



OPEN MEETING

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

**Monday, January 9, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings in-person and virtually. To submit comments or questions virtually for committee meetings, please use one of the following options:

1. Join the committee meeting via Zoom by clicking this link:
<https://us06web.zoom.us/j/81435641900> or by calling 1-669-900-6833, Webinar ID: 81435641900.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call Meeting to Order
2. Approval of the Agenda
3. Approval of the Meeting Report from November 7, 2022
4. Remarks of the Chair
5. Member Comments – *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update
8. 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.*
 - a. Project Log
 - b. Solar Production Report
9. Items For Discussion and Consideration
 - a. Red Curb Request from 2283 Via Mariposa
 - b. Red Curb Request from 5351-N Algarrobo
 - c. Mailbox Request from CDS 344
 - d. Report on the Feasibility of Additional Solar Installations – Verbal Report

10. Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*
 - Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS
 - Future electric vehicle charging options
 - Shepherd's Crook alternatives for 2024
11. Committee Member Comments
12. Date of Next Meeting: Monday, March 6, 2023 at 1:30 p.m.
13. Adjournment

*A quorum of the Third Board or more may also be present at the meeting.

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OPEN MEETING

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

**Monday, November 7, 2022 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl - Chair, Cush Bhada, Jim Cook,
Mark Laws, Cris Prince

MEMBERS ABSENT: Advisors Dave Bienek and Judith Troutman

OTHERS PRESENT: **GRF:** Egon Garthoffner
Third: Lynn Jarrett

STAFF PRESENT: Bart Mejia – Maintenance & Construction Assistant
Director, Ian Barnette – Maintenance & Construction
Assistant Director, Guy West – Projects Division Manager,
Roberto Valdovinos – Maintenance Operations Manager,
Laurie Chavarria – Sr. Management Analyst, Sandra
Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:30 p.m. and established that a quorum was present.

2. Approval of the Agenda

The agenda was amended to remove item 9a and forward the item to the next Third ACSC committee meeting; move item 9e to item 9d; and item 9d to 9e. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from September 12, 2022

Staff was directed to edit item 9c to reflect that Chair Engdahl did not vote on the motion.

Hearing no objection, the meeting report was approved by a vote of 4/0/1 (Director Prince abstained).

4. Remarks of the Chair

None.

5. Member Comments – (Items Not on the Agenda)

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

8. 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. Staff answered questions from the committee.

- a. Project Log
- b. Solar Production Report

Hearing no changes or objections, the motion to approve the Consent Calendar was passed by a vote of 2/0/2 (Directors Laws and Prince abstained; Chair Engdahl did not vote).

9. Items For Discussion and Consideration

a. Handrail Request at 2324 Via Puerta

Staff was directed to remove this item from the M&C agenda and introduce the request at the November 28, 2022 meeting of the Third Architectural Controls and Standards Committee.

b. Gate 11 French Drain Design

Mr. Mejia updated the committee including that the engineering field survey has been completed and further research is underway on the infrastructure and current water levels of monitoring wells. It is expected that plans will be developed by the end of 2022 and construction will begin in March/April 2023.

c. Exterior Paint Program - Transition From 10 to 15 Year Cycle

Mr. Barnett presented the topic and answered questions from the committee. Averages on a 10-year cycle complete 140 buildings per year; averages on a 15-year cycle

complete 93 buildings per year. The balconies, breezeways and trim are on 7.5-year painting schedule.

A suggestion was made to publish the painting schedule. Director Cook suggested adding “subject to change” clearly visible if the list is published. Staff was requested to provide the schedule to President Laws for his review.

d. Annual Maintenance Programs Priority Process

Mr. Barnette presented the topic and answered questions from the committee. Programs include pest control, fencing, recreation room heat pump/AC units and water heaters, gutters and mailboxes, epoxy programs, and laundry countertops and flooring.

Director Laws suggested moving the reserve funding for the contingency of new rain gutter installations to the damage restoration funding. Staff will investigate this possibility; research the availability of pre-painted gutters; and provide the number of mailboxes which need replacing.

e. Shepherd’s Crook Project Update

Mr. Mejia provided an update and answered questions from the committee. Discussion ensued regarding the CUP; the history of the Shepherd’s Crook installation; how the number of linear feet per year was determined; less expensive options for replacing existing barbed wire; security breaches; and the balance of linear feet remaining for GRF and Third.

A motion was made to only replace the difference between 900 linear feet and the length that GRF plans to replace in 2023 in order to keep the CUP active while continuing to research whether the CUP should be maintained beyond that time. Said difference may be split between Third and United. The motion was approved by unanimous consent.

Staff was directed to research alternative materials to Shepherd’s Crook that are acceptable to the City and to inform the committee of the number of linear feet remaining within Gate 11.

10. Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Report on the Feasibility of Additional Solar Installations
- Shepherd’s Crook
- EV Charging Solutions

11. Committee Member Comments

None.

12. Date of Next Meeting: TBD

13. Adjournment

The meeting was adjourned at 3:39 p.m.



