



REGULAR MEETING OF THE FINANCE COMMITTEE

**Tuesday, September 3, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for August 6, 2019
5. Chair Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Reports

8. Preliminary Financial Statements dated July 31, 2019
 - a. Provision for Doubtful Accounts
 - b. Overtime and Temp Help
9. Updates
 - a. 2020 Reserve Study Calculations
 - b. 2020 Budget Considerations
 - c. Investment Task Force
 - d. Solar Systems (November)
 - e. Laundry Coin Audit (November)

Items for Discussion and Consideration

10. Other Endorsements from Standing Committees
 - a. Replacement of LH-21 Enclosed Bulletin Board Cabinets

Future Agenda Items

Golf Cart Decal Enforcement
Chargeable Services Fees
Alteration Fee Analysis

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – Tuesday, October 1, 2019 at 1:30 p.m.
13. Recess to Closed Session

Jon Pearlstone, Chair
Betty Parker, Staff Officer
Telephone: 949-597-4201



**FINANCE COMMITTEE MEETING
REPORT OF THE REGULAR OPEN SESSION**

Tuesday, August 6, 2019 – 1:30 p.m.
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Jon Pearlstone – Chair, Rosemarie diLorenzo, Steve Parsons, Roy Bruninghaus, Bunny Carpenter, Reza Karimi, Lynn Jarrett, John Frankel, Annie McCary, Advisors: Wei-Ming Tao, John Hess

MEMBERS ABSENT: Cush Bhada, Advisor: Michael Cunningham

STAFF PRESENT: Betty Parker, Steve Hormuth, Christopher Swanson

Call to Order

Director Jon Pearlstone chaired the meeting and called it to order at 1:35 p.m.

Approval of Meeting Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Approval of Meeting Report for July 2, 2019

A motion was made and carried unanimously to approve the Committee report as presented.

Chair Remarks

None.

Department Head Update

Betty Parker, Chief Financial Officer, included in the agenda a department head update report highlighting key financial performance data and information requests. She also summarized the most recent coin collection audit and noted the upcoming 2020 Budget meeting occurring on Thursday, August 8, 2019 at 1:30 p.m. in the Board room.

Preliminary Financial Statements dated June 30, 2019

The Committee reviewed financials and questions were addressed. The Committee requested the following information be presented at the next Finance Committee meeting:

- Analysis of Overtime and Temp Help expenses
- Location of cul-de-sac signs installation program charges
- Discussion of golf cart electric fee billing and collection processes

2020 Collection and Lien Enforcement Policy

The Committee reviewed the updated 2020 Collection and Lien Enforcement Policy, including an increase in the delinquent interest charge from 10 to 12%. The Committee recommended

that this item be placed onto the next Third Board Agenda in open session to begin the 28 day review process mandated by California Civil Code. The Committee requested that staff verify with Third's legal counsel that any and all language associated with the new appeals policy, currently on 28-day notice, be included as necessary.

2019 Year End Projections – May 31, 2019

The Committee reviewed the 2019 Year End Projections as of May 31, 2019.

Solar System Update

The Committee reviewed a handout reporting the second quarter savings from energy production for all of its solar systems. The Committee requested that inception-to-date figures be presented beginning with the third quarter update.

Investment Task Force Update

Ms. Parker noted that the Committee's previous recommendation to change service providers will be on the upcoming Board agenda for approval.

Future Agenda Items

Fee Schedule Updates
Solar System Update – Q3

Committee Member Comments

None.

Date of Next Meeting

Tuesday, September 3, 2019 at 1:30 p.m. in the Board Room.

Recess to Closed Session

The meeting recessed at 2:56 p.m.



Jon Pearlstone, Chair

MEMORANDUM

To: Third Finance Committee
 From: Betty Parker, CFO
 Date: September 3, 2019
 Re: Department Head Update

Financial Highlights

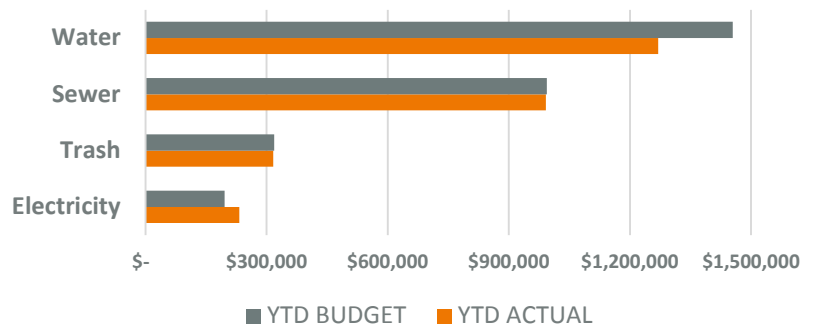
▪ **SUMMARY:** For the year-to-date period ending July 31, 2019, Third Mutual is better than budget by \$3 million, of which \$2.4 million is due to timing of reserve programs performed by outside contractors. The remaining \$600K is attributed to more revenues recorded for chargeable services, interest, and violations.

INCOME STATEMENT (in Thousands)			
	Actual	Budget	Variance
Assessment Revenues	\$18,799	\$18,799	\$0
Other Revenues	\$1,620	\$973	\$647
Expenses	\$17,837	\$20,133	\$2,295
Revenue over (Expense)	\$2,582	(\$361)	\$2,942

▪ **COMPENSATION:** Actual compensation and related costs came in just over \$7.6 Million, with \$5.6 million in operations and \$2 million in reserves. Combined, this category is over 2.6% favorable to budget; however, some overages occurred in operations due to timing of work for concrete repairs, underground garages, and hours required for service requests in Maintenance.

	Budget			Variance	
	Compensation	Related	Total	Total \$	Total %
All Units					
Operating	\$3,889,538	\$1,691,173	\$5,580,711	\$24,427	0.4%
Reserves	\$1,374,993	\$673,491	\$2,048,484	\$170,469	8.3%
TOTAL	\$5,264,531	\$2,364,664	\$7,629,195	\$194,896	2.6%

▪ **UTILITIES:** Water consumption is 20% lower than budgeted due to Q1-Q2 rains, Sewer is coming in right on budget at the rate of \$142K per month, and Trash is running very close to the expected \$44K per month. The Electricity budget is understated compared to recent trends, causing an unfavorable variance.



Discussions

2020 Budget: Third Mutual Board will adopt the 2020 Business Plan and Reserve Funding Plan by resolution on September 17, 2019. Basic assessment is proposed at \$652.22 per manor per month (inclusive of GRF portion), an increase of \$15.00 or 2.4% compared to current year. Individual manor assessments, including surcharges and additional occupant fees, will be delivered to owners via first class mail in late November with the Annual Budget Report and Annual Policy Statement.

The Finance Committee will be tracking the justification and potential variances on specific budgetary line items, including but not limited to: Compensation (i.e. Temp Help, Overtime, Retirement) Water, Legal, Uniforms, Janitorial, Tree Trimming, Paint Program, Copper Pipes, and Wasteline Remediation.

Fees: Vacant manor inspection fee of \$100 adopted August 20, 2019 by Resolution 03-19-86. Late charge interest rate to increase from 10 to 12% per annum in 2020, the maximum allowed by statute; incorporated with review of 2020 Collection and Lien Enforcement Policy which is currently on 28 day notice, to be adopted September 17, 2019. Fee schedule will be revised to show these updates, along with resolution numbers and a list of chargeable services for more complete information. Future analysis needed to associate fees with projected revenues.

Investment Management: Market value adjustments, previously booked in December each year, will be made quarterly as directed, with the first entry for unrealized gain booked as of June 30, 2019. Board approved Investment Task Force and Finance Committee recommendations for new investment manager, SageView, ratified at August 20 Board meeting. Task Force will meet with new advisor in early September to discuss current holdings, current investment policies, transition strategy, and recommendations on how we proceed with changes to the investment policy and/or investments.

Reserve Study: Retained a reserve specialist to calculate 2020 reserve disclosures requirements, using allowance method (cash flow) to avoid overstating funding requirements, while maintaining in-house threshold reserve funding plan which the Board will approve at the September board meeting. Final draft will be distributed and discussed at Finance Committee on September 3, 2019.

Projections: Q3 year projections will be based on September 30, 2019 financials, reported at November 5, Finance Committee meeting.

Solar Energy Update: Results for 2019 Q3 will be distributed at the Finance Committee meeting on November 5, 2019.

