



## **OPEN MEETING**

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

**Monday, January 8, 2024 at 9:30 a.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](mailto: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 6, 2023
4. Remarks of the Chair
5. Member Comments – *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update
  - Gate 11 Seepage
  - Recruitment of Temporary Staff for Building Pressure Readings
  - Mailbox Replacements at Building 3425
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
9. Items for Discussion and Consideration
  - a. Gutter Installations at Building 2131

10. Future Agenda Items: *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.*
  - a. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
  - b. Mutual Owned/Mutual Funded Solar Power Options for EV Charging
11. Committee Member Comments
12. Date of Next Meeting: Monday, March 4, 2024 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 contractual matters.

\*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 6, 2023 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, Jim Cook, SK Park, Brad Rinehart, Moon Yun

**MEMBERS ABSENT:** Peter Henschel, Advisor

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

**1. Call Meeting to Order**

Chair Engdahl called the meeting to order at 1:34 p.m.

**2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**3. Approval of the Meeting Report from August 30, 2023**

Hearing no objection, the meeting report was approved unanimously.

**4. Remarks of the Chair**

None.

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

- A member inquired about potential options to replace flooring in Garden Villa rec room kitchens and restrooms.

- A member inquired about the potential of replacing the mailboxes at their building.

## **6. Response to Member Comments**

Staff responded to the member's comments and will follow up as appropriate.

## **7. Department Head Update**

- Gate 11 Seepage  
Mr. Mejia provided an update on this completed project via PowerPoint.
- Speed Queen Washer/Dryer Installations  
Mr. Barnette provided an update and answered questions from the committee. As of today, 20 washing machines and 17 dryers have been replaced; none of which have required any repairs.
- Recruitment for Temporary Staff for Building Pressure Valve Readings  
Mr. Barnette provided an update and answered questions from the committee. A part-time temporary position, open to residents, was posted on the village website on October 30, 2023. No applications have been received at this time.

**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 at the end of the open session.

### **a. Project Log**

Staff answered questions from the committee regarding various projects. A motion was made and passed by unanimous consent to approve the consent calendar.

## **9. Items for Discussion and Consideration**

### **a. Slope Repair RFP Update (Verbal)**

Mr. Mejia provided an update via PowerPoint and answered questions from the committee. Staff will present a recommendation for this item in closed session.

### **b. Post-Paint Program (Verbal)**

Mr. Barnette provided background on the suggested program. At the request of the committee, staff has instated a warranty walk/inspection 2-4 weeks post paint with the paint vendor.

c. Contractor and Staff Oversight Presentation

Mr. Gomez provided a description of the process for overseeing contractors and staff via PowerPoint.

d. Options for Improving Delivery of Hot Water to Individual Manors

Mr. Barnette discussed recirculating systems and inline water heaters via PowerPoint and answered questions from the committee. Installation and maintenance of any type of system would be the responsibility of the owner, not the mutual.

**10. Future Agenda Items:** *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.*

- a. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Mutual Owned/Mutual Funded Solar Power Options for EV Charging

**11. Committee Member Comments**

- Director Park thanked staff for their hard work.

