



OPEN MEETING

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

**Monday, March 5, 2018 at 1:00 PM
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for February 5, 2018
5. Chair's Remarks
6. Member Comments – *(Items Not on the Agenda)*
7. Department Head Update

Consent:

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

8. Programs Report (Not Available)
9. Maintenance Expenditures and Variance Explanations (Not Available)
10. Project Log

Reports:

11. Red Curb Removal Appeal at B3304 – CDS 325
12. Electrical Use Reimbursement Policy Revision
13. Unbudgeted Expenditure for 2018 Fumigation Program

Items for Future Agendas:

- Non-Emergency Chargeable Services
- Pilot Program for 3-story Building Address Signs
- Alteration Flooring Replacement (due to moisture intrusion)
- Coin Operated Commercial Dryer Replacement Project (September)
- GV Inspection and Replacement of Receptacles in Garages
- GV Garage Cabinet Costs per Building
- Create Policy for 20-gallon WH Replacement in Free-standing Laundry Rooms



Concluding Business:

- Committee Member Comments
- Date of Next Meeting – April 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, February 5, 2018 – 1:00 PM

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

MEMBERS PRESENT: [John Frankel – Acting Chair, Rosemarie di Lorenzo,
Burt Baum, Susan Caine, Bunny Carpenter, James
Tung, Jules Zalon, Steve Parsons, Roy Bruninghaus]

Advisor(s): Steve Leonard,]

MEMBERS ABSENT: [James Tung, Bert Moldow]

STAFF PRESENT: [Ernesto Munoz – Staff Officer, David Collins, Laurie
Chavarria]

1. Call to Order

Acting Chair Frankel called the meeting to order at 1:01 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

No Media were present.

3. Approval of the Agenda

The Project Log was moved to Items for Discussion. Director di Lorenzo added the December 2017 Expenditures Report to the agenda as item 8a. The agenda was approved as amended.

4. Approval of Meeting Report for November 6, 2017 & January 8, 2018

The meeting reports from November 6, 2017 and January 8, 2018 were approved as written.

5. Chair's Remarks

Acting Chair Frankel had no remarks.

6. Member Comments (Items Not on the Agenda)

- Marty Lopata (2398-1B) – commented on several plumbing stoppages that occurred at his Manor in December.
- Ed McGill (2390-2C) – commented on the elevator repair at his building in January.
- Lynn Jarrett 4010-1B – commented that she was happy to see the project log on the website.

Ernesto Munoz and Director di Lorenzo briefly responded to the elevator and plumbing stoppage comments.

7. Department Head Update

Ernesto Munoz provided an update on the dry rot consultant and the upcoming Shepherd's Crook project and answered questions from the Committee.

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.

The Project Log was pulled for discussion.

Items for Discussion:

8. Project Log

Item #5 Balcony/Breezeway Resurfacing: Director Baum asked how this program relates to the GV Breezeway Recessed Area project.

Item #6 GV Lobby Renovations: Director Walsh asked about this programs start date.

Item #8 GV Laundry Room Renovations: Director Walsh asked if there is an epoxy flooring program for stand-alone laundry rooms.

Item #9 Pest Control for Termites: Directors Walsh and Baum commented on this program and asked if additional funding will be required.

Item #10 Gutters: Director Walsh asked that staff update the project log to include the buildings scheduled for replacement in 2018.

Item #11 Roofing Replacement Program: Directors Walsh and di Lorenzo asked about tile roofs and alert systems on carport roofs.

Item #13 Asphalt Paving: Director Walsh asked if the El Toro Water District will repave the areas that are affected during their Water Reclamation project.

Item #22 Elevator Replacement Program: Director Walsh asked for clarification regarding the maintenance and replacement components of this program.

Item #23 Elevator Tile Floor Replacement: Director Walsh asked if the tile floor replacement at Building 2393 is complete.

Item #25 Trash Chute Cleaning: Director Walsh asked about the cleaning schedule and upcoming repairs that are needed.

Item #29 GV Breezeway Recessed Area: Directors Baum and Zalon commented on the pilot program and how the planters are drained.

Item #30 Energy Projects: Director Walsh asked about the Request for Proposal.

Ernesto Munoz briefly responded to all questions and comments.

8a. Maintenance Expenditures Report ending December 31, 2017

Director di Lorenzo asked about the overage for Gutter Replacements and requested a list of the costs associated with this job code.