Calendar

September 3, 2019 @ 1:30 p.m. Third Finance Committee, July 31 financials

September 17, 2019 @ 9:30 a.m. Third Regular Board Meeting – Adopt 2020 Budgets

October 1, 2019 @ 1:30 p.m. Third Finance Committee, August financials

October 3, 2019 @ 9:30 a.m. Third Board Annual Meeting

September							October							November							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7			1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

Third Laguna Hills Mutual
Statement of Revenues & Expenses - Preliminary
7/31/2019
(\$ IN THOUSANDS)

	CURRENT MONTH			YEAR TO DATE			PRIOR YEAR ACTUAL	ANNUAL BUDGET
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE		
Revenues:								
Assessments:								
1	Operating	\$1,564	\$1,564		\$10,947	\$10,947	\$11,013	\$18,767
2	Additions to restricted funds	1,122	1,122		7,852	7,852	7,673	13,460
3	Total assessments	2,686	2,686		18,799	18,799	18,686	32,227
Non-assessment revenues:								
4	Fees and charges for services to residents	80	40	40	466	279	187	478
5	Laundry	23	18	5	119	128	(9)	220
6	Interest income	58	31	27	375	215	160	369
7	Miscellaneous	51	50	1	660	351	309	601
8	Total non-assessment revenue	212	139	73	1,620	973	1,065	1,668
9	Total revenue	2,898	2,825	73	20,419	19,772	19,751	33,895
Expenses:								
10	Employee compensation and related	1,127	1,104	(22)	7,434	7,629	195	13,088
11	Materials and supplies	114	129	15	795	906	111	1,554
12	Utilities and telephone	496	515	18	2,810	2,963	153	5,299
13	Legal fees	50	18	(32)	228	128	(99)	220
14	Professional fees	18	15	(3)	112	126	14	185
15	Equipment rental	3	4		17	24	7	40
16	Outside services	1,129	914	(214)	4,489	6,400	1,911	10,972
17	Repairs and maintenance	25	28	3	192	196	4	345
18	Other Operating Expense	13	15	2	85	107	21	181
19	Insurance	111	109	(2)	763	766	3	1,313
20	Investment expense		4	4	23	27	4	46
21	Uncollectible Accounts	(61)	12	73	94	81	(13)	138
22	(Gain)/loss on sale or trade	(4)	(7)	(3)	3		(3)	1
23	Depreciation and amortization	12	12		83	83		143
24	Net allocation to mutuals	112	99	(13)	708	696	(12)	1,205
25	Total expenses	3,145	2,971	(174)	17,837	20,133	2,295	34,730
26	Excess of revenues over expenses	(\$247)	(\$146)	(\$101)	\$2,582	(\$361)	\$2,942	(\$835)

**Third Laguna Hills Mutual
Operating Statement
7/31/2019
THIRD LAGUNA HILLS MUTUAL**

	YEAR TO DATE				ANNUAL
	Actual	Budget	VAR\$ B/(W)	VAR% B/(W)	BUDGET
Revenues:					
Assessments:					
Operating					
41001000 - Monthly Assessments	\$10,947,360	\$10,947,201	\$158	0.00%	\$18,766,631
Total Operating	10,947,360	10,947,201	158	0.00%	18,766,631
Additions To Restricted Funds					
41002000 - Monthly Assessments - Disaster Fund	1,183,178	1,183,178	0	0.00%	2,028,305
41003000 - Monthly Assessments - Unappropriated Expenditures Fund	341,712	341,712	0	0.00%	585,792
41003500 - Monthly Assessments - Replacement Fund	5,979,960	5,979,960	0	0.00%	10,251,360
41004000 - Monthly Assessments - Elevator Replacement Fund	256,284	256,284	0	0.00%	439,344
41004500 - Monthly Assessments - Laundry Replacement Fund	42,714	42,714	0	0.00%	73,224
41006000 - Monthly Assessments - Garden Villa Recreation Room Fund	47,817	47,817	0	0.00%	81,972
Total Additions To Restricted Funds	7,851,665	7,851,665	0	0.00%	13,459,997
Total Assessments	18,799,024	18,798,866	158	0.00%	32,226,628
Non-Assessment Revenues:					
Fees and Charges for Services to Residents					
46501000 - Permit Fee	77,244	42,342	34,902	82.43%	72,592
46501500 - Inspection Fee	48,198	30,310	17,888	59.02%	51,965
46502000 - Resident Maintenance Fee	340,768	206,336	134,432	65.15%	353,883
Total Fees and Charges for Services to Residents	466,210	278,988	187,222	67.11%	478,440
Laundry					
46005000 - Coin Op Laundry Machine	118,936	128,331	(9,395)	(7.32%)	220,000
Total Laundry	118,936	128,331	(9,395)	(7.32%)	220,000
Interest Income					
49001000 - Interest Income - Treasury Notes	158,619	89,625	68,994	76.98%	153,643
49001500 - Interest Income - Treasury Notes - Discretionary	171,810	98,389	73,421	74.62%	168,667
49002000 - Interest Income - Money Market	3,529	1,183	2,346	198.41%	2,027
49002500 - Interest Income - Gnma Securities - Discretionary	41,097	25,949	15,149	58.38%	44,483
Total Interest Income	375,054	215,145	159,909	74.33%	368,820
Miscellaneous					
46002000 - Traffic Violation	(25)	0	(25)	0.00%	0
46004500 - Resident Violations	11,998	5,831	6,167	105.75%	10,000
44501510 - Lease Processing Fee - Third	161,350	131,250	30,100	22.93%	225,000
44502000 - Variance Processing Fee	(150)	0	(150)	0.00%	0
44502500 - Non-Sale Transfer Fee - Third	650	1,750	(1,100)	(62.86%)	3,000
44503520 - Resale Processing Fee - Third	92,448	116,662	(24,214)	(20.76%)	200,000
44505500 - Hoa Certification Fee	3,405	5,250	(1,845)	(35.14%)	9,000
44507000 - Golf Cart Electric Fee	41,935	39,669	2,266	5.71%	68,000
44507200 - Electric Vehicle Plug-In Fee	7,165	3,500	3,665	104.72%	6,000
44507500 - Cartport/Carport Space Rental Fee	2,520	1,750	770	44.00%	3,000
47001000 - Cash Discounts - Accounts Payable	701	0	701	0.00%	0
47001500 - Late Fee Revenue	28,683	35,000	(6,317)	(18.05%)	60,000
47002020 - Collection Administrative Fee - Third	1,150	0	1,150	0.00%	0
47002500 - Collection Interest Revenue	6,434	7,000	(566)	(8.08%)	12,000
47501000 - Recycling	3,571	2,919	652	22.34%	5,000
49008100 - Unrealized Gain(Loss) On Available For Sale Investments	299,297	0	299,297	0.00%	0
49009000 - Miscellaneous Revenue	(1,270)	0	(1,270)	0.00%	0
Total Miscellaneous	659,864	350,581	309,283	88.22%	601,000
Total Non-Assessment Revenue	1,620,064	973,045	647,019	66.49%	1,668,260
Total Revenue	20,419,089	19,771,912	647,177	3.27%	33,894,888
Expenses:					
Employee Compensation					
51011000 - Salaries & Wages - Regular	1,282,442	1,439,185	156,743	10.89%	2,484,383
51021000 - Union Wages - Regular	2,970,044	3,210,939	240,895	7.50%	5,528,264
51041000 - Wages - Overtime	27,273	14,634	(12,639)	(86.36%)	25,095
51051000 - Union Wages - Overtime	39,818	21,718	(18,100)	(83.34%)	37,244

