



OPEN MEETING

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**

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 September 12, 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. Handrail Request at 2324 Via Puerta
 - b. Gate 11 French Drain Design – Verbal Update
 - c. Exterior Paint Program - Transition From 10 to 15 Year Cycle – Verbal Update

- d. Shepherd's Crook Project Update – Verbal Report
 - e. Annual Maintenance Programs Priority Process – 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
 - Report on the feasibility of additional solar installations
11. Committee Member Comments
12. Date of Next Meeting: TBD - Monday, January 2, 2023 at 1:30 p.m. (holiday)
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, September 12, 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

MEMBERS ABSENT: John Frankel

OTHERS PRESENT: Dave Bienek – Advisor
Third: Cris Prince

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Bart Mejia – Maintenance & Construction Assistant
Director, Ian Barnette – Maintenance & Construction
Assistant Director, Guy West – Projects Division Manager,
Robert 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 1:31 p.m. and established that a quorum was present.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from July 7, 2022

Hearing no objection, the meeting report was approved by a vote of 3/0/1 (Director Laws abstained).

4. Remarks of the Chair

None.

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

- A member commented on the washing machines in the GVA laundry rooms; the lighting in the GVA buildings; and the communication regarding repair and maintenance projects in the GVA buildings.

6. Response to Member Comments

- Staff responded that the manual lighting timers are in the process of being adjusted. Mr. Gomez offered to speak with the appropriate managers regarding improving communications with the GVA building captains during maintenance projects.

7. Department Head Update

Mr. Gomez reported that the member concern from the July 2022 committee meeting has been resolved to the owner's satisfaction.

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 and offered to bring back details about the amount of dry rot found within the mutual.

The solar production report was pulled for discussion. Staff commented on the reason for providing the report. Director Laws volunteered to work with the Chair to devise a more concise report to reflect the production levels and the return on investment.

- a. Project Log
- b. Solar Production Report

Hearing no changes or objections, the motion to approve the Consent Calendar was approved unanimously.

9. Items For Discussion and Consideration

- a. Presentation Regarding Epoxy Lining for Copper Water Line Pipes

Mr. Barnette presented the topic and answered questions from the committee. Discussion ensued regarding criteria for selecting buildings for the program. Staff will present a recommendation for a contract award for this item in closed session.

- b. Removal of Planter at Building 2369

Mr. Gomez reported that a consensus of building owners favored removal of the planter by in-house staff at a cost of approximately \$2800.

A motion was made to remove the planter and was approved by unanimous consent.

c. CUP Amendment for Shepherd's Crook Installations

Mr. Gomez presented the topic and answered questions from the committee. Discussion ensued regarding the history of the project; the security concerns expressed by some residents in Gate 11; and the cost of the application to the mutual.

A motion was made to recommend the finance committee and then the board approve a request for a supplemental appropriation in the amount of \$10,000 for the City required application process. The motion passed by a vote of 2/1/0 (Director Laws opposed).

d. Spray Polyurethane Foam (SPF) Roof Systems Update

Mr. West presented the topic and answered questions from the committee. Discussion ensued regarding the roofing program; the current contract; the cost analyses of SPF and PVC roofing systems; the process for installing each type of application; and potential savings in energy costs. Staff will present a recommendation for this item in closed session.

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
 - Staff offered to assist in prepping this item to take to the Third Resident Policy and Compliance Committee for review.
- Report on the feasibility of additional solar installations

11. Committee Member Comments

None.

12. Date of Next Meeting: Monday, November 7, 2022 at 1:30 p.m.

13. Recess - *At this time, the meeting will recess and reconvene to Closed Session to discuss the following matters.*

The meeting was recessed into closed session at 2:52 p.m.

Closed Session Agenda

Third Laguna Hills Mutual
Maintenance & Construction Committee
Report of the Regular Open Session
September 12, 2022
Page 4 of 4

Approval of the Agenda
Approval of the Meeting Report from July 7, 2022
Remarks of the Chair
Discuss and Consider Contractual Matters

14. Adjournment

The meeting was adjourned at 3:55 p.m.