Director di Lorenzo commented on the scope of work and funding for the Copper Pipe Epoxy Program.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

9. Revised Red Curb Request Procedure

Acting Chair Frankel summarized the report and recommended changes to the red curb request procedure & criteria.

Discussion ensued regarding proposed criteria, size of vehicles, ability of residents to safely back up, distance needed to back up, parking needs and other curb color demarcations instead of red, to allow parking for certain types of vehicles/golf carts.

A motion was made and unanimously approved to deny staff's recommendation on revisions to the criteria for approval of red curb requests.

By consensus, staff was directed to conduct a meeting with the Parking Taskforce to revise the proposed criteria for approval of red curb requests and bring a new recommendation to the next M&C Committee meeting.

10. Laundry Room Dryer Replacement with Card System Costs

Ernesto Munoz and Mark Stal provided an update on commercial dryers with card payment systems and answered questions from the committee.

Discussion ensued regarding card systems, coin collection costs, damage repair costs, free use of washers and dryers with increased assessments, laundry machine platforms, and venting to the outside to reduce moisture.

A motion was made to follow staff's recommendation for the future purchase of coin operated commercial dryers, instead of card payment systems. By a vote of 8/1/0 (Director Caine opposed), the motion carried.

By consensus, staff was directed to bring back a recommendation for a contract award at the September M&C Committee meeting. The bid will include alternate cost options for laundry platforms and exterior venting for the dryers.

11. 3-story Building Address Signs & Locations for Pilot Program

Advisor Leonard provided an update and discussed the estimates he provided for posts and reflective numbers.

Discussion ensued regarding cost, type of posts, sign locations, and the difference in the signs needed for cul-de-sacs versus individual buildings.

A motion was made and unanimously approved to create a pilot program using the posts and reflective numbers letters specified by Advisor Leonard.

By consensus, staff was directed to order the sign posts and reflective numbers and install them at the specified locations for a pilot program.

12. Cool Seal Product for GV Recessed Breezeways (oral discussion)

Ernesto Munoz provided an update the Cool Seal product and answered questions from the committee.

Kim Shirley (2395-1B) commented on using synthetic grass in place of concrete.

Richard Moren (2395-1G) commented on the weather proofing needed before the recessed areas are filled with concrete.

Discussion ensued regarding the Mutual's intent to beautify the breezeway, the need for plants, and the breakdown of the project costs.

By consensus, staff was directed to bill all costs associated with dry rot repairs for the Garden Villa Recessed Area project to the Building Structures Dry Rot Replacement Fund.

13. Trash Chute Repairs (oral discussion)

Ernesto Munoz commented that now that the trash chute cleaning is complete, staff will be bringing a recommendation for a contract award on the trash chute repairs to the March M&C Committee Meeting.

Items for Future Agendas:

- Red Curb Removal Appeal at B3304 - CDS 325
- Contract Award for Shepherd's Crook (closed session)
- Non-Emergency Chargeable Services
- 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

Concluding Business:


Committee Member Comments

- Directors di Lorenzo and Caine complemented Acting Chair Frankel on a good and productive meeting.
- Director Carpenter commented on the amount of progress that has been made in the last 2 years since VMS took over the management of Laguna Woods Village.

Date of Next Meeting – March 5, 2018

Adjournment

The meeting was adjourned at 4:06 PM.



