



OPEN MEETING

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

**Monday, September 12, 2022 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 July 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. Epoxy Lining for Copper Water Line Pipes (PowerPoint Presentation)
 - b. Removal of Planter at Building 2369
 - c. CUP Amendment for Shepherd's Crook Installations

d. Spray Polyurethane Foam (SPF) Roof Systems

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
 - Report on the feasibility of additional solar installations
11. Committee Member Comments
12. Date of Next Meeting: Monday, November 7, 2022 at 1:30 p.m.
13. Recess – At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

Approval of the Agenda

Chair's Remarks

Discuss and Consider Contractual Matters

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***

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

MEMBERS PRESENT: Ralph Engdahl - Chair, Cush Bhada, James Cook

MEMBERS ABSENT: John Frankel, Mark Laws

OTHERS PRESENT: Dave Bienek, Judith Troutman - Advisors

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

1. Call to Order

Chair Engdahl called the meeting to order at 1:30 p.m.

2. Acknowledgement of Media

Chair Engdahl noted that there was no media present.

3. Approval of Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from May 2, 2022

Advisor Troutman requested the meeting report be corrected to reflect her absence from the May 2, 2022 committee meeting. Hearing no objections, the meeting report was approved as corrected.

5. Chair's Remarks

Chair Engdahl had no remarks.

6. Member Comments – *(Items Not on the Agenda)*

- A member commented on roofing contract costs and policies
- A member commented on electrical issues and animal droppings in manor attic
- A member commented on upgrading electrical outlets in underground parking garages for EV charging, observations of water run-off from sprinklers, and a foul odor emanating from sewage treatment center

Staff responded to the member comments and will follow up individually after further research and investigation.

7. Department Head Update

Mr. Gomez introduced the mutual operating rules document and where it can be found on the website. A short excerpt was provided to the committee to highlight the Chargeable Services process for members who may wish to dispute charges including the rule that the committee would appoint a subcommittee to hear member disputes. It was noted that the entire committee had also heard disputes in the past. Discussion ensued and ultimately the committee decided that a panel be selected according to the rules.

Staff will reach out to the committee to find 3 volunteers to investigate a pending case.

Mr. Gomez discussed the possibility of removing a planter in Building 2369 which was previously a water feature due to two moisture intrusion events. There are similar planters in other buildings but no other complaints of leaks. Staff is recommending removal but will ask the other manor owners in the building if they agree and bring the results back to the committee for direction.

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. Project Log

The project log was pulled for discussion. Director Bhada and Advisor Troutman asked for clarification on a number of items and staff answered questions.

Staff was directed to include more details on several line items on future project logs.

9. Solar Production Report

Hearing no objections, the Consent Calendar was approved unanimously.

For Discussion and Consideration:

10. RFP for SB326 – Visual Inspections of Exterior Elevated Elements

Mr. West summarized the requirement for the inspections via PowerPoint in advance of the contract award to be presented in closed session immediately following the open meeting.

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.*

- Spray Polyurethane Foam (SPF) Roof Systems Update
- Policy to address reimbursements for MI events when residents pay for work due to delay in response from VMS
- Report on the feasibility of additional solar installations

Concluding Business:

11. Committee Member Comments

- Advisor Bienek asked about the process for reporting an emergency roof leak and asked questions about the current roofing contract. Mr. West responded to the comments.
- Advisor Troutman thanked staff for good reporting.
- Director Cook directed staff to suggest additional Chargeable Services to benefit members.

12. Date of Next Meeting: September 12, 2022

13. Recess – The meeting was recessed at 2:59 p.m.



Ralph Engdahl, Chair

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

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Third Mutual Project Log (August 2022) Prepared 9-1-22						
#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
1	920 Projects	Dry Rot Program	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.	Buildings 3241, 3242, 3244, 3499 and 4011- Work is complete. Building 4006: repairs are scheduled to begin on September 15, 2022, and completed on November 2. Building 4009: construction is in progress and is scheduled to be completed by mid-September. Building 4010: construction is in progress and is scheduled to be completed on September 21.	Annual Program - November 2022	Budget: \$275,000 Exp: \$234,728 Balance: \$40,272
2	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 5472-B garage truss repair: construction bids are due September 2. Repairs are scheduled to be completed by mid September. Building 4010-1E- patio slab and column settlement. A structural evaluation was performed. Structural repair plans are scheduled to be received by mid September.	December 2022	Budget: \$500,000 Exp: \$110,561 Balance: \$389,439
3	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: \$16,891 Balance: \$8,109
4	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
5	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
6	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, and 217 have been completed. CDS 201, 202, and 221 are scheduled for 2022. Work is underway in CDS 201 which consists of 14 buildings, 10 carports and 1 free standing laundry.	Annual Program - December 2022	Budget: \$1,238,831 Exp: \$666,832 Balance: \$571,999
7	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 201 which consists of 14 buildings, 10 carports and 1 free standing laundry. Estimated completion date is October.	Annual Program - December 2022	Budget: \$1,166,430 Exp: \$594,375 Balance: \$572,055
8	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.	2022 top coat/breezeway resurfacing began in June. Buildings 3415, 3414, 3413, 3368, 3369 and 3370 are complete. Other buildings in this cycle are: 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3361, 3362, 3363, 3371, 3416 and 3417.	June - December 2022	Budget: \$110,039 Exp: \$55,938 Balance: \$54,101

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
9	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.	Buildings 2129, 2132, 2324, 2403, 3011, 3056, 3110, 3123, 3165, 3225, 3367, 3384, 3390, 3396, 3402, 3478, 4006, 4022, 5331, 5358, 5368, 5373, 5388, 5390, 5400, 5461, 5476, 5479, 5489, 5507, 5528, and 5540 began on April 25 and will be completed by October. As of August 25, 2022, 12 of 32 buildings have been completed. Invoicing is pending.	April - October 2022	Budget: \$1,099,749 Exp: \$165,222 Balance: \$934,527
10	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 In Progress	Annual Program - December 2022	Budget: \$123,000 Exp: \$88,355 Balance: \$34,645
11	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: 1097 Building 2395 is currently undergoing remediation.	Annual Program - December 2022	Budget: \$700,000 Exp: \$306,084 Balance: \$393,915
12	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.	33 buildings have been completed. New buildings will be determined once contract is finalized in September.	Annual Program - December 2022	Budget: \$500,000 Exp: \$0 Balance: \$500,000
13	920 Projects	Elevator Replacement Program	This ongoing program is funded by reserve funds to replace mechanical equipment and interior renovations as needed.	Building 5371 is scheduled to begin 10/03/2022. Building 3500 is scheduled to begin 10/24/2022.	Annual Program - December 2022	Budget: \$105,000 Exp: \$0 Balance: \$105,000

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
14	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.	The fumigation program began in July and will conclude in November. 22 buildings are included in the 2022 program.	July to November 2022	Budget: \$174,633 Exp: \$21,424 Balance: \$153,209
				COMPLETED		
	910 Bldg. Maint	Garden Villa (GV) Lobby Renovations	This ongoing program is funded by reserve funds to replace the acoustic ceiling, wallpaper and carpet in GV lobbies.	The lobby at building 5515 was completed in June.	Annual Program - December 2022	Budget: \$12,000 Exp: \$1,418 Balance: \$10,582
	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.	All fence panels scheduled in 2022 have been installed. To date, a total of 7,014 LF out of 33,525 LF of Shepherd's Crook has been installed.	Annual Program - December 2022	Budget: \$35,000 Exp: \$0 Balance: \$35,000
	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: \$0 Balance: \$387,903
	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 Invoicing is pending.	Annual Program - August 2022	Budget: \$46,057 Exp: \$0 Balance: \$46,057

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Third Mutual Solar Production Report