Ralph Engdahl, Chair

Ralph Engdahl, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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Third Mutual Project Log (December 2022) Prepared 1-1-23						
#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
1	920 Projects	Building Structures	This ongoing program is funded by reserve funds to repair or replace building structural components that are not performing as designed. As building structural issues are reported and inspection requests are received, staff schedules an engineer to field inspect and, if required, provide a recommendation for repairs. In addition, roofing repairs are performed after Prior to Paint crews replace fascia due to dry rot. As part of this budget, staff will proactively inspect buildings for drainage issues and provide repairs as needed.	Building 2276 - Elevated walkway repairs. Construction is scheduled to be completed in March 2023.	March 2023	Budget: \$500,000 Exp: \$261,802 Balance: \$238,198
2	910 Bldg. Maint	Exterior Paint Program	This 15-year full cycle program is funded by reserve funds to paint all exterior components of each building including the body (stucco/siding); fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs are replaced. Lead abatement activities are also performed in conjunction with this program.	CDS 215, 206, 217 and 201 have been completed. Work is underway in CDS 202 which consists of 11 buildings, 3 carports and 2 free standing laundries.	February 2023	Budget: \$1,238,831 Exp: \$979,014 Balance: \$259,817
3	910 Bldg. Maint	Prior to Paint Program (PTP)	This 15-year full cycle program is funded by reserve funds to repair dry rot and decking surfaces prior to painting.	Work is underway in CDS 202 which consists of 11 buildings, 3 carports and 2 free standing laundries.	January 2023	Budget: \$1,166,430 Exp: \$1,233,619 Balance: -\$67,189* *overage offset by savings on OS Contractor costs from Item 1 - Building Structures

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
4	904 Maint Svc	Epoxy Wasteline Remediation	This ongoing program is funded by reserve funds to install seamless epoxy liners within existing interior and exterior waste pipes to mitigate future root intrusion as well as to resolve and prevent future back-up problems related to compromised pipes.	Total number of buildings in Third Mutual: 1405 Number of buildings left to complete: 1096 5 buildings completed in 2022 Building 3241 is currently undergoing remediation.	February 2023	Budget: \$700,000 Exp: \$560,926.59 Balance: \$139,073.41
				COMPLETED		
	920 Projects	Dry Rot Program	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.	COMPLETED Invoicing is pending.	Annual Program - November 2022	Budget: \$275,000 Exp: \$270,120 Balance: \$4,880
	910 Bldg. Maint	Balcony & Breezeway Resurfacing	This mid-cycle program is funded by reserve funds to waterproof and topcoat seal balcony and breezeway deck surfaces every 7.5 years to protect the deck substructure against future dry rot and improve the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any dry rot or potential safety hazards.	COMPLETED Invoicing is pending.	June - December 2022	Budget: \$110,039 Exp: \$47,214 Balance: \$62,825
	920 Projects	Shepherd's Crook	This ongoing program is funded by reserve funds to remove and replace barbed wire with Shepherd's Crook on all perimeter block on a phased approach.	COMPLETED	Annual Program - December 2022	Budget: \$35,000 Exp: \$29,994 Balance: \$5,006
	920 Projects	Asphalt Paving Program	This annual program is funded by reserve funds to preserve the integrity of CDS street paving. Annual inspections are conducted and repaving is scheduled as needed.	COMPLETED Invoicing is pending.	Annual Program - July 2022	Budget: \$387,903 Exp: \$377,898 Balance: \$10,005

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	920 Projects	Seal Coat Program	This ongoing program is funded by reserve funds 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.	COMPLETED	Annual Program - August 2022	Budget: \$46,057 Exp: \$46,057 Balance: \$0
	920 Projects	Elevator Replacement Program	This ongoing program is funded by reserve funds to replace mechanical equipment and interior renovations as needed.	COMPLETED	Annual Program - December 2022	Budget: \$105,000 Exp: \$0 Balance: \$105,000
	910 Bldg. Maint	Gutters - Replacement and Repair	This ongoing program is funded by reserve funds to replace deteriorated rain gutters and repair existing gutters as needed. Buildings on the exterior paint program will be selected based on drainage issues and will be scheduled for installation of seamless gutter systems by an outside vendor in conjunction with the paint program.	None Scheduled	Annual Program - December 2022	Budget: \$50,000 Exp: \$0 Balance: \$50,000
	920 Projects	Roof Replacement - BUR to PVC Cool Roofing	This ongoing program is funded by reserve funds to replace roofs at the end of their serviceable life with a PVC Cool Roof system. Built-up roofs are inspected 15 years after installation. 32 buildings are scheduled for replacement in 2022.	COMPLETED	April - December 2022	Budget: \$1,099,749 Exp: \$972,012 Balance: \$127,737

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	920 Projects	Emergency Roof Repair Program	This ongoing program is funded as a contingency to preserve and prolong the serviceable life of roofs by performing emergent repairs as needed. As emergency roof leak requests are received, staff schedules the roofing contractor to investigate roof related issues. If required, the roofing contractor will perform the necessary repairs.	None Scheduled	Annual Program - December 2022	Budget: \$123,000 Exp: \$109,061 Balance: \$13,939
	910 Bldg. Maint	Pest Control for Termites	This annual program is funded by operating funds to eradicate dry wood termites from inaccessible areas by tenting buildings for fumigation and includes hotel accommodations during whole structure fumigation. The program also includes funding for local termite treatments and the removal of bees/wasps as needed.	COMPLETED	July to November 2022	Budget: \$174,633 Exp: \$163,209 Balance: \$11,424
	920 Projects	Foundations Program	This ongoing program is funded by reserve funds to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as- needed basis. Staff performs field observations when a foundation inspection request is received. If needed, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	None Scheduled	December 2022	Budget: \$25,000 Exp: \$23,575 Balance: \$1,425
	904 Maint Svc	Electrical Systems	This ongoing program is funded to repair or replace electrical equipment failures as needed.	None Scheduled	Annual Program - December 2022	Budget \$30,000 Exp: \$0 Balance: \$30,000