John Frankel, Acting Chair

Third Mutual Project Log (February 2018)				Estimated Completion/On-going Programs	Budget		
Priority Rating	#	Type	Name	Description	Status		
	1	904 Maint Svc	2018 Waste line Remediation	The Waste lines Program involves the installation of a seamless liner within the existing pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the waste line program. The program addresses interior as well as exterior waste lines. The program commenced in 2011.	The Board awarded a three-year contract to Specialized Pipe Technologies (SPT), to perform epoxy waste lining services for the Mutual. Work for the 2018 program will resume February 20th in the Gate 11 area. Lining will begin at buildings 5219-5223 and an extended schedule is currently being prepared by staff. Buildings currently scheduled for epoxy lining are: 5224, 5225, 5226, 5227, 5228, 5229, 5230, 5231, 5232, 5276, 5295, 5296, 5297, 5298, 5299, 5300, 5301, 5302, 5303 & 5304.	December 2018 Annual	Budget: \$750,000 Invoiced: \$0 Balance: \$750,000
	2	904 Maint Svc	2018 Electrical Systems	This program is dedicated to repairing or replacing electrical equipment as needed.	Funding is provided for this program as a contingency to address electrical panel failures. One replacement has occurred at building 3366-1F.	December 2018 Annual	Budget: \$50,000 Invoiced: \$1,950 Balance: \$48,050
	3	910 Maint Opr	2018 Prior to Paint Program (PTP)	The Mutual has a 10 year full cycle exterior paint program. Prior to paint dry rot and decking repairs will be performed every 10 years to prepare building surfaces for painting.	Staff is currently working in CDS 223. All buildings within the followings cul-de-sacs have been scheduled for completion with the 2018 PTP program as follows: 214, 225, 223, 220, 218, 216, 224, 222, and 221. CDS 214 and 225 have been completed.	December 2018 Annual	Budget: \$857,243 Invoiced: \$0 Balance: \$857,243
	4	910 Maint Opr	2018 Exterior Paint Program	The Mutual has a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regard to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs replaced. Lead abatement activities are performed in conjunction with the Exterior Paint Program.	Staff is currently Painting in CDS 214. All buildings within the followings cul-de-sacs have been scheduled for completion with the 2018, Paint Program: CDS 214, 225, 223 ,220, 218, 216, 224, 222, and 221.	December 2018 Annual	Budget: \$1,602,744 Invoiced: \$0 Balance: \$1,602,744

5	910 Maint Opr	2018 Balcony/Breeze way Resurfacing	This program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces mid-way between exterior paint cycles. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any potential safety hazards or dry rot problems.	This program is scheduled to start in June. There are 56 buildings on the schedule for this year.	December 2018 Annual	Budget: \$411,008 Invoiced: \$0 Balance: \$411,008
6	910 Maint Opr	2018 Garden Villa (GV) Lobby Renovations	This program addresses the replacement of the existing acoustic ceiling, wallpaper and carpet in GV lobbies. All walls, ceilings and doors are patched and painted and carpet is replaced. As of 2018, this program will include 10 GV lobbies to be renovated annually.	Ten lobby renovations are scheduled for 2018. The lobbies to be renovated are as follows: 2370, 3499, 2353, 2354, 2393, 5517, 969, 2400, 3241 and 2399. Staff will begin work in lobby 2370 in January, and it is anticipated all lobbies will be completed in July 2018. Lobbies Completed: 2370	July 2018 Annual	Budget: \$114,126 Invoiced: \$0 Balance: \$114,126
7	910 Maint Opr	2018 Garden Villa (GV) Mailroom Renovations	This program is funded to renovate GV mail rooms. The scope of work includes removing existing paneling and adding drywall, trim, installation of new light diffusers, installation of new mailboxes; and complete painting of walls, ceilings and doors. Starting with the 2018 program ten GV mailroom lobbies will be renovated annually.	A total of ten mailrooms will be renovated this year. The mailrooms to be renovated are as follows: 2355, 2384, 3499, 5499, 5370, 3242, 2398, 2396, 2394 and 2397. Work will begin at mailroom 2355 in January and it is anticipated all listed mailrooms will be completed in May 2018. Mailrooms completed 2355 & 2384	May 2018 Annual	Budget: \$23,469 Invoiced: \$0 Balance: \$23,469
8	910 Maint Opr	2018 Garden Villa Laundry Room Renovations	This program is funded to replace the GV and LH-21 style buildings laundry room floors with epoxy flooring when existing vinyl flooring is damaged. Six buildings are scheduled to be completed in 2018.	The list of laundry floors that will be renovated this year are as follows: 2392, 2389, 3243, 4001, 4013 and 5515. Staff will start at building 2392 in March and anticipate completing all laundry rooms on the list in April 2018.	April 2018 Annual	Budget: \$28,444 Invoiced: \$0 Balance: \$28,444
9	910 Maint Opr	2018 Pest Control for Termites	This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments on an as needed basis and hotel accommodations during tenting.	45 buildings are currently in need of fumigation. Staff is analyzing the approved budget and will possibly request a supplemental appropriation to complete all buildings in 2018. The fumigation program starts in May and is typically completed by November.	November 2018 Annual	Budget: \$298,968 Invoiced: \$0 Balance: \$298,968

