



## **OPEN MEETING**

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

**Monday, November 4, 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 September 9, 2024
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
  - Garden Villa Resident Workshop
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. Building 3101 Walkway Realignment
  - b. SB326 Inspection Report
  - c. Annual Building Exterior Paint Program Update

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. Laundry Machines Cashless Payment Presentation
  - b. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
  - c. Incentive for Soundproofing Common Walls
  - d. Contract Licensed Quality Control Inspectors
  - e. Staff Development Plan for Trade License/Certification
  - f. 2026 Budget Discussion
  - g. Chargeable Services on Moisture Intrusion Events
  - h. Retaining Wall Request at 5391 Paseo Del Lago W
11. Committee Member Comments
12. Date of Next Meeting: Monday, January 6, 2024 at **1:30 p.m.**
13. Recess: At this time, the committee will recess 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, September 9, 2024 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

#### **REPORT**

**MEMBERS PRESENT:** Brad Rinehart - Chair, Jim Cook, SK Park, David Veeneman (in for Reza Karimi)

**MEMBERS ABSENT:** Reza Karimi, Moon Yun

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Mat Aldaz – Maintenance Services Manager, Adam West – Maintenance Operations Manager, Angelo Ocampo – Operations Manager General Services, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

#### **1. Call Meeting to Order**

Director Rinehart called the meeting to order at 9:35 a.m.

#### **2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

#### **3. Approval of the Meeting Report from July 1, 2024**

Hearing no objection, the meeting report was unanimously approved.

#### **4. Remarks of the Chair**

None.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

- Gate 11 Seepage

Mr. Gomez provided an update on the underground water percolating up through the ground near Building 5185 and the scope of work that was given to the committee at a prior meeting. A field inspection was performed recently and exploratory borings were taken and are being evaluated. A report from the geotechnical consultant will be received by the end of this month and those findings and recommendations will be brought to the committee for review as appropriate.

- Rain Gutter Screens

Mr. Gomez informed the committee that the board authorized M&C to work with General Services to install rain gutter screens on 4 buildings as a pilot program which will be starting soon. Installations will be monitored for functionality and results provided to the committee prior to any further installations. Mr. Ocampo detailed the process of selecting the choice of screen options. The 2025 budget includes \$50,000 for future installations.

- Fence Repairs Along Calle Sonora (Gate 14)

Mr. Gomez informed the committee that the condition of the cinder block and wrought iron fence along Calle Sonora was brought to his attention. General Services will perform spot repairs to the portion of the fence within Third and work with GRF to address the remaining portion of the fence. Staff will work with the Finance Department to fund a fence maintenance program during the 2026 budget meetings.

- Pilot program for Washer/Dryer Replacement Program

Mr. Gomez mentioned that a potential vendor for the pilot program has been invited to make a presentation to the United M&C Committee at the Oct. 23, 2024 meeting and invited the Third M&C to attend.

- 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

The project log was pulled for discussion. In response to questions about the asphalt and seal coat program, Mr. Gomez informed the committee that the board has decided to seal coat only in 2025 and reevaluate for 2026. Chair Rinehart suggested it might be helpful to investigate the possibility of replacing asphalt with concrete near trash enclosures to minimize damage to the asphalt by garbage trucks.

A motion was made and passed unanimously to approve the consent calendar.

**9. Items for Discussion and Consideration**

a. Building 3101 Walkway Realignment

Mr. Gomez summarized the history of the recommendation to realign the walkway in front of Building 3101. Discussion ensued regarding prior committee and board decisions; different options to address concern; ADA requirements for new construction and estimated costs. Staff's recommendation is to proceed with the original proposal for an outside vendor to realign the pathway at the mutual's expense.

A motion was made and unanimously approved to further research potential options in an effort to arrive at a less-costly solution which addresses the member's concerns.

b. Pilot Battery Storage System for EV Charging in 3-Story Buildings (Chair)

Chair Rinehart presented an option for a battery storage system to be used for EV charging. After discussion, Chair Rinehart requested this option be included in the 2025 Energy Study.

c. Water Pressure Valve RFP

Mr. Gomez provided background on the issue of water pressure testing in all buildings in Third Mutual and presented an RFP for the committee's review and discussion. The committee suggested staff include an estimated quantity of the sizes of the valves to be included in the RFP. The RFP will be revised and advertised.

d. External Paint RFP

Mr. Gomez provided background on the issue of utilizing an outside vendor to supplement in-house union staff for exterior painting and presented an RFP for 3 buildings to use as a price comparison. The RFP will be advertised as presented.

e. Miscellaneous Concrete Repair RFP

Mr. Gomez informed the committee that in-house staff is not able to perform repairs to concrete walkways in a timely manner and that the union has been consulted regarding contracting out the work. The RFP will be advertised as presented.

f. M&C Budget Update

- i. Contract Licensed Quality Control Inspectors
- ii. Staff Development Plan for Trade License/Certifications

Mr. Gomez informed the committee of the board's decision to add these two items to the 2025 budget in the amount of \$158,000 to contract with licensed quality control inspectors to focus on plumbing, electrical and roofing and to initiate a staff development plan to certify or license in-house staff where appropriate. Director Cook requested the qualifications listed on the posted job opportunities be reviewed. A report will be brought to the committee in the first quarter of 2025 outlining the program.

Mr. Gomez also provided an update on the prior request to add railings to the front entry walkways to Garden Villa Buildings and reported that the board did not approve a budget item for walkway railings. The committee requested that staff develop a cost estimate for hand railings on the stairs only and to investigate potential insurance savings if implemented and to bring those results back to the M&C and Finance Committees for consideration of utilizing discretionary funds.