2022 Production													
Third Mutual Project	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
2353 Via Mariposa	6,271	8,173	11,371	12,534	13,240	14,110							65,699
2381 Via Mariposa	2,278	4,028	10,280	9,590	11,910	13,010							51,096
2393 Via Mariposa West	4,949	6,633	9,573	10,936	11,650	12,570							56,311
2394 Via Mariposa West	6,819	8,884	12,408	13,703	14,480	14,360							70,654
2397 Via Mariposa West	5,716	7,562	10,613	11,735	12,370	12,410							60,406
2399 Via Mariposa West	5,037	6,673	9,332	10,348	11,010	11,820							54,220
2400 Via Mariposa West	5,672	7,722	10,925	12,174	12,940	13,780							63,213
3242 San Amadeo	4,784	6,324	9,028	10,355	11,180	11,840							53,511
3243 San Amadeo	4,716	6,091	8,630	9,203	9,405	9,433							47,478
3420 Calle Azul	3,502	4,605	6,397	7,172	7,608	8,362							37,646
5372 Punta Alta	4,525	6,003	8,367	9,333	9,824	12,007							50,059
5510 Paseo Del Lago West	3,361	4,467	6,087	7,172	7,659	9,433							38,179
Total Production of kWh =	57,630	77,165	113,011	124,255	133,276	143,135	0	0	0	0	0	0	648,472

2021 Production													
Third Mutual Project	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
2353 Via Mariposa	6,440	7,700	10,750	11,550	12,880	13,770	13,870	12,020	10,130	8,790	6,690	4,814	119,404
2381 Via Mariposa	4,560	5,330	9,090	10,740	11,950	13,370	12,560	11,020	9,290	5,510	4,010	2,250	99,680
2393 Via Mariposa West	4,130	5,230	7,640	8,390	9,520	10,580	9,820	8,480	8,550	7,290	5,350	3,761	88,741
2394 Via Mariposa West	6,050	7,150	11,110	12,700	14,090	15,800	14,910	13,050	10,960	9,590	7,300	5,227	127,937
2397 Via Mariposa West	6,050	7,220	1,080	10,720	11,980	13,460	12,700	11,070	9,340	8,200	6,290	4,463	102,573
2399 Via Mariposa West	5,310	6,410	8,870	9,590	10,710	12,070	11,510	10,030	8,420	7,270	5,560	3,922	99,672
2400 Via Mariposa West	6,110	7,360	10,390	11,230	12,540	14,130	13,260	11,540	9,700	8,370	6,300	4,509	115,439
3242 San Amadeo	4,510	5,650	8,570	9,670	10,930	12,450	11,840	10,140	8,400	6,860	5,210	3,697	97,927
3243 San Amadeo	5,000	5,800	9,267	8,651	9,125	10,202	10,538	9,025	7,476	6,105	4,637	2,576	88,402
3420 Calle Azul	3,616	4,339	6,164	6,565	7,201	7,819	7,479	6,525	3,051	4,830	3,807	2,687	64,083
5372 Punta Alta	4,750	5,688	8,116	8,395	8,837	10,242	9,860	8,624	7,357	6,384	4,884	3,472	86,609
5510 Paseo Del Lago West	3,447	4,188	6,094	6,595	7,307	8,018	7,564	6,667	5,589	4,566	3,652	2,541	66,228
Total Production of kWh =	59,973	72,065	97,141	114,796	127,070	141,911	135,911	118,191	98,263	83,765	63,690	43,919	1,156,695

(3243 - Jul-Nov 2021): Modem Failure - all solar panes and inverters are operational. Estimated values based on the production from 3242 and the number of solar panels at 3243.

(3420 - Sept 2021): Low production due to SCE power outage and repairs from 9/16 to 10/1

2020 Production													
Third Mutual Project													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
2353 Via Mariposa	3,378	8,145	9,186	10,730	13,940	12,100	14,310	13,210	9,590	7,860	6,700	5,560	114,709
2381 Via Mariposa	5,150	6,493	6,816	8,450	12,980	11,260	13,380	12,350	8,820	6,640	5,480	4,050	101,869
2393 Via Mariposa West	5,067	6,794	8,166	9,830	11,690	7,540	8,940	7,120	4,950	5,560	3,560	3,160	82,377
2394 Via Mariposa West	7,064	8,883	10,050	11,760	15,260	13,210	15,690	14,600	10,570	8,620	7,350	5,350	128,407
2397 Via Mariposa West	6,068	7,604	8,603	10,080	13,080	11,370	13,440	12,490	9,080	7,360	6,250	5,230	110,655
2399 Via Mariposa West	5,356	6,763	7,630	8,970	11,690	10,220	12,020	11,160	8,150	6,560	5,510	4,580	98,609
2400 Via Mariposa West	6,159	7,797	8,910	10,490	13,680	11,940	14,070	12,950	9,350	7,500	5,130	3,450	111,426
3242 San Amadeo	4,642	6,160	7,423	8,700	11,380	9,850	11,700	10,700	7,350	5,790	3,270	1,790	88,755
3243 San Amadeo	4,876	5,804	6,880	7,832	9,912	8,431	10,115	10,296	7,362	6,044	5,128	4,383	87,063
3420 Calle Azul	3,805	4,863	5,637	6,500	8,460	7,327	8,861	8,361	5,890	4,794	4,046	3,212	71,756
5372 Punta Alta	4,782	6,646	8,045	8,284	10,751	5,673	8,414	11,525	8,666	7,034	5,402	4,322	89,544
5510 Paseo Del Lago West	3,508	4,514	5,308	4,646	5,995	6,933	7,551	7,754	5,236	4,509	3,625	2,967	62,546
Total Production of kWh =	59,855	80,466	92,654	106,272	138,818	115,854	138,491	132,516	95,014	78,271	61,451	48,054	1,147,716

(2353 - Jan 2020): This was due to 1 out of 3 inverter's wiring harnesses malfunctioning and needing replacement through the manufacturer. Production data was not recorded but estimated based on 2/3 of the production of an identical setup.

2019 Production													
Third Mutual Project													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
2353 Via Mariposa	3,368	5,552	8,329	11,520	11,880	10,870	14,370	13,230	10,120	9,850	5,920	2,720	107,729
2381 Via Mariposa	4,951	5,431	8,366	9,418	9,650	8,761	11,590	10,590	8,100	7,920	4,950	3,940	93,667
2393 Via Mariposa West	4,762	5,917	9,176	10,480	11,170	10,230	13,470	12,000	7,267	8,380	5,070	4,080	102,002
2394 Via Mariposa West	6,393	789	8,618	12,420	13,060	11,910	15,680	14,370	10,910	10,800	6,790	5,580	117,320
2397 Via Mariposa West	5,506	6,497	9,682	10,880	11,210	10,250	13,500	12,440	9,480	9,250	5,840	4,770	109,305
2399 Via Mariposa West	4,889	5,796	1,841	X	4,692	7,812	12,100	11,170	8,540	8,240	5,210	4,220	74,510
2400 Via Mariposa West	3,778	5,036	8,142	9,948	11,760	10,790	14,170	12,930	9,830	9,500	5,940	4,860	106,684
3242 San Amadeo	3,856	3,756	8,158	9,671	10,250	9,200	12,000	10,860	8,180	7,510	4,660	3,670	91,771
3243 San Amadeo	4,509	4,952	7,669	8,607	8,162	7,510	8,447	8,849	7,359	7,161	4,706	3,832	81,763
3420 Calle Azul	3,547	4,197	6,116	7,037	7,019	6,540	7,120	7,838	5,803	5,617	3,799	3,016	67,649
5372 Punta Alta	5,133	6,126	9,022	10,380	10,391	9,551	10,742	10,739	7,271	7,731	5,010	4,184	96,280
5510 Paseo Del Lago West	3,287	3,939	5,822	6,766	6,759	6,167	7,837	7,520	5,404	5,424	3,520	2,786	65,231
Total Production of kWh =	53,979	57,988	90,941	107,127	116,003	109,591	141,026	132,536	98,264	97,383	61,415	47,658	1,113,911

(2394 - Feb 2019): Replaced power supply due to the power to communication comes on once communication enclosure is opened.

(2399 - Apr 2019): This was due to a conduit becoming damaged after heavy rains.

(2353 - Dec 2019): This was due to 1 out of 3 inverter's wiring harnesses malfunctioning and needing replacement through the manufacturer. Production data was not recorded but estimated based on 2/3 of the production of an identical setup.