**12. Date of Next Meeting: Monday, January 8, 2024 at 9:30 a.m.**

**13. Recess** – The meeting was recessed at 3:09 p.m.

  
Ralph Engdahl, Chair

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

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Third Mutual Project Log November 2023 (Prepared December 30)						
#	Dept	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of Nov. 30)
1	920 Projects	Building Structures Replacement	This ongoing program is funded 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.	<b>Structural Repair/Replacement Completed:</b> Building 2276: Elevated walkway Building 2400: Garage column Building 2404: Column Building 4009: Column Building 5207: Garage stem wall Building 5208: Garage stem wall  <b>Structural Repair/Replacement in Progress:</b> Building 2290: Pedestal and grade beam Building 3417: Garage wall Building 5370: Garage wall Building 5371: Garage wall  <b>SB326 Repairs:</b> 3247-B, 3248-O, 3250-N, 3251-B, 3358-N, 3358-P, 3360-O,	Annual Program	Budget: \$500,000 Recorded Exp: \$336,453 Balance: \$163,547
2	910 Bldg. Maint	Gutters - Replacement and Repair	Gutter replacement and repairs are performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized installation of new gutters using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building to address drainage issues and to prevent foundation problems.	Gutter replacement completed in 2023: Buildings 3371 and 2131. Repairs of existing gutters completed at 150 buildings.  Gutter replacement scheduled for 2024: Buildings 2197, 2334, 2341, 2342, 2347, 2348, 2351 and 2201.	Annual Program	Budget: \$113,127 Recorded Exp: \$56,168 Balance: \$56,959
3	910 Bldg. Maint	Exterior Paint Program	This 15-year full cycle program is funded 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 completed in 2023: CDS 202 and 221. Currently working in CDS 333. CDS scheduled for in 2024: CDS 328, 333, 334, 401-406.	Annual Program	Budget: \$1,597,812 Recorded Exp: \$1,331,515 Balance: \$266,297
4	910 Bldg. Maint	Prior to Paint Program (P-TP)	This 15-year full cycle program is funded to repair dry rot and decking surfaces prior to painting.	CDS completed in 2023: CDS 202, 221, 333. CDS scheduled for in 2024: CDS: 328, 334, 401-406.	Annual Program	Budget: \$1,167,546 Recorded Exp: \$1,067,312 Balance: \$100,234

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		<p>This program is funded to conduct an assessment of exterior elevated elements, defined as the load-bearing components, in selected buildings and facilities within the community.</p> <p>Inspection submittal requirements due January 2025, as outlined in Senate Bill 326.</p>	<p>45 buildings were inspected between February and April 2023.</p> <p>Invoicing is complete.</p>	<p>Feb. to Apr. 2023</p>	<p>Budget: \$50,000 Recorded Exp: \$49,950 Balance: \$50</p>
	920 Projects	<p><b>Senate Bill 326 Load Bearing Component Inspections</b></p>	<p>This ongoing program is funded to remove and replace barbed wire with Shepherd's Crook on all perimeter block walls on a phased approach.</p>	<p>To date, a total of 6,702 LF out of 33,525 LF of Shepherd's Crook has been installed.</p> <p>2023 program cancelled.</p>	<p>Budget: \$35,000 Recorded Exp: \$0 Balance: \$35,000</p>
	920 Projects	<p><b>Shepherd's Crook</b></p>	<p>This annual program is funded to preserve the integrity of CDS street paving. Annual inspections are conducted and repaving is scheduled as needed.</p>	<p>Overlay paving work completed in 2023: CDS 224, 321, 325, 375</p> <p>Full depth paving work completed in 2023: CDS 338, 3162, 3181, 3294, 3296.</p> <p>Invoicing is pending.</p>	<p>Budget: \$392,929 Recorded Exp: \$384,882 Balance: \$8,047</p>
	920 Projects	<p><b>Asphalt Paving Program</b></p>	<p>This ongoing program is funded 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.</p>	<p>Seal coat work completed in 2023: CDS 202, 215, 217, 218, 220, 221, 222, 225, 2353, 2402, 301, 302, 311, 312, 313, 320, 322, 333, 368, 370, 3286, 3291, 3328, 3333, 3339/40 &amp; 3501.</p> <p>Invoicing is pending.</p>	<p>Budget: \$46,492 Recorded Exp: \$44,639 Balance: \$1,853</p>
	920 Projects	<p><b>Seal Coat Program</b></p>	<p>This ongoing program is funded to install epoxy liners in copper water lines in all buildings which experience a high frequency of copper pipe leaks.</p>	<p>Buildings completed in 2023: B2110, B2113, B2136, B2192, B2284, B2286, B2313, B3461, B4005 for a total of 70 manors.</p>	<p>Budget: \$500,000 Recorded Exp: \$521,304 Balance: -\$21,304</p>
	920 Projects	<p><b>Water Lines - Copper Pipe Remediation</b></p>			