**Third Laguna Hills Mutual
Operating Statement
7/31/2019
THIRD LAGUNA HILLS MUTUAL**

	YEAR TO DATE				ANNUAL BUDGET
	Actual	Budget	VAR\$ B/(W)	VAR% B/(W)	
51061000 - Holiday & Vacation	511,874	392,631	(119,243)	(30.37%)	676,533
51071000 - Sick	159,765	160,152	387	0.24%	275,954
51091000 - Missed Meal Penalty	1,091	494	(597)	(120.99%)	858
51101000 - Temporary Help	60,272	21,382	(38,890)	(181.88%)	36,664
51981000 - Compensation Accrual	72,987	3,395	(69,593)	(2049.94%)	5,826
Total Employee Compensation	5,125,566	5,264,531	138,964	2.64%	9,070,822
Compensation Related					
52411000 - F.I.C.A.	377,731	396,482	18,751	4.73%	677,880
52421000 - F.U.I.	7,607	11,158	3,551	31.82%	13,091
52431000 - S.U.I.	58,347	52,317	(6,030)	(11.53%)	56,129
52441000 - Union Medical	1,051,987	1,116,039	64,052	5.74%	1,913,209
52451000 - Workers' Compensation Insurance	426,566	387,815	(38,751)	(9.99%)	668,020
52461000 - Non Union Medical & Life Insurance	170,517	155,873	(14,644)	(9.39%)	267,211
52471000 - Union Retirement Plan	208,614	181,601	(27,012)	(14.87%)	312,663
52481000 - Non-Union Retirement Plan	29,250	62,818	33,567	53.44%	108,438
52981000 - Compensation Related Accrual	(21,887)	560	22,448	4005.49%	970
Total Compensation Related	2,308,733	2,364,664	55,931	2.37%	4,017,611
Materials and Supplies					
53001000 - Materials & Supplies	244,413	271,864	27,451	10.10%	466,289
53003000 - Materials Direct	549,353	634,473	85,120	13.42%	1,088,103
53004000 - Freight	1,386	0	(1,386)	0.00%	0
Total Materials and Supplies	795,152	906,337	111,185	12.27%	1,554,392
Utilities and Telephone					
53301000 - Electricity	232,296	196,034	(36,262)	(18.50%)	325,000
53301500 - Sewer	991,854	994,100	2,246	0.23%	1,716,600
53302000 - Water	1,269,794	1,454,350	184,556	12.69%	2,710,627
53302500 - Trash	316,437	318,892	2,455	0.77%	546,690
Total Utilities and Telephone	2,810,380	2,963,376	152,996	5.16%	5,298,917
Legal Fees					
53401500 - Legal Fees	227,540	128,331	(99,209)	(77.31%)	220,000
Total Legal Fees	227,540	128,331	(99,209)	(77.31%)	220,000
Professional Fees					
53402020 - Audit & Tax Preparation Fees - Third	39,000	51,600	12,600	24.42%	57,600
53403500 - Consulting Fees	762	3,528	2,766	78.40%	6,053
53403520 - Consulting Fees - Third	72,091	70,532	(1,559)	(2.21%)	120,936
Total Professional Fees	111,853	125,660	13,807	10.99%	184,589
Equipment Rental					
53501500 - Equipment Rental/Lease Fees	17,008	23,666	6,658	28.13%	40,090
Total Equipment Rental	17,008	23,666	6,658	28.13%	40,090
Outside Services					
53601000 - Bank Fees	0	2,291	2,291	100.00%	3,929
53601500 - Credit Card Transaction Fees	1,031	0	(1,031)	0.00%	0
53604500 - Marketing Expense	2,880	0	(2,880)	0.00%	0
54603500 - Outside Services Cost Collection	4,434,861	6,327,008	1,892,147	29.91%	10,846,711
53704000 - Outside Services	50,490	70,836	20,346	28.72%	121,480
Total Outside Services	4,489,262	6,400,135	1,910,873	29.86%	10,972,120
Repairs and Maintenance					
53701000 - Equipment Repair & Maint	5,070	9,449	4,378	46.34%	16,240
53703000 - Elevator /Lift Maintenance	186,961	186,970	9	0.00%	328,520
Total Repairs and Maintenance	192,031	196,419	4,387	2.23%	344,760
Other Operating Expense					
53801000 - Mileage & Meal Allowance	4,336	8,880	4,544	51.17%	15,252
53801500 - Travel & Lodging	597	561	(36)	(6.41%)	968
53802000 - Uniforms	45,939	49,566	3,626	7.32%	82,843
53802500 - Dues & Memberships	210	1,056	846	80.11%	1,992
53803000 - Subscriptions & Books	1,554	1,169	(386)	(33.01%)	2,004
53803500 - Training & Education	1,931	8,679	6,749	77.76%	14,902
53901500 - Volunteer Support	0	588	588	100.00%	1,175
53903000 - Safety	0	107	107	100.00%	186

Third Laguna Hills Mutual
Operating Statement
7/31/2019
 THIRD LAGUNA HILLS MUTUAL

	YEAR TO DATE				ANNUAL
	Actual	Budget	VAR\$ B/(W)	VAR% B/(W)	BUDGET
54001000 - Board Relations	3,191	2,137	(1,053)	(49.30%)	3,666
54001020 - Board Relations - Third	4,261	5,831	1,570	26.93%	10,000
54001500 - Public Relations	(1)	0	1	0.00%	0
54002000 - Postage	23,308	27,808	4,500	16.18%	47,672
54002500 - Filing Fees / Permits	148	344	195	56.84%	761
Total Other Operating Expense	85,475	106,726	21,251	19.91%	181,422
Insurance					
54401000 - Hazard & Liability Insurance	235,046	236,363	1,316	0.56%	405,194
54401500 - D&O Liability	27,203	27,893	689	2.47%	47,818
54402000 - Property Insurance	497,290	497,418	128	0.03%	852,719
54403000 - General Liability Insurance	3,031	4,125	1,094	26.53%	7,072
Total Insurance	762,571	765,799	3,228	0.42%	1,312,803
Investment Expense					
54201000 - Investment Expense	22,659	26,546	3,886	14.64%	45,978
Total Investment Expense	22,659	26,546	3,886	14.64%	45,978
Uncollectible Accounts					
54602000 - Bad Debt Expense	93,967	80,619	(13,348)	(16.56%)	138,200
Total Uncollectible Accounts	93,967	80,619	(13,348)	(16.56%)	138,200
(Gain)/Loss on Sale or Trade					
54101500 - (Gain)/Loss On Investments	3,171	0	(3,171)	0.00%	0
Total (Gain)/Loss on Sale or Trade	3,171	0	(3,171)	0.00%	0
Depreciation and Amortization					
55001000 - Depreciation And Amortization	83,447	83,447	0	0.00%	143,052
Total Depreciation and Amortization	83,447	83,447	0	0.00%	143,052
Net Allocation to Mutuals					
54602500 - Allocated Expenses	708,397	696,270	(12,127)	(1.74%)	1,204,782
Total Net Allocation to Mutuals	708,397	696,270	(12,127)	(1.74%)	1,204,782
Total Expenses	17,837,213	20,132,524	2,295,311	11.40%	34,729,537
Excess of Revenues Over Expenses	\$2,581,876	(\$360,613)	\$2,942,488	815.97%	(\$834,650)

**Third Laguna Hills Mutual
Balance Sheet - Preliminary
7/31/2019**

		<u>Current Month End</u>	<u>Prior Year December 31</u>
Assets			
1	Cash and cash equivalents	\$2,393,610	\$3,321,543
2	Non-discretionary investments	14,772,906	11,831,351
3	Discretionary investments	17,101,494	16,831,676
4	Receivable/(Payable) from mutuals	493,318	1,605,868
5	Accounts receivable and interest receivable	(91,897)	(386,734)
6	Prepaid expenses and deposits	139,925	195,117
7	Property and equipment	141,239	141,239
8	Accumulated depreciation property and equipment	(141,239)	(141,239)
9	Beneficial interest in GRF of Laguna Hills Trust	5,377,295	5,460,742
10	Non-controlling interest in GRF	36,986,050	36,986,050
11	Total Assets	<u>\$77,172,701</u>	<u>\$75,845,613</u>
Liabilities and Fund Balances			
Liabilities:			
12	Accounts payable and accrued expenses	\$1,145,634	\$2,621,461
13	Accrued compensation and related costs	646,315	646,315
14	Deferred income	1,038,417	817,376
15	Total liabilities	<u>\$2,830,366</u>	<u>\$4,085,153</u>
Fund balances:			
16	Fund balance prior years	71,760,460	70,676,034
17	Change in fund balance - current year	2,581,876	1,084,426
18	Total fund balances	<u>74,342,335</u>	<u>71,760,460</u>
19	Total Liabilities and Fund Balances	<u>\$77,172,701</u>	<u>\$75,845,613</u>

**Third Laguna Hills Mutual
Fund Balance Sheet - Preliminary
7/31/2019**

	<u>Operating Fund</u>	<u>Unappropriated Expenditures Fund</u>	<u>Disaster Fund</u>	<u>Replacement Fund</u>	<u>Elevator Replacement Fund</u>	<u>Laundry Replacement Fund</u>	<u>Garden Villa Rec Room Fund</u>	<u>Total</u>	
Assets									
1	Cash and cash equivalents	\$2,393,610						\$2,393,610	
2	Non-discretionary investments	14,772,906						14,772,906	
3	Discretionary investments	17,101,494						17,101,494	
4	Receivable/(Payable) from mutuals	493,318						493,318	
5	Receivable/(Payable) from operating fund	(31,260,507)	3,450,950	9,644,513	15,782,781	1,927,468	389,458	65,337	
6	Accounts receivable and interest receivable	(91,897)						(91,897)	
7	Prepaid expenses and deposits	139,925						139,925	
8	Property and equipment	141,239						141,239	
9	Accumulated depreciation property and equipment	(141,239)						(141,239)	
10	Beneficial interest in GRF of Laguna Hills Trust	5,377,295						5,377,295	
11	Non-controlling interest in GRF	36,986,050						36,986,050	
12	Total Assets	<u>\$45,912,195</u>	<u>\$3,450,950</u>	<u>\$9,644,513</u>	<u>\$15,782,781</u>	<u>\$1,927,468</u>	<u>\$389,458</u>	<u>\$65,337</u>	<u>\$77,172,701</u>
Liabilities and Fund Balances									
Liabilities:									
13	Accounts payable and accrued expenses	\$961,450		\$130,812	\$53,372			\$1,145,634	
14	Accrued compensation and related costs	646,315						646,315	
15	Deferred income	1,038,417						1,038,417	
16	Total liabilities	<u>\$2,646,182</u>		<u>\$130,812</u>	<u>\$53,372</u>			<u>\$2,830,366</u>	
Fund balances:									
17	Fund balance prior years	42,499,880	3,212,981	9,216,805	14,347,032	1,708,610	713,855	61,299	71,760,460
18	Change in fund balance - current year	<u>766,133</u>	<u>237,969</u>	<u>296,896</u>	<u>1,382,377</u>	<u>218,858</u>	<u>(324,396)</u>	<u>4,038</u>	<u>2,581,876</u>
19	Total fund balances	<u>43,266,013</u>	<u>3,450,950</u>	<u>9,513,701</u>	<u>15,729,409</u>	<u>1,927,468</u>	<u>389,458</u>	<u>65,337</u>	<u>74,342,335</u>
20	Total Liabilities and Fund Balances	<u>\$45,912,195</u>	<u>\$3,450,950</u>	<u>\$9,644,513</u>	<u>\$15,782,781</u>	<u>\$1,927,468</u>	<u>\$389,458</u>	<u>\$65,337</u>	<u>\$77,172,701</u>