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	904 Maint Svc	Water Lines - Copper Pipe Remediation	This ongoing program is funded by reserve funds to install epoxy liners in copper water lines in all buildings which experience a high frequency of copper pipe leaks.	COMPLETED Invoicing is pending.	Annual Program - December 2022	Budget: \$500,000 Exp: \$211,355 Balance: \$288,645

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STAFF REPORT

DATE: January 9, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Red Curb Request at B2283 (CDS216)

RECOMMENDATION

Approve the staff determination to deny the request for new red curb behind Carport 2194 in cul-de-sac 216.

BACKGROUND

Mr. Warren Deacon (lessee) and Mr. Nicholas Clarke (owner of manor 2283-D) requested that a portion of the curb near Carport 2194 be painted red to facilitate access to his parking stall (Attachment 1).

On March 6, 2017, the Third Board adopted Resolution 03-17-32 (Attachment 2) setting forth the procedure for requests for red curb in the community.

DISCUSSION

In 2017, Third Mutual determined that the painting of red curbs had significantly reduced parking throughout the Mutual and that a professional study needed to be conducted to reduce the amount of red curb and only leave what is required by law and for safety. A traffic consultant was retained to conduct a parking study and prepare a report with recommendations. Based on the consultant report, the Mutual approved removal of sections of red curb throughout the community to increase the parking capacity in the mutual. The area behind Carport 2194 in CDS216 was among the areas where red curb was removed.

Staff conducted a field review of the subject site, and determined that based on the current red curb procedure, and the information contained in the parking study for this cul-de-sac (Attachment 3), this area does not qualify for red curb.

FINANCIAL ANALYSIS

There is no financial impact for the recommended action.

Prepared By: Erik Schneekluth, Construction Superintendent

Reviewed By: Guy West, Projects Manager
Baltazar Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Request for Red Curb – 2283-D

Attachment 2 – Resolution 03-17-32 – Red Curb Request Policy

Attachment 3 – Excerpt from Parking Study by Urban Crossroads for CDS 216

ATTACHMENT 1 - REQUEST FOR RED CURB - 2283-D

From: warren newbijou.com <warren@newbijou.com>

Sent: Tuesday, November 1, 2022 4:39 PM

To: General Manager <GeneralManager@vmsinc.org>

Subject: Parking Inequities

You don't often get email from warren@newbijou.com. [Learn why this is important](#)



In the left photo, the red curbing opposite the carports indicates no parking.

In the right photo, on a street that is at least 30% narrower, parking is allowed.

This seems inequitable. Backing out of carports with cars parked behind is considerably more difficult, especially for elderly drivers.

Warren Deacon
2283 D

Reply Reply All Forward

Sun 11/6/2022 4:35 PM



warren newbijou.com <warren@newbijou.com>

Re: Parking Inequities

To General Manager

You don't often get email from warren@newbijou.com. [Learn why this is important](#)

Thanks for getting back. The upper/left photo is carport bldgs 634 - 657 with no parking red curbs and the lower/right photo is carport 2283 with no red allowing parking. Note as earlier 2283 is a narrower road and with cars parked is dangerously difficult when backing out

Warren 949 872 0978

ATTACHMENT 2 - Resolution 03-17-32 – Red Curb Request Policy

RESOLUTION 03-17-32

RED CURB REQUEST POLICY

WHEREAS, parking space has come to be at a premium in the Mutual; and

WHEREAS, the Board of Directors wishes to prevent such space from being eliminated without sufficient justification; and

WHEREAS, there is currently no policy regarding the painting of roadway curbs in the community red; and

