N/A
Total Repairs Prior To Paint:	\$ 923,108	\$ 392,128	\$ 349,416	11%

Shown below is the cost breakdown for total expenditures through the reporting period. These figures include costs associated with the above-referenced completions and work in progress:

TOTAL 2017 PROGRAM EXPENDITURES				
Item	Completions	2016 Work Completed in 2017	2017 Work in Process	Total Expenditures
A98100 Dry Rot Repairs PTP	\$ 250,498	\$ -	\$ 23,458	\$ 273,956
A98101 Decking Repairs PTP	\$ 98,918	\$ -	\$ 13,024	\$ 111,942
A96235 Welding Repairs PTP	\$ -	\$ -	\$ -	\$ -
A98102 Lead Abatement PTP	\$ -	\$ -	\$ -	\$ -
Total Repairs Prior To Paint:	\$ 349,416	\$ -	\$ 36,482	\$ 385,898

*** Outside Services includes lift rentals, city permits, repairs by contractors

**THIRD LAGUNA HILLS MUTUAL
PROGRAMS EXPENDITURES REPORT
AS OF NOVEMBER 30, 2017**

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	8,333	4,196	91,667	100,000	4%	87,471	95%
BUILDING STRUCTURES	73,902	21,725	178,593	238,970	260,695	69%	60,378	25%
BUILDING STRUCTURES - DRY ROT	269,877	166,998	688,867	1,836,980	2,003,978	34%	1,148,113	63%
ELECTRICAL SYSTEMS	0	9,991	5,322	110,377	120,368	4%	105,055	95%
ENERGY SYSTEMS	0	4,167	0	45,833	50,000	0%	45,833	100%
EXTERIOR LIGHTING	6,319	20,833	119,177	229,167	250,000	48%	109,990	48%
FENCING	8,610	8,492	92,838	93,413	101,905	91%	575	1%
FOUNDATIONS	0	6,250	75,658	68,750	75,000	101%	(6,908)	(10%)
GUTTER REPLACEMENTS	19,765	6,571	245,634	72,281	78,852	312%	(173,353)	(240%)
GARDEN VILLA CARPET/WALLPAPER	4,637	7,235	60,838	79,585	86,820	70%	18,747	24%
GV REC ROOM WATER HEATER/HEAT PUMP	0	556	6,313	6,119	6,675	95%	(195)	(3%)
MAILBOXES	0	966	12,988	10,624	11,590	112%	(2,364)	(22%)
PAINT PROGRAM - EXTERIOR	119,566	125,245	1,588,090	1,377,699	1,502,944	106%	(210,391)	(15%)
PRIOR TO PAINT	24,786	77,569	506,293	853,255	930,824	54%	346,962	41%
PAVING	0	24,725	296,128	271,970	296,694	100%	(24,159)	(9%)
ROOF REPLACEMENTS	285,597	99,441	1,179,169	1,093,848	1,193,289	99%	(85,321)	(8%)
TREE MAINTENANCE	91,125	91,812	662,488	1,009,935	1,101,747	60%	347,447	34%
WALL REPLACEMENTS	0	4,167	15,375	45,833	50,000	31%	30,458	66%
WASTE LINE REMEDIATION	160,062	62,500	425,218	687,500	750,000	57%	262,282	38%
WATER LINES - COPPER PIPE REMEDIATION	0	16,667	(2,704)	183,333	200,000	-1%	186,037	101%
TOTAL REPLACEMENT FUND	\$1,064,247	\$764,242	\$6,160,480	\$8,407,139	\$9,171,381	67%	\$2,246,659	27%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$23,600	\$26,631	\$262,883	\$292,936	\$319,566	82%	\$30,053	10%
TOTAL ELEVATOR REPLACEMENT FUND	\$23,600	\$26,631	\$262,883	\$292,936	\$319,566	82%	\$30,053	10%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$5,725	\$4,710	\$16,008	\$51,809	\$56,519	28%	\$35,801	69%
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	0	2,498	33,299	27,474	29,972	111%	(5,825)	(21%)
TOTAL LAUNDRY REPLACEMENT FUND	\$5,725	\$7,208	\$49,307	\$79,283	\$86,491	57%	\$29,976	38%
GARDEN VILLA RECREATION ROOM FUND								
GARDEN VILLA RECREATION ROOMS	\$19,268	\$5,854	\$68,923	\$64,389	\$70,242	98%	(\$4,534)	(7%)
TOTAL GARDEN VILLA REC ROOMS FUND	\$19,268	\$5,854	\$68,923	\$64,389	\$70,242	98%	(\$4,534)	(7%)

**THIRD LAGUNA HILLS MUTUAL
PROGRAMS EXPENDITURES REPORT
AS OF NOVEMBER 30, 2017**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING FUND								
JANITORIAL SERVICE	\$64,639	\$55,125	\$653,678	\$606,374	\$661,499	99%	(\$47,304)	(8%)
PLUMBING SERVICE	51,176	45,749	703,134	503,234	548,982	128%	(199,901)	(40%)
BUILDING REHAB/DRY ROT	2,257	38,304	135,744	421,343	459,647	30%	285,599	68%
CARPENTRY SERVICE	8,013	31,961	448,912	351,575	383,536	117%	(97,337)	(28%)
ROOF REPAIRS	19,311	29,267	262,589	321,933	351,200	75%	59,344	18%
PEST CONTROL FOR TERMITES	1,512	25,058	245,299	275,638	300,696	82%	30,339	11%
CONCRETE REPAIR/REPLACEMENT	57,875	23,946	322,818	263,407	287,353	112%	(59,411)	(23%)
BALCONY/BREEZEWAY RESURFACING	3,038	22,811	255,031	250,917	273,728	93%	(4,114)	(2%)
PAINT- EXTERIOR TOUCHUP	12,470	12,240	120,341	134,644	146,884	82%	14,302	11%
PAVING MAINTENANCE & REPAIRS	42,253	12,034	103,731	132,379	144,413	72%	28,647	22%
GUTTER CLEANING	37,180	11,774	49,755	129,513	141,287	35%	79,758	62%
ELECTRICAL SERVICE	2,215	9,905	102,807	108,951	118,856	86%	6,144	6%
MISC REPAIRS BY OUTSIDE SERVICE	339	9,359	34,488	102,947	112,306	6	68,459	66%
APPLIANCE REPAIRS	11,240	8,650	120,218	95,147	103,797	116%	(25,071)	(26%)
FIRE PROTECTION	2,347	8,103	65,148	89,135	97,238	67%	23,987	27%
WELDING	21,025	5,734	97,329	63,078	68,812	141%	(34,251)	(54%)
GV MAILROOM RENOVATIONS	2,907	2,366	53,785	26,026	28,392	189%	(27,759)	(107%)
PAINT- INTERIOR TOUCHUP	2,234	1,809	28,662	19,896	21,705	132%	(8,765)	(44%)
TRAFFIC CONTROL	1,773	1,798	16,107	19,776	21,574	75%	3,669	19%
STAIR TREAD REPLACEMENTS	0	1,437	857	15,811	17,248	5%	14,954	95%
CURB CUT/SIDEWALK RAMPS	0	833	0	9,167	10,000	0%	9,167	100%
TOTAL MAINTENANCE PROGRAMS	\$343,804	\$358,263	\$3,820,436	\$3,940,890	\$4,299,153	89%	\$120,455	3%