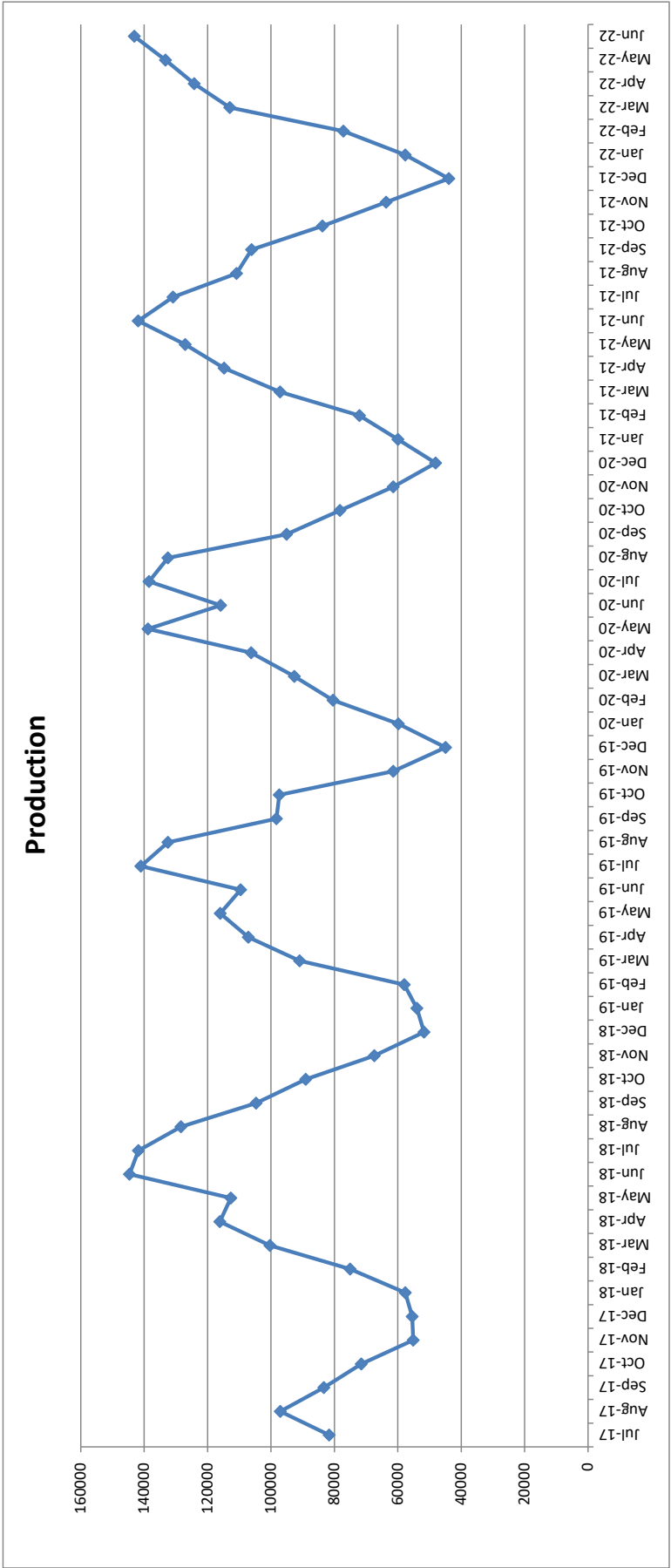
2018 Production													
Third Mutual Project	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
2353 Via Mariposa	5,860	7,790	10,400	12,370	10,730	14,030	13,573	12,057	9,830	8,750	6,630	3,390	115,410
2381 Via Mariposa	4,730	3,340	6,210	8,130	8,260	10,360	9,905	10,918	9,090	8,040	6,120	4,000	89,103
2393 Via Mariposa West	5,166	6,867	7,876	2,799	10,380	13,260	12,820	11,288	8,970	7,480	5,440	4,440	96,786
2394 Via Mariposa West	5,450	8,840	11,420	13,590	12,130	15,450	14,888	13,236	10,770	9,530	7,260	6,100	128,664
2397 Via Mariposa West	5,590	7,560	9,400	11,660	10,420	13,510	13,295	11,817	9,610	8,350	6,280	5,250	112,742
2399 Via Mariposa West	5,240	6,780	8,680	10,380	9,340	12,030	11,993	10,669	8,680	7,450	5,580	4,640	101,462
2400 Via Mariposa West	5,990	7,730	10,130	12,060	10,870	14,150	13,794	12,137	9,850	8,540	6,380	4,580	116,211
3242 San Amadeo	4,960	6,340	8,600	10,480	9,570	12,220	12,005	10,177	8,290	6,790	5,090	4,160	98,682
3243 San Amadeo	4,192	5,428	7,896	8,896	7,932	9,953	10,144	9,481	8,054	6,514	5,035	4,278	87,803
3420 Calle Azul	2,016	2,705	5,128	7,581	6,910	8,744	8,736	7,770	6,221	5,212	4,008	3,334	68,365
5372 Punta Alta	5,296	7,220	8,918	11,074	10,012	12,649	12,412	11,369	9,215	7,392	5,853	4,621	106,031
5510 Paseo Del Lago West	3,138	4,451	5,679	7,130	6,098	8,283	8,253	7,509	6,151	4,990	3,747	2,965	68,394
Total Production of kWh =	57,628	75,051	100,337	116,150	112,652	144,639	141,818	128,428	104,731	89,038	67,423	51,758	1,189,653

2017 Production													
Third Mutual Project	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
2353 Via Mariposa							7,336	11,749	9,151	8,125	5,756	5,807	47,924
2381 Via Mariposa							X	8,566	5,922	6,211	4,410	5,622	30,731
2393 Via Mariposa West							6,283	8,423	7,967	6,712	4,671	4,157	38,213
2394 Via Mariposa West							1,789	X	2,203	1,029	5,542	5,826	16,389
2397 Via Mariposa West							12,437	11,011	8,431	7,446	5,330	3,627	48,282
2399 Via Mariposa West							6,206	10,194	7,617	6,703	4,770	4,678	40,168
2400 Via Mariposa West							7,282	5,400	8,697	7,668	5,468	5,514	40,029
3242 San Amadeo							11,193	9,736	7,256	6,312	4,341	4,433	43,271
3243 San Amadeo							10,351	9,449	6,901	4,708	3,409	4,397	39,215
3420 Calle Azul							8,381	7,141	5,666	4,971	3,325	3,288	32,772
5372 Punta Alta							2,439	8,332	8,216	7,016	5,004	5,081	36,088
5510 Paseo Del Lago West							7,962	7,090	5,329	4,628	3,110	3,015	31,134
Total Production of kWh =							81,659	97,091	83,356	71,529	55,136	55,445	444,216

Lifetime Production (kWh)
5,700,663

Total 2022 Repair Costs
\$774

Recent Panel Cleanings
Mar-22



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Copper Pipe Epoxy Coating Program



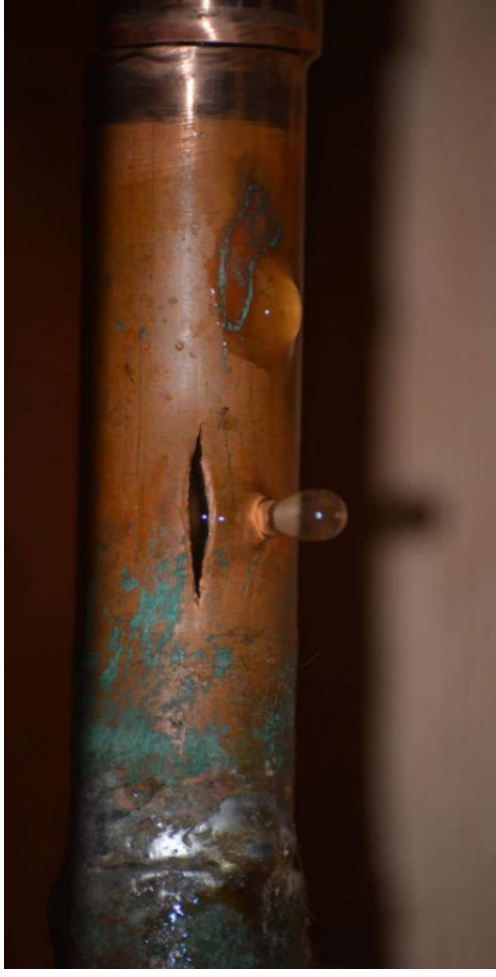
History

- The Boards adopted the annual copper epoxy program in 2008.
- Pipes are approximately 60 years old.
- Pipes have a 70-80 year life span.
- Total of 33 buildings completed since inception.
- On average, epoxy coating is approximately 30% less than traditional copper pipe replacement.