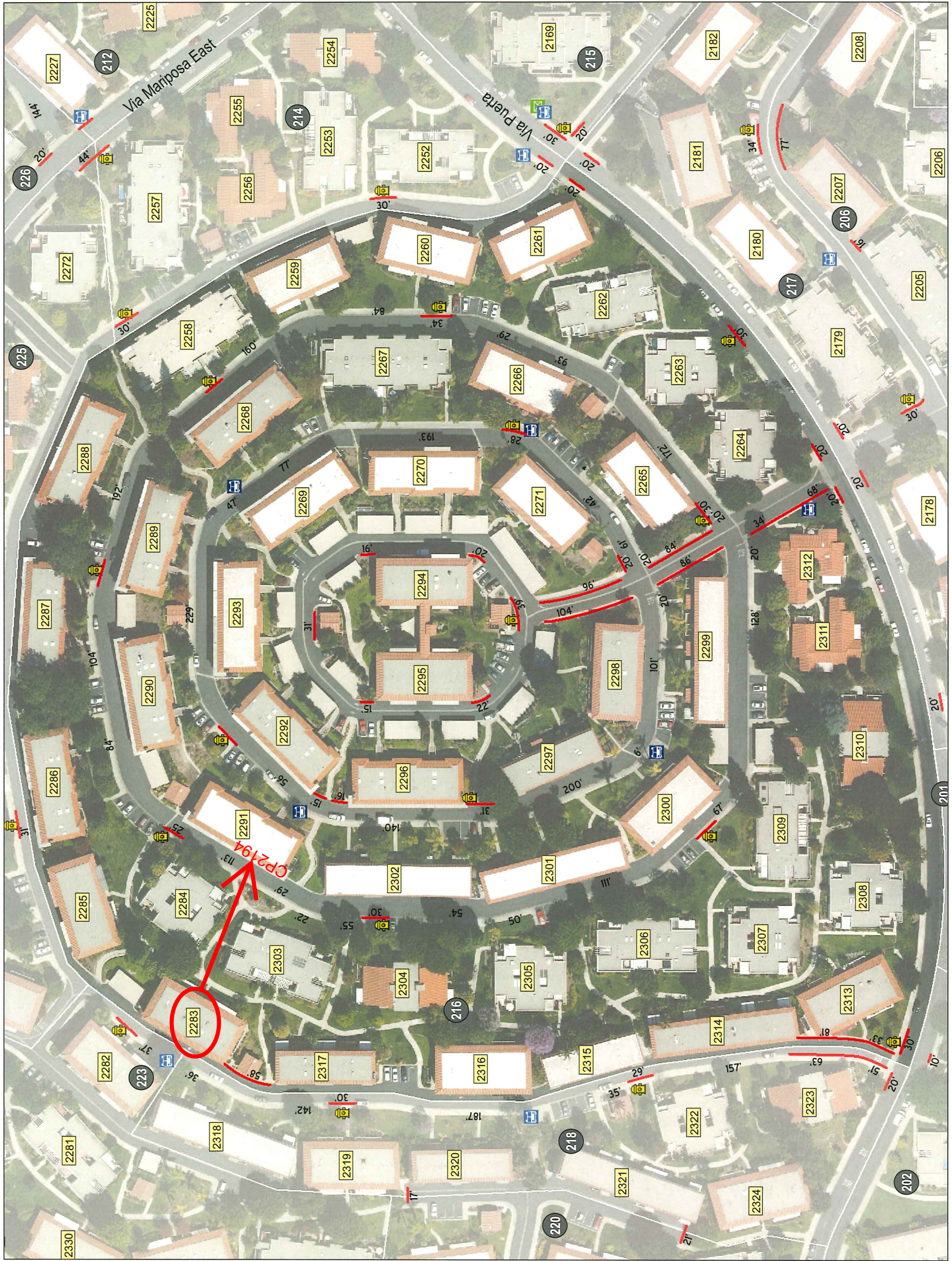
WHEREAS, the Maintenance and Construction committee recommends that the Board of Directors of Third Laguna Woods Mutual ("Board") establish policy and procedures for the painting of roadway curbs red in the community;

NOW THEREFORE BE IT RESOLVED, March 6, 2017, that the Board of Directors of the Corporation hereby approve the Red Curb Request Policy; 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.

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.



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STAFF REPORT

DATE: January 9, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Red Curb Request at B5351 (CDS335)

RECOMMENDATION

Approve the staff determination to deny the request for new red curb behind Carport 5026 in cul-de-sac 335.

BACKGROUND

Mr. Michael Francis (5351-N) requested that a portion of the curb near his carport be painted red to facilitate access to his parking stall (Attachment 1).

On March 6, 2017, the Third Board adopted Resolution 03-17-32 (Attachment 2) setting forth the procedure for requests for red curb in the community.

DISCUSSION

In 2017, Third Mutual determined that the painting of red curbs had significantly reduced parking throughout the Mutual and that a professional study needed to be conducted to reduce the amount of red curb and only leave what is required by law and for safety. A traffic consultant was retained to conduct a parking study and prepare a report with recommendations. Based on the consultant report, the Mutual approved removal of sections of red curb throughout the community to increase the parking capacity in the mutual. The area behind Carport 5026 in CDS335 was among the areas where red curb was removed.

Staff conducted a field review of the subject site, and determined that based on the current red curb procedure, and the information contained in the parking study for this cul-de-sac (Attachment 3), this area does not qualify for red curb.

FINANCIAL ANALYSIS

There is no financial impact for the recommended action.

Prepared By: Erik Schneekluth, Construction Superintendent

Reviewed By: Guy West, Projects Manager
Baltazar Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Request for Red Curb – 5351-N

Attachment 2 – Resolution 03-17-32 – Red Curb Request Policy

Attachment 3 – Excerpt from Parking Study by Urban Crossroads for CDS 335

ATTACHMENT 1 - REQUEST FOR RED CURB - 5151-N

From: Michael J. Francis <mfrancismai@aol.com>

Sent: Wednesday, November 16, 2022 8:08 AM

To: Nguyen, Paul <Paul.Nguyen@vmsinc.org>

Cc: Third Board President <ThirdMutual@lagunawoodsvillage.com>

Subject: My request to be placed on the next M&C committee meeting agenda

Hi Paul,

It was very nice meeting you yesterday morning at the 3rd Board meeting. As discussed, I recently purchased my condo located at 5351-N Algarrobo in Laguna Woods. It is extremely difficult (sometimes unable) to access my carport (carport # 5026, space 4) with my large vehicle when a car is parked on the curb opposite my carport. I am asking that the nearby currently red painted curb be extended at least about 20 feet (prefer 30 feet) so that I can access my carport (please see attached exhibits).