DISASTER FUND

MOISTURE INTRUSION - RAIN LEAKS	\$5,021	\$25,833	\$414,399	\$284,167	\$310,000	134%	(\$130,232)	(46%)
MOISTURE INTRUSION - PLUMBING LEAKS	2,577	40,250	401,187	442,750	483,000	83%	41,563	9%
MOISTURE INTRUSION - PLUMBING STOPPAGES	0	19,471	74,020	214,185	233,656	32%	140,165	65%
MOISTURE INTRUSION - MISCELLANEOUS	0	5,625	41,611	61,870	67,495	62%	20,260	33%
DAMAGE RESTORATION SERVICES	6,531	36,910	40,072	406,007	442,917	9%	365,936	90%
TOTAL DISASTER FUND	\$14,129	\$128,089	\$971,288	\$1,408,979	\$1,537,068	63%	\$437,691	31%

UNAPPROPRIATED EXPENDITURES FUND

SUPPELMENTAL APPROPRIATIONS	\$0	\$0	\$357,250	\$357,250	\$357,250	100%	\$0	0%
TOTAL UNAPPROPRIATED EXPENDITURES FUND	\$0	\$0	\$357,250	\$357,250	\$357,250	100%	\$0	0%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
VARIANCE EXPLANATIONS
As of November 30, 2017**

1. **JANITORIAL** – under 10% variance YTD \$(9,514) November
2. **PLUMBING SERVICE** – \$(199,901) YTD \$(5,428) November
Unfavorable YTD variance: Higher than average leaks have resulted in an increased workload. <MS>
3. **BUILDING REHAB/DRY ROT** - \$285,599 YTD \$36,047 November
Favorable variance: During the summer months, work was conducted at the White Elephant (110 Buildings) that consist mostly of stucco, therefore fewer dry rot issues were found compared to other Cul-de-Sacs. <PC>
4. **CARPENTRY SERVICE** – \$(97,337) YTD \$23,948 November
Unfavorable variance: Materials and labor increased, due to more work being done than originally anticipated. <PC>
5. **ROOF REPAIRS** – \$59,344 YTD \$9,955 November
Favorable variance: This is a reactive program – less work needed than budgeted so far. <GW>
6. **PEST CONTROL FOR TERMITES** – \$30,339 YTD \$23,546 November
Favorable variance: Authorized fumigation postponement requests from residents were received. Those buildings were added to the 2018 schedule. <PC> The budget is distributed evenly and work began in May.
7. **CONCRETE REPAIR/REPLACEMENT** - \$(59,411) YTD \$(33,929) November
Unfavorable variance: Crews are catching up with requests; significant increase in quantities of concrete replacement being completed. <BH>
8. **BALCONY/BREEZEWAY RESURFACING** - under 10% variance YTD \$19,773 November
9. **PAINT – EXTERIOR TOUCHUP** - \$14,302 YTD \$(229) November
Favorable variance: This is a reactive program – less work needed than budgeted so far. <PC>
10. **PAVING MAINTENANCE & REPAIRS** – \$28,647 YTD \$(30,219) November
Favorable variance: Overall program underspent, with higher expenditures in several maintenance areas reflecting higher quantities of work being performed in specific job categories. <BH>
11. **GUTTER CLEANING** – \$79,758 YTD \$(25,406) November
Favorable variance: Timing of program. <GW> The budget is distributed evenly and the bulk of work started in November.
12. **ELECTRICAL SERVICE** - under 10% variance YTD \$7,689 November
13. **MISC REPAIRS BY OUTSIDE SERVICE** - \$68,459 YTD \$9,020 November
Favorable variance: This is a reactive program – less work needed than budgeted so far. <PC>
14. **APPLIANCE REPAIRS** - \$(25,071) YTD \$(2,590) November
Unfavorable variance: Increased Washing Machine repairs are the greatest factor in this variance. <MS>
15. **FIRE PROTECTION** - \$23,987 YTD \$5,756 November

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
VARIANCE EXPLANATIONS
As of November 30, 2017**

Favorable variance: Waiting for vendors to submit invoicing. <GW>

- 16. WELDING** - \$(34,251) YTD \$(15,291)
Unfavorable variance: Significant stairway and railing repairs completed to date. <BH>
- 17. GV MAILROOM RENOVATIONS** - \$(27,759) YTD \$(541) November
Unfavorable variance: Additional lobbies were renovated per the Boards decision. <PC>
- 18. PAINT – INTERIOR TOUCHUP** – \$(8,765) YTD \$(426) November
Unfavorable variance: Staff has seen an influx in leaks due to the rain, which required interior painting. <PC>
- 19. TRAFFIC CONTROL** - \$3,669 YTD \$24 November
Favorable variance: This is a reactive program – less work needed than budgeted so far. <BH>
- 20. STAIR TREAD REPLACEMENTS** - \$14,954 YTD \$1,437 November
Favorable variance: Fewer stair tread replacements completed than anticipated. <BH>
- 21. CURB CUT/SIDEWALK RAMPS** - \$9,167 YTD \$833 November
Favorable variance: This is a contingency item and is subject to variances. <GW>

DISASTER FUND

- 1. MOISTURE INTRUSION – RAIN LEAKS** – \$(130,232) YTD \$20,812 November
Unfavorable variance: Extraordinary amount of rain leak events in the first quarter. <KW>
- 2. MOISTURE INTRUSION – PLUMBING LEAKS** – under 10% variance YTD \$37,673 November
- 3. MOISTURE INTRUSION – PLUMBING STOPPAGES** – \$140,165 YTD \$19,471 November
Favorable variance: Lower amount of stoppages than expected. <KW>
- 4. MOISTURE INTRUSION – MISCELLANEOUS** – \$20,260 YTD \$5,625 November
Favorable variance: Invoicing is behind; several vendors have been submitting invoices late and inaccurately; many have been sent back to vendor for correction. <KW>
- 5. DAMAGE RESORATION SERVICES** – \$365,936 YTD \$30,378 November
Favorable variance: Invoicing is behind; several vendors have been submitting invoices late and inaccurately; many have been sent back to vendor for correction. <KW>



STAFF REPORT

DATE: January 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Garden Villa Recreation Room Flooring at Building 4006

RECOMMENDATION

Adhere to current policy of replacement with carpet for flooring in Garden Villa Buildings due to the high cost of epoxy coating.