Why do Copper pipes fail?

- Internal pitting.
- Corrosion.
- Rusting.
- High amounts of dissolved calcium and magnesium which adhere to the copper.
- High water pressures.
- Aging.



Criteria

- Two leaks within the same manor within a 3-year period, or
- More than one-third of a building's manors have had at least one leak within a 3-year period.
- Approximately 135 buildings met the criteria.



Patented ePIPE Process

1



2



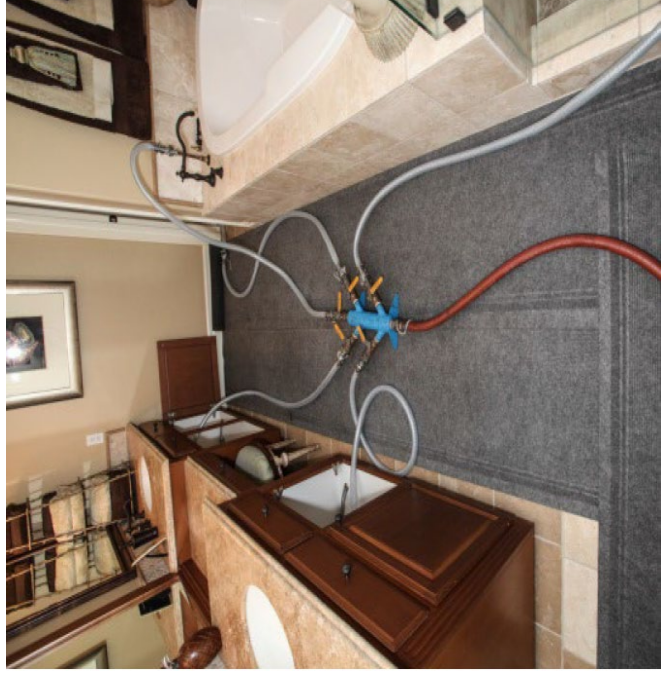
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BEFORE



AFTER



Questions

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STAFF REPORT

DATE: September 12, 2022
FOR: Maintenance and Construction Committee
SUBJECT: Removal of Breezeway Planter at Garden Villa Building 2369

RECOMMENDATION

Direct staff to remove the breezeway planter in front of Garden Villa building unit 2369-1C.

BACKGROUND

The planter in front of unit 2369-1C has experienced several moisture intrusion events caused by water leaking through the planter walls into the adjacent unit. In the past 8 months, these moisture intrusion events have resulted in approximately \$4,000 in damage restoration expenses to the Mutual. In July 2022, staff received a request from several residents in building 2369 to permanently remove the planter.

DISCUSSION

A survey of the residents in building 2369 was conducted by staff to confirm if there was consensus for the removal of the planter box. 24 units were surveyed. 15 indicated they favored the removal, 8 were not reachable, and 1 was opposed.

Staff recommends removing the planter box.

FINANCIAL ANALYSIS

The estimated cost for in-house staff to remove the planter, patch the stucco wall and lay new carpet is \$2,800. Funding is available in the M&C department budget.

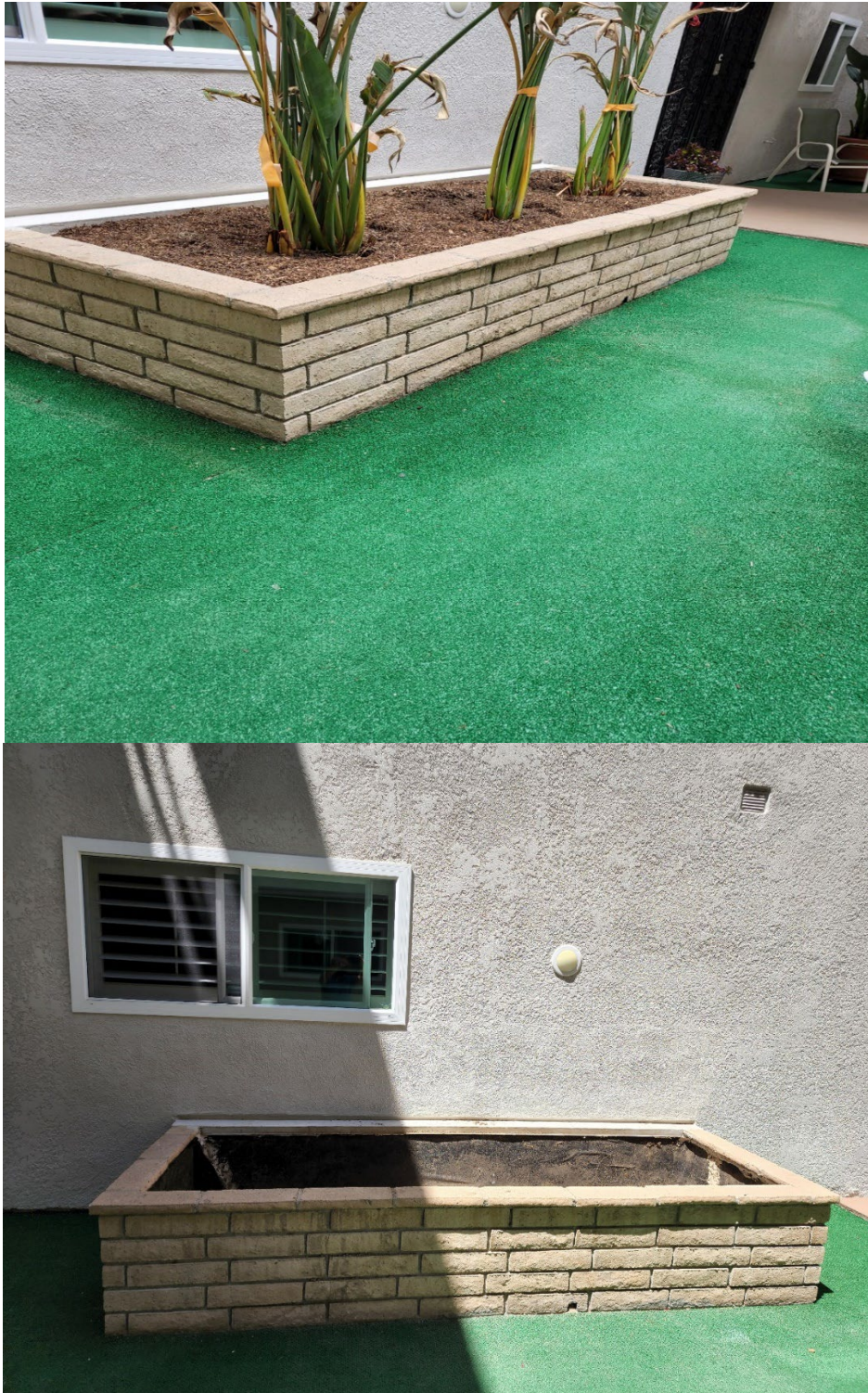
Prepared By: Manuel Gomez, Maintenance & Construction Director

Reviewed By: Ian Barnette, Maintenance & Construction Assistant Director

ATTACHMENT(S)

Attachment 1: Photos of Breezeway Planter Box at B2369-1C

Attachment 1
Photo of Breezeway Planter Box at B2369



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STAFF REPORT

DATE: September 12, 2022
FOR: Maintenance and Construction Committee
SUBJECT: Shepherd's Crook Conditional Use Permit Amendment

RECOMMENDATION

Recommend that the Third Laguna Hills Mutual Board of Directors authorize staff to submit a Conditional Use Permit (CUP) amendment application to the City of Laguna Woods to revise the height restriction contained in CUP-1135 from 7 feet up to 11 feet measured from either side of the perimeter wall and approve a supplemental allocation in the amount of \$10,000 for the City required application process.

BACKGROUND

In May 2017, the City of Laguna Woods issued CUP-1135 (Attachment 1) governing the replacement of barbed-wire fencing with wrought-iron shepherd's crook fence. The CUP limits the height of the shepherd's crook installation to a height of 7 feet "when viewed from adjoining properties." This is interpreted to require the measurement of the fence height from the exterior side of the perimeter walls. Third Mutual has approximately 33,760 linear feet of fencing to be replaced. To date, 7,000 linear feet of shepherd's crook has been installed with 26,760 linear feet remaining to be completed.