**Third Laguna Hills Mutual
Changes in Fund Balances - Preliminary
7/31/2019**

	Operating Fund	Unappropriated Expenditures Fund	Disaster Fund	Replacement Fund	Elevator Replacement Fund	Laundry Replacement Fund	Garden Villa Rec Room Fund	Total
Revenues:								
Assessments:								
1	Operating							\$10,947,360
2	Additions to restricted funds	341,712	1,183,178	5,979,960	256,284	42,714	47,817	7,851,665
3	Total assessments	10,947,360	341,712	1,183,178	5,979,960	256,284	42,714	47,817
Non-assessment revenues:								
4	Fees and charges for services to residents							466,210
5	Laundry							118,936
6	Interest income	40,598	116,882	187,391	22,266	7,106	811	375,054
7	Miscellaneous	659,864						659,864
8	Total non-assessment revenue	1,245,010	40,598	116,882	187,391	22,266	7,106	811
9	Total revenue	12,192,369	382,310	1,300,059	6,167,351	278,550	49,820	48,628
Expenses:								
10	Employee compensation and related	5,556,284		3,579	1,825,516		23,968	24,952
11	Materials and supplies	431,274		219	323,425		33,269	6,966
12	Utilities and telephone	2,803,809		24	6,521			26
13	Legal fees	227,540						227,540
14	Professional fees	108,839			3,014			111,853
15	Equipment rental	3,393		27	13,428		160	17,008
16	Outside services	442,045	141,555	991,087	2,529,326	58,183	315,613	11,454
17	Repairs and maintenance	190,782		2	1,229			18
18	Other Operating Expense	71,806		19	13,320		140	190
19	Insurance	762,571						762,571
20	Investment expense		2,443	7,067	11,237	1,335	527	50
21	Uncollectible Accounts	93,967						93,967
22	(Gain)/loss on sale or trade		344	1,014	1,515	174	117	8
23	Depreciation and amortization	83,447						83,447
24	Net allocations to mutuals	650,479		126	56,443		582	767
25	Total expenses	11,426,236	144,341	1,003,163	4,784,974	59,692	374,216	44,590
26	Excess of revenues over expenses	\$766,134	\$237,969	\$296,896	\$1,382,377	\$218,858	(\$324,396)	\$4,038
27	Excluding unrealized gain/(loss) and depreciation	\$550,283	\$237,969	\$296,896	\$1,382,377	\$218,858	(\$324,396)	\$4,038

**THIRD LAGUNA HILLS MUTUAL
NON-DISCRETIONARY ACCOUNT HELD BY BANK OF AMERICA
SCHEDULE OF INVESTMENTS
7/31/19**

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
912796SF7	U.S. TREASURY BILL	0.00%	06-06-19	08-29-19	4,000,000.00	2.25%	3,979,350.00	
912796RA9	U.S. TREASURY BILL	0.00%	11-30-18	09-12-19	3,000,000.00	2.47%	2,942,645.08	
912796RA9	U.S. TREASURY BILL	0.00%	12-27-18	09-12-19	2,000,000.00	2.44%	1,965,826.39	
912796RF8	U.S. TREASURY BILL	0.00%	03-11-19	10-10-19	2,000,000.00	2.39%	1,972,416.50	
912796SM2	U.S. TREASURY BILL	0.00%	05-01-19	04-23-20	4,000,000.00	2.39%	3,912,667.89	
TOTAL FOR NON-DISCRETIONARY INVESTMENTS					\$ 15,000,000.00		\$ 14,772,905.86	2.49%

*Yield is based on all investments held during the year

**THIRD LAGUNA HILLS MUTUAL
DISCRETIONARY ACCOUNT - BLACKROCK/MERRILL LYNCH
SCHEDULE OF INVESTMENTS
7/31/19**

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
	M.L. MONEY MARKET				\$ 354,538.93		\$ 354,538.93	
822582AJ1	CorpBond-Shell International Fin	4.30%	08-06-18	09-22-19	150,000.00	2.63%	152,746.50	
912828U32	U.S. TREASURY NOTE	1.00%	05-20-19	11-15-19	1,000,000.00	2.42%	993,126.68	
9128283N8	U.S. TREASURY NOTE	1.88%	01-02-18	12-31-19	400,000.00	1.90%	399,766.30	
05565QCX4	CorpBond-BP Capital Markets PLC Cor	2.32%	08-21-18	02-13-20	100,000.00	2.84%	99,239.00	
9128284C1	U.S. TREASURY NOTE	2.25%	04-20-18	03-31-20	250,000.00	2.43%	249,141.05	
912828K33	U.S. TIP NOTE	0.13%	03-08-17	04-15-20	300,000.00	0.12%	314,668.58	
912828ND8	U.S. TREASURY NOTE	3.50%	07-15-10	05-15-20	660,000.00	3.02%	686,557.33	
912828XE5	U.S. TREASURY NOTE	1.50%	06-08-15	05-31-20	350,000.00	1.73%	346,117.78	
437076BQ4	CorpBond-Home Depot Inc	1.80%	08-21-18	06-05-20	75,000.00	2.68%	73,851.00	
17275RAX0	CorpBond-Cisco System Inc	2.45%	08-21-17	06-15-20	150,000.00	1.73%	152,925.00	
912828XY1	U.S. TREASURY NOTE	2.50%	08-06-18	06-30-20	300,000.00	2.66%	299,109.88	
912828Y46	U.S. TREASURY NOTE	2.63%	07-17-19	07-31-20	200,000.00	1.99%	201,297.21	
912828NT3	U.S. TREASURY NOTE	2.63%	10-28-10	08-15-20	285,000.00	2.68%	283,542.74	
912828NT3	U.S. TREASURY NOTE	2.63%	11-29-11	08-15-20	100,000.00	1.75%	106,996.49	
06406HDD8	CorpBond-Bank of NY Mellon Corp	2.60%	12-08-15	08-17-20	200,000.00	2.39%	201,800.00	
857477AS2	CorpBond-State Street Corp	2.55%	12-31-15	08-18-20	150,000.00	2.26%	151,875.00	
06051GFT1	CorpBond-Bank of America Corp	2.63%	04-23-18	10-19-20	100,000.00	2.95%	99,216.00	
9128285G1	U.S. TREASURY NOTE	2.88%	11-02-18	10-31-20	250,000.00	2.87%	249,990.65	
912828M98	U.S. TREASURY NOTE	1.63%	12-15-15	11-30-20	250,000.00	1.69%	249,199.64	
912828M98	U.S. TREASURY NOTE	1.63%	12-24-15	11-30-20	300,000.00	1.72%	298,559.10	
931142EA7	CorpBond-Wal-Mart Stores Inc	1.90%	08-21-18	12-15-20	75,000.00	2.75%	73,575.75	
05531FAZ6	CorpBond-BB&T Corporation Ser Mtn	2.15%	08-21-18	02-01-21	150,000.00	3.10%	146,644.50	
9128283X6	U.S. TREASURY NOTE	2.25%	04-22-19	02-15-21	750,000.00	2.43%	747,540.32	
63946BAE0	CorpBond-BC Universal Media LLC	4.38%	12-08-15	04-01-21	100,000.00	2.50%	109,238.00	
89236TCZ6	CorpBond-Toyota Motor Credit Corp	1.90%	02-19-19	04-08-21	200,000.00	2.79%	196,306.00	
9128284G2	U.S. TREASURY NOTE	2.38%	04-20-18	04-15-21	250,000.00	2.57%	248,594.17	
0258M0EB1	CorpBond-American Express Credit	2.25%	04-23-18	05-05-21	150,000.00	2.25%	146,322.00	
037833AR1	CorpBond-Apple Inc	2.85%	10-23-17	05-06-21	75,000.00	2.06%	76,986.75	
369550BE7	CorpBond-General Dynamics Corp	3.00%	05-20-19	05-11-21	200,000.00	2.48%	201,972.00	
857477AV5	CorpBond-State Street Corp	1.95%	10-23-17	05-19-21	50,000.00	2.06%	49,801.00	
38141GGQ1	CorpBond-Goldman Sachs Group Inc	5.25%	12-27-18	07-27-21	300,000.00	3.80%	310,530.00	
594918BP8	CorpBond-Microsoft Corp	1.55%	11-01-16	08-08-21	100,000.00	1.79%	98,911.00	
912828RC6	U.S. TREASURY NOTE	2.13%	11-09-11	08-15-21	1,000,000.00	2.04%	1,007,269.63	
91324PBT8	CorpBond-Unitedhealth Group Inc	3.38%	01-05-16	11-15-21	150,000.00	2.64%	155,676.00	