BACKGROUND

At the May 1, 2017, M&C Committee Meeting, the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs.

The estimated cost to install epoxy flooring in a GV Rec Room including testing and sealing of the floor is \$15,684. This cost does not include black mastic abatement.

Removal and replacement of the carpet in a Garden Villa Recreation Room would cost approximately \$3,500 and includes sealing of the concrete.

At the August 29, 2017 M&C Committee Meeting, the Committee chose to keep carpet as the flooring choice for Recreation Rooms. Resolution 03-17-109 was adopted (Attachment 1).

DISCUSSION

At the November 6, 2017 M&C meeting, staff was directed to place the recreation room replacement at 4006 on hold, pending review of a bid solicited by the captain of building 4006 from Premier Garage, a flooring company. As directed, staff contacted Mr. Poehlmen, the president of Premier Garage, and reviewed the epoxy floor coating scope of work included in the quote for \$5,728 provided by Premier Garage to the building captain. The quote includes, removing and hauling away the existing carpet and glue, preparing the concrete surface, applying a primer coat, layering the area with decorative chips, and applying a finish coat. (Attachment 2)

During a phone conversation with Mr. Poehlmen, staff was able to clarify what was not included in the scope of work submitted by Premier Garage. The quote did not include removing and storing the interior furnishings, asbestos testing or abatement (if required),

removal and replacement of new baseboards, testing and sealing the slab before applying products.

FINANCIAL ANALYSIS

None at this time.

Prepared By: Guy West, Projects Department Manager

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

ATTACHMENT(S)

Attachment 1 – Resolution 03-17-109
Attachment 2 – Premier Garage Quote

Attachment 1

Resolution 03-17-109

Epoxy Costs for Garden Villa Rec Room Floors

Agenda Item # 5b
Page 19 of 44

Third Laguna Hills Mutual
Minutes of the Regular Open Meeting of the Board of Directors
Page 20 of 44

September 19, 2017

WHEREAS, the Board of Directors adopted Resolution M3-95-82 approving a fund name of Garden Villa Recreation Room Fund; and

WHEREAS, the purpose of this fund is to provide for all expenditures in the recreation rooms of the Garden Villa buildings (repairs, replacements and preventive maintenance), other than janitorial services and a few components that the Board has authorized as shared expenditures such as heat pumps; and

WHEREAS, each year staff performs an evaluation of all 53 Garden Villa Recreation Rooms to determine the condition of all interior components and aesthetics. The results of staff's evaluation are reviewed by the Garden Villa Recreation Room Sub-Committee to prioritize recommended improvements; and

WHEREAS, at the May 1, 2017 M&C Committee Meeting the Committee deferred Garden Villa Recreation Room carpet replacements and directed staff to research epoxy flooring and associated costs for buildings 3241, 3242 and 2401; and

WHEREAS, at the August 29, 2017 M&C Committee Meeting, the Committee decided to keep carpet as the flooring choice of recreation rooms; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of this Corporation hereby approves a supplemental appropriation in the amount of \$10,500 to be funded from the Garden Villa Recreation Room Fund for removal and replacement of the carpet in the Rec Rooms at 3241, 3242 and 2401; and

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

Attachment 2



20914 Bake Parkway #102, Lake Forest, CA 92630
Telephone (949) 297-3951
www.premiergarage.com - CA Lic# 748546

Date: 10-25-17
Name: Michael Strazielski
Address: 4006 Calle Suran
City, Zip: Laguna Woods
Telephone:
E-Mail:

Existing Garage

Remove Existing Coating: No ☐ Yes ☒

Type: Carpet & glue

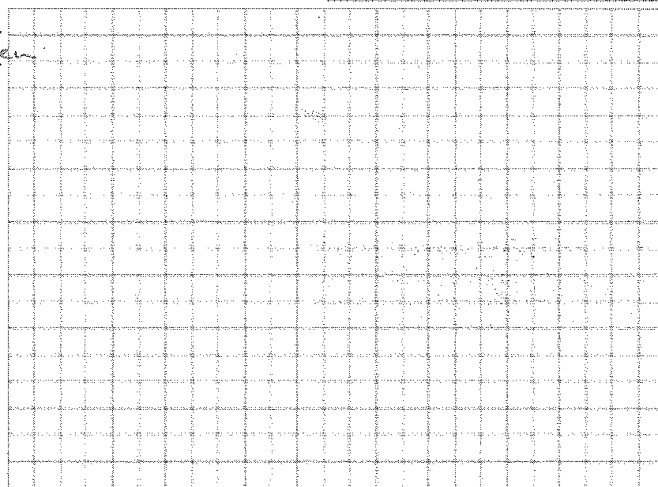
Existing concrete: Excellent ☐ Good ☐ Fair ☒ Poor ☐ Extremely Poor ☐

Repair Required

Installation

Solid Color ☐ Color: _____
Earthtones/Greytones: ☒ Color: D Be Chosen
Micro 1/8" ☐ Color: _____
Other: ☐ Color: _____
Stone, Elements, Stratus, Flextile

Total Garage Square Footage: 1146



Coating to Stop at: ☐ Driveway ☐ Garage Door
☐ Other:

Coat Stem Walls ☒ No ☐ Yes Size: _____
Color & Finish may vary on stem walls

Coat Stairs: ☒ No ☐ Yes # _____

Slab: ☒ Seamless ☐ Expansion Joints

Move Items: ☐ Out ☐ In Trip Fee \$45

Description of Items: _____

Floor Coating Quotation

Removal Price: 1432
Repair Price: incl
Coating Price: 4584
Stem Walls: 0
Stairs/3rd trip charge: 0
Total Quotation Price: 5728

All prices include tax and labor

Notes:

3 day install
all carpet & glue will be
removed and hauled away

All floors quoted will be exclusive PremierGarage PremierOne floor coatings. PremierOne floor coatings are commercially rated
All PremierOne coatings are environmentally friendly and California Compliant
All floor are backed by a lifetime warranty

Presented By: _____

This quote is valid for 60 days



STAFF REPORT

DATE: January 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Red Curb Reset Appeal at B3304 (CDS325)

RECOMMENDATION

That the red curb removed during the reset program at Building 3304 in cul-de-sac 325 remain unpainted.