Several residents in Gate 11 have expressed safety concerns due to the height of recently installed shepherd's crook fence at certain locations. The concerns arise at locations where the ground level is higher on the inside of the wall and at places where utility boxes are located adjacent to the exterior walls (Attachment 2). Staff estimates that approximately 10% (2,700 l.f.) of the remaining areas would benefit from a higher fence installation to address similar potential safety concerns.

DISCUSSION

The existing CUP limits the height of the fencing installations to 7 feet measured from the exterior side of the perimeter walls. Staff is recommending that the mutual authorize the submittal of an application to the City requesting that the height restriction be revised or amended to allow for:

1. The height restriction to be measured from the highest ground level on either side of the wall, and
2. Allow for a height of up to 11 feet at locations where the presence of utility structures create a potential trespassing risk.

The City application process requires an initial fee deposit of \$6,000 to process the application. It is anticipated that the City will also require the mutual to submit engineering plans to confirm the structural integrity of the proposed installations for any wall extension higher than the

currently allowed 7 feet. Staff recommends allocating an additional \$4,000 for a total of \$10,000 to cover the cost of the application fee and preparing structural plans.

FINANCIAL ANALYSIS

A supplemental allocation from the Reserve Fund in the amount of \$10,000 will be needed if the board approves the submittal of the recommended CUP amendment application.

The current contract price for shepherd's crook installations up to 7 feet in height is approximately \$120 per linear foot. Bid pricing would need to be obtained for installations at specific locations that are selected to receive fencing up to 11 feet in height. Staff estimates the cost for these installations to be in the range of \$200 per linear foot. The 2023 Business Plan includes an allocation of \$35,000 for the shepherd's crook program in 2023.

Prepared By: Bart Mejia, Maintenance & Construction Assistant Director

Reviewed By: Eric Nunez, Director of Security Services
Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 1: Conditional Use Permit CUP-1135

Attachment 2: Shepherd's Crook Presentation

ATTACHMENT 1 - CONDITIONAL USE PERMIT CUP-1135

CITY OF LAGUNA WOODS

Exhibit A to Resolution No. 17-12

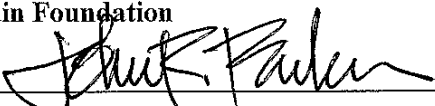
Conditions of Approval for Conditional Use Permit CUP-1135

1. The proposed project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawing, and conditions imposed in the resolution of approval.
2. The Applicant(s)/Owner(s) shall comply with all of the requirements of Resolution No. 17-12, adopted as part of Conditional Use Permit CUP-1135.
3. The Applicant(s)/Owner(s) shall comply with all requirements of the City of Laguna Woods Municipal Code, as it pertains to this application, and such requirements are made a condition of permit approval. This includes, but is not limited to, all requirements related to building permits, engineering review, and plan review, generally, of proposed construction plans.
4. This conditional use permit allows exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet when viewed from adjoining properties, along all perimeter fences and walls of Laguna Woods Village. Permitted materials for any portion of a fence or wall in excess of six feet in height include shepherd's hook, masonry, or other materials as permitted by the Laguna Woods Municipal Code.
5. Subject to the termination provisions below, this conditional use permit shall remain in effect, indefinitely, provided that at least 900 lineal feet of perimeter fencing and walls for Laguna Woods Village is modified each calendar year with the first requirement of 900 lineal feet due no later than December 31, 2018. For the purpose of this section, "modified" shall mean increased in height in excess of six feet and/or the removal and replacement of barbed wire with shepherd's hook, masonry, or similar materials as determined by the City Manager. After completion of the modification of the perimeter fencing and walls, the 900 foot per calendar year requirement shall be deemed satisfied, and the remainder of this conditional use permit, and all conditions thereon, shall remain in full force and effect.

**OWNER(S)/APPLICANT(S) AGREEMENT TO CONDITIONS OF APPROVAL FOR
CONDITIONAL USE PERMIT CUP-1135 ("AGREEMENT")**

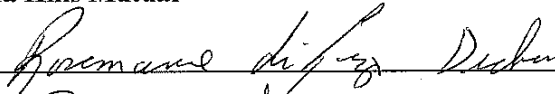
1. **AGREEMENT TO CONDITIONS OF APPROVAL.** The person or persons executing this AGREEMENT on behalf of the respective Owner(s)/Applicant(s) has reviewed all Conditions of Approval for Conditional Use Permit CUP-1135 that were approved by the Laguna Woods City Council on May 17, 2017, has had the opportunity to consult with legal counsel regarding them as the Owner(s)/Applicant(s) has deemed appropriate, and understands and agrees, without exception, to each and all of the conditions.
2. **AUTHORITY TO EXECUTE.** The person or persons executing this AGREEMENT on behalf of the respective Owner(s)/Applicant(s) represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind the respective Owner(s)/Applicant(s) to the performance of its obligations hereunder.
3. **BINDING EFFECT.** This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.
4. **SEVERABILITY.** If any term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

Golden Rain Foundation

Signature:  Date: 5/19/2017
Full Name: JOHN R. PARKER Title: PRESIDENT GRF

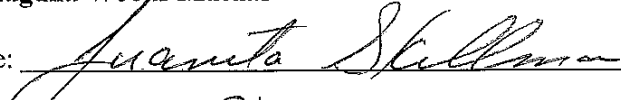
SIGNATURE MUST BE NOTARIZED; ATTACH JURAT.

Third Laguna Hills Mutual

Signature:  Date: 5-19-17
Full Name: ROSEMARIE DI LORENZO Title: PRESIDENT
DI LORENZO

SIGNATURE MUST BE NOTARIZED; ATTACH JURAT.

United Laguna Woods Mutual

Signature:  Date: 5/19/17
Full Name: Juanita Skillman Title: President

SIGNATURE MUST BE NOTARIZED; ATTACH JURAT.

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 *[Signature]* _____

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me

on this 19 day of May, 2017,
 by _____ Date Month Year

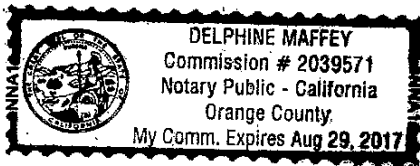
(1) John Parker

(and (2) Rosemarie delorenzo),
 Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature

[Signature]
 Signature of Notary Public



Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Conditions of Approval for Conditional Document Date: 5.19.17
 Number of Pages: 3 Signer(s) Other Than Named Above: Juanita Killman
Use Permit CUP-1135

Laguna Woods Village – Shepherd's Crook Fencing



SANTA MARIA



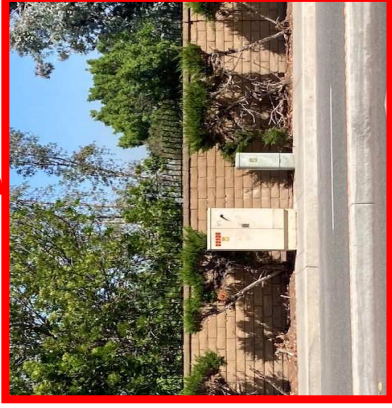
INTERIOR HEIGHT: 8'
 EXTERIOR HEIGHT: 7'
 UTILITY BOX HEIGHT: 3'-5", 4'
 UTILITY DIST TO WALL: 7" - 9"

TOTAL PROPOSED HEIGHTS:
 INTERIOR HEIGHT: 12'
 EXTERIOR HEIGHT: 11'



INTERIOR HEIGHT: 7'-3"
 EXTERIOR HEIGHT: 7'
 UTILITY BOX HEIGHT: 4'
 UTILITY DIST TO WALL: 7"