10	910 Maint Opr	2018 Gutters - Replacement and Repair	Gutter replacement will be performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized replacement using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building. This program also addresses gutter repairs performed by VMS staff.	Complete gutter and downspout replacement will take place at Buildings 2369, 2370, 2381, 2400, 2402, 2403, 2404 and 2405 in 2018. Staff is assessing the buildings and will create a scope of work and a schedule for the outside vendor. Funds have also been budgeted for repairs by in-house staff on an as needed basis throughout the year.	December 2018 Annual	Budget: \$137,118 Invoiced: \$0 Balance: \$137,118
11	920 Projects	2018 Roofing Replacement Program	This program is dedicated to replacing and maintaining Third Mutual roofs. Built-up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.	The re-roofing program work is scheduled to start in March and roofing repairs will be ongoing throughout the year.	December 2018 Annual	Budget: \$1,392,954 Invoiced: \$0 Balance: \$1,392,954
12	920 Projects	2018 Roofing Maintenance Program	This program is dedicated to preserving the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly.	This program was started and completed during the month of January. The invoicing for this work is pending.	December 2018 Annual	Budget: \$205,100 Invoiced: \$0 Balance: \$205,100
13	920 Projects	2018 Asphalt Paving Program	This program is dedicated to preserving the integrity of Cul-de-sac street paving. As part of this program asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2018 program will consist of 108,293 square feet of paving replacement.	The Asphalt Paving work is scheduled to begin in May and completed in July. The 2018 program will consist of 108,293 square feet of pavement replacement. The scheduled cul-de-sacs include: 322, 323, 326, and 3150, 3232 and 3317.	August 2018 Annual	Budget: \$375,000 Invoiced: \$0 Balance: \$375,000
14	920 Projects	2018 Parkway Concrete Program	This program is funded to replace and repair damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.	The Concrete replacement is scheduled to begin in May and be completed in July concurrently with the Asphalt Paving Program.	July 2018 Annual	Budget: \$150,000 Invoiced: \$0 Balance: \$150,000
15	920 Projects	2018 Seal Coat Program	This program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous slurry seal to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration.	The Seal Coat program work is scheduled to begin in August and be completed in September.	September 2018 Annual	Budget: \$72,000 Invoiced: \$0 Balance: \$72,000

16	920 Projects	2018 Gutter Cleaning Program	This program is for the annual cleaning of Mutual Owned and Alteration Gutters.	The gutter cleaning program will start in September and will be completed in December.	December 2018 Annual	Budget: \$139,364 Invoiced: \$0 Balance: \$139,364
17	920 Projects	2018 Foundations Program	This program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as needed basis.	As requests for foundation inspections are received staff will perform a field observation, and if required, schedule a structural engineer to inspect the foundation and provide a recommendation. Staff will schedule a contractor for any necessary repairs.	December 2018 Annual	Budget: \$207,000 Invoiced: \$0 Balance: \$207,000
18	920 Projects	2018 Parapet/Stucco Wall Repairs	Several Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year.	The buildings approved in 2017 for parapet wall removals will be completed in March 2018, which include: 5212, 5193, 5312, 5265 and 5219. Staff is also preparing to start the next five buildings scheduled for 2018, which include: 5028, 5088, 5185, 5205 and 5302.	December 2018 Annual	Budget \$230,000 Invoiced: 0 Balance: \$230,000
19	920 Projects	2018 Building Address Signs	This program was funded to replace building address signs on 1,405 buildings over a ten year period beginning in 2016. However, more recently, the M&C Committee determined that the 82 three-story buildings required a more visible sign. Staff was directed to develop new three-story building signs that are larger than those currently installed. Sign placement was to be determined by building configuration.	The Committee directed staff to place the installation of larger developed signs to replace the original smaller signs. This Project remains on hold awaiting direction from the Board. The Committee will provide a sign type and location for staff to purchase and install.	TBD	Budget: \$33,970 Invoiced: \$0 Balance: \$33,970
20	920 Projects	2018 Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	Staff will be investigating and developing a priority list of needed building structural repairs and will provide engineer drawings to secure a permit from the city. Staff will solicit contractor bids for the work and bring a contract award recommendation to the M&C/Board for their consideration. Once approved, work is anticipated to begin as early as July.	December 2018 Annual	Budget: \$750,000 Invoiced: \$0 Balance: \$750,000