BACKGROUND

As a result of a parking survey approved by the Third Mutual Board and performed by Urban Crossroads, EZ Line Parking Solutions was contracted to remove red painted curbing to raise parking capacity throughout the community. Red painted curbs in cul-de-sac 325 were removed during the month of October. Shortly after the removal work was completed the resident at 3304-O (Norma Fox) filed a complaint requesting the curb in front of Building 3304 be repainted red. The resident's perception is that the red paint removal has allowed cars to park curbside making it difficult to maneuver vehicles in and out of the parking spaces from the adjacent garage.

Staff investigated the complaint and determined there is adequate space for maneuvering a vehicle in and out of the garage and denied repainting of the curb. However, the resident wishes to appeal staff's decision.

DISCUSSION

Staff's investigation of the resident's maneuverability complaint included measuring the distance from the wall of the Carport at 3105 to the edge of the sidewalk in front of Building 3304 and noted this distance at twenty eight (28) feet in length. In addition, staff filmed a video of a vehicle parked curbside in front of 3304 and a vehicle pulling into and out from Carport 3105 to demonstrate the maneuverability a vehicle has in this situation. After several successful runs, it was determined that there is adequate space for vehicles to pull in and out of Carport 3105 when a vehicle is parked at the curb area in front of Building 3304.

FINANCIAL ANALYSIS

Removal of the red painted curb at cul-de-sac 325 in front of Building 3304 cost \$344.

Repainting the curb red at cul-de-sac 325 in front of Building 3304 will cost \$350.

Prepared By: Erik Schneekluth, Construction Superintendent

Reviewed By: Guy West, Projects Department Manager
Ernesto Munoz, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1- Cul-de-sac 325 post red curb removal work

Attachment 2 - Cul-de-sac 325 parking under Building 3303 in Carport 3105

Attachment 1- Cul-de-sac 325 post red curb removal work

Building
3304



Attachment 2 - Cul-de-sac 325 parking under Building 3303 in Carport 3105





STAFF REPORT

DATE: January 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: RFP for Energy Consultant Services

RECOMMENDATION

Direct staff to release the request for proposal (RFP) (Attachment 1), to engage an Energy Consultant in order to advance the Community's future energy initiatives.

BACKGROUND

There has been considerable interest in pursuing an overall energy strategy for the community in light of rising energy costs, increased energy consumption, and rapidly changing technology. Community Choice Aggregation (CCA); Energy Generation During Power Outages; Battery Storage Facilities to help regulate energy flow; Residential Application of Fuel Cell technology; Conversion of Street Lighting to Energy Efficient LED Technology; Upgrade of the Community's Aging Electric Infrastructure through a Master Planning and Prioritization Process; Time of Use Strategies; the issue of SCE Administrative Fee On Meters; Rate Payer Advocacy; Performance Management Services to Ensure Accurate Billing Rates from SCE; and Infrastructure Upgrades for Electric Vehicle Charging Stations are just a few of the topics Board Members have expressed an interest in, and a desire to obtain professional guidance on.

Last September, staff provided a report to the Board Presidents with a recommendation to solicit requests for proposals (RFP) for Energy Consultant Services in response to requests received by staff from several Board Members. Staff also hosted a presentation from an energy consultant who addressed questions and concerns relative to the value of these services to the Community. At this meeting, staff was directed to prepare an RFP to secure the services.

DISCUSSION

Staff has prepared the attached RFP (Exhibit A) which we propose to release subsequent to receiving direction to do so from each of the Boards.

Because an energy strategy would involve the entire community this is a joint RFP that will encompass services for all three Corporations. However, each Board will be entering into individual contracts with the selected consultant to also advance energy initiatives specific to the Mutual.

Both United and Third Mutuals have incorporated photovoltaic (solar) generation infrastructure into their long term energy cost saving strategy, which also provides a level of protection against rising energy tariffs. Both of these systems are now operational and generating savings. However, there is more that could be accomplished throughout the community.

An energy strategy would involve the entire community, so staff has engaged Third, United and GRF M&C Chairs, as well as the Board Presidents, in a discussion relative to the community's needs for a cohesive energy strategy. Additionally, due to the lack of staff's additional capacity and expertise in this field, it is recommended that a consultant with expertise in the energy field be engaged to further the community's initiatives in this area to address current and future energy challenges.

FINANCIAL ANALYSIS

A consultant may be retained on an on-call basis for a not to exceed contract amount. The costs associated with any work performed by the consultant would be included with each individual project cost, and would not have an impact on any existing budgets.

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

ATTACHMENT(S)

Attachment 1 – Request for Proposals (Exhibit A)

ATTACHMENT 1

EXHIBIT "A"



**Request for Proposals
for
Energy Consulting Services**

January 15th, 2018

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Village Management Service, Inc. (VMS), acting by and through the Governing Boards of the Golden Rain Foundation; Third Laguna Hills Mutual; and United Laguna Woods Mutual, (Boards), is issuing this Request for Proposals (RFP) and will receive up to, but no later than February 15th, 2018 12:00 PM, proposals from interested, established and experienced Firms for energy consulting services ("Firm").

This solicitation is intended to establish a list of qualified consultants to select a Firm with whom the Governing Boards will enter into a Professional Service Agreement. The selected consultant(s) will facilitate the cost-effective development of energy projects and research various energy initiatives for Laguna Woods Village facilities, and shall be free from conflicts of interest arising from financial relationships with potential suppliers, constructors, financiers, or owners of related projects or products.

PART 1: LAGUNA WOODS VILLAGE ENERGY PROGRAMS BACKGROUND

The Laguna Woods Village in Orange County, California, is the largest 55+ active adult community on the West Coast. With 12,736 homes; seven clubhouses; 36 holes of golf, five swimming pools; an equestrian center; over 55 centerline miles of roadways; and a full service maintenance yard.

The Community is situated on 2,100 acres and it's a gated community with 24-hour patrols and a private transit system.

The governing Boards are focused on decreasing the Community's energy footprint and reducing their long term costs related to energy consumption. To that extent the Boards have invested on a number of energy initiatives, including two recently commissioned, \$6.3 million solar projects, and multiple upgrades to the Community infrastructure, such as replacement of existing HVAC systems with energy efficient equipment, installation of cool roofs, lighting conversion projects, including conversion of street lighting infrastructure to energy efficient LED technology, installation of energy management systems, pool solar heating panels, just to name a few.

PART 2: SOLICITATION BACKGROUND

The Boards will continue the existing programs and anticipate extending energy programs at existing facilities in conjunction with available funding and savings that may be derived from these programs.