**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. Incentive for Soundproofing Common walls

**11. Committee Member Comments**

- Director Cook thanked the committee and staff for their work and the committee's accomplishments as he ends his term on the committee.
- Director Veeneman recognized Director Cook for his service on the committee.

Third Laguna Hills Mutual  
Maintenance & Construction Committee  
Report of the Regular Open Session  
September 9, 2024  
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**12. Date of Next Meeting:** Monday, November 4, 2024 at 9:30 a.m.


**13. Recess:** The meeting was recessed at 10:42 a.m.

Brad Rinehart

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Brad Rinehart, Chair

**Signature:**

  
Brad Rinehart (Sep 11, 2024 15:01 PDT)

Brad Rinehart, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380

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| Third Mutual Project Log November 2024 (Prepared October 18) |  |   |   |  |  |
|--|--|---|---|--|--|
| #  | Name                                       | Description   | Status  | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)  |
| 1  | Annual Termite Inspections                 | This annual program is funded to provide pest control inspection services.  | 468 buildings scheduled for inspection in 2024 (approx. 39 buildings per month).<br><br>Inspections are underway in Gate 5 and 6. Between January and October, 353 buildings were inspected and 55 required treatment.  | December                                   | Budget: \$46,800<br>Recorded Exp: \$27,200<br>Balance: \$19,600      |
| 2  | Pest Control for Termites                  | 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. | 53 buildings scheduled for fumigation in 2024.<br><br>6 buildings (20 manors) scheduled for November: 3423, 5204, 3507, 3276, 3295 & 3234 (the remaining 13 buildings will be scheduled in 2025)<br><br>34 buildings completed in 2024:<br>2384, 5540, 5590, 5512, 5587, 5422, 5474, 5487, 5480, 3099, 3159, 3057, 3171, 3187, 3126, 3229, 3251, 3255, 5024, 5043, 3441, 5019, 5390, 3501, 5045, 5324, 5456, 5418, 3148, 5071, 2204, 5301, 5540 & 5026 (113 manors) | May to November                            | Budget: \$330,316<br>Recorded Exp: \$116,282<br>Balance: \$214,034   |
| 3  | Water Lines - Copper Pipe Remediation      | 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.   | Buildings remaining for 2024:<br>4013, 3108, 3145, 2383, 2326, 3170<br><br>Buildings completed in 2024:<br>2292, 3036, 3105, 3106, 3107, 4007, 2339, 2344, 2360, 3128, 3129   | December                                   | Budget: \$1,000,000<br>Recorded Exp: \$337,976<br>Balance: \$622,024 |
| 4  | Roof Replacement - BUR to PVC Cool Roofing | 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 remaining for 2024:<br>3479, 3488, 4019, 5052, 5091, 5397, 5442, 5474, 5558<br><br>Buildings completed in 2024: 2234, 2290, 2314, 2330, 2336, 2340, 2357, 2390, 3003, 3016, 3018, 3062, 3113, 3114, 3140, 3182, 3223, 3240, 3274, 3299, 3341, 3510  | June - November                            | Budget: \$1,200,000<br>Recorded Exp: \$237,804<br>Balance: \$962,196 |

| # | Name   | Description  | Status  | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)   |
|---|--|--|---|--|---|
| 5 | <b>PVC Roof Repair &amp; Preventive Maintenance Programs</b> | This ongoing program is funded to preserve and prolong the serviceable life of PVC roofs by performing emergent repairs as needed. This also includes flat roof debris clean-up. | <p>Roofs completed in January 2024:<br/> <b>5 Year</b> Maintenance - 2350, 2352, 2356, 3005, 3013, 3066, 3086, 3112, 3117, 3137, 3148, 3163, 3166, 3169, 3181, 3184, 3186, 3188, 3201, 3204, 3206, 3210, 3213, 3215, 3217, 3247, 3248, 3256, 3275, 3279, 3305, 3323, 3324, 3325, 3336, 3338, 3363, 3364, 3371, 3375, 3408, 3411, 3447, 3461, 3473, 3489, 3517, 5229, 5280, 5306, 5346, 5353, 5365, 5463, 5470, 5503, 5511</p> <p>Roofs completed January - March 2024:<br/> <b>10 Year</b> Maintenance - 2360, 3046, 3049, 3078, 3085, 3088, 3089, 3091, 3097, 3099, 3100, 3129, 3132, 3136, 3162, 3168, 3190, 3191, 3285, 3329, 3342, 3433, 3442, 3450, 3452, 3523, 5015, 5021, 5031, 5035, 5041, 5066, 5083, 5086, 5113, 5123, 5134, 5211, 5377, 5464, 5481, and Carports 3130, 3154, 3155, 3156, 3157, 3158, 4001, 4007</p> <p>310 buildings on the flat roof debris removal program will be completed in December 2024.</p> | December                                   | <p>Budget: \$104,823<br/> Recorded Exp: \$46,845<br/> Balance: \$57,978</p> |