**THIRD LAGUNA HILLS MUTUAL
DISCRETIONARY ACCOUNT - BLACKROCK/MERRILL LYNCH
SCHEDULE OF INVESTMENTS**

7/31/19

I.D. NO.	DESCRIPTION	STATED RATE	SETTLEMENT DATE	MATURITY DATE	PAR VALUE	EFFECTIVE YIELD	ORIGINAL COST	ANNUALIZED YTD YIELD *
375558AU7	CorpBond-Gilead Sciences Inc	4.40%	12-29-15	12-01-21	150,000.00	2.85%	162,072.00	
21685WDD6	CorpBond-Rabobank	3.88%	02-19-19	02-08-22	150,000.00	3.13%	153,139.50	
585055BR6	CorpBond-Medtronic Inc	3.15%	07-19-16	03-15-22	99,000.00	1.82%	106,077.51	
404280AN9	CorpBond-HSBC Holdings	4.00%	05-20-19	03-30-22	200,000.00	2.77%	206,678.00	
747525AE3	CorpBond-QualComm Inc	3.00%	08-21-18	05-20-22	150,000.00	3.38%	147,984.00	
20030NBD2	CorpBond-Comcast Corp	3.13%	07-09-14	07-15-22	100,000.00	2.97%	101,063.00	
91159JAA4	CorpBond-US Bancorp	2.95%	12-08-15	07-15-22	200,000.00	1.82%	200,306.00	
91324PCN0	CorpBond-UnitedHealth Group	3.35%	12-04-17	07-15-22	150,000.00	1.82%	154,786.50	
912828L24	U.S. TREASURY NOTE	1.88%	11-06-15	08-31-22	300,000.00	2.08%	296,098.26	
375558BC6	CorpBond-Gilead Sciences Inc	3.25%	07-20-16	09-01-22	100,000.00	2.04%	106,727.00	
375558BC6	CorpBond-Gilead Sciences Inc	3.25%	10-23-17	09-01-22	50,000.00	2.38%	51,901.00	
912828M80	U.S. TREASURY NOTE	2.00%	12-08-15	11-30-22	500,000.00	1.99%	500,215.84	
912828M80	U.S. TREASURY NOTE	2.00%	12-15-15	11-30-22	200,000.00	2.05%	199,258.21	
48128BAB7	CorpBond-JP Morgan Chase & Co	2.97%	10-23-17	01-15-23	50,000.00	2.58%	50,769.00	
912828P38	U.S. TREASURY NOTE	1.75%	02-22-16	01-31-23	250,000.00	1.58%	252,637.22	
037833AK6	CorpBond-Apple Inc	2.40%	01-10-17	05-03-23	200,000.00	2.75%	195,862.00	
912828S35	U.S. TREASURY NOTE	1.38%	07-19-16	06-30-23	200,000.00	1.35%	200,328.53	
68389XBL8	CorpBond-Oracle Corp	2.40%	07-12-16	09-15-23	150,000.00	2.16%	152,296.50	
59156RBH0	CorpBond-Metlife Inc	3.60%	12-04-17	04-10-24	150,000.00	2.82%	156,720.00	
94974BGA2	CorpBond-Wells Fargo Company	3.30%	12-04-17	09-09-24	150,000.00	3.01%	152,575.50	
36290YBU1/P621151	GNMA SECURITIES	5.50%	05-29-07	05-15-22	30,290.23	5.50%	30,290.23	
36296DDR6/P687812	GNMA SECURITIES	5.50%	09-22-08	08-15-23	28,401.15	3.47%	45,058.64	
36202FD78/P004626	GNMA SECURITIES	4.50%	02-24-10	02-20-25	80,354.68	2.97%	121,557.81	
36202FD78/P004626	GNMA SECURITIES	4.50%	09-17-13	02-20-25	89,363.35	3.35%	120,022.36	
36202FJC1/P004759	GNMA SECURITIES	4.00%	02-16-12	08-20-25	72,738.79	2.33%	124,714.42	
36202FJC1/P004759	GNMA SECURITIES	4.00%	03-19-12	08-20-25	30,599.15	2.35%	52,148.12	
3620AS6G9/P738971X	GNMA SECURITIES	3.00%	04-29-15	11-15-26	124,270.75	2.58%	144,323.50	
36202F2H8/P005276M	GNMA SECURITIES	3.00%	11-12-14	01-20-27	65,930.08	2.59%	76,252.02	
36179MAG5/PMA0007M	GNMA SECURITIES	3.00%	08-20-12	04-20-27	138,315.86	2.30%	180,338.82	
36179MGN4/PMA0205M	GNMA SECURITIES	3.00%	07-31-12	07-20-27	150,387.17	2.33%	193,648.89	
36179MP53/PMA0444M	GNMA SECURITIES	3.00%	12-18-12	10-20-27	224,934.08	2.36%	285,866.86	
36179MSB7/PMA0514M	GNMA SECURITIES	3.00%	05-14-14	11-20-27	166,129.09	2.62%	190,543.48	
36179MU32/PMA0602M	GNMA SECURITIES	3.00%	01-17-13	12-20-27	347,607.59	2.41%	432,922.99	
36179MZW3/PMA0757M	GNMA SECURITIES	3.00%	04-16-13	02-20-28	156,183.12	2.42%	193,380.26	
36179NMP0/PMA1266M	GNMA SECURITIES	3.50%	10-21-13	09-20-28	83,249.03	2.87%	101,360.54	
36179TY90/PMA5236M	GNMA SECURITIES	3.50%	06-13-18	06-20-33	273,327.88	3.40%	281,079.83	
36202T7B6/P609390x	GNMA SECURITIES	5.50%	09-22-03	09-15-33	29,511.49	3.59%	45,262.34	
36213CZ52/P550764	GNMA SECURITIES	5.50%	09-19-07	09-15-35	32,705.84	6.90%	26,081.33	
36202EYL7/P004315	GNMA SECURITIES	5.50%	11-18-10	11-18-38	80,376.40	2.24%	196,918.26	
36297F6L1/P711075	GNMA SECURITIES	4.50%	09-21-10	09-15-40	149,895.48	3.34%	202,058.67	
36179QJT9/PMA2074M	GNMA SECURITIES	4.00%	11-13-17	07-20-44	128,492.71	3.70%	139,092.01	
36179QL74/PMA2150M	GNMA SECURITIES	4.50%	09-11-14	08-20-44	59,991.17	3.27%	82,580.53	
36179QT50/PMA2372M	GNMA SECURITIES	4.00%	12-22-14	11-20-44	122,983.33	3.13%	156,943.99	
36179RTA7/PMA3245m	GNMA SECURITIES	4.00%	12-17-15	11-20-45	153,540.27	3.43%	179,163.23	
36179SUV7/PMA4196m	GNMA SECURITIES	3.50%	02-28-17	01-20-47	179,560.16	3.30%	190,548.32	
36179UKY7/PMA5711M	GNMA SECURITIES	4.50%	07-16-19	01-20-49	225,000.00	4.44%	228,208.76	
TOTAL FOR DISCRETIONARY INVESTMENTS					16,197,677.78		17,101,493.76	1.96%
TOTAL INVESTMENTS					\$ 31,197,677.78		\$ 31,874,399.62	2.17%