21	920 Projects	Dry Rot Program	This program is dedicated to developing and implementing a systematic approach to eradicating wood rot throughout Third Mutual.	The consultant has completed approximately 50% of the investigations and provided initial maps of damaged buildings to be reviewed. The project is on track to complete the investigations and reports in March 2018. Once reports and solutions are completed, staff will develop Scope of Work to create the Request for Proposals and retain a contractor for the repairs of the first batch of study units.	December 2018 Annual	Budget: \$1,025,000 Invoiced: \$0 Balance: \$1,025,000
22	920 Projects	2018 Elevator Replacement Program	This program is dedicated to elevator maintenance and replacement of worn equipment. In addition ten elevator cars are scheduled for interior renovations.	The building elevators scheduled for maintenance in 2018 include: 2381, 2355, 2390, 2394, 2397, 2402, 2399, 2369, 4001 and 4005. Notifications will be mailed to the residents/owners in each building. Building 2381 is scheduled to begin construction February 19, 2018 and be completed by March 8, 2018.	December 2018 Annual	Budget: \$330,189 Invoiced: \$0 Balance: \$330,189
23	920 Projects	2018 Elevator Tile Floor Replacement	This program replaces the elevators ceramic tile flooring with a high grade vinyl tile when the existing tile flooring is reported as damaged.	Staff monitors and reviews the elevator tile repair requests to determine candidates for the 2018 program. The elevator flooring at Building 2393 will be scheduled for floor replacement in February.	December 2018 Annual	Budget: \$17,083 Invoiced: \$0 Balance: \$17,083
24	920 Projects	2018 Water Lines - Copper Pipe Remediation	This program is intended to extend the life of copper pipes in all buildings which experience a high frequency of copper pipe leaks.	Staff is reviewing the current quarterly leak rate report to determine what manors will be candidates for the 2018 program.	December 2018 Annual	Budget: \$100,000 Invoiced: \$0 Balance: \$100,000
25	920 Projects	Trash Chute Cleaning for Three Story Buildings	This project is dedicated to cleaning the trash chutes in all three story buildings.	Staff has scheduled all buildings to be cleaned starting in January and will be completed in March.	March 2018	2017 Supplemental Appropriation Budget: \$23,975 Invoiced: \$0 Balance: \$23,975

26	920 Projects	Exterior Lighting	In 2018 funding for this program will be allocated towards the purchase of the Southern California Edison (SCE) street light infrastructure. Additionally, it will offset the cost of consulting services to assist with the acquisition and the upgrade of other exterior lighting.	In January 2018 M&C recommended approval of a contract with Siemens to assist with the acquisition of 788 street light fixtures from SCE which includes: retrofit the high-pressure sodium (HPS) lighting fixtures to light-emitting diodes (LED) and to perform the operations and maintenance of the 788 street lights for three years. A recommendation to award a contract to Siemens will be presented to the Board on February 20.	December 2018	Budget: \$500,000 Invoiced: \$0 Balance: \$500,000
27	920 Projects	2018 Common Wall Replacement	Funding for this program is allocated as a contingency to replace damaged common walls as needed. Field staff observes the conditions of requested walls and repairs or replaces the walls as needed.	No request for repairs have been received at this time.	December 2018 Annual	Budget: \$25,000 Invoiced: \$0 Balance: \$25,000
28	920 Projects	2018 Perimeter Walls	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, The Mutual will remove and replace barbed wire on all perimeter walls with Shepherds Crook on a phased approach.	Staff has completed a presentation for the recommendation of a contract award and a supplemental appropriation at M&C. Once staff's recommendation is approved by M&C, staff will then submit a resolution to proceed with a contract award.	December 2018	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000
29	920 Projects	2018 Garden Villa Breezeway Recessed Areas	This pilot project will fill in the Garden Villa breezeway recessed areas with light weight concrete to match the existing walkway surface. This work will eliminate existing uneven surfaces in recessed areas to eliminate tripping hazards. The work performed will reduce maintenance costs, increase dry rot repair and prevention of mold.	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. Staff drafted a letter that is in review and once approved will be mailed in advance to the residents stating construction dates.	December 2018	Budget: \$150,000 Invoiced: \$0 Balance: \$150,000