| #  | Name   | Description   | Status  | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)  |
|----|--|---|---|--|--|
| 6  | <b>Prior to Paint Program (PTP)</b>            | This 15-year full cycle program is funded to repair dry rot and decking surfaces prior to painting.   | CDS 402 currently under PTP consisting of 3 three-story housing buildings and 6 carports.<br><br>CDS completed in 2024: 328, 333, 334 & 401 (26 housing buildings)  | December                                   | Budget: \$1,222,353<br>Recorded Exp: \$819,000<br>Balance: \$403,353   |
| 7  | <b>Exterior Paint Program</b>                  | 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. This includes touch-up painting of mutual repairs. | CDS remaining in 2024: 402<br><br>CDS 401 in progress and will be complete in December.<br><br>CDS completed in 2024: 328, 333 & 334  | December                                   | Budget: \$1,613,075<br>Recorded Exp: \$1,046,455<br>Balance: \$566,620 |
| 8  | <b>Gutters - Replacement and Repair</b>        | Gutter replacement and repairs are performed on original construction building rain gutters and downspout systems that are exhibiting deterioration.  | Gutter replacements scheduled for 2024: 3150, 3155, 3153 & 3152.<br><br>Gutters completed in 2024: 2137, 3151, 3148, 3154, & 3158.  | November                                   | Budget: \$60,000<br>Recorded Exp: \$0<br>Balance: \$60,000             |
| 9  | <b>Building Structures Dry Rot Program</b>     | This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.  | B5371 and B5372: Work is scheduled to be completed in December.   | December                                   | Budget: \$210,000<br>Recorded Exp: \$64,800<br>Balance: \$145,200      |
| 10 | <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.   | B3273: Foundation repair. Work is in progress.<br>3417-P: Garage wall foundation was completed in September.<br>B2290: Foundation work was completed in July.<br>B2369: No structural repairs needed. Stucco repairs completed in August.<br>4014-1A: Column foundation work was completed in July. | November                                   | Budget: \$25,000<br>Recorded Exp: \$24,500<br>Balance: \$500           |

| #  | Name   | Description  | Status   | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)  |
|----|--|--|--|--|--|
| 11 | <b>Building Structures Replacement</b>           | 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. | <p><b>Structural Repair/Replacement Completed:</b><br/>None.</p> <p><b>Structural Repair/Replacement in Progress:</b><br/>None.</p> <p><b>Parapet Wall Removals:</b><br/>5284: Work is in progress.<br/>5028: Work is in progress.</p> <p><b>SB326 Repairs:</b><br/>3415-O and P, 3416-N, 5525-O, 3429-O and P, 4019-N, O and P, 4020-N, O and P, 4021-N and 4022-N and P.</p> | December                                   | <p>Budget: \$500,000<br/>Recorded Exp: \$70,002<br/>Balance: \$429,998</p> |
| 12 | <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.   | <p>Buildings completed in 2024:<br/>B4006 and B4010 are in progress.<br/>Invoicing is pending.</p>   | November                                   | <p>Budget: \$125,000<br/>Recorded Exp: \$9,112<br/>Balance: \$115,888</p>  |
| 13 | <b>Garden Villa Rec Room Window Replacements</b> | This program is funded to replace windows in Garden Villa Recreation Rooms.  | <p>Buildings scheduled for 2024:<br/>969, 2404, 3421, 5510, 5515<br/>Bidding underway, award of contract in November. Work to be completed in December.</p>  | December                                   | <p>Budget: \$60,000<br/>Recorded Exp: \$0<br/>Balance: \$60,000</p>        |

| #                | Name  | Description   | Status   | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)   |
|------------------|---|---|--|--|---|
| <b>COMPLETED</b> |   |   |  |  |   |
|                  | <b>Senate Bill 326<br/>Load Bearing<br/>Component<br/>Inspections</b>         | <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 report due January 2025, as outlined in Senate Bill 326.</p> | <p>73 buildings were inspected in 2024</p> <p>28 buildings inspected in <b>March</b>:<br/>2249, 2250, 2259, 2260, 3011, 3019, 3020, 3021, 3026, 3029, 3031, 4018, 4019, 4020, 4021, 4022, 3427, 3428, 3429, 2401, 2402, 3241, 3242, 3415, 3416, 3417, 5523, 5525</p> <p>14 buildings inspected in <b>April</b>:<br/>3434, 3435, 2354, 2355, 2384, 2385, 2386, 2387, 2388, 4003, 4004, 4005, 4012, 4013</p> <p>15 buildings inspected in <b>May</b>:<br/>3335, 3336, 3337, 3338, 3420, 2294, 4006, 4008, 4009, 4010, 4011, 4014, 4015, 2399, 2400</p> <p>16 buildings inspected in <b>June</b>:<br/>2117, 2118, 2120, 2134, 2135, 2136, 2227, 2229, 2231, 2232, 2237, 2239, 2240, 2241, 2242, 2244</p> <p>Inspection report will be presented in November to M&amp;C Committee.</p> | March - June                               | <p>Budget: \$92,495<br/>Recorded Exp: \$92,994<br/>Balance: -\$498</p>                                      |
|                  | <b>Roof Replacement -<br/>Light Weight Tile to<br/>Comp Shingle<br/>Roofs</b> | <p>This ongoing program is funded to replace light weight tile roofs with composition shingle roof systems.</p>   | Buildings completed in 2024:<br>3207, 3215, 3292, 3394, 3475, 5216   | May - June                                 | <p>Budget: \$250,000<br/>Recorded Exp: \$240,559<br/>Balance: \$9,441</p>                                   |
|                  | <b>Shepherd's Crook</b>   | <p>This program is funded to remove and replace barbed wire with Shepherd's Crook.</p>  | <p>7,014 LF out of 33,761 LF of Shepherd's Crook has been installed as of 2023.</p> <p>Work completed in 2024:<br/>313 LF at Gate 11</p>   | July                                       | <p>Budget: \$32,400<br/>Recorded Exp: \$28,546<br/>Balance: \$3,854</p>                                     |
|                  | <b>Waste Line<br/>Remediation</b>   | <p>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.</p>                  | <p>Total number of buildings in Third Mutual: 1,405<br/>Number of buildings left to complete: 1,020</p> <p>Buildings remaining for 2024:<br/>2354 (Completion deferred to 2025)</p> <p>Buildings completed in 2024:<br/>2392, 2394, 5518, 4011, 3421, 2393 (144 manors)</p>  | August                                     | <p>Budget: \$1,000,000<br/>Supplemental: \$500,000<br/>Recorded Exp: \$1,592,536<br/>Balance: -\$92,536</p> |