*Yield is based on all investments held during the year

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

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
REPLACEMENT FUND								
ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
BUILDING NUMBERS	0	2,830	9,900	19,810	33,970	29%	9,910	50%
BUILDING STRUCTURES	341,607	228,089	1,121,850	1,594,054	2,732,992	41%	472,204	30%
ELECTRICAL SYSTEMS	0	4,883	21,000	34,181	58,610	36%	13,181	39%
ENERGY PROJECTS	3,251	4,166	8,881	29,162	50,000	18%	20,281	70%
EXTERIOR LIGHTING	22,093	66,666	34,622	466,662	800,000	4%	432,040	93%
FENCING	38,162	11,505	96,992	79,761	136,817	71%	(17,231)	(22%)
GARDEN VILLA LOBBY	14,416	9,963	93,710	69,741	119,560	78%	(23,969)	(34%)
GARDEN VILLA MAILROOM	17,214	5,894	44,212	40,910	70,173	63%	(3,302)	(8%)
GARDEN VILLA RECESSED AREA	0	20,870	0	146,090	250,440	0%	146,090	100%
GV REC ROOM WATER HEATER/HEAT PUMP	146	1,625	22,085	11,373	19,505	113%	(10,712)	(94%)
GUTTER REPLACEMENTS	6,973	3,083	28,019	21,581	37,000	76%	(6,438)	(30%)
LANDSCAPE MODIFICATION	3,160	76,718	8,280	536,534	919,890	1%	528,254	98%
MAILBOXES	7,119	3,052	25,283	21,260	36,483	69%	(4,022)	(19%)
PAINT PROGRAM - EXTERIOR	175,971	168,864	1,171,213	1,171,268	2,008,631	58%	55	0%
PRIOR TO PAINT	101,599	107,349	660,891	744,474	1,277,033	52%	83,583	11%
PAVING	3,722	70,474	15,645	492,480	844,499	2%	476,835	97%
ROOF REPLACEMENTS	96,338	109,326	756,414	765,282	1,311,937	58%	8,868	1%
SUPPLEMENTAL APPROPRIATIONS	0	0	169,537	169,537	169,537	100%	0	0%
TREE MAINTENANCE	6,955	17,950	64,726	124,650	213,630	30%	59,925	48%
WALL REPLACEMENTS	39,625	16,666	39,625	116,662	200,000	20%	77,037	66%
WASTE LINE REMEDIATION	141,703	62,500	214,723	437,500	750,000	29%	222,777	51%
WATER LINES - COPPER PIPE REMEDIATION	58,795	16,666	160,924	116,662	200,000	80%	(44,262)	(38%)
TOTAL REPLACEMENT FUND	\$1,078,848	\$1,009,139	\$4,768,533	\$7,209,635	\$12,240,708	39%	\$2,441,102	34%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$23,598	\$28,891	\$58,183	\$202,237	\$346,698	17%	\$144,054	71%
TOTAL ELEVATOR REPLACEMENT FUND	\$23,598	\$28,891	\$58,183	\$202,237	\$346,698	17%	\$144,054	71%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$1,985	\$821	\$18,403	\$5,734	\$9,844	187%	(\$12,669)	(221%)
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	10,218	4,573	50,414	31,894	54,697	92%	(18,520)	(58%)
SUPPLEMENTAL APPROPRIATIONS	0	0	304,756	304,756	304,756	100%	0	0%
TOTAL LAUNDRY REPLACEMENT FUND	\$12,203	\$5,395	\$373,573	\$342,384	\$369,297	101%	(\$31,189)	(9%)
GARDEN VILLA RECREATION ROOM FUND								
GARDEN VILLA RECREATION ROOMS	\$5,742	\$8,151	\$44,533	\$56,875	\$97,580	46%	\$12,342	22%
TOTAL GARDEN VILLA REC ROOMS FUND	\$5,742	\$8,151	\$44,533	\$56,875	\$97,580	46%	\$12,342	22%

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

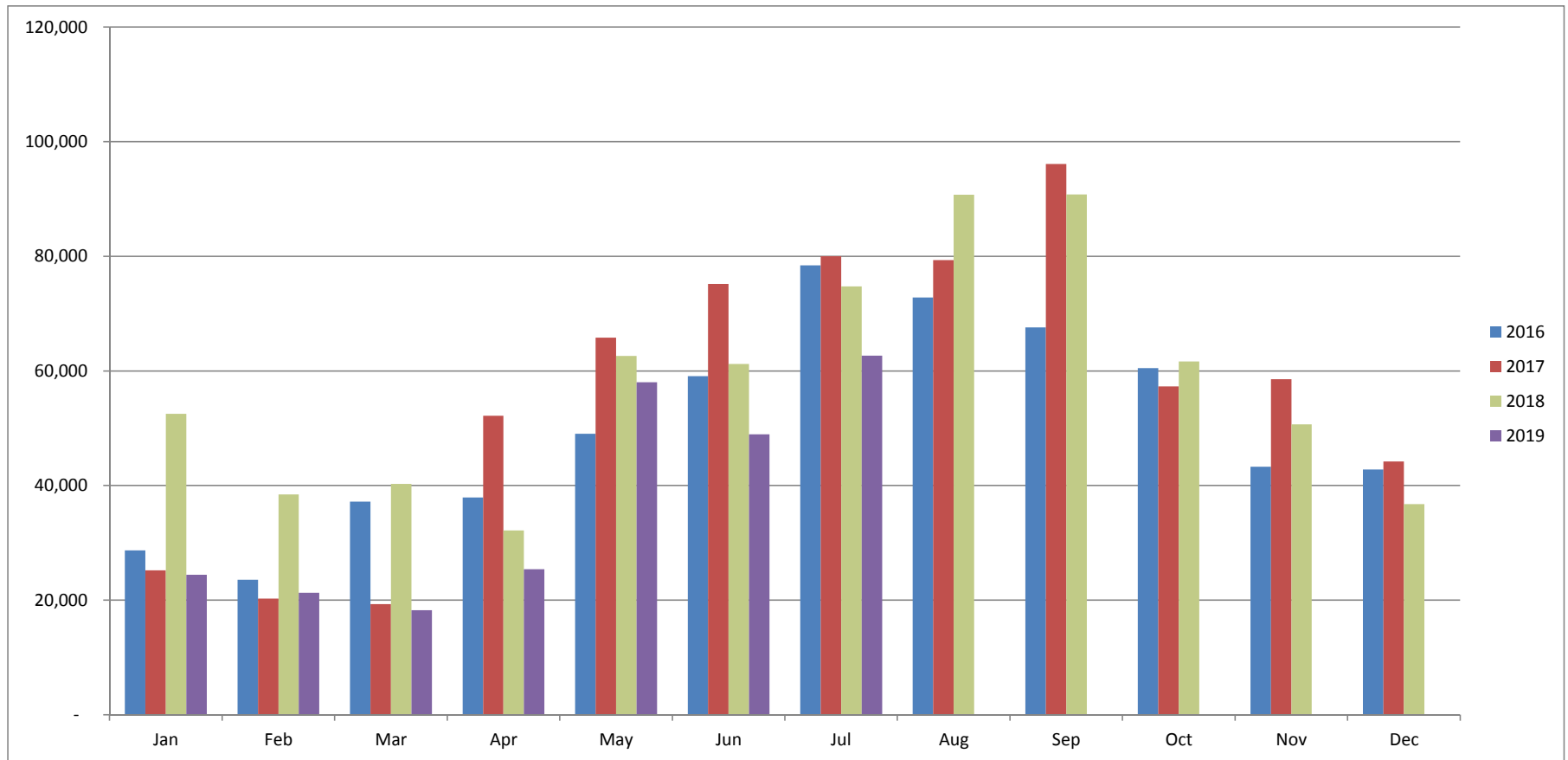
DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
OPERATING FUND								
APPLIANCE REPAIRS	\$8,087	\$7,185	\$78,520	\$49,769	\$85,379	92%	(\$28,751)	(58%)
CARPENTRY SERVICE	(5,514)	32,432	240,685	224,864	385,731	62%	(15,821)	(7%)
CONCRETE REPAIR/REPLACEMENT	24,049	35,587	221,109	246,916	423,853	52%	25,808	10%
CURB CUT/SIDEWALK RAMPS	0	833	0	5,833	10,000	0%	5,833	100%
ELECTRICAL SERVICE	8,848	10,240	52,091	70,888	121,615	43%	18,797	27%
FIRE PROTECTION	6,350	14,626	39,341	102,382	175,556	22%	63,041	62%
GUTTER CLEANING	415	12,639	29,337	88,390	151,554	19%	59,053	67%
JANITORIAL SERVICE	75,987	79,574	518,748	551,976	947,862	55%	33,228	6%
MISC REPAIRS BY OUTSIDE SERVICE	3,174	4,838	4,303	33,863	58,050	7%	29,559	87%
PEST CONTROL	56,817	21,699	80,553	151,893	260,405	31%	71,340	47%
PLUMBING SERVICE	70,211	56,697	507,751	393,199	674,483	75%	(114,552)	(29%)
SOLAR MAINTENANCE	4,662	2,083	10,878	14,581	25,000	44%	3,703	25%
TRAFFIC CONTROL	1,210	2,545	5,868	17,684	30,359	19%	11,816	67%
WELDING	10,043	7,176	57,194	49,676	85,307	67%	(7,517)	(15%)
TOTAL MAINTENANCE PROGRAMS	\$264,340	\$288,154	\$1,846,375	\$2,001,914	\$3,435,153	54%	\$155,540	8%
DISASTER FUND								
RISK FIRE MANAGEMENT	\$13,338	\$15,000	\$19,324	\$105,000	\$180,000	11%	\$85,677	82%
MOISTURE INTRUSION - RAIN LEAKS	\$67,090	\$39,585	\$421,944	\$277,095	\$475,025	89%	(\$144,849)	(52%)
MOISTURE INTRUSION - PLUMBING LEAKS	92,924	54,143	352,653	379,001	649,726	54%	26,348	7%
MOISTURE INTRUSION - PLUMBING STOPPAGES	31,869	10,512	104,710	73,584	126,155	83%	(31,126)	(42%)
MOISTURE INTRUSION - MISCELLANEOUS	8,840	7,757	25,910	54,299	93,095	28%	28,389	52%
DAMAGE RESTORATION SERVICES	44,392	30,920	74,983	216,062	370,445	20%	141,079	65%
SUPPLEMENTAL APPROPRIATIONS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
TOTAL DISASTER FUND	\$258,452	\$157,917	\$999,524	\$1,105,041	\$1,894,446	53%	\$105,518	10%
UNAPPROPRIATED EXPENDITURES FUND								
SUPPLEMENTAL APPROPRIATIONS	\$12,611	\$12,611	\$141,555	\$141,555	\$141,555	100%	\$0	0%
TOTAL UNAPPROPRIATED EXPENDITURES FUND	\$12,611	\$12,611	\$141,555	\$141,555	\$141,555	100%	\$0	0%