As I had discussed yesterday with you and Mark Laws (who is on the M&C committee), I would like to be placed on the Agenda for the next Maintenance & Construction (M&C) committee meeting to hear my request. I understand that the M&C committee is currently scheduled to next meet on January 2, but may very well most likely be re-scheduled in light of the New Year's holiday the day before. Please forward this email to Sandy Spencer who I understand handles the agenda / scheduling for the Maintenance & Construction (M&C) committee meeting.

Please let me know when the next M&C committee is meeting and please confirm that I have been placed on the agenda to be heard that day. Please feel free to contact me at 949-306-3388 should you have any questions or wish to further discuss. Thank you very much for your help on this.

Sincerely Yours,

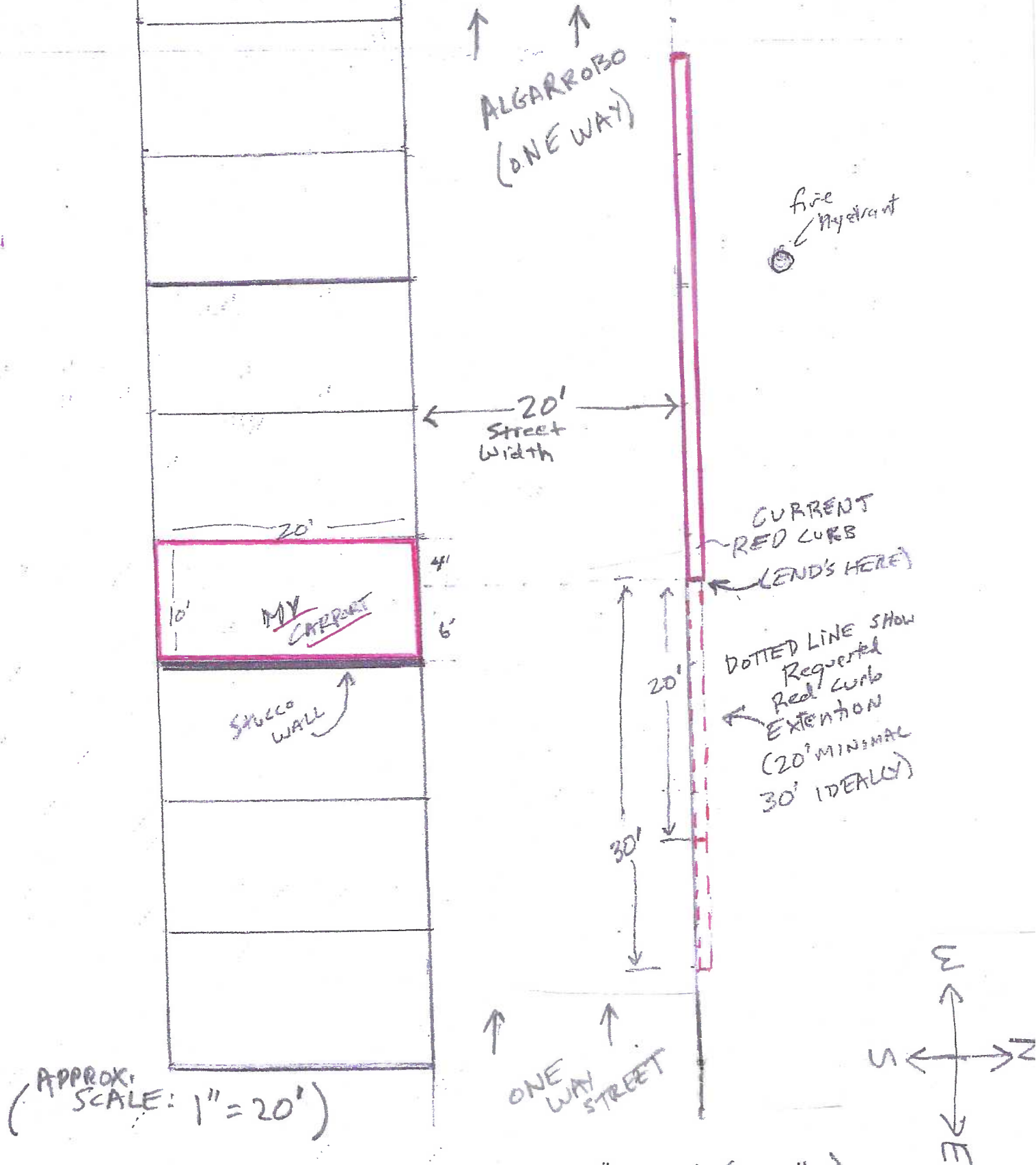
Michael J. Francis

5351 Algarrobo, Unit "N"

Laguna Woods, CA 92637

(949) 306-3388

EXTENSION OF RED CURB REQUEST



PR: 5351-N ALGARROBO, CARPORT #5626 (space #4)

OWNER- MICHAEL FRANCIS (949) 306-3388 mfrancismai@



Can't back out (looking west)



Can't back out (looking east)



Can't get in - turn angle to get in too sharp (View 1)