| # | Name                                       | Description  | Status   | Estimated Completion/<br>On-going Programs | Budget<br>(as of September)                                  |
|---|--|--|--|--|--|
|   | <b>Asphalt Paving and Concrete Program</b> | This annual program is funded to preserve the integrity of CDS street paving. Annual inspections are conducted and repaving is scheduled as needed. Adjacent concrete sidewalks are evaluated and repaired if necessary.                 | Paving work completed in 2024:<br>CDS 304, 335, 409, 329, 374 - work completed was patching, crackfill and seal coat application to pavement per Board direction.<br><br>Invoicing is pending. | September                                  | Budget: \$377,975<br>Recorded Exp: \$0<br>Balance: \$377,975 |
|   | <b>Seal Coat Program</b>                   | 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. | Seal coat work completed in 2024:<br>CDS 214, 226, 303, 306, 315, 316, 321, 325, 326, 331-A, 334, 354, 356, 357, 365, 371, 376, 402, 403, 3317<br><br>Invoicing is pending.                    | September                                  | Budget: \$53,876<br>Recorded Exp: \$0<br>Balance: \$53,876   |

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## STAFF REPORT

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**DATE:** November 4, 2024  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Building 3101 Walkway Improvements

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### **RECOMMENDATION**

Recommend that the Board of Directors approve the replacement of the concrete walkway adjacent to 3101-D with turf at mutual's expense and authorize an expenditure of up to \$4,000 from Unappropriated Expenditure Fund.

### **BACKGROUND**

On September 9, 2024, the Maintenance & Construction Committee reviewed the history associated with the resident request to realign the walkway in front of Building 3101. A motion was made and unanimously approved to direct staff to research less expensive options which address the member's concerns.

### **DISCUSSION**

Staff considered different alignments (meandering around trees) and materials (pavers and decomposed granite) for the realignment of the sidewalk, but they were either more expensive or not suitable for this application. As a result of this, staff explored the alternative to remove the existing sidewalk and replace it with turf. Attachment 1 depicts this concept in more detail. This alternative was discussed with Mrs. Greenman on September 13, 2024, and she finds it acceptable.

If the committee is interested in this alternative, staff recommends staff be directed to notify the residents in the adjacent building of the proposed removal.

### **FINANCIAL ANALYSIS**

Staff estimates that the cost to remove the sidewalk, relocate irrigation and to extend the grass over this area to be \$4,000. If the Board approves the work be done at mutual expense, funding would need to be approved from the Unappropriated Expenditures Fund. The work will be performed by contract services.

**Prepared By:** Bart Mejia, Maintenance & Construction Assistant Director

**Reviewed By:** Manuel Gomez, Maintenance & Construction Director  
Steve Hormuth, Director of Financial Services

Attachments:

Attachment 1 – Sketch of Proposed Improvements at B-3101

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## **STAFF REPORT**

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**DATE:** November 4, 2024  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** SB 326 Exterior Elevated Elements Inspections Report

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### **RECOMMENDATION**

Recommend that the Board of Directors receive and file the Exterior Elevated Elements Inspections Report in compliance with SB 326.

### **BACKGROUND**

Senate Bill No. 326 (SB 326) requires inspections of exterior elevated elements, defined as the load-bearing components (balconies, walkways and stairways), to determine if the exterior elevated elements are in a generally safe condition and performing in compliance with applicable standards. SB 326 also requires inspections be conducted every 9 years with the initial inspections completed by January 1, 2025.

In July of 2022, the Board of Directors awarded a contract to a structural engineering consultant, Cardoso & Associates, Inc., to conduct the required visual inspections of the exterior elevated elements in compliance with SB 326.

### **DISCUSSION**

To comply with SB 326, the consultant selected a representative sample of 118 buildings to conduct the required inspections. Of the 118 buildings inspected, 28 required structural repairs as noted in Attachment 1. To date, structural repairs on 7 of the 28 buildings have been completed. The consultant inspections did not identify any immediate safety concerns. However, four building walkways were temporarily shored as an extra measure of safety pending completion of repairs.

The engineer's inspection reports indicate the useful life of the building exterior elevated elements, after repairs and maintaining the current State-mandated 9-year inspection cycle, would be approximately 18 to 27 years.

### **FINANCIAL ANALYSIS**

Funding for the consultant contract was approved in the 2023 and 2024 Business Plans for the required inspections. The inspections were completed within the total budget allocation of \$142,944 from the Reserve Fund.