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

DESCRIPTION	YTD ACTUAL			
	TOTAL EXPENDITURES	LABOR	MATERIALS	OUTSIDE SERVICES
R ALARM SYSTEM	\$0	\$0	\$0	\$0
R BUILDING NUMBERS	9,900	0	0	9,900
R BUILDING STRUCTURES	1,121,850	146,553	18,643	956,653
R ELECTRICAL SYSTEMS	21,000	0	0	21,000
R ENERGY PROJECTS	8,881	0	0	8,881
R EXTERIOR LIGHTING	34,622	0	0	34,622
R FENCING	96,992	81,233	15,759	0
R GARDEN VILLA LOBBY	93,710	0	0	93,710
R GARDEN VILLA MAILROOM	44,212	31,660	12,552	0
R GARDEN VILLA RECESSED AREA	0	0	0	0
R GV REC ROOM WATER HEATER/HEAT PUMP	22,085	3,408	2,910	15,767
R GUTTER REPLACEMENTS	28,019	25,680	2,340	0
R LANDSCAPE MODIFICATION	8,280	(0)	0	8,280
R MAILBOXES	25,283	5,134	20,149	0
R PAINT PROGRAM - EXTERIOR	1,171,213	1,047,118	121,274	2,821
R PRIOR TO PAINT	660,891	558,219	65,646	37,026
R PAVING	15,645	15,636	9	0
R ROOF REPLACEMENTS	756,414	0	0	756,414
R TREE MAINTENANCE	64,726	62,247	0	2,478
R WALL REPLACEMENTS	39,625	0	0	39,625
R WASTE LINE REMEDIATION	214,723	1,754	263	212,706
R WATER LINES - COPPER PIPE REMEDIATION	160,924	0	0	160,924
R SUPPL. APPROPRIATIONS	169,537	0	0	169,537
TOTAL RESERVE FUND	\$4,768,533	\$1,978,642	\$259,544	\$2,530,346
E ELEVATOR REPLACEMENT	\$58,183	\$0	\$0	\$58,183
TOTAL ELEVATOR FUND	\$58,183	\$0	\$0	\$58,183
L LAUNDRY APPLIANCES	\$18,403	\$3,436	\$14,967	\$0
L LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	50,414	\$22,373	\$7,449	\$20,591
L SUPPL. APPROPRIATIONS	304,756	0	9,736	295,020
TOTAL LAUNDRY FUND	\$373,573	\$25,809	\$32,153	\$315,611
G GARDEN VILLA RECREATION ROOMS	\$44,533	\$27,259	\$5,790	\$11,484
TOTAL GARDEN VILLA REC ROOMS FUND	\$44,533	\$27,259	\$5,790	\$11,484
O APPLIANCE REPAIRS	78,520	68,440	10,080	0
O CARPENTRY SERVICE	240,685	202,532	34,694	3,459
O CONCRETE REPAIR/REPLACEMENT	221,109	197,993	23,116	0
O CURB CUT/SIDEWALK RAMPS	0	0	0	0
O ELECTRICAL SERVICE	52,091	46,255	4,741	1,094
O FIRE PROTECTION	39,341	0	14	39,327
O GUTTER CLEANING	29,337	30,222	0	(885)
O JANITORIAL SERVICE	518,748	507,762	10,986	0
O MISC REPAIRS BY OUTSIDE SERVICE	4,303	0	0	4,303
O PEST CONTROL	80,553	0	0	80,553
O PLUMBING SERVICE	507,751	386,425	18,212	103,114
O SOLAR MAINTENANCE	10,878	0	0	10,878
O TRAFFIC CONTROL	5,868	5,868	0	0
O WELDING	57,194	56,092	669	433
TOTAL OPERATING FUND	\$1,846,375	\$1,501,588	\$102,513	\$242,274
D RISK FIRE MANAGEMENT	\$19,324	\$0	\$0	\$19,324
D MOISTURE INTRUSION - RAIN LEAKS	\$421,944	\$0	\$0	\$421,944
D MOISTURE INTRUSION - PLUMBING LEAKS	352,653	0	0	\$352,653
D MOISTURE INTRUSION - PLUMBING STOPPAGES	104,710	0	0	\$104,710
D MOISTURE INTRUSION - MISCELLANEOUS	70,988	0	0	\$70,988
D DAMAGE RESTORATION SERVICES	29,905	3,914	81	25,910
D SUPPL. APPROPRIATIONS	0	0	0	0
TOTAL DISASTER FUND	\$999,524	\$3,914	\$81	\$995,529
U SUPPL. APPROPRIATIONS	141,555	0	0	141,555
TOTAL UNAPPROPRIATED EXPENDITURES FUND	\$141,555	\$0	\$0	\$141,555

Third Mutual Water Usage in 100 cubic feet units

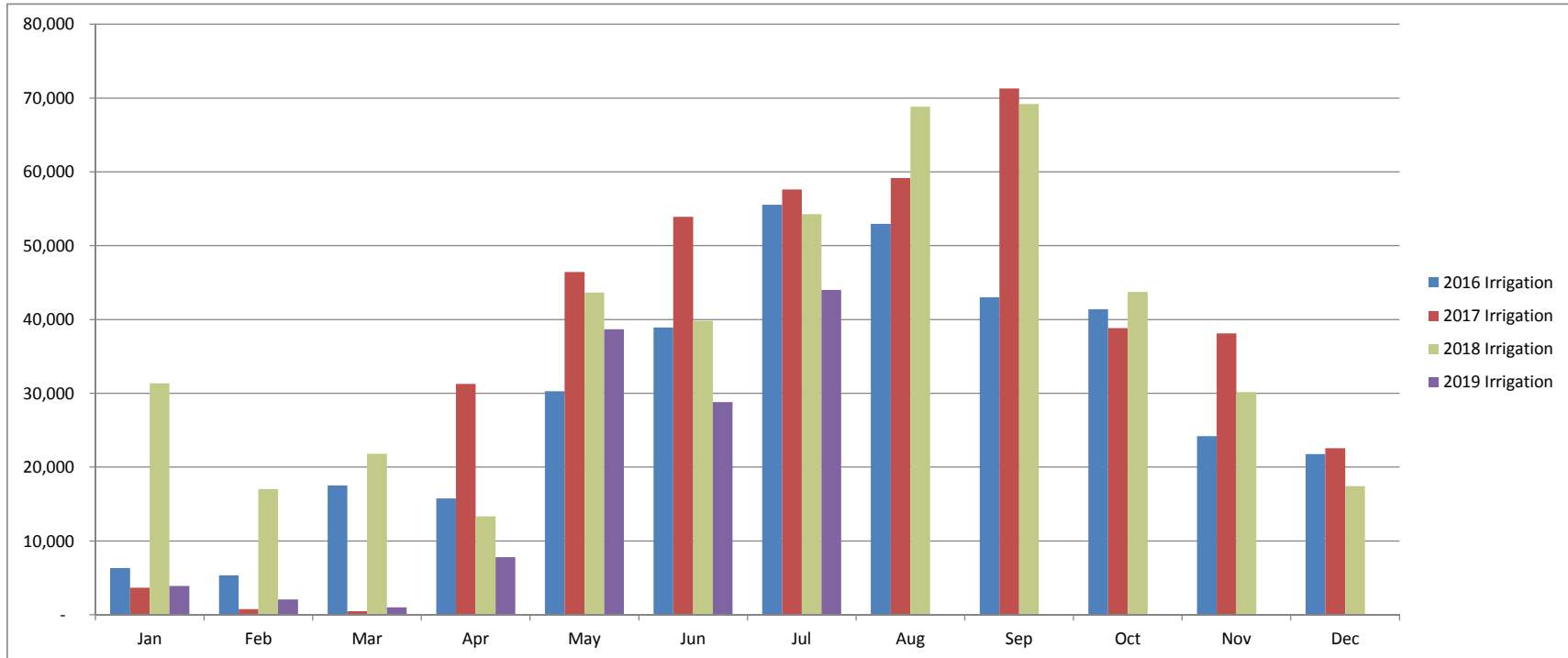
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016	28,692	23,565	37,198	37,935	49,039	59,069	78,415	72,805	67,591	60,506	43,261	42,786	313,913	600,862
2017	25,226	20,286	19,299	52,174	65,796	75,181	79,992	79,315	96,121	57,296	58,557	44,191	337,954	673,434
2018	52,495	38,446	40,263	32,183	62,631	61,214	74,756	90,767	90,776	61,661	50,693	36,777	361,988	692,662
2019	24,432	21,298	18,269	25,378	58,015	48,914	62,672	-	-	-	-	-	258,978	258,978