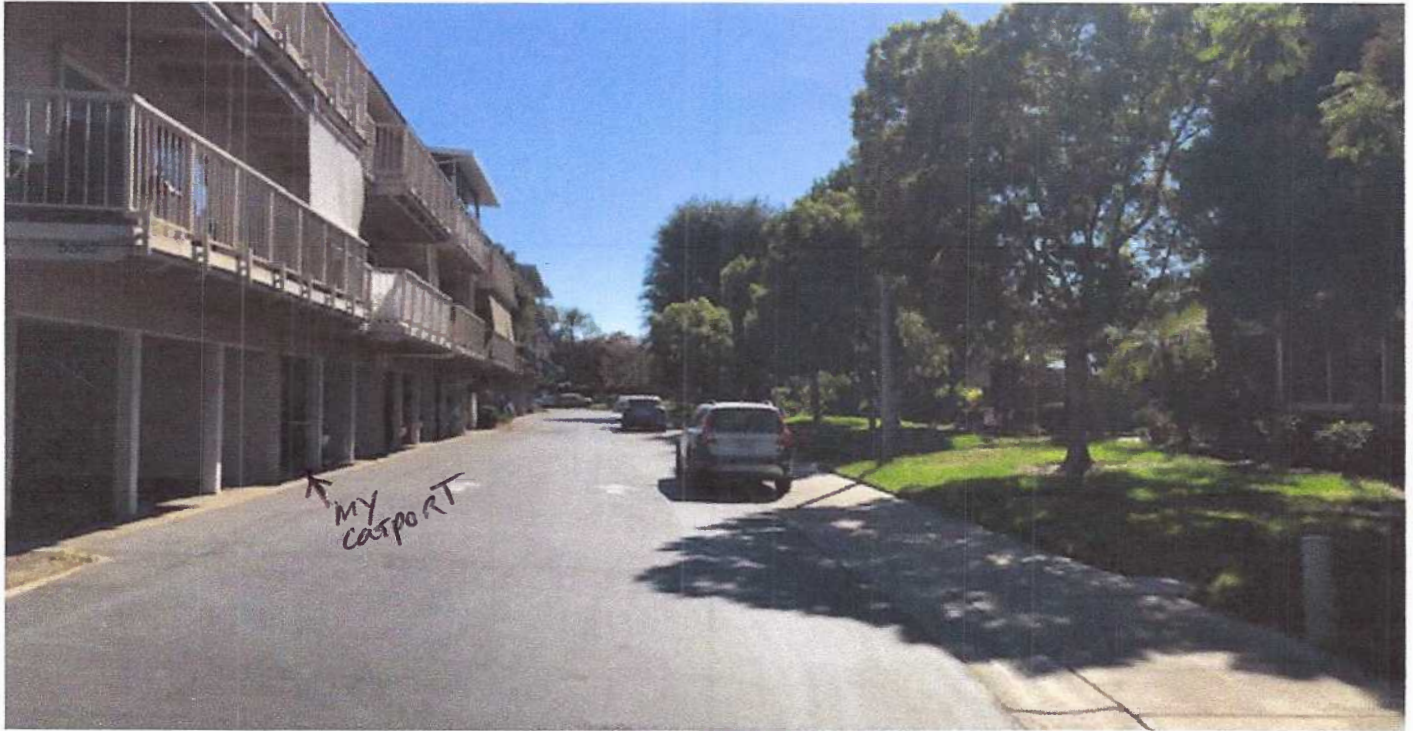
Can't get in - turn angle to get in too sharp (view 2)



looking east



looking east



looking west

ATTACHMENT 2 - RESOLUTION 03-17-32 RED CURB REQUEST POLICY

RESOLUTION 03-17-32

RED CURB REQUEST POLICY

WHEREAS, parking space has come to be at a premium in the Mutual; and

WHEREAS, the Board of Directors wishes to prevent such space from being eliminated without sufficient justification; and

WHEREAS, there is currently no policy regarding the painting of roadway curbs in the community red; and

WHEREAS, the Maintenance and Construction committee recommends that the Board of Directors of Third Laguna Woods Mutual ("Board") establish policy and procedures for the painting of roadway curbs red in the community;

NOW THEREFORE BE IT RESOLVED, March 6, 2017, that the Board of Directors of the Corporation hereby approve the Red Curb Request Policy; 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.

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.



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STAFF REPORT

DATE: January 9, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Mailbox Replacement Request at Buildings 3434 - 3438

RECOMMENDATION

Authorize staff to proceed with the replacement of existing mailboxes at five buildings (3434 through 3438 Bahia Blanca) with new in-wall post office compliant mailboxes.

BACKGROUND

The residents at buildings 3434, 3435, 3436, 3437 and 3438 submitted a letter, signed by owners in each building, requesting the replacement of their existing in-wall mailboxes (Attachment 1). The owners are requesting the in-wall mailboxes to be replaced with pedestal mailboxes similar to the LH-21 three-story buildings.

DISCUSSION

The installation of new pedestal mailboxes requires the addition of a concrete pad for the support and attachment of the pedestal boxes, this will also require a city building permit and the removal of the in-wall units then stucco patch and paint to match. This change would be more costly to the mutual at an average of \$4,100 per building versus the like for similar replacement of the in-wall units at an average cost of \$2,900 per building.

The replacements for the in-wall units meet all requirements set forth by the Postmaster General, they are larger and can accommodate regular mail and some smaller packages. Staff recommends replacing the existing mailboxes with new upgraded in-wall boxes (Attachment 2) consistent with replacements in other similar buildings.