**Prepared By:** Guy West, Projects Division Manager

**Reviewed By:** Bart Mejia, Maintenance and Construction Assistant Director  
Steve Hormuth, Director of Financial Services

### **ATTACHMENT**

Attachment 1: Summary of Building Inspections

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| Building | Year Inspected | Structural Repairs? |
|----------|----------------|---------------------|
| B2110    | 2023           | No                  |
| B2112    | 2023           | No                  |
| B2113    | 2023           | No                  |
| B2114    | 2023           | No                  |
| B2115    | 2023           | No                  |
| B2117    | 2024           | No                  |
| B2118    | 2024           | No                  |
| B2120    | 2024           | No                  |
| B2134    | 2024           | No                  |
| B2135    | 2024           | No                  |
| B2136    | 2024           | No                  |
| B2227    | 2024           | No                  |
| B2229    | 2024           | No                  |
| B2231    | 2024           | No                  |
| B2232    | 2024           | No                  |
| B2237    | 2024           | No                  |
| B2239    | 2024           | <b>Yes</b>          |
| B2240    | 2024           | <b>Yes</b>          |
| B2241    | 2024           | <b>Yes</b>          |
| B2242    | 2024           | No                  |
| B2244    | 2024           | No                  |
| B2249    | 2024           | No                  |
| B2250    | 2024           | No                  |
| B2259    | 2024           | No                  |
| B2260    | 2024           | No                  |
| B2294    | 2024           | <b>Yes</b>          |
| B2304    | 2023           | No                  |
| B2310    | 2023           | No                  |
| B2323    | 2023           | No                  |
| B2338    | 2023           | No                  |
| B2351    | 2023           | No                  |

| <b>Building</b> | <b>Year Inspected</b> | <b>Structural Repairs?</b> |
|-----------------|-----------------------|----------------------------|
| B2354           | 2024                  | No                         |
| B2355           | 2024                  | No                         |
| B2384           | 2024                  | No                         |
| B2385           | 2024                  | No                         |
| B2386           | 2024                  | No                         |
| B2387           | 2024                  | No                         |
| B2388           | 2024                  | No                         |
| B2399           | 2024                  | <b>Yes</b>                 |
| B2400           | 2024                  | <b>Yes</b>                 |
| B2401           | 2024                  | No                         |
| B2402           | 2024                  | No                         |
| B3011           | 2024                  | No                         |
| B3014           | 2024                  | <b>Yes</b>                 |
| B3015           | 2024                  | <b>Yes</b>                 |
| B3019           | 2024                  | No                         |
| B3020           | 2024                  | No                         |
| B3021           | 2024                  | No                         |
| B3026           | 2024                  | No                         |
| B3029           | 2024                  | No                         |
| B3031           | 2024                  | No                         |
| B3241           | 2024                  | No                         |
| B3242           | 2024                  | No                         |
| B3245           | 2023                  | No                         |
| B3246           | 2023                  | No                         |
| B3247           | 2023                  | <b>Yes</b>                 |
| B3248           | 2023                  | <b>Yes</b>                 |
| B3249           | 2023                  | No                         |
| B3250           | 2023                  | <b>Yes</b>                 |
| B3251           | 2023                  | <b>Yes</b>                 |
| B3252           | 2023                  | No                         |
| B3253           | 2023                  | No                         |



| <b>Building</b> | <b>Year Inspected</b> | <b>Structural Repairs?</b> |
|-----------------|-----------------------|----------------------------|
| B3271           | 2023                  | No                         |
| B3272           | 2023                  | No                         |
| B3273           | 2023                  | No                         |
| B3274           | 2023                  | No                         |
| B3275           | 2023                  | No                         |
| B3276           | 2023                  | No                         |
| B3277           | 2023                  | No                         |
| B3278           | 2023                  | No                         |
| B3279           | 2023                  | No                         |
| B3280           | 2023                  | No                         |
| B3281           | 2023                  | No                         |
| B3298           | 2023                  | No                         |
| B3299           | 2023                  | No                         |
| B3300           | 2023                  | No                         |
| B3302           | 2023                  | No                         |
| B3304           | 2023                  | No                         |
| B3305           | 2023                  | No                         |
| B3306           | 2023                  | No                         |
| B3307           | 2023                  | No                         |
| B3335           | 2024                  | <b>Yes</b>                 |
| B3336           | 2024                  | <b>Yes</b>                 |
| B3337           | 2024                  | <b>Yes</b>                 |
| B3338           | 2024                  | No                         |
| B3358           | 2023                  | <b>Yes</b>                 |
| B3359           | 2023                  | No                         |
| B3360           | 2023                  | <b>Yes</b>                 |
| B3361           | 2023                  | No                         |
| B3362           | 2023                  | <b>Yes</b>                 |
| B3413           | 2023                  | No                         |
| B3414           | 2023                  | No                         |
| B3415           | 2024                  | <b>Yes</b>                 |

| Building | Year Inspected | Structural Repairs? |
|----------|----------------|---------------------|
| B3416    | 2024           | Yes                 |
| B3417    | 2024           | No                  |
| B3420    | 2024           | No                  |
| B3427    | 2024           | No                  |
| B3428    | 2024           | No                  |
| B3429    | 2024           | Yes                 |
| B3434    | 2024           | Yes                 |
| B3435    | 2024           | Yes                 |
| B4003    | 2024           | No                  |
| B4004    | 2024           | No                  |
| B4005    | 2024           | No                  |
| B4006    | 2024           | No                  |
| B4008    | 2024           | No                  |
| B4009    | 2024           | No                  |
| B4010    | 2024           | No                  |
| B4011    | 2024           | No                  |
| B4012    | 2024           | No                  |
| B4013    | 2024           | No                  |
| B4018    | 2024           | No                  |
| B4019    | 2024           | Yes                 |
| B4020    | 2024           | Yes                 |
| B4021    | 2024           | Yes                 |
| B4022    | 2024           | Yes                 |
| B5523    | 2024           | No                  |
| B5525    | 2024           | Yes                 |

|                   |     |
|-------------------|-----|
| Structual Repairs | 28  |
| Total Buildings   | 118 |