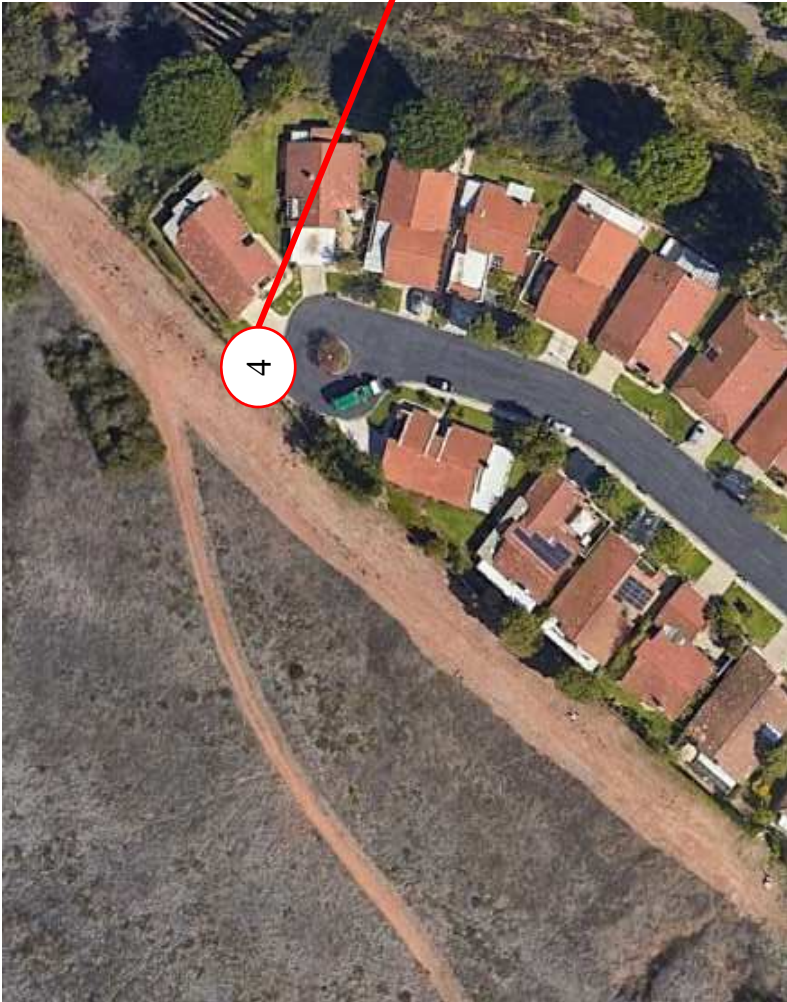
TOTAL PROPOSED HEIGHTS:
 INTERIOR HEIGHT: 11'-3"
 EXTERIOR HEIGHT: 11'



INTERIOR HEIGHT: 7'-7"
 EXTERIOR HEIGHT: 7'
 UTILITY BOX HEIGHT: 4' - 7"
 UTILITY DIST TO WALL: 2' - 6"

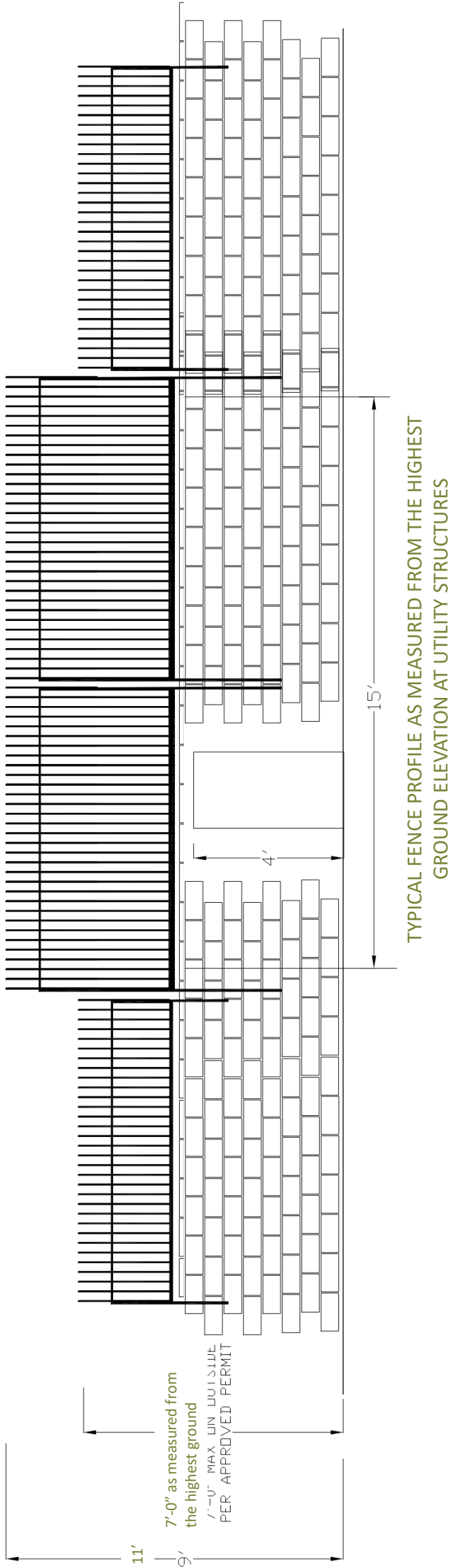
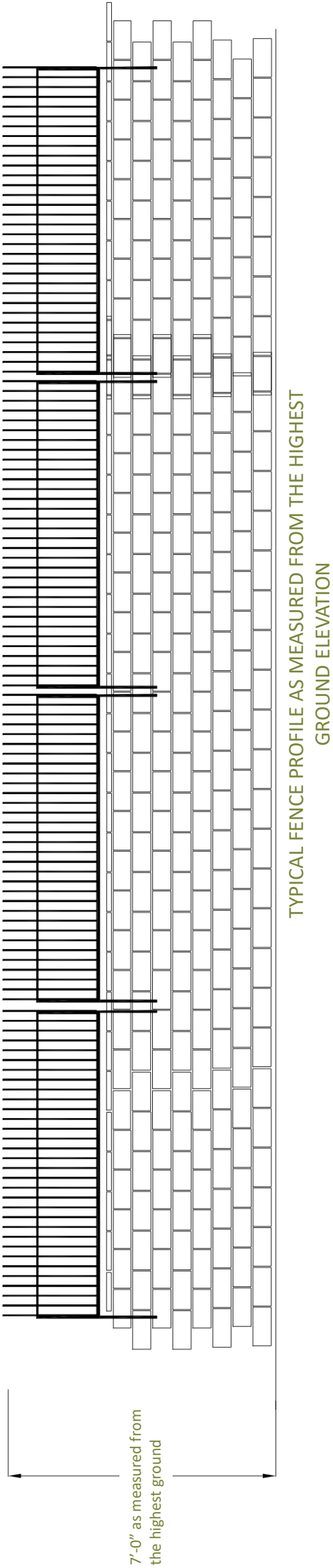
TOTAL PROPOSED HEIGHTS:
 INTERIOR HEIGHT: 11'-7"
 EXTERIOR HEIGHT: 11'





INTERIOR HEIGHT: 5'
EXTERIOR HEIGHT: 7'

TOTAL PROPOSED HEIGHTS:
INTERIOR HEIGHT: 7'
EXTERIOR HEIGHT: 9'



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STAFF REPORT

DATE: September 12, 2022
FOR: Maintenance and Construction Committee
SUBJECT: Roof Material Comparison

RECOMMENDATION

Receive and file.

BACKGROUND

Third Mutual is currently in a five-year contract with Letner Roofing for all roofing related services. The current contract expires in December 2025 and includes the following program work:

1. Flat roof replacements - converting hot tar built-up roofing to a new PVC cool roofing system.
2. Lightweight tile roof replacement with triple laminate composition shingles.
3. Roof maintenance on 5 and 10-year-old roofs – Inspection and repairs as needed to maintain the integrity of the roofing system at 10-year age; flat roofs are cleaned with pressure washing equipment.
4. Flat roof debris removal is performed annually on buildings with parapet walls.
5. Emergency repairs due to rain leaks, fallen trees, or other such events.
6. Non-emergency repairs performed in conjunction with the prior-to-paint program, bee removals, fumigation program and other requests received through the resident service department.

At the May 2, 2022, Maintenance and Construction Committee meeting, staff provided a preliminary comparison report of Spray Polyurethane Foam (SPF) and PVC membrane roofing. After some discussion relative to potential cost savings, the committee directed staff to further research the SPF roof system and associated costs for comparison to the PVC roof system.

DISCUSSION

After conducting additional research on the SPF roof system, staff prepared an RFP using an industry standard specification for SPF roofing, as well as site specific conditions for the scope of work (Attachment 1). The RFP solicited pricing to apply the SPF roof system onto Building 2132 (a Monterey/Coronado style flat roof building). Competitive bids were solicited from two independent roofing contractors specializing in SPF roofing for a bid comparison.