FINANCIAL ANALYSIS

Third Mutual has approved an annual budget of \$25,000 for mailbox replacements in 2023.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENT(S)

Attachment 1 – Members Request

Attachment 2 – Sample In-Wall Mailboxes

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ATTACHMENT 1 - MEMBERS REQUEST

November 8, 2021

*Mat Boy
Regner*

We had intended to present our petition in person at your November 16 meeting. However, we were informed by Resident Services that in person attendance by residents was not permitted at this meeting. Rather than waiting until we could appear in person, we are supplying each of you with a copy of the petition and relevant attachments with the request that our petition be addressed at this meeting.

Thank you.

Beverly Miller
3437 Bahia Blanca W, #O
Phone: 209/304-7008

Burt Dubois
3435 Bahia Blanca W, #C
Phone: 909/851-8325

3rd Mutual mts - 949/597-6125 Robert Munklich?

*MCC meeting - Jan 3. Time?
Location?*

TO: THIRD MUTUAL BOARD OF DIRECTORS

FROM: THE RESIDENTS OF LOWER CUL DE SAC 344

RE: MAILBOXES

Attached is a petition signed by the residents of Bahia Blanca W, Manors 3434, 3435, 3436, 3437 and 3438 regarding the mailboxes on our buildings. We have consulted with the Postmaster at the Laguna Hills Post Office and understand that the current mailboxes on our buildings do not meet current Federal Regulations for the secure delivery of our mail. For example, they are not large enough to hold legal sized envelopes, nor is there any secure way for large envelopes or packages to be delivered to the residents. Anything larger than a business size envelope is put in the open bin under the mailboxes, and some packages have simply been left on the area below the mailboxes. Several residents receive medical prescriptions by mail and these are placed in the open bins available to anyone passing by. In addition, during the rainy season magazines and other sensitive items are damaged by the weather.

We are requesting that the Board take the appropriate steps to replace these mailboxes and install stand alone boxes as shown in the attached photo as soon as possible. This request is not unreasonable as several of stand alone boxes have already been installed in other areas of Third Mutual.

The rainy season is upon us and we would like to receive our letters, prescriptions, magazines, advertisements, etc. in a secure, dry (not wet and soggy) condition.