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# Paint Program Overview

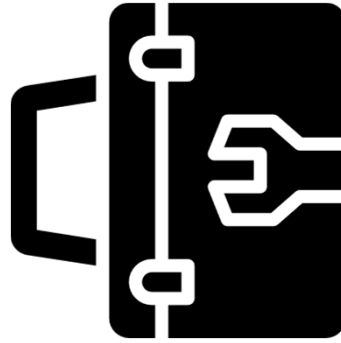
Maintenance Operations, November 2024



# Paint Program Phases



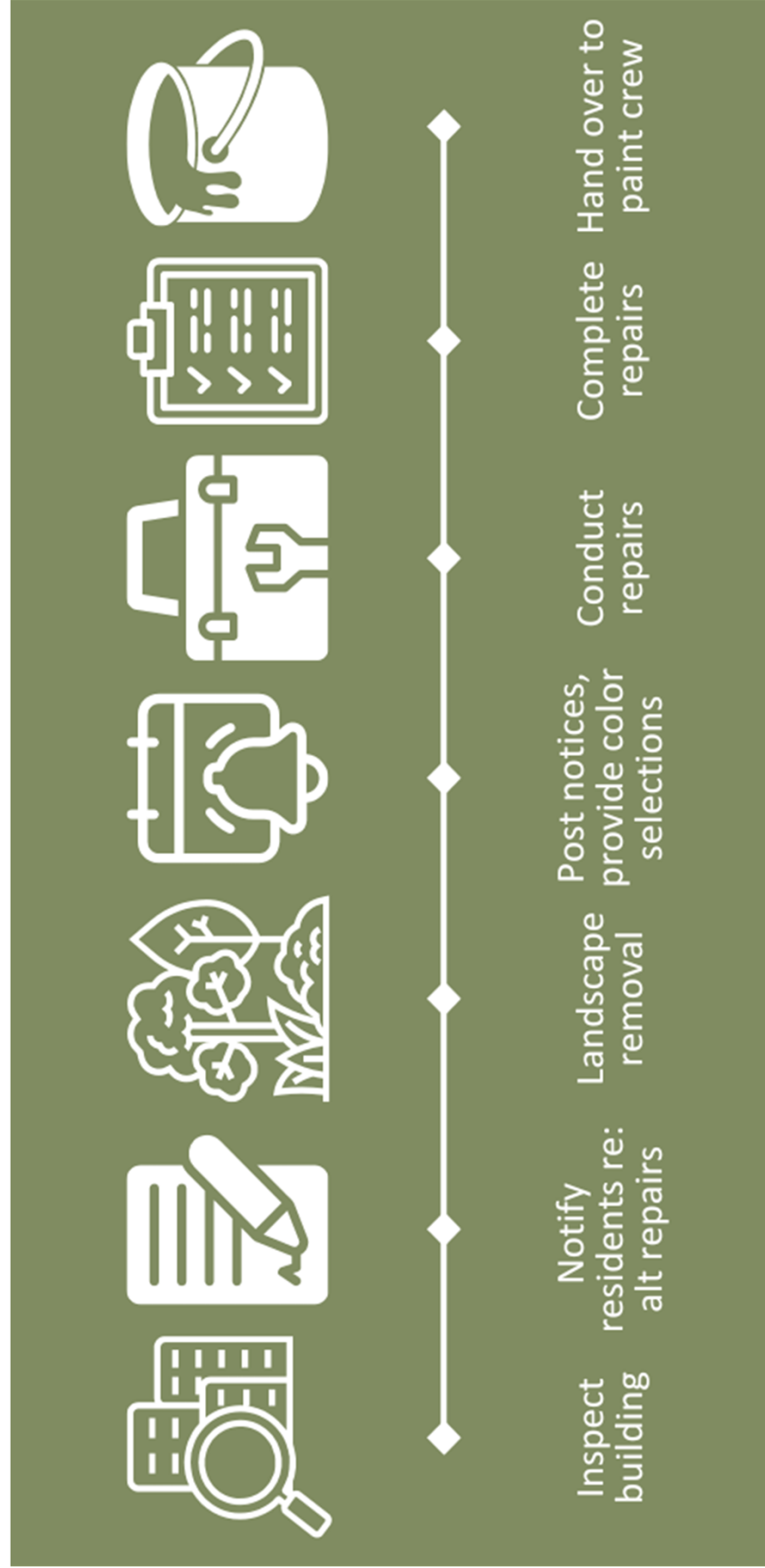
PHASE ONE:  
Prior-to-Paint



PHASE TWO:  
Painting



# PHASE ONE: Prior-to-Paint Process



# Prior-to-Paint Services

## Damage Repairs

- Dry rot/termite damage
- Structural components
- Non-structural components
- Stucco & weep screens
- Gutter systems
- Starter boards
- Rafters

## Replacements

- Corbel & fascia
- Ramps & bridges
- Top coat
- Trellis beams
- Carport siding
- Exterior skylights



