



**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