	30	920 Projects	<p align="center">Energy Consultant Services</p>	<p>Funding was allocated to advance energy initiatives to reduce the Mutual's energy footprint. These efforts will include partnering with all Boards to pursue an overall energy strategy for the community. The following are a few of the topics Board Members have expressed an interest in investigating and a desire to obtain professional guidance on: Community Choice Aggregation (CCA); energy generation during power outages; battery storage facilities to help regulate energy flow; Residential Application of Fuel Cell technology; upgrade of the Community's aging electric infrastructure; time of use strategies; Performance Management Services to ensure accurate billing rates from SCE; and infrastructure upgrades for Electric Vehicle Charging Stations.</p>	<p>A consultant will 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.</p>	December 2018	<p>Budget: \$50,000 Invoiced: \$0 Balance: \$50,000</p>
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STAFF REPORT

DATE: March 5, 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 directed, staff met with the Parking Taskforce on February 16, 2018 to review and possibly revise the Red Curb Request Procedure and Criteria. The Taskforce reviewed the current criteria for approving red curb requests and found it to be sufficient with no changes required.

The current procedure only allows for red curb to be painted for Legal requirements such as a fire lane, or for safety (Attachment 1).

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 (Attachment 2). 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 carport (Attachment 3).

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 appealed staff's decision.

DISCUSSION

Based on the current red curb request procedure and criteria, this area does not qualify for red curb. However, staff did investigate the resident's maneuverability complaint, which 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 – Current Red Curb Request Procedure

Attachment 2 – Cul-de-sac 325 post red curb removal work

Attachment 3 – Cul-de-sac 325 parking under Building 3303 in Carport 3105

ATTACHMENT 1



RED CURB REQUEST PROCEDURE

1. Any request from a resident to have curbs painted red shall be reviewed and decided on by VMS Maintenance & Construction Department Staff. Denials may be appealed to the Maintenance and Construction Committee. Staff shall provide a report with a recommendation for action to the Maintenance & Construction Committee on all appeals.
2. Staff shall only recommend approval of such a request if:
 - A. Legal requirements imposed on the Mutual such as Fire Lanes, etc. require a red curb.
 - B. A finding is made from an engineering study that such red curb is needed for safety reasons.

Attachment 2
Cul-de-sac 325 post red curb removal work

Building
3304



Attachment 3
Cul-de-sac 325 parking under Building 3303 in Carport 3105





STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Approve a revised Electricity Usage Reimbursement Policy and Resolution which will offer a standard reimbursement rate on a per room basis, for excess electricity used during moisture intrusion events where dry-down of the property is required (Attachment 1).

BACKGROUND

The current Electricity Usage Reimbursement Policy (Resolution 03-11-48) adopted April 19, 2011 authorizes staff to process reimbursements to members for electricity consumption related to the restoration of manors as a result of moisture intrusion events as well as for excess electricity consumed due to hot water supply line leaks.

Currently, for moisture-intrusion events where dry-down equipment such as dehumidifiers and air blowers are required, the Mutual reimburses the resident for electricity used in the dry down of property, based on an established daily rate for each type of equipment extrapolated for the number of days each type of equipment is in place, as verified by the vendor providing dry down services (Attachments 2, 3 and 4).

DISCUSSION

In order to reimburse residents for the excess electricity caused by the dry down equipment used during a moisture intrusion event, a time consuming and labor-intensive process must be followed. This process results in a significant amount of staff and resident coordination, paperwork, and calculations to arrive at what is typically a very small amount of reimbursement to the resident. The reimbursements can take up to 3 months to process due to the number of requests received from both Mutuals, staff's workload, and the coordination with the resident to secure their utility billing information for the period of time in question, which is required in order to perform the necessary reimbursement calculations. This long protracted process often causes significant frustration to the resident who is waiting for a reimbursement. Residents constantly call Resident Services and other staff members seeking updates and a timeframe for their reimbursement.

In fiscal years 2016 and 2017, there were 62 manor owners who received an electrical use reimbursement. The average electrical use reimbursement processed for dry down of property amounted to \$52.00 per manor. The reimbursements issued ranged from \$5.74 to \$166.94.

During the 2016 and 2017 fiscal years, the average cost to the Mutual for staff time to process the electrical use reimbursements under the current policy amounted to \$158.00 per reimbursement, based on 3.5 hours of staff time for preparation, review of each reimbursement and approval of each check request.

The average total cost of each reimbursement amounts to a Mutual expense of \$210.00 which includes the costs of staff time and the average reimbursement of \$52.00 to the resident, resulting in an inefficient process.

Staff recommends establishing a standard reimbursable rate based on the number of rooms within a manor requiring dry down services, as determined during the restoration process. The majority of dry downs occur in only one room. However, there have been instances where several rooms in a manor required the use of dry down equipment.