# B4003 Dry-Rotted Deck Repair & Replacement





# B4002 Dry-Rotted Structural Staircase Member Replacement & Stucco Replacement

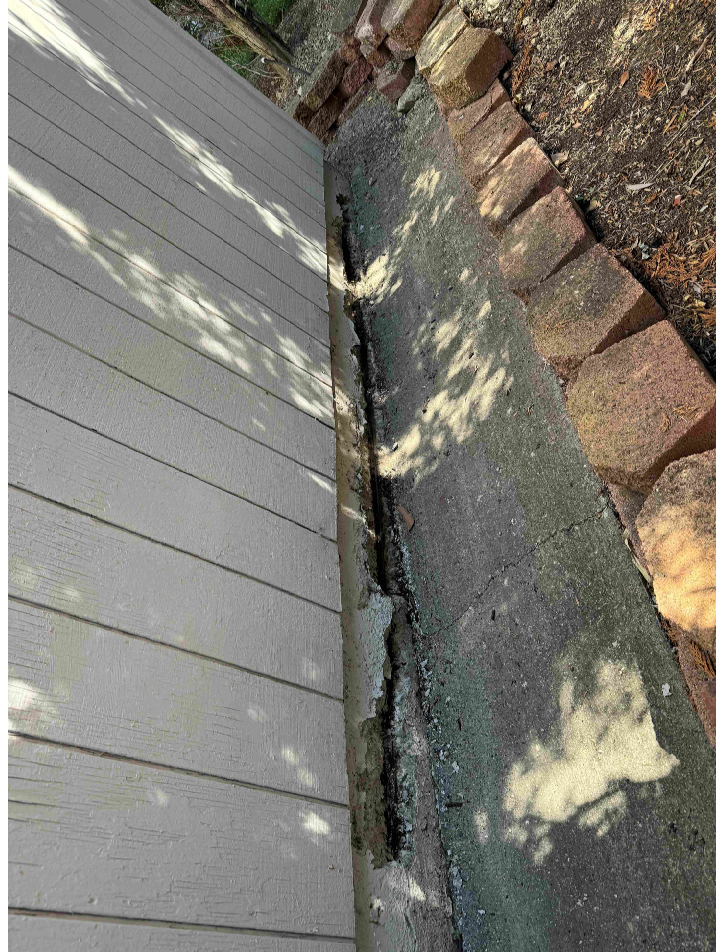


# B5477 Dry-Rotted Wall Framing and Stucco Repair

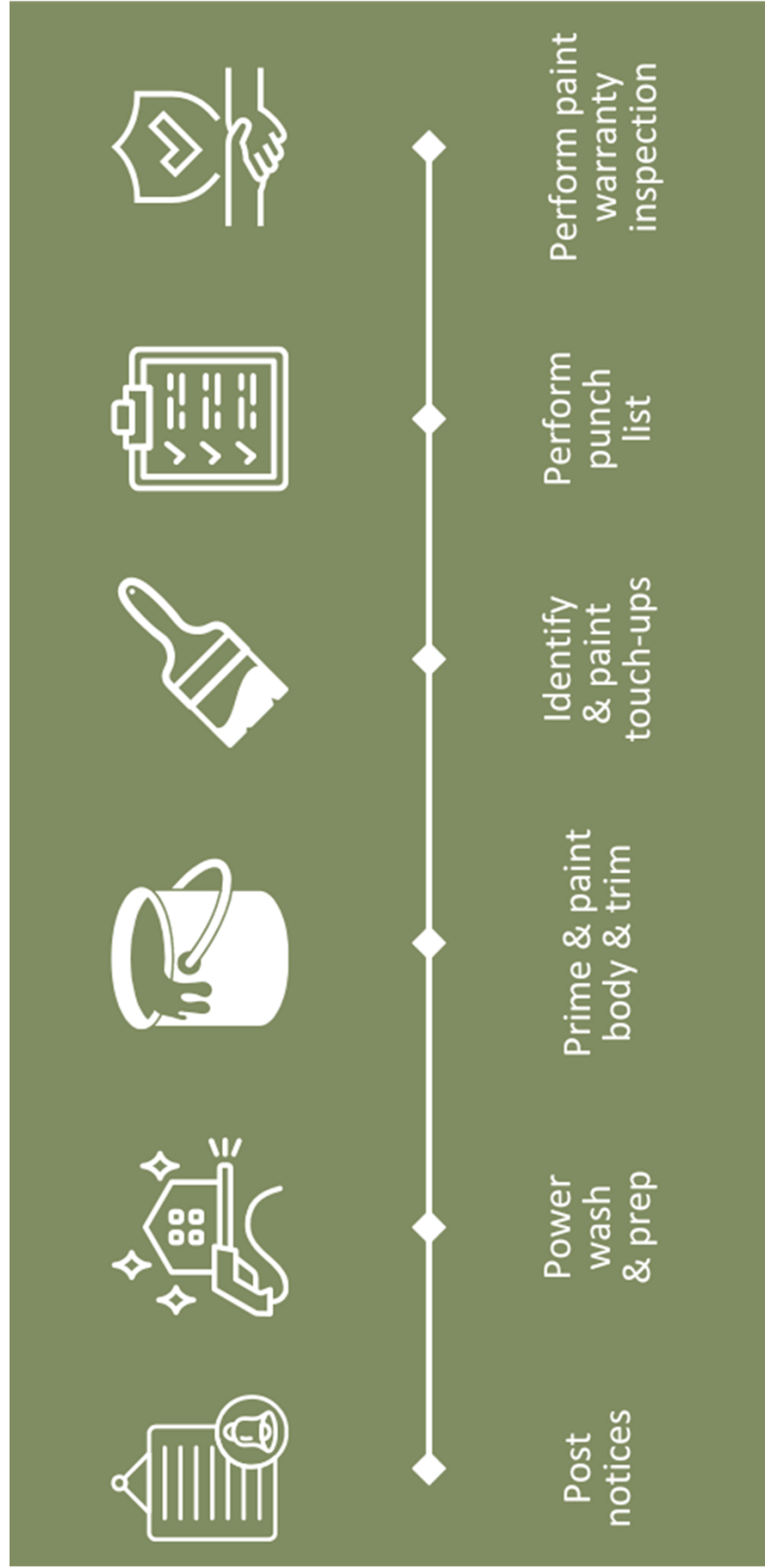




# Carport 4005 Damaged Foundation & Curb, Dry-Rotted Side Paneling & Stucco



## PHASE TWO: Painting Process



# Painting Services

- Repair minor stucco damage after pressure washing
- Caulk for weatherization
- Prime & paint body & trim
- Apply Tex-Cote materials
- Paint railings
- Apply top coat
- Replace building signs