Given the potential magnitude of the Community's energy program, the Boards intend to contract with a Firm that have, among other qualifications, all of the following:

- A. Extensive experience in the successful development of large commercial or public energy programs, energy efficiency measures and clean systems; including, design specification, construction oversight, operations, maintenance and management;

- B. Experience working with HOAs, or public communities, in regard to energy efficiency programs;
- C. Experience in securing any and all necessary project financing, as well as credits and incentives available through Federal, State, local and Utility Company programs;
- D. Knowledge and understanding of applicable California Building Codes;
- E. Ability to provide timely, effective communication and support to the Laguna Woods Village Boards through multiple means;

The Boards intend to use the responses that it receives to assist in possible selection of one Firm for the Community's potential energy projects. The Boards will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the Boards from any other sources. In addition to any other criteria specified in this RFP, the evaluation criteria will include, among others, the Firm's experience, qualifications and ability to meet the Board's criteria and project costs range.

The Boards will have the discretion to select one Firm after receipt of Responses; the Boards also reserve the right to not select any Firm. The Boards may request that one or more Firms participate in an interview process or the Boards may implement a combination of these and/or other methods for selection.

This RFP is solely a solicitation for Responses. Neither this RFP, nor any Response to this RFP shall be deemed or construed to: (i) create any contractual relationship between Boards and any Firm; (ii) create any obligation for Boards to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

If the Boards select a Firm for Board's potential energy projects, the Boards shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this RFP or any Response shall be deemed or construed as a limitation of such rights.

PART 3: LAGUNA WOODS VILLAGE GOALS AND OBJECTIVES

The Boards intend to achieve the following goals and objectives through, and in connection with, the implementation of energy programs and installation of energy efficiency measures and clean systems at Board's facilities:

- A. To identify alternatives for financing, designing, and implementing energy programs, and installing energy efficiency measures and clean energy systems that will reduce costs and maximize the net economic benefit to community residents;

- B. To reduce the cost of developing energy projects by investing in multiple community-wide systems;
- C. To facilitate the investment in energy projects by the Community and to increase energy diversity and reduce dependence on fossil fuels;
- D. To prepare a strategy for Community Choice Aggregation;
- E. To educate the Community about the benefits of energy conservation and renewable energy generation;
- F. To review the Community's electrical infrastructure and propose a Capital Improvement Strategy for a phased upgrade;
- G. To develop a community-wide strategy for level 2 and greater electric vehicle charging;

PART 4: CONTENT OF RESPONSES

- A. General: Each Response must be in writing and should be concise, well organized, tailored to this RFP and demonstrate the Firms understanding of Boards' goals and objectives for the Community's energy initiatives. Firms will be evaluated based on the information submitted in accordance with this Part 4, together with other information as may be available to the Boards' Responses must include all of the information specified below in this Part 4, and must provide such information in the same order set forth below.
- B. Executive Summary: Include an overview of the Response (not in excess of two pages) describing the highlights of Response and specifying the name, title, address, telephone number, and e-mail address of a single Firm representative to contact regarding the Response. The overview also should summarize how the Firm will develop a comprehensive energy conservation and alternative-energy generation program to meet the needs and goals of the Boards.
- C. Firm Information: Specify or provide all of the following information:
 - Legal name and address of Firm;
 - Name and address of the Firm's principal place of business;
 - Firm's legal form of entity (sole proprietorship, partnership, corporation, joint venture, etcetera) and State of incorporation or other organization. If Firm is a joint venture or partnership, identify all members of the joint venture or partnership and provide all information required pursuant to this Paragraph C for each member;

- Firm's engagement model and fee structure (including process, scope, and commitment points);
- Number of years Firm has been engaged in energy projects;
- Evidence that Firm is authorized to conduct business in the State of California;
- If company is a subsidiary or affiliate of another company or companies, identify such other company or companies;

D. Firm's Relevant Experience: Provide all of the following information, as applicable. Please mark "N/A" only if such information/experience is non-existent:

- List all energy service agreements Firm negotiated on behalf of its clients (either in conjunction with a third-party investor or otherwise) during the last ten years and applicable to energy projects, specifying for each the name of the client, the date of the agreement, and the type and general scope of the project;
- List the energy conservation measures implemented in connection with past projects
- Total cost in dollars of commercial energy projects installed by or through the Firm's efforts, as well as total cost of commercial energy projects financed through energy service agreements (including power purchase agreements) during the last three years, including a brief breakdown for each fiscal quarter during such period;
- Total capacity in kilowatt hours ("kWh") saved or generated of energy projects implemented or installed to date through projects developed by the Firm;
- Overview of the Firm's commercial grid-connected Photovoltaic (PV) experience, if any (do not include single residential PV experience, please); including:
 - Total Megawatts ("MW") and MW of California-based Public Utilities and MW pursuant to power purchase agreements of commercial grid-connected PV installed to date.
 - Breakdown by application (roof mounted, ground mounted, carport, etc.) installed to date.
 - Average commercial grid-connected PV system size installed during the last three years.

E. Project References: List all commercial energy projects in California over the last five years that exceed \$1 M in cost, including for each:

- Exact role Firm performed for project;
- Type of project;
- Location of project;
- Customer name and contact information;
- Date installed and date deemed operational;
- Project cost (includes construction cost and all applicable soft costs);
- Kilowatt hours (“kWh”) produced or saved since project designed and/or installed;
- Provide any known customer-satisfaction surveys relating to your completed projects, especially those from the public sector;

F. Proposed Firm Team: Provide all of the following information:

- Name of Firm’s proposed project manager and a description of such person’s experience as relevant to the Boards’ proposed energy projects;
- Names of team members who would be dedicated to the Boards’ energy projects;
- Roles and responsibilities of team members, including an organizational chart;
- Brief description of team’s ability to implement a successful energy program (history, performance of similar scope of services, etc.);
- History of past projects undertaken and completed by the team as a group or individually while employed by the Firm;
- Resumes for key members of the Firm’s proposed team, including key personnel of any subcontractors that Firm proposes to use;
- Describe each circumstance in which the Firm ever had a contract terminated for cause or convenience and include the reasons for termination;

G. Firm’s History: Indicate whether there has been, within the preceding five years, any occurrence of the situations described below and also describe in detail the circumstances surrounding each such situation and the outcome. Failure by a Firm to disclose any such situations may result in a determination that the Firm is ineligible to

bid on, contract for, or perform any work in connection with any future Boards' projects. Each Firm must disclose each:

- Involvement as a party in any litigation, arbitration or mediation associated with an energy project (not including any action filed to validate a transaction);
- Any convictions of the Firm or any of its principal officers or owners for violation of any Federal or State antitrust law (by, e.g., bid rigging, collusion, or otherwise restricting competition between bidders) or other law relating to bidding or performance of consulting services;
- Determination by a governmental or public authority, which became final or unappealable, that the Firm or any of its principal officers or owners: (i) knowingly concealed any deficiency in the performance of any contract or project; (ii) falsified any information or made deceptive or fraudulent statements in connection with any contract or project; or (iii) willfully disregarded applicable laws, regulations, rules or contractual requirements in connection with any contract or project;

H. Firm's Claims and Litigation History: Indicate whether, in the preceding five years, the Firm has filed any claims and/or lawsuits against any private or public agencies in connection with any contracts or projects of such clients and, if yes, identify the client and describe the nature and the outcome of such claim and lawsuit. Failure by a Firm to disclose any such claims and/or litigation may result in a determination that the Firm is ineligible to bid on, contract for, or perform any work in connection with Board's projects.