The proposed change to the existing Resolution will require the Mutual to reimburse for electricity used in the dry down of property, for a moisture event, based on a flat rate reimbursement in the amount of \$32.00 for each room. This rate is based on the average cost of dry down services divided by the numbers of rooms in the manor. The proposed policy change will lessen the financial burden to the Mutual to provide electrical use reimbursements and will expedite the reimbursement return time to the member from 8-12 weeks to 2-3 weeks by (1) eliminating the requirement that vendor invoices be used to certify the dry down services rendered, and (2) by eliminating the requirement that a detailed billing statement be submitted by the member for a precise reimbursable amount to be calculated based on kilowatt usage and electricity tier rates. The proposed process will also reduce the amount of staff time required for each request from 3.5 hours to just 30 minutes.

The process for reimbursing the electric cost associated with hot water supply leaks (under slab leaks) will remain unchanged as the number of reimbursements processed annually is very small.

FINANCIAL ANALYSIS

Under the current established policy, the approximate cost to the Mutual for providing the above referenced service is \$158.00 with an average reimbursement to the member of \$32.00 per room.

The proposed policy change will reduce the cost born by the Mutual to an average of \$53.00 per reimbursement with a flat rate of \$32.00 per room being dispersed to the member.

Prepared By: Melody Thomas, Maintenance Programs Coordinator

Reviewed By: Olga Torres, Maintenance Operations Specialist
Patrick Cleary, Maintenance Operations Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

- Attachment 1 – Proposed Revised Resolution 03-18-XX
- Attachment 2 – Sample Vendor Invoice
- Attachment 3 – Sample SCE Electric Bill
- Attachment 4 – Sample Reimbursement Calculation Form

ATTACHMENT 1

Resolution 03-18-XX Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit United Mutual policy;

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-11-48 adopted April 19, 2011 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 2
Sample Vendor Invoice



1390 Titau Way
 Brea, CA 92821
 877-987-3631
 Fax 714-449-9022
 Tax ID # 57-1146228


DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Emergency service call - during business hours	1.00 EA @	152.05 =	152.05
2. Equipment setup, take down, and monitoring (hourly charge)	2.00 HR @	54.30 =	108.60
Bedroom			LxWxH 12' x 11' 4" x 8'
DESCRIPTION	QTY	UNIT PRICE	TOTAL
3. Tear out wet drywall, cleanup, bag, per LF - up to 2' tall	5.00 LF @	3.28 =	16.40
4. HEPA Vacuuming - Light - (PER SF)	68.00 SF @	0.46 =	31.28
5. Apply anti-microbial agent	20.00 SF @	0.25 =	5.00
6. Dehumidifier (per 24 hour period) - No monitoring 1 dehu and 1 air mover set for 4 days	4.00 EA @	40.00 =	160.00
7. Air mover (per 24 hour period) - No monitoring	4.00 EA @	20.00 =	80.00

Grand Total Areas:

373.33 SF Walls	136.00 SF Ceiling	509.33 SF Walls and Ceiling
136.00 SF Floor	15.11 SY Flooring	46.67 LF Floor Perimeter
96.00 SF Long Wall	90.67 SF Short Wall	46.67 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

ATTACHMENT 3
Sample SCE Electric Bill

Go paperless at [www.sce](http://www.sce.com)

 SOUTHERN CALIFORNIA
EDISON
An EDISON INTERNATIONAL® Company


P.O. Box 600
Rosemead, CA
91771-0001
[WWW.SCE.COM](http://www.sce.com)

For billing and service inquiries call 1-800-684-8123

Date bill prepared: Sep 1 '17

PAST DUE

Your account summary

Previous Balance	\$39.61
Past due amount	\$39.61
Your new charges	\$88.31
Late payment charge	\$0.32
 Total amount you owe	\$128.24

Compare the electricity you are using

For meter 222013-605187 from Aug 2 '17 to Aug 31 '17
Total electricity you used this month in kWh

451

**Total kW in the
Billing Cycle**

**ATTACHMENT 3 (continued)
 Sample SCE Electric Bill**

Details of your new charges

Your rate: DOMESTIC
 Billing period: Aug 2 '17 to Aug 31 '17 (29 days)

Delivery charges

Basic charge	29 days x \$0.02400	\$0.70
Energy-Summer		
Tier 1 (100% of baseline)	284 kWh x \$0.08219	\$23.34
Tier 2 (101% to 400%)	167 kWh x \$0.16729	\$27.94
DWR bond charge	451 kWh x \$0.00549	\$2.48