B4002  
Before & After





# 2024 Program Overview

## Completed

CDS: 328, 333, 334, 401

Buildings: 35 (102 Manors)

Carpports: 2

Laundry Rooms: 0

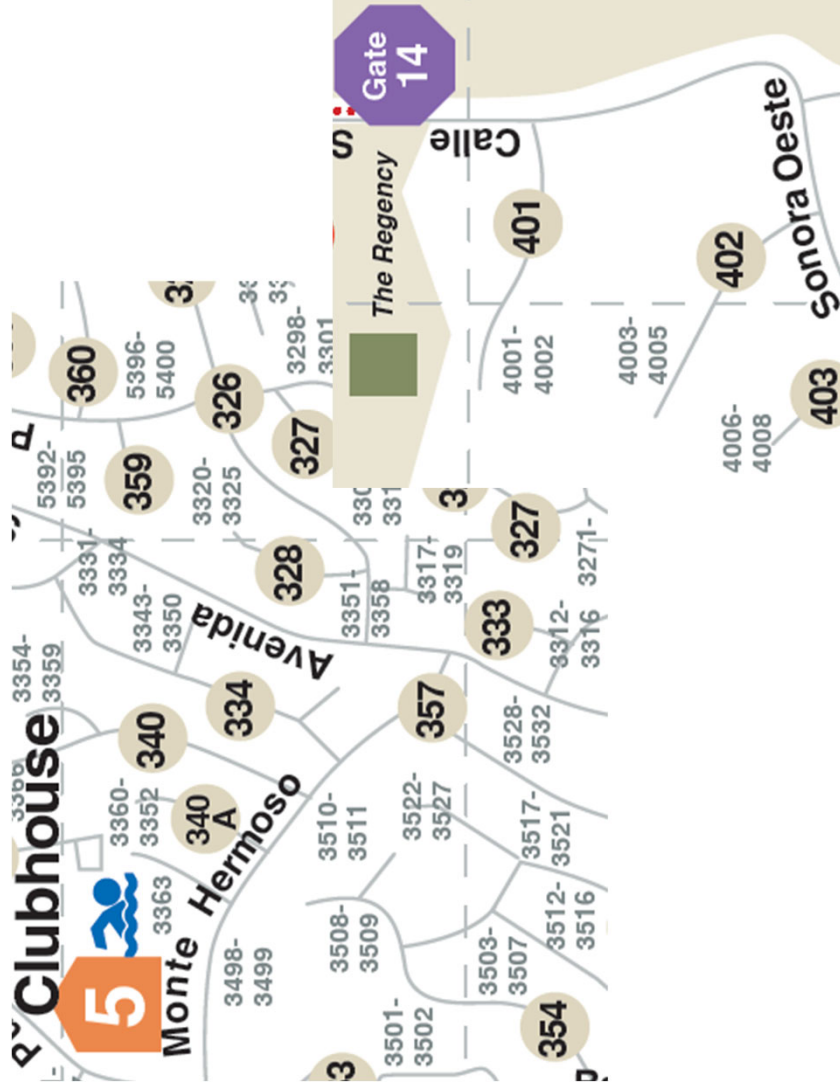
## Remaining

CDS: 402

Buildings: 3 (63 Manors)

Carpports: 6

Laundry Rooms: 0



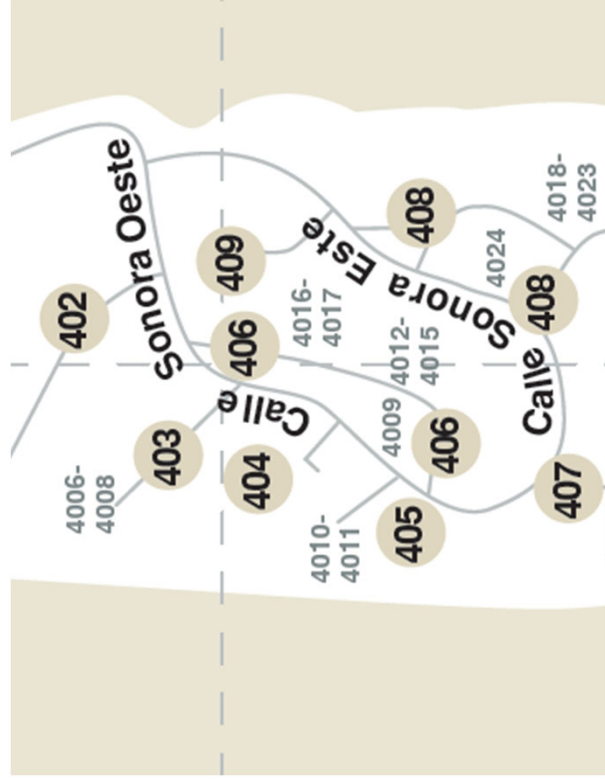
# 2025 Program Projections

**CDS: 403, 404, 405**

**Buildings: 6 (132 Manors)**

**Carports: 0**

**Laundry Rooms: 0**





# Questions