I. Firm's Engagement Model and Fee Structure: Including process, scope, and commitment points.

PART 5: ADDITIONAL INFORMATION FOR FIRMS

A. Schedule of Events: The Board's anticipates that the schedule of events in connection with this RFP will be as set forth below. However, Boards reserves their right, in their sole discretion and at any time prior to entering into an agreement for energy services, to alter its anticipated schedule as related to this RFP or any project.

Event:

RFP Available:

Deadline for Request for Information (RFI)

Response for RFI

Responses Due:

Anticipated Date:

[Date]

[Date, Time]

[Date]

[Date, Time]

Firm Presentations: To Be Determined (by invitation only)

Contract Negotiations:

[Date]

Recommendations to Boards:

[Date]

Contract Approval:

[Date]

- B. Addenda to RFP: The Boards in their discretion may, at any time, issue one or more addenda to this RFP and the Boards will provide such addenda to each Firm that is known by the Boards to have received a copy of this RFP. Each Firm is solely responsible for and must, in its Response, acknowledge each addendum that it has received. The Boards will send each addendum to the last known addresses of the Firms, but in no event shall the Boards be responsible or liable for any failure of a Firm to receive any such addendum.
- C. No Guarantee of Award of Contract: This RFP does not create any obligation whatsoever, either express or implied, for the Boards to award any contract to any Firm or other party. The Boards at all times retain their sole and absolute right to select the Firm that best meets the Boards' needs, or to not select any Firm based on Responses to this RFP. The award of any contract to a Firm is subject to approval by the Governing Boards.
- D. Privacy: The Board will open and review Responses privately to assure confidentiality and to avoid disclosure of the contents to competing Firms prior to and during the review, evaluation and negotiation process.
- E. Confidential Information: It is understood that information submitted in response to this RFP and subsequent presentations may contain technical, financial, or other data that would constitute trade secrets, the public disclosure of which possibly could injure the Firm's competitive position. To the extent the Firm reasonably determines that information in its Response constitutes trade secrets in accordance with applicable law, the Firm may seek to protect such trade secrets from disclosure by specifically identifying the pages of its Response that contain such information by properly marking such pages and inserting the following notice in its Response:

NOTICE: [Insert Firm name] believes that information on pages ____ of this Response identified by an asterisk (*) or marked along the margin with a vertical line constitute trade secrets, disclosure of which possibly could injure the competitive position of [insert Firm's name]. [Insert Firm's name] requests that such information be used only in connection with evaluation of the Response or otherwise in connection with any agreement entered into by [insert Firm's name] and the Boards, but [insert Firm's name] understands that disclosure may nonetheless occur to the extent the Boards determine disclosure is proper in accordance with federal, state and/or local law.

- F. Ownership of Documents: All Responses and other materials submitted in response to this RFP shall become the property of the Boards.

- G. Responsibility for Costs: Each Firm (and not the Boards) shall be responsible for any and all costs that it incurs in connection with this RFP, including, without limitation, costs associated with preparation and submission of a Response, and expenses associated with travel to any presentation, interview or other meeting. In no event will the Boards reimburse any Firm for any such costs or expenses.
- H. Modification or Withdrawal of Response: A Firm may at any time withdraw its Response by providing written request for withdrawal to the Boards. At any time prior to the deadline for submittal of Responses specified in this RFP, a Firm may modify its Response by submitting the modified Response together with a written request to withdraw the original Response and replace it with the modified Response.
- I. Other Contractual Requirements: Assignments under this Professional Services Agreement for each of the Board's energy projects will set forth additional provisions applicable to work on the project by the selected Firm, including, without limitation, requirements for: (i) compliance with Board policies, such as those prohibiting use of alcohol and illegal drugs on Laguna Woods Village property.
- J. Unethical Behavior: By submitting a Response, a Firm shall be deemed to represent and warrant that neither it nor any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, gifts, or otherwise) to any Board officer or employee with the intent or goal of obtaining favorable treatment with respect to the selection of a Firm for the Boards' energy projects. If the Boards determine that a Firm has breached or violated such warranty, the Boards may terminate any agreement with such Firm, in whole or in part, and the Firm shall be responsible and liable for any associated losses and/or damages incurred by the Boards. The rights and remedies of the Boards pursuant to this paragraph are not exclusive and are in addition to any other rights and remedies the Boards may have pursuant to law or contract.

PART 6: SUBMITTAL REQUIREMENTS

- A. Number of Copies: Each Firm must submit one (1) unbound original and four (4) bound copies of its Response, along with a digital copy of its Response.
- B. Response Length: A Response must be no more than 24 single-sided pages, or 12 double-sided pages, in total length, (not including cover page, attachments, tab pages, dividers, etc.) Each attachment must not exceed two single-sided pages or one double-sided page, with the exception of the resume package. The font size of the text included in a Response must not be less than 11 points.
- C. Responses Must be Sealed: Responses must be provided in a sealed envelope or box, and only Boards' recipient information, the Firm's name, the title of the Response, and the submittal deadline visible on the outside of the envelope or box.

- D. Address for Submitting Responses: Responses must be addressed and sent or delivered to the address specified on the cover page to this RFP.
- E. Method of Delivery: Provide five (5) "hard" copies and one (1) data flash drive of Responses to the Boards by any method desired prior to the due date and time; provided that the Boards will not accept any submittal sent by facsimile transmission, e-mail, or other electronic means.
- F. Responsibility for Delivery of Responses: Each Firm shall be solely responsible for ensuring that its Response is received by the Boards prior to the deadline specified in this RFP. The Boards will not be required to consider any Response received after the submittal deadline specified in this RFP.
- G. Deadline for Submitting Responses: The deadline for submitting Responses in response to this RFP is the date and time set forth In Part 5, Section A of this RFP.