Third Mutual

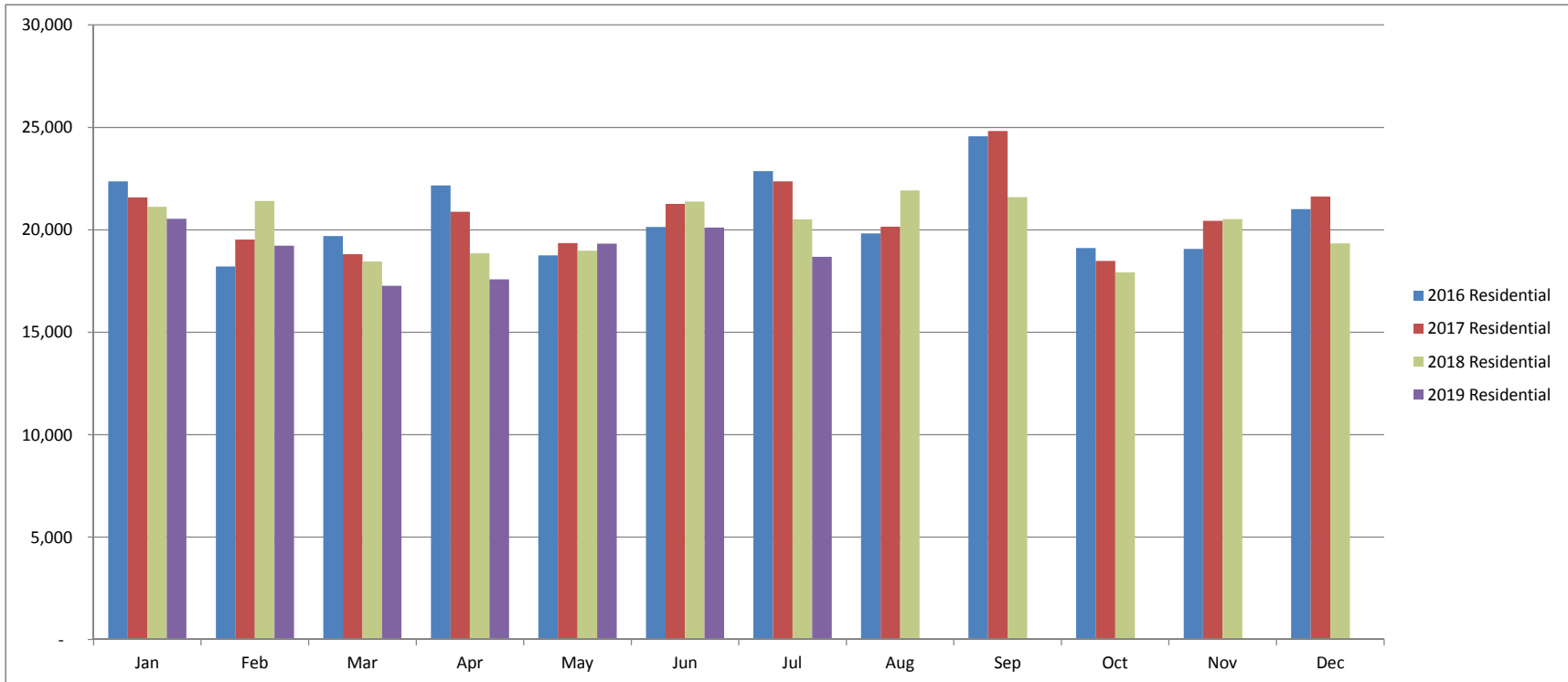
Irrigation Water Usage in 100 cubic feet units

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016 Irrigation	6,329	5,349	17,506	15,776	30,280	38,926	55,543	52,976	43,024	41,402	24,192	21,779	169,709	353,082
2017 Irrigation	3,646	766	494	31,291	46,437	53,911	57,625	59,166	71,293	38,819	38,114	22,567	194,170	424,129
2018 Irrigation	31,368	17,039	21,814	13,332	43,653	39,833	54,254	68,843	69,176	43,741	30,171	17,434	221,293	450,658
2019 Irrigation	3,892	2,081	1,000	7,803	38,696	28,811	43,994	-	-	-	-	-	126,277	126,277



**Third Mutual
Residential Water Usage in 100 cubic feet units**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2016 Residential	22,363	18,216	19,692	22,159	18,759	20,143	22,872	19,829	24,567	19,104	19,069	21,007	144,204	247,780
2017 Residential	21,580	19,520	18,805	20,883	19,359	21,270	22,367	20,149	24,828	18,477	20,443	21,624	143,784	249,305
2018 Residential	21,127	21,407	18,449	18,851	18,978	21,381	20,502	21,924	21,600	17,920	20,522	19,343	140,695	242,004
2019 Residential	20,540	19,217	17,269	17,575	19,319	20,103	18,678	-	-	-	-	-	132,701	132,701





STAFF REPORT

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

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

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

FINANCIAL ANALYSIS

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

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

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

ATTACHMENT(S)

Attachment 1: Existing Directory Box and Bulletin Board Cabinet

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

DIRECTORY

BUILDING 4001

- A Landau H. & A.
- B Mickelson J.
- C ~~Pauline~~ J.
- 1D ~~Vuong~~ ^{SARITIP} M. ^{M.}
- 1E ~~Miller~~ ^{KHUSRAVI} F. ^{T.}
- 1F Fisher & Rush
- 1G Rowland, Bridges, Young
- 2A Buckler L.
- 2B ~~Fillmore~~ P.
- 2C ~~Weeton~~ J.
- 2D Gorton A.
- 2E Lin C.L.
- 2F ~~Juteau~~ L.
- 2G Knowld J.
- 3A ~~Lee~~ J.
- 3B Weitz B.
- 3C -----
- 3D Cooper & Brune
- 3E Sullivan & Pipkin
- 3F ~~Spike~~ S.
- 3G Lee S.

FOR NAME CHANGE CALL 597-4600

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



JACKIE KNOWD

P.S. IF INTERESTED IN BECOMING A BLDG CAPTAIN, PLEASE CALL:

TELEPHONE: 859-282-2822

LYNN JAFFRETT 859-282-2822
PRES, G.V.A.

HIDE IT, LOCK IT, OR LOSE IT.

Q4 2015
by Security Chief Tim Mey

Laguna Woods Village is a beautiful, safe place to call home. As a private community we have 24 security gates as well as dedicated personnel who consistently safeguard our neighborhoods. However, with roughly 20,000 visitors per day, Laguna Woods Village is not completely immune to crime.

Our residents are very important to us. "Hide It, Lock It, or Lose It" should remind us all of the importance of concealing and locking personal property in order to deter would-be thieves. A petty criminal looks for an easy target, and in the village, these opportunities are found in the form of an unlocked car, unsecured carport cabinet or unattended property. When items are left unsecured, they take a thief a few seconds to "grab and go" and your valuables are most likely gone forever. However, barriers such as the edge of a broken window or forcible entry, time searching for unknown contents, and leaving DNA evidence behind are just a few issues a thief would rather avoid. The bad guy's mindset is to get in and out using the quickest and easiest avenue.

"Hide It, Lock It, or Lose It." Taking the extra 3-4 seconds to secure vehicles, garages, carports, cabinets and keeping valuables out of plain sight, will keep Laguna Woods Village the safest community in the region.

Security Chief Tim Mey
To contact the Chief email him at: chief@vmsinc.org

Reduce the risk of becoming a target by taking the steps listed below to conceal and secure your property both within and outside the village.

- Remove cell phones, cameras, laptop computers, briefcases, backpacks, wallets and purses from unattended vehicles. Do not leave gift wrapped packages or other valuable items lying on the seat. Lock all other valuables in the trunk or glove compartment or take with you.
- Always close your windows and lock your vehicle and garage doors.
- Secure your carport cabinets with heavy duty locks.
- Don't leave your vehicle in unattended parking lots for extended periods. A car is five times more likely to be stolen from an unattended lot than from the street or an attended lot.
- Never attach a tag with your name and address to your key ring. If the keys are lost or stolen, the tag will lead the thief directly to your car and home. If you have to leave your keys with a parking attendant, leave only the ignition key.
- At night park your car near or under a street light.
- Consider adding a car alarm system. Always set your alarm if so equipped.

PRO TV WALL MOUNTING

Call Raymond @ 548-943-2005

- Licensed CA Contractor (2000)
- Journeyman Electrician
- Licensed CA B.E.A.R TV Installer

- In Wall Component Wiring
- Electrical
- Drying Repair
- Custom Framing

WALL MOUNT TV Starting at \$69

WALL MOUNT TV Starting at \$180

WIRE CONCEALMENT Starting at \$75

NEW POWER OUTLET Starting at \$175

Brackets for any TV!!!!

High Quality Craftsmen

Media Centers & Custom W.I.B. Finishes

Quality. Honesty. Integrity.
No Bait and Switch
*** Answer the Phone and Do all the Work ***

**** Family Owned Business, Where you're Treated like Family ****

Call Raymond Today And Install Today!!!

VOLUNTEERS WANTED

Good Neighbor Building/Block Captain Program is designed to support Village neighborhoods in the event of a major Disaster. This is a network of people like you, supported by VMS staff.

Become a volunteer, help your neighbors, and make new friends. We invite you to the next...

Good Neighbor Captain Training
Sponsored by the Disaster Preparedness Task Force
October 3 at 11:00 AM
in Clubhouse 7

Representatives will be served.
Check for future training schedules at: www.lagunawoodsvillage.com/dlister

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