	904 Maint Svc	<b>Epoxy Wasteline Remediation</b>	This ongoing program is funded 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: 1028  Buildings complete in 2023: B2394, B3241, B3242, B3363, B3364, B3365, B3366, and B3367 for a total of 177 manors.  The 2023 program is complete. Invoicing is pending.	December 2023	Budget: \$1,000,000 Recorded Exp: \$842,590 Balance: \$157,410
	920 Projects	<b>Elevator Replacement Program</b>	This ongoing program is funded to replace mechanical equipment and interior renovations as needed. The annual budget will allow for 2 elevator cab upgrades.	Equipment upgrades at buildings 3243 and 3244 completed in December 2023.  Invoicing is pending.	December 2023	Budget: \$125,000 Recorded Exp: \$15,625 Balance: \$109,375
	920 Projects	<b>Roof Replacement - Light Weight Tile to Comp Shingle Roofs</b>	Beginning with the 2020 Business Plan, the Board elected to initiate the Light Weight Tile Replacement program to address premature failure of existing tile roofs. Light weight tile roofs will be replaced with composition shingle roof systems.	Lightweight tile roofs removed and replaced with triple laminate composition shingles at the following buildings in 2023: B3215 & B3343	May - June 2023	Budget: \$119,925 Recorded Exp: \$117,816 Balance: \$2,109
	920 Projects	<b>Roof Replacement - BUR to PVC Cool Roofing</b>	This ongoing program is funded 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 completed as of November 30, 2023: 2225, 2278, 2282, 2292, 2309, 2319, 2383, 3012, 3034, 3038, 3149, 3157, 3241, 3271, 3303, 3405, 3475, 3487, 3501, 3513, 4024, 5011, 5349, 5460, 5465, 5468, 5526, 5536, 5537, 5539.  Invoicing is pending.	May to November 2023	Budget: \$1,094,077 Recorded Exp: \$984,652 Balance: \$109,425
	920 Projects	<b>Emergency Roof Repair &amp; Preventive Maintenance Programs</b>	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.	All preventive roof maintenance scheduled for 2023 on roofs that were replaced 5 and 10 years ago has been completed.  <b>5 Year Maintenance</b> - 53 buildings completed  <b>10 Year Maintenance</b> - 58 buildings; 5 carports completed  A supplemental appropriation was approved by the Third Board in April for emergency roof repairs. Emergency repairs are ongoing.	Annual Program	Budget: \$197,007 Supplemental: \$300,000 Recorded Exp: \$487,969 Balance: \$9,038

	910 Bldg. Maint	<b>Pest Control for Termites</b>	This annual program is funded 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.	59 buildings completed as of December 27, 2023. The tenting program has completed for the year. Completed 578 bee/wasp treatments Completed 55 local termite treatments outside of the program.  Invoicing is pending.	May to November 2023	Budget: \$315,000 Recorded Exp: \$259,733 Balance: \$55,267
	910 Bldg. Maint	<b>Annual Termite Inspections</b>	This annual program is funded to provide pest control inspection services.	449 buildings were scheduled for 2023. 287 buildings were completed, the remainder will be inspected in 2024.	Annual Program	Budget: \$45,000 Recorded Exp: \$35,270 Balance: \$9,730
	920 Projects	<b>Building Structures Dry Rot Program</b>	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.	Repairs are complete at buildings 5370, 3420 and 3421.	Annual Program	Budget: \$210,000 Recorded Exp: \$152,005 Balance: \$57,995
	920 Projects	<b>Building Structures Foundations Program</b>	This ongoing program is funded 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.	Buildings 5193, 2398, 3309 and 2354: Work Completed	Annual Program	Budget: \$35,000 Recorded Exp: \$30,471 Balance: \$4,529
	904 Maint Svc	<b>Electrical Systems</b>	This ongoing program is funded to repair or replace electrical equipment failures as needed.	None scheduled.	Annual Program	Budget \$30,000 Recorded Exp: \$0 Balance: \$30,000

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## STAFF REPORT

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**DATE:** January 8, 2024  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Gutter Installations at Building 2131

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### **RECOMMENDATION**

Direct staff to proceed with roof gutter installation at Manor 2131-H.

### **BACKGROUND**

In December 2023, maintenance staff completed the installation of rain gutters on Building 2131 with the exception of unit H. The non-occupant owner of 2131-H has repeatedly objected to the installation of gutters on her manor. The most recent correspondence from the owner of 2131-H is included as Attachment 1.