PART 7: REQUESTS FOR INFORMATION ("RFI") REGARDING THIS RFP

- A. RFIs: Questions regarding this RFP should be set forth in writing and sent via e-mail to Ernesto A. Munoz at ernesto.munoz@vmsinc.org. The e-mail subject line of each such question should be specified as "Question Regarding RFP for Energy Consulting Services.
- B. Authorized person to receive RFIs: No person other than Ernesto A. Munoz, the Boards' representative, is authorized to receive questions relating to this RFP, and the Boards shall have no obligation to respond to questions sent to any person or entity other than the contact person. In its discretion, the Boards may disregard the Response of any Firm that, in connection with this RFP, contacts any Community representatives other than the contact person, including, without limitation, any member of the Board of Directors.
- C. Responses to RFIs: The Boards' representative, Ernesto A. Munoz will, to the best of his ability, respond to RFIs regarding this RFP. The Boards' representative will send each question and response to the last known e-mail addresses of the Firms known by the Boards' representative to have received this RFP, but in no event shall the Boards' representative be responsible or liable for any failure of a Firm to receive any such question and response.
- D. Deadline for RFIs: The deadline for submitting questions regarding this RFP is [Date, Time]. The Boards' representative, in his discretion, may determine not to respond to questions submitted after the deadline or may extend the deadline for submittal of Responses so that all Firms will have the benefit of responses to questions submitted after the deadline.

PART 8: EVALUATION, AWARD AND AGREEMENT

The Boards' Evaluation Committee will determine which, if any, proposals are in the Boards' overall best interest to accept. During the evaluation process, the Boards may request additional information, clarifications, explanations and answers from any respondent. The Boards may request any or all respondents to participate in a presentation and/or interviews in regard to their proposal. The invited respondents, including the assigned project manager, must be available for the presentation and/or interviews within two days of the request, unless another date has been agreed upon.

The Boards reserves their right to conduct negotiations with any number of respondents, as determined by the Boards, for entering into a contract agreement.

Evaluation Criteria:

The evaluation of proposals and qualifications will include but not be limited to the following criteria:

- A. Qualification Packet – Completeness and clarity of qualification content as listed in Part 3.
- B. Statements of Qualifications – Company size, years in business, licenses, certifications and litigation, etc.
- C. Personnel and Staffing Resources – Professional statements of qualifications and specialized experience of the proposed staff including the quality of the respondent's professional personnel to be assigned to Boards' projects and the quality of the respondent's management support personnel to be available for technical consultation and/or assistance.
- D. Experience & References – Experience and expertise of the respondent in providing similar services to other HOAs and public entities of comparable size and scope.
- E. Firm's Engagement Model and Fee Structure: Including process, scope, and commitment points.



STAFF REPORT

DATE: January 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Removal of Solar Lighted Building Address Signs

RECOMMENDATION

Direct staff to remove all solar lighted building address signs by in-house staff during their visit within the prior-to-paint (PTP) program.

BACKGROUND

In January 2016, staff was directed to install solar-powered address sign lighting as a pilot alternative to hard-wired lighting, in order to increase the building sign's visibility. In many locations a power source is not readily available, so bringing power to an optimal sign location is costly (Attachment 1).

DISCUSSION

Since the installation of the solar powered signs, there have been issues with them functioning correctly. In some cases the sunlight levels were not sufficient and the batteries needed to be augmented. These units have since continued to deteriorate and are not an acceptable solution to the address the signage visibility issue. In order to avoid deferring other program activities by allocating staff time to remove these units, staff is recommending removal be scheduled during the PTP program.

The signs will be removed during the following years:

2018: Buildings 2279, 2282, 2318 & 2328
2020: Buildings 2345, 2354, 2384, 2385, 2386, 2388, 2394 & 2396
2023: Buildings 3365, 3367 & 5372

FINANCIAL ANALYSIS

No fiscal impact associated with this report.

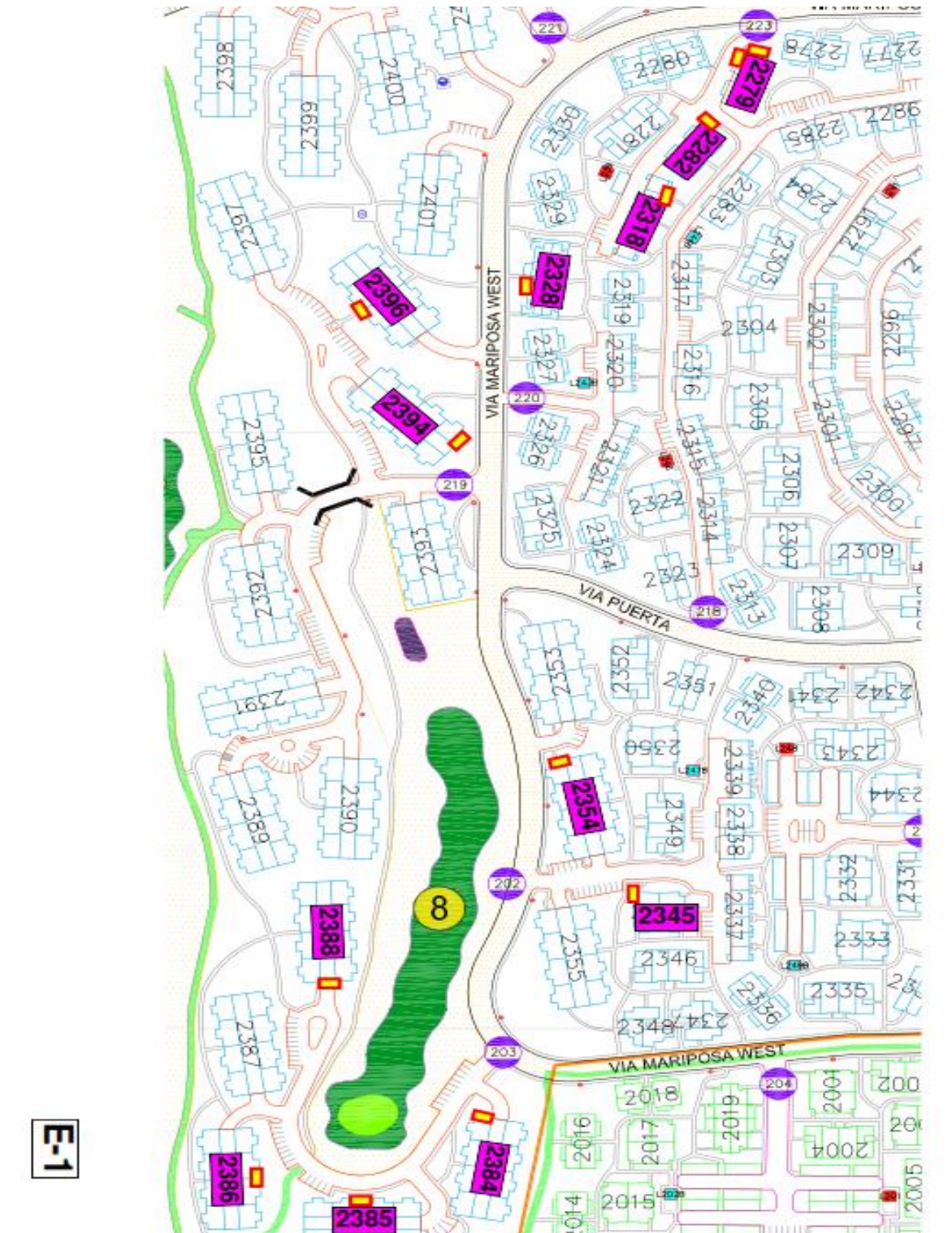
Prepared By: Mark Stal, Maintenance Services Manager