Based on the data from the bid analysis, the initial costs over a 20-year warranty period favor the current PVC roofing system over the SPF application. However, when comparing the long-term costs for these roof systems over a 40-year period, the SPF system may yield some savings based on current cost estimates. The long-term savings projection over the next 40 years is solely reliant on current information and is subject to change for both the PVC and SPF systems. As is the case in all industries, new technologies may provide more sustainable options for consideration in the future.

An additional potential advantage of the SPF system is the added R-Value of roof insulation, which is R-6.5 per inch for the SPF system compared to R-2.9 per inch for PVC. However, any potential energy savings are dependent on whether or not other energy efficient building components are in place.

FINANCIAL ANALYSIS

The results of the cost analysis concluded the initial cost of the PVC roof system, over a 20-year warranty period, is lower than the SPF roof system.

For the purpose of protecting the integrity of the competitive bid process, staff will present the detailed roofing system bid comparison for consideration at the September 12, 2022 Third M&C Committee Closed Meeting.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

ATTACHMENT 1 – Request for Proposal – SPF Roofing System at Building 2132

ATTACHMENT 2 – Aerial View of Building 2132 Used for Bid Comparison

Attachment 1: Request for Proposal – SPF Roofing System at Building 2132

May 17, 2022

EXHIBIT A

SPECIFICATION OF WORK

SUMMARY

Contractor shall provide all labor, materials, equipment, supervision and transportation necessary to provide the Services outlined in this Contract.

PROJECT LOCATION

Contractor shall carry out all Services at the following building within Laguna Woods Village:
2132 Via Puerta, Laguna Woods, CA 92637

SPRAYED POLYURETHANE FOAM ROOFING

This Specification for Roofing assemblies for Sprayed Polyurethane Foam (SPF) roofing will include all roofing material including metal flashings, vent extensions, etc.

Contractor will extend any vent, exhaust vents, skylight curbs or conduit extensions as required to comply with codes or at least a minimum of 6 inches above the roof deck.

Roof system installed will consist of sprayed polyurethane foam with an elastomeric coating.

PART 1- GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Sprayed polyurethane insulation.
 - 2. Elastomeric topcoat - silicone.

1.2 REFERENCES

- A. ASTM International (ASTM):
 - 1. C518 - Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus.
 - 2. D1622 - Standard Test Method for Apparent Density of Rigid Cellular Plastics.
 - 3. D6083 - Standard Specification for Liquid Applied Acrylic Coating Used in Roofing.
 - 4. E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
 - 5. E108 - Standard Test Methods for Fire Tests of Roof Coverings.

1.3 SUBMITTALS

- A. Submittals for Review:
 - 1. Product Data: Provide product description, insulation properties, and preparation requirements.
 - 2. Samples: 6 x 6 coating samples showing available colors, on representative substrate.
- B. Quality Control Submittals:

1. Certificates of Compliance: Certification from an independent testing laboratory that insulation meets fire hazard classification requirements.
- C. Overspray Plan
 1. Contractor will provide a plan for protecting surrounding cars and other surfaces where overspray occurs especially when amplified by wind.

1.4 QUALITY ASSURANCE

- A. Applicator Qualifications:
 1. Qualified spray polyurethane foam applicator familiar with products being applied.
 2. Minimum 5 years of experience in work of this Section.
 3. Approved by roofing manufacturer.
- B. Pre-Installation Conference:
 1. Convene 2 weeks prior to commencing work of this Section.
 2. Attendance: Architect, Contractor, roofing applicator, roofing manufacturer's representative, and related trades that may affect roofing installation prior to, during, or following installation.
 3. Review and discuss Contract Documents, roofing system manufacturer's literature, job conditions, scheduling, and other matters affecting application as appropriate.
 4. If possible, tour representative areas of roofing substrates, and discuss substrate construction, related items, work conditions, and materials compatibility.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Store materials at temperatures between 40- and 100-degrees F.
- B. Do not store at high temperatures in direct sunlight.

1.6 PROJECT CONDITIONS

- A. Do not apply roofing:
 1. When ambient temperature is below 50 degrees F.
 2. When winds exceed 15 MPH unless windscreens are used.
 3. Contractor will be responsible for overspray to adjacent buildings, concrete and vehicles, etc.

1.7 WARRANTIES

- A. Provide manufacturer's 20-year warranty against defects in materials and installation resulting in water leakage through roofing system.
- B. Cost and application for recoating as required to maintain the 20-year warranty shall be included in this contract.

PART 2- PRODUCTS

2.1 MANUFACTURERS

- A. Contract Documents are based on products by NCFI Polyurethanes, 800-346-8229, www.ncfi.com.

2.2 MATERIALS

- A. Polyurethane Foam:
 1. Type: Two component, plastic resin and catalyst, cold setting foam using EPA-approved, non-ozone-depleting blowing agent.
 2. Nominal core density: Minimum 3.0 PCF, tested to ASTM D1622.
 3. Fire hazard classification: Maximum flame spread rating of 75, tested to ASTM E84.
 4. Compressive strength parallel to rise: Minimum 40 PSI, tested to ASTM D1621.

5. R-value: Minimum R-values of 6.5 for one-inch thickness, tested to ASTM C518 at 75 degrees F.
- B. Topcoat:
1. Description: Silicone type, resistant to ponding water, free from plasticizers and migrating fire-retardants 40 mil thickness.
 2. Class A fire rating over foam on noncombustible deck, tested to ASTM E108.
 3. Physical properties; tested to ASTM D6083:
 - a. Tensile strength: Minimum 250 PSI at 73 degrees F.
 - b. Elongation at break: Minimum 250 percent at 73 degrees F.
 - c. Wet adhesion to substrate: Minimum 3.0 pounds per linear inch.
 - d. Moisture vapor permeance: Maximum 20 perms.
 - e. Solids content: Minimum 50 percent by volume; minimum 65 percent by weight.
 4. Sand broadcast into top coat for protection from birds. 40 lbs./sq. clean sand.

2.3 ACCESSORIES

- A. Flashings, Primers, Tapes, Adhesives, Thinners, Sealants, and Other Components: Approved by roofing system manufacturer.
- B. Traffic Mats: Open mesh type; Wearwell by Tennessee Mat co. or equivalent.

PART 3- EXECUTION

3.1 INSPECTION

- A. Verify that:
1. Surfaces to receive roofing are dry, smooth, and sound.
 2. Roof penetrations are completed and secure.
 3. Roof drains are connected and free from obstructions.
 4. Air conditioning and intake vents are closed or protected.
 5. Roof slope does not exceed 3/8 inch per foot.

3.2 PREPARATION - GENERAL

- A. Clean surfaces to receive roofing; remove dirt, dust, contaminants, and debris.
- B. Prime surfaces when required by roofing manufacturer.
- C. Protect adjacent and underlying surfaces from accidental application.
- D. Roof penetrations are adjusted to the proper clearances complete and secure.

3.3 PREPARATION - EXISTING BUILT-UP ROOFING

- A. Remove loose gravel by sweeping with broom, power sweeping, or vacuuming.
- B. Mechanically fasten loose seams and openings.
- C. Split blisters and mechanically fasten.
- D. Repair or replace loose, damaged, and deteriorated flashings.

3.4 APPLICATION OF INSULATION

- A. Apply foam insulation in accordance with manufacturer's instructions.
- B. Apply foam in minimum 1/2-inch lifts to minimum 2-inch thickness.
- C. Fill low spots to prevent water ponding.
- D. Extend foam minimum 2 inches up vertical intersections, fillet insulation and feather out. Form a cant of foam at perpendicular interruptions.
- E. Slope foam to drain at minimum 1/4 inch per foot.
- F. Surface Flatness: 1/4 inch per 10 foot measured with straight edge.

- G. Apply foam to permit overcoat application within 24 hours. If this time limit is exceeded, prepare foam skin surface in accordance with manufacturer's instructions.
- H. Develop finish skin surface to smooth and unbroken rough orange peel texture free from voids, pinholes, and crevices.
- I. Seal flashings and flanges of items penetrating membrane.