### **DISCUSSION**

Maintenance staff inspected the roof line and foundation for Building 2131 and determined that roof gutters should be installed to proactively protect against the potential for damage to mutual property from roof run-off during storm events.

The following items were considered:

1. During rain events, water run-off from the flat roofs gathers and pools on the concrete and/or flower beds near the foundations.
2. Damage was observed at the lower wall section of the building due to moisture contact.
3. Consistency. The surrounding buildings in the CDS (Monterey plan type) have all had gutters installed by members as alterations or by the mutual during the PTP cycle.

The installation of the gutters will reduce the architectural detail of the cornice band however, the benefits outweigh the design feature.

### **FINANCIAL ANALYSIS**

The estimated cost to install gutters at Manor 2131-H is \$650.00.

**Prepared By:** Manuel Gomez, Maintenance & Construction Director

**Reviewed By:** Adam Feliz, Maintenance Operations Manager  
Ian Barnette, Maintenance and Construction Assistant Director

### **ATTACHMENT(S):**

**Attachment 1 – Correspondence from 2131-H**

**Attachment 2 – Pictures of Recent Gutter Installations**

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Maintenance &  
Construction Dept.

Greetings Ralph Engdahl and the M&C Committee,

My Co-Owner and I are requesting to be placed on the agenda for the 11/6/23 M&C meeting unless we can come to a resolution sooner. We object to the 2<sup>nd</sup> attempt by Dept. 912 to install gutters on our Monterey corner unit @ 2131-H.

Very unfortunately, I just discovered foreman Abel, without any regard to protecting my identity, disclosed our unit # to lessee and owner of Unit 2131-G. The lessee spoke during member comments in August. The lessee then sent an email that was read during the 8/30/23 M&C meeting, where my identity was again exposed publicly by the secretary reading our unit #. This has caused unnecessary conflict among my neighbors. Our denial of gutter installation had nothing to do with Abel's decision to not install gutters in the other 7 units, yet he has cleverly placed the blame on us. This manipulation and exposure of our identity has caused tremendous emotional distress. As a result of this, I would prefer a private meeting to resolve this entire matter before the 11/6/23 M&C meeting.

Our tenant received a knock on the door by two unidentified men (no cards, no names given) announcing gutters would be installed in December. Our tenant asked these two men to contact the owners directly. As of today, we have not received any communication.

My co-owner is a seasoned roofer and GC. He was the one who suggested flashings & caps be installed on our wing wall for preventative measures. After last winter's rains our roof performed exceptionally well, no leaks nor pooling occurred. We are extremely meticulous in maintaining our unit and if we ever need gutters, we will immediately request them.

In February 2021, PTP found no termites nor dry rot, even after hammering holes in our wing wall. A notice was then left on our patio floor 'rain gutters will be replaced'. We do not have rain gutters. My co-owner spoke with Abel to understand his rationale for installing just prior to our 15-year paint cycle. Abel tried to convince him that gutters would be installed, then removed prior to painting and then reinstalled. My co-owner refuted this irrational logic, and no gutters were installed, however, as retribution someone turned us into compliance for a sail shade over our patio. It took over a year of our time, but we prevailed 5-0.

We had nothing to do with the other 7 units not receiving gutter installations nor replacements. We condemn this tactic of blaming us and exposing our identity.

On 9/15/23 I met with Chris Seely, our city building official. He confirmed "gutters are not required by code". What is required is roof grading be such that water sheds away from the foundation. Our roof is doing this very well even after last winter.

On 9/19/23 both Guy West and Erik Schneekluthe met with me to view our roof and the foundation. They are in great shape and show no pooling or foundation issues. Erik explained Cortese installed internal gutters on the original build. Eventually some of the gutters rusted and deteriorated, leaking into units. Fascia mounted gutters are being installed where necessary. We have had no leaks as our roof remains in great condition and sheds water away, the way it should.

I am hopeful that Abel's tactics are not standard operating procedure by VMS employees and that this behavior will cease immediately.

We greatly appreciate your time and consideration in coming to a resolution as soon as possible. I am in town and available at your convenience.

Most Sincerely,

Miss O'Hara

2131-H

[REDACTED]



ATTACHMENT 2