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

ATTACHMENT(S)

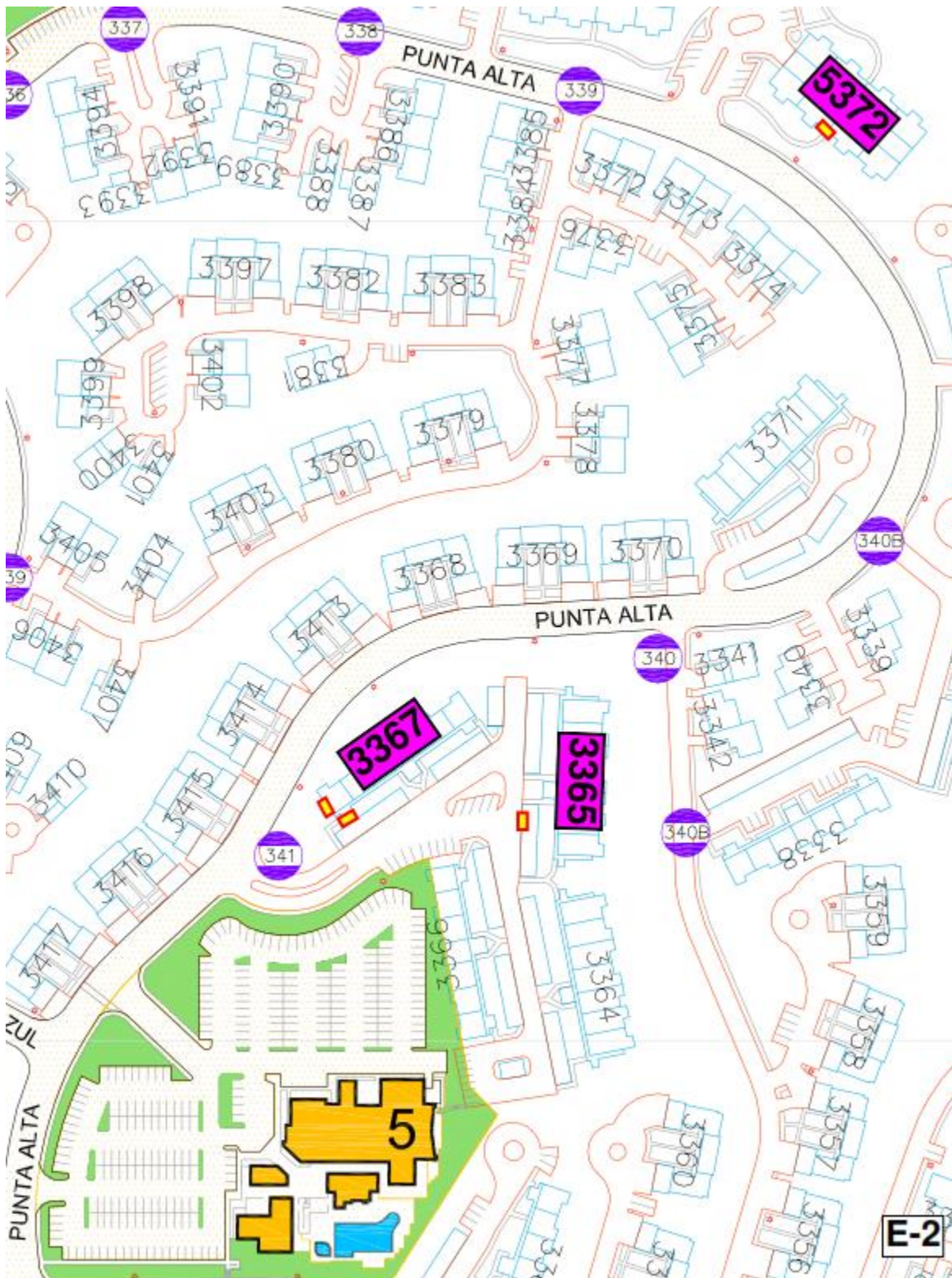
Attachment 1 - Maps of Pilot Program for Solar Powered Address Signs

ATTACHMENT 1



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ATTACHMENT 1 - continued





STAFF REPORT

DATE: January 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Laundry Room Dryer Replacement Schedule and Costs

RECOMMENDATION

Direct staff to bring back a recommendation to award a contract to an outside vendor to replace all laundry room dryers with commercial, coin-operated dryers.

BACKGROUND

Staff was directed to provide costs and a plan for removal and replacement of all laundry room dryers.

DISCUSSION

The two options for the execution of this work are to either use in-house maintenance staff or retain an outside vendor.

In-house staff

If in-house maintenance staff performs this work it will defer other work staff is assigned to implement for the annual operations budget. Additionally, the dryers will have to be received and stored prior to installation, incurring additional staff time. Based on estimated available staff time, it will take 11-12 months for staff to complete this work, while placing other budgeted work on hold. The purchase price for Maytag units is approximately \$900, and the labor and materials required to receive, remove and replace the dryers is estimated at \$100. Thus the total cost for in-house staff is estimated at \$1,000.

Outside Vendor

Staff solicited and received two bids from outside vendors to provide the labor and materials required to implement this process. Based on their experience with different manufacturers, they did not recommend using Maytag dryers. Staff selected Maytag units in order to stay uniform with the existing Maytag washers. The two vendors who have proposed on this work suggested Speed Queen and Whirlpool equivalent machines. Both vendors had pricing of under \$1,000 per unit. If an outside vendor was retained to perform this work, once a contract is executed, it would be completed in approximately 30 days.

There are several factors which make installation by an outside vendor preferable:

1. The cost is lower, with an estimated savings of \$30,000.
2. There are problems associated with a prolonged installation by staff, including resident complaints based on order of installation. Residents may also choose to use laundry rooms that still have original dryers, as these machines would still be free to use. This would create over use in some areas, and under use in others.
3. Staff time would be encumbered during this project, which will require setting other budgeted operations' work aside.
4. Storage in the warehouse would require additional space, congestion during delivery, and staff time to coordinate. A temporary storage unit may also be required.

A detailed deployment schedule by laundry room would be prepared and provided to the community once a vendor has been selected.

FINANCIAL ANALYSIS

There currently are no funds appropriated for this work. After an installation plan has been chosen, staff will recommend a supplemental appropriation.

Prepared By: Mark Stal, Maintenance Services Manager

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