Ralph Engdahl, Chair

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

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Third Mutual Project Log (October 2022) Prepared 11-1-22

#	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 5472-B garage truss repair: work is complete. Building 4010-1E- patio slab and column settlement. Construction repair bids due November 11, 2022.	December 2022	Budget: \$500,000 Exp: \$186,381 Balance: \$313,619
2	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
3	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
4	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
5	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 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: \$867,007 Balance: \$371,824
6	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. Estimated completion date is late December.	Annual Program - December 2022	Budget: \$1,166,430 Exp: \$780,252 Balance: \$386,178
7	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.	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 December. As of October 24, 2022, 20 of 32 buildings have been completed. Invoicing is pending.	April - December 2022	Budget: \$1,099,749 Exp: \$359,580 Balance: \$740,169

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
8	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: \$89,820 Balance: \$33,180
9	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.	Annual Program - December 2022	Budget: \$700,000 Exp: \$469,147 Balance: \$230,853
10	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.	Buildings 2231, 2232, 2233, 2241, 2265, 2266, 2267, 2269 and 2270 are scheduled for new water shut-off valve installation. Buildings 2231, 2241, 2265, 2266 and 4001 are scheduled for remediation.	Annual Program - December 2022	Budget: \$500,000 Exp: \$0 Balance: \$500,000
11	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 complete. Work is in progress on Building 3500. Inspection is scheduled for 11/10/2022.	Annual Program - December 2022	Budget: \$105,000 Exp: \$0 Balance: \$105,000

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
12	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. Last two Buildings 2223 and 5495 to be completed 11/8/2022.	July to November 2022	Budget: \$174,633 Exp: \$130,842 Balance: \$43,791
				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: \$234,728 Balance: \$40,272
	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: \$71,585 Balance: \$38,454
	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

#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	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 Summary

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	14,130	12,910	10,110				102,849
2381 Via Mariposa	2,278	4,028	10,280	9,590	11,910	13,010	12,770	11,940	9,360				85,166
2393 Via Mariposa West	4,949	6,633	9,573	10,936	11,650	12,570	12,480	11,240	8,550				88,581
2394 Via Mariposa West	6,819	8,884	12,408	13,703	14,480	14,360	6,850	3,740	2,920				84,164
2397 Via Mariposa West	5,716	7,562	10,613	11,735	12,370	12,410	7,920	7,180	5,650				81,156
2399 Via Mariposa West	5,037	6,673	9,332	10,348	11,010	11,820	11,340	10,860	8,470				84,890
2400 Via Mariposa West	5,672	7,722	10,925	12,174	12,940	13,780	13,770	12,530	9,760				99,273
3242 San Amadeo	4,784	6,324	9,028	10,355	11,180	11,840	11,880	10,800	8,140				84,331
3243 San Amadeo	4,716	6,091	8,630	9,203	9,405	9,433	10,538	9,025	7,476				74,516
3420 Calle Azul	3,502	4,605	6,397	7,172	7,608	8,362	7,479	6,525	3,051				54,701
5372 Punta Alta	4,525	6,003	8,367	9,333	9,824	12,007	9,860	8,624	7,357				75,900
5510 Paseo Del Lago West	3,361	4,467	6,087	7,172	7,659	9,433	7,564	6,667	5,589				57,999
Total Production of kWh =	57,630	77,165	113,011	124,255	133,276	143,135	126,581	112,041	86,433	0	0	0	973,526

Prior Years Production	2017	2018	2019	2020	2021							
	444,216	1,189,653	1,113,911	1,147,716	1,156,695							

Total 2022 Repair Costs
\$774

Recent Panel Cleanings
3/8/22, 7/13/22

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September 29, 2022

Laguna Woods Village

Attn: Sandra Spencer

Administrative Assistant, Maintenance & Construction Dept.

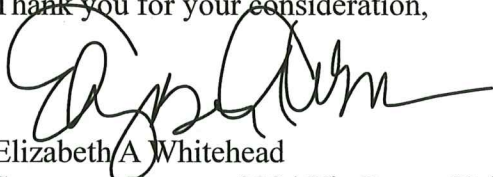
To whom it may concern:

I am writing to request a railing be added to the sloped sidewalk leading up to 2324 Via Puerta.

See attached photos:

1. Existing condition attached "2324 Via Puerta – Proposed Railing.jpg"
2. Existing sloped walkway leading to 2322 Via Puerta which is directly across from 2324 Via Puerta - attached "2322 Via Puerta Existing Railing at sloped walkway.-sample.jpg"

Thank you for your consideration,



Elizabeth A Whitehead

Successor Trustee, 2324 Via Puerta Unit P

Proposed Railing at 2324



Existing Railing at 2322



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