Your Delivery charges include:

- \$6.87 transmission charges
- \$37.54 distribution charges
- -\$4.08 conservation incentive adjustment
- \$6.86 public purpose programs charge
- \$4.59 new system generation charge

Generation charges

SCE

Energy-Summer		
Tier 1 (100% of baseline)	284 kWh x \$0.07477	\$21.23
Tier 2 (101% to 400%)	167 kWh x \$0.07477	\$12.49

Your Generation charges include:

- -\$0.15 competition transition charge

Subtotal of your new charges		\$88.18
State tax	451 kWh x \$0.00029	\$0.13
Your new charges		\$88.31

Your overall energy charges include:

- \$0.80 franchise fees

Additional information:

- Service voltage: 240 volts
- Your summer baseline allowance: 284.0 kWh
- High Usage Charge applies at: 1,137.0 kWh
- High Usage Charge applies to all usage above 400% of baseline allowance.

**ATTACHMENT 4
 Sample Reimbursement Calculation Form**

ELECTRICAL REIMBURSEMENT CALCULATION

LOCATION:

SAMPLE

Ref WO#:

CAUSE:

Vendor
 Name, Inv
 # & Date:

Daily Electrical Usage - Drying Equipment								
Equipment Type	Amperage	Line Voltage	Watts	Kilowatts per Hour	# of Equipment/ Units	# Hours Equipment was used	Total Kilowatts Used	Dates Equipment Used
Dri-Eaz Air Mover (Fan) or Negative Air Machine	4.7	115	540.5	0.541	1	96	52	
Dri-Eaz Turbo Dryer	10.5	115	1207.5	1.208				
Dri-Eaz 1200 Dehumidifier	6.6	115	762	0.762	1	96	75	
TOTAL of Extra KW used							127	
TOTAL KW in billing cycle							451	

Delivery Related Charges		
Extra Kilowatts Used	DWR Bond Charge Rate	Amount
127	\$ 0.00549	\$ 0.70

Tier 1	Tier 2	Tier 3	Tier 4	Rate	\$\$ Amount
	127			\$ 0.16729	\$ 21.25
					\$ -
					\$ -
					\$ -
Sub-total					\$ 21.25

Generation Related Charges					
DWR				Rate	\$\$ Amount
Tier 1	Tier 2	Tier 3	Tier 4		
					\$ -
N/A					\$ -
					\$ -
					\$ -
Sub-total					\$ -

SCE				Rate	\$\$ Amount
Tier 1	Tier 2	Tier 3	Tier 4		
	127			\$ 0.07477	\$ 9.50
					\$ -
					\$ -
Sub-total					\$ 9.50

State Tax 1	127	\$ 0.00029	\$ 0.04
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Total Reimbursement			\$ 31.48
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STAFF REPORT

DATE: March 5, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Unbudgeted Expenditure for 2018 Fumigation Program

RECOMMENDATION

Approve an unbudgeted expenditure in the amount of \$10,000 from the Operating Fund to provide lodging services during the 2018 Fumigation Program.

BACKGROUND

In accordance with Resolution 03-12-138, termite inspections were performed in 2017 by Mutual staff and a third party pest control contractor. Inspections revealed that 45 buildings within Third Laguna Hills Mutual are in need of fumigation services by whole structure tenting in order to eliminate the identified termite infestations and protect the structural integrity of each affected building.

DISCUSSION

The 2018 budget for lodging services due to fumigation is \$62,948. In order to proceed with the necessary pest control treatment of all 45 building structures, or 248 manors, an increase of \$10,000 to the Operating Fund is needed. Historically, buildings identified as needing fumigation services outside of the budgeted amount are deferred to the next program year. Out of the 45 buildings requiring fumigation, 17 buildings are categorized as high priority. Staff recommends an unbudgeted expenditure be granted to accommodate treatment of all 45 buildings during this year's program.

FINANCIAL ANALYSIS

An unbudgeted expenditure in the amount of \$10,000 from the Operating Fund is required to provide lodging for 248 manors on the 2018 Fumigation Program.

Prepared By: Patrick Cleary, Maintenance Operations Manager

Reviewed By: Melody Thomas, Maintenance Programs Coordinator
Ernesto Munoz, P.E., Maintenance and Construction Director