CURRENT MAILBOXES

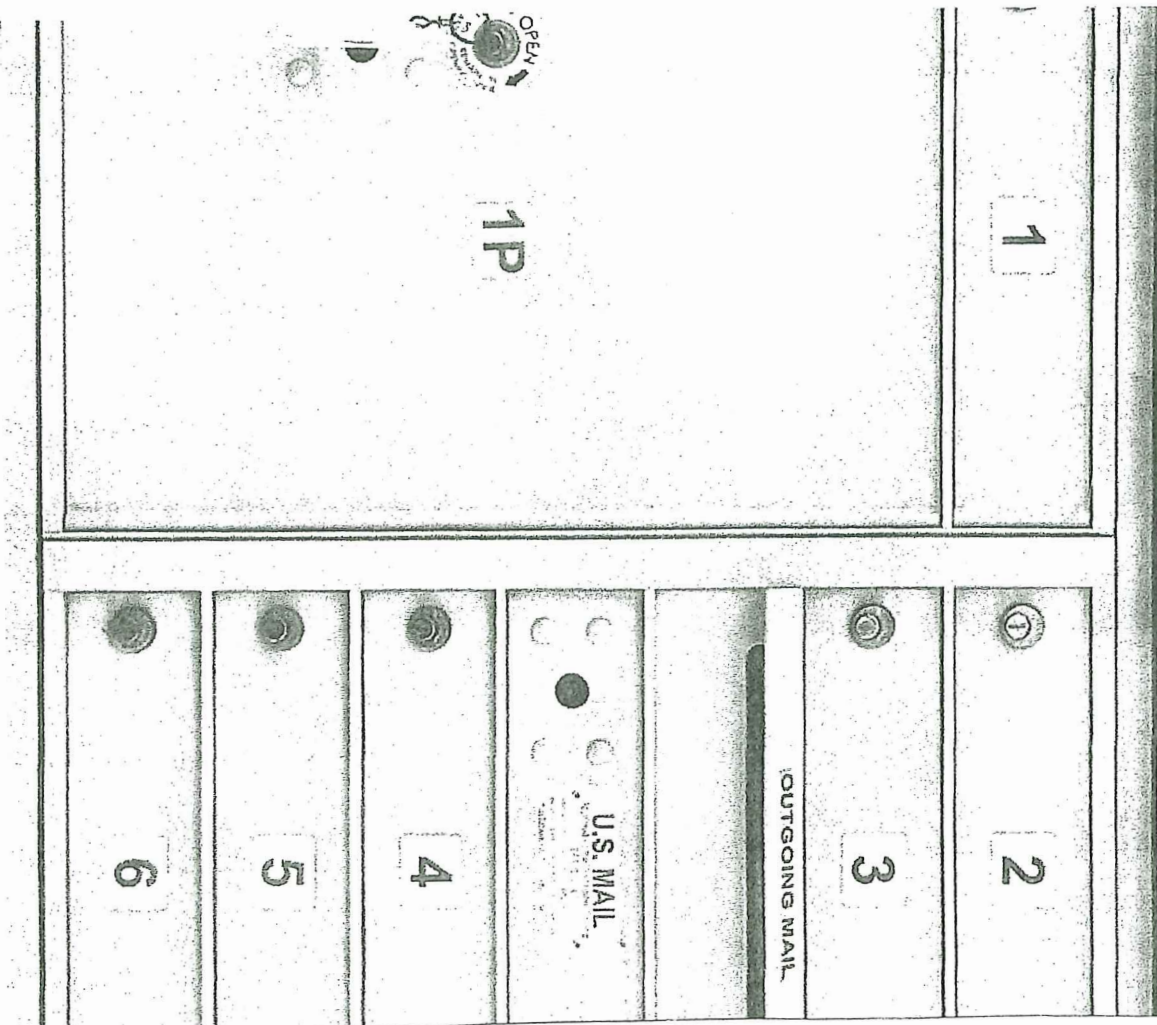
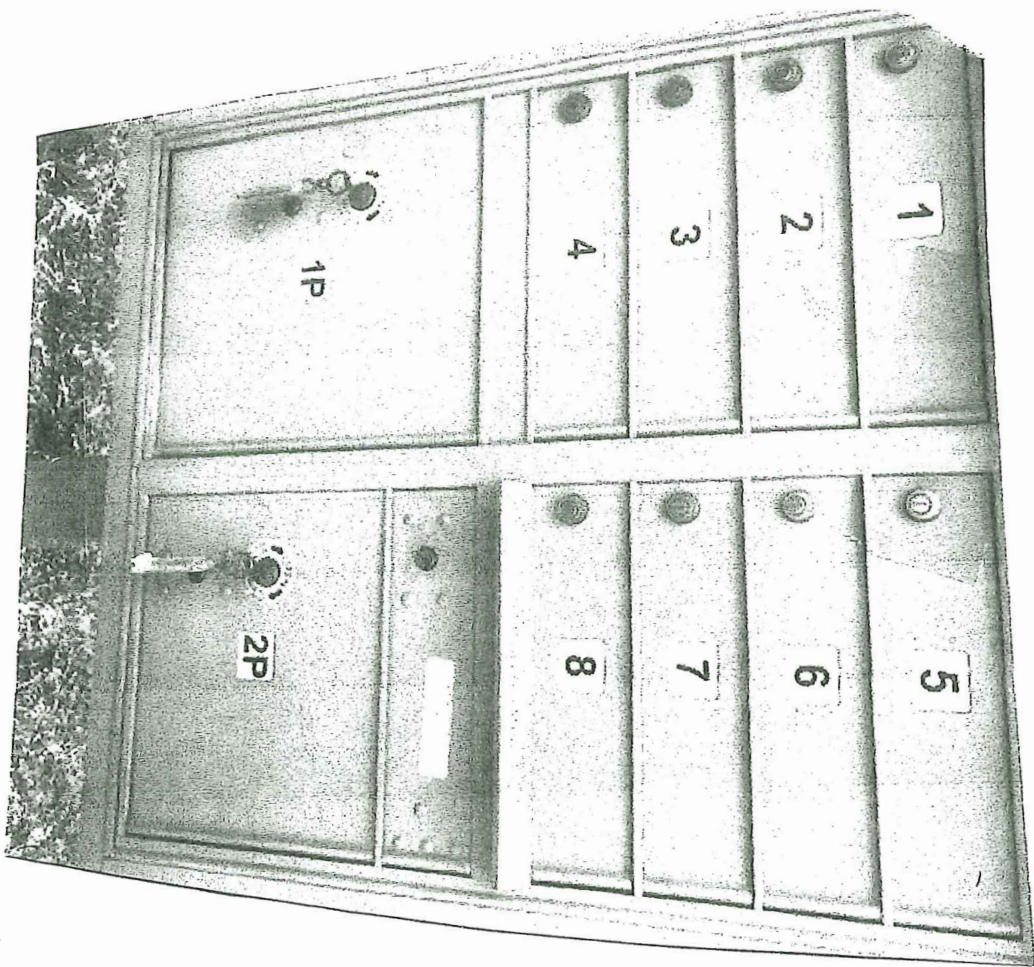


REPLACE WITH

THIS

OR

THIS



MANOR 3434

#A

Chas ae Lee

#B

#C

Phyllis Moore

#N

and of town

#O

Lyman Chang

#P

Edna J. Wray

MANOR 3435

#A

and of town

#B

John H. Lee

#C

Brenda Davis

B. J. D. Davis

#N

Nancy Richards

#O

Henry Sugimae

Micela Sugimae

#P

Warakristen

MANOR 3436

#A

#B

#C

Anna Laro

R. J. Kennedy

Don B. Boyle

Eugene J. Doyle

#N

#O

#P

out of town

Robin Munsey

Greg D. Stearns

MANOR 3437

#A

#B

#C

Carol Henderson

Sam Hughes

Gail Vink

Mark Wheeler

Jo

Rick Vink

#N

#O

#P

R. J. Kennedy

Larry Miller

Kent D. Vink

Mary Kennedy

MANOR 3438

A

Out of town

#B

Out of town

#C

[Signature]

#N

Jay M Miller

#O

De Hong Lin

#P

Raymond C. Miller

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ATTACHMENT 2 - SAMPLE IN-WALL MAILBOXES



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