3.5 APPLICATION OF TOPCOAT

- A. Apply topcoat in accordance with manufacturer's instructions.
- B. Apply topcoat same day insulation is applied. Allow insulation to cure minimum 2 hours before applying topcoat.
- C. Spray or roller apply topcoat in crosshatch pattern.
- D. Apply in three coats to minimum dry film thickness of 30 mils. Allow each coat to dry before applying subsequent coats.
- E. Extend overcoat to cover foam insulation and extend 2 inches above foam termination on protrusions, to self-terminating, water tight seal.
- F. Broadcast sand into topcoat at 40 lbs. per square.

3.6 CLEANING

- A. Remove excess insulation and topcoat from adjacent surfaces.

3.7 PROTECTION

- A. Ensure roof surface is free of traffic for minimum 3 days after topcoat application.

3.8 ADJUSTING

- A. Patch damaged areas by scarifying, priming, and applying topcoat.
- B. Check completed roofs for ponding water. If present cut drainage channels using rotary wire brush, then reapply topcoat.

PART 4 – ADDITIONAL CRITERIA

CODES & PERMITS

- 4.1. All services, designs, specifications, and materials shall comply with the most recent applicable editions of the California Building Code, California Electrical Code, California Plumbing and Mechanical Codes, California Green Building Code, California Fire Codes, OSHA and CAL-OSHA, EPA Lead Paint Rules and all local, state, and federal codes or ordinances as adopted by the City of Laguna Woods and other authorities having jurisdiction.
- 4.2. Contractor shall be responsible for obtaining all permits necessary for the Services. Fees shall be paid by Contractor but will be reimbursed by Corporation after submittal of receipt. Costs for obtaining permit(s) are not included in the Total Contract Amount. Contractor shall:
 - a. Post permit on job site.
 - b. Notify City of Laguna Woods for required inspections.
 - c. Deliver signed permit to Corporation representative at completion
- 4.3. Contractor shall provide Agent's representative status of permit issuance. Any change to the plans required by any agency prior to permit issuance will be communicated to the Agent's representative.

- 4.4. Contractor is responsible for all deposits, bonds or others costs required for the Project.

Contractor shall conduct business as required by the City of Laguna Woods and other authorities having jurisdiction. None of these costs will be reimbursed by the Corporation.

- 4.5. Contractor is responsible for implementing Best Management Practices (BMP) to assure compliance with local Water Quality Ordinance and Grading Ordinance to control erosion, and prevent sediment transport, materials or pollutants entering the storm drainage systems including any fines or fees assessed for non-compliance.

WORK STANDARDS

- 4.6. Contractor shall have project superintendent on site with the City of Laguna Woods approved plans and permit card during the days that City of Laguna Woods inspections are scheduled.
- 4.7. Contractor shall be responsible to provide and pay for Contractor's temporary power, portable toilet, utilities, phone lines, dumpsters, unless Agent's representative approves site utility usage.
- a. Contractor shall supply portable toilet facilities as required for the entire construction crew, for the entire construction duration, serviced no less than twice per week, or as requested by the Agent's representative.
- 4.8. Contractor shall be responsible for calling Dig Alert (dial 8-1-1) 48 hours prior to any excavation to obtain all underground utility locations and is responsible for the subsequent coordination with any utility companies. Damage to underground utilities and the repair or replacement without notifying Dig Alert is the sole responsibility of the Contractor.
- 4.9. Contractor shall repair or replace any irrigation lines, heads or valves damaged from construction. All material shall match the type, size and manufacture of the existing.
- 4.10. Contractor must legally remove and dispose of all waste from the community to approved City of Laguna Woods dump site locations and must satisfy all City of Laguna Woods dumping requirements.
- 4.11. Contractor shall use means necessary to control dust on and near the area of work and prevent dust from becoming a nuisance to people on or near the site for the duration of the Project.
- 4.12. Contractor shall provide a close out package to the Agent's representative at Project completion. Package shall include but not be limited to; signed final permit card, engineers daily log, approved submittals and manuals.
- 4.13. If Contractor agrees to perform work directly for a resident while performing Services in conjunction with this Contract, a separate agreement with the resident must be executed, specifying the scope of work. Contractor to supply Corporation with a copy of Contractor/resident agreement prior to the commencement of specified work.

GENERAL CONDITIONS

- 4.14. No change orders will be authorized or approved unless the Agent's representative specifically requests the scope covered by the change order be added to the Services. Change orders must be documented in writing to Agent's representative no later than two (2) days after discovery. All change orders not meeting the timeline shall be considered a no cost change to the Contract. Special circumstances approved by Agent's representative in writing may extend the 2-day limit.

- 4.15. Contractor shall confirm any Project questions through the Agent's representative using a request for information (RFI) procedure.
- 4.16. Prior to ordering equipment or materials, Contractor shall provide required material and shop drawing submittals to Agent's representative for approval.
- 4.17. Contractor shall submit to Agent's representative for approval, a construction schedule at least ten (10) working days in advance of commencement of Services. Any changes to the schedule must be pre-approved by the Agent's representative.
- 4.18. After commencement of Services, Contractor shall keep the crew working continuously until the construction is complete and inspected by the Agent's representative.
- 4.19. Contractor shall provide monthly reports to the Agent's representative if the Contract exceeds 30 days in length.
- 4.20. Contractor shall maintain a Project log with receipts of this Project on a daily basis; such Project log shall be available to Agent's representative or Corporation during normal business hours upon request.
- 4.21. Contractor's personnel and subcontractors shall refrain at all times from using profanity, abusive or loud language and must wear company name or company logo shirts. Audio players are not permitted on job site. Personnel will, at all times, extend and exhibit a courteous demeanor to residents, and will comply with the City of Laguna Woods and Corporation smoking policies.
- 4.22. Corporation and Agent shall have the right to inspect all work performed under this Contract. All defects and uncompleted items identified by Corporation or Agent during or after construction shall be reported to Contractor immediately or as reasonably practicable upon learning or discovering such defect or uncompleted items. Contractor will be required to immediately correct or remediate such defects or uncompleted items at no additional cost to Corporation. All work that needs to be inspected or tested and certified by an engineer as a condition of any government departments or other state agency, or inspected and certified by the local health officer, shall be done at each necessary stage of construction and before further construction can continue.
- 4.23. Contractor shall be responsible at all times for the safety of the work site. Corporation will allow free access to work areas for Contractor's workers and will allow areas for the storage or staging of materials, equipment and debris in locations approved by Agent's representative. Driveways will be kept clear for the movement of resident vehicles. Contractor may offload equipment and materials in visitor parking, but must relocate vehicles away from assigned parking and cul-de-sacs to streets. Contractor shall keep areas to which residents have access, clear and accessible. Contractor will make reasonable efforts to protect driveways, lawns, shrubs, and vegetation and all other Corporation property from damage during the construction. Contractor also agrees to keep the worksite clean and orderly and to remove all debris as needed during the hours of work in order to maintain work conditions which do not cause health or safety hazards. At the end of each work day, the worksite will be left clean and orderly and all debris will be removed. The after-hours worksite conditions will be left in a condition which will not cause health or safety hazards.
- 4.24. Normal work hours for this Project are from 7:00 AM to 5:00 PM Monday through Friday with contractors performing quiet work between 7:00 AM to 8:00 AM. Work is allowed on Saturdays between 9:00 AM and 3:00 PM. No work on Sundays and VMS holidays.
- 4.25. Contractor shall safely secure the Project area each night before leaving the Community.

Contractor shall use barricades and delineators approved by Agent's representative when necessary.

- 4.26. Contractor shall protect in place all surrounding areas including anything identified by Agent's representative. Damage to existing areas, structures or items during construction, shall be repaired by Contractor at the Contractor's expense. Any damage prior to Contract commencement must be documented or photographed and shown to the Agent's representative during pre-construction walk-through.
- 4.27. Contractor hereby warrants and guarantees to Corporation that all Services will be performed in a professional and workmanlike manner and be free of defects. Contractor agrees to promptly correct any defective materials or unsatisfactory workmanship.
- 4.28. Contractor shall provide Construction Services and meet the obligations under this Contract in a timely and workmanlike manner. Contractor shall use such knowledge and recommendations for performing the Services which meet generally acceptable construction standards. Contractor will provide a standard of care equal to or superior to, care used by service providers similar to Construction on similar projects. Contractor will warranty all labor and material for a period of at least 12 months after completion of the Contract. Should work be determined to be defective for any cause, Contractor will repair or replace such defect at no cost to Corporation.

Attachment 2: Aerial View of Building 2132 Used for Bid Comparison

