



OPEN MEETING

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**

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 August 30, 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
 - Speed Queen Washer/Dryer Installations
 - Recruitment for Temporary Staff for Building Pressure Readings
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. Slope Repair RFP Update (Verbal)
 - b. Post-Paint Program (Verbal)

- c. Contractor and Staff Oversight Presentation
 - d. Options for Improving Delivery of Hot Water to Individual Manors
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, January 8, 2024 at 9:30 a.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

**Wednesday, August 30, 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, Mark Laws, Andy Ginocchio (in for Moon Yun)

MEMBERS ABSENT: Moon Yun

OTHERS PRESENT: Peter Henschel, Advisor

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Jay Allen – Damage Restoration Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:32 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from July 11, 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 commented on the lack of gutters on their manor.

- A member commented on their building gutters needing repair and recent painting of the common area breezeway.
- A member commented on pressure regulator valves, contractor oversight, and dry rot repair projects.
- A member commented on the status of repairs at their manor, and asbestos testing.

6. Response to Member Comments

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

Mr. Gomez and Mr. Barnette provided updates on the following projects:

- **Gate 11 Seepage Update**
Work began on August 14, 2023 and is estimated to be completed by the end of October.
- **Buildings 3434-3438 Mailbox Replacement Update**
Of the three mailboxes that were scheduled for installation, two are complete. The final mailbox will be installed in September.
- **3-Story Buildings Washer/Dryer Damper Pads Update**
There are approximately 100 remaining damper pads to be installed in the 24-unit Garden Villa buildings; 60 have already been installed. Staff was directed to inquire about hiring additional employees to accelerate the pace of the installations.

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.

a. Project Log

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

9. Items for Discussion and Consideration

a. 3361-O Non-Standard Electrical Use Reimbursement Request

Mr. Gomez presented the staff report and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to reimburse the manor owner \$136, in addition to the \$64 already reimbursed, for electrical use related to a moisture intrusion event.

b. Garden Villa Rec Room Heat Pump Noise Level Update

Mr. Barnette responded to a concern presented at the July 5, 2023 Garden Villa Recreation Room Subcommittee meeting regarding the noise level of newly-installed heat pumps. Based on a recent decibel reading, the new model heat pumps produce less noise than the old model heat pumps.

c. Garden Villa Rec Room Ceilings Paint Update

Mr. Barnette responded to a concern presented at the July 5, 2023 Garden Villa Recreation Room Subcommittee meeting regarding the frequency of rec room ceiling painting. Mr. Barnette clarified that while the ceilings are not part of the interior paint program, if requested, ceilings can be repainted as needed. If a service order is entered, staff will schedule an inspection and repaint as needed.

d. Slope Repair RFP Update

Mr. Gomez updated the committee on the status of the RFP for 5 to 6 areas throughout the mutual which need slope repairs. As no bids have been received, the deadline has been extended to September 1, 2023. The slopes are being monitored by the Landscape Department in the interim.

e. Re-Consideration of Vendor Referral Program for Small Drywall Removals

Mr. Gomez reintroduced the topic which was presented at a prior committee meeting and board meeting. Discussion ensued state requirements for asbestos testing in condos; referral to Legal for potential ramifications for referring a specific vendor and script for Manor Alterations to use in response to inquiries; and possible next steps.

Advisor Henschel left the meeting at 2:55 p.m.

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.*

- a. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Minimize Water Waste While Waiting for Water to Heat
- c. Post-Paint Program

- d. Mutual Owned/Mutual Funded Solar Power Options for EV Charging
- e. Share Contractor Oversight Presentation from Client Services Meeting

11. Committee Member Comments

- Director Ginocchio inquired about utilizing a liaison with the CAI-OC.

12. Date of Next Meeting: Monday, November 6, 2023 at 1:30 p.m.

13. Recess – The meeting was recessed at 3:19 p.m.



Ralph Engdahl, Chair

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

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Third Mutual Project Log September 2023 (Prepared October 30)						
#	Dept	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of Sept. 30)
1	910 Bldg. Maint	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.	59 buildings scheduled for tenting between May and November. 56 buildings completed as of October 30, 2023. Completed 525 bee/wasp treatments Completed 45 local termite treatments outside of the program	May to November 2023	Budget: \$315,000 Recorded Exp: \$192,858 Balance: \$122,415
1.a.	910 Bldg. Maint	Annual Termite Inspections	This annual program is funded to provide pest control inspection services.	Inspections are underway. 449 buildings are scheduled for 2023. 187 buildings have been completed. 19 of the inspected buildings show active termites which will require future tenting.	Annual Program	Budget: \$45,000 Recorded Exp: \$24,960 Balance: \$20,040
2	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.	Structural Repair/Replacement Completed: Building 2276: Elevated walkway Building 2404: Column Structural Repair/Replacement in Progress: Manor 3237-C: Garage roof drainage correction. Building 2400: Garage column Building 4009: Column Building 5207: Garage stem wall Building 5208: Garage stem wall SB326 Repairs: 3247-B, 3248-O, 3250-N, 3251-B, 3358-N, 3358-P, 3360-O, 3362-O, 3362-P. Work is complete.	Annual Program	Budget: \$500,000 Recorded Exp: \$267,276 Balance: \$232,724
3	920 Projects	Building Structures Dry Rot Program	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

4	920 Projects	Building Structures Foundations Program	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.	Building 5193: Foundation structural repair. Work in progress for 10/16/23 - 11/06/23. Buildings 2398, 3309 and 2354: Work Completed	Annual Program	Budget: \$35,000 Recorded Exp: \$27,171 Balance: \$7,829
5	904 Maint Svc	Electrical Systems	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
6	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 scheduled for November: Buildings 3371, 2197, 2334, 2341, 2342, 2347, 2348, 2351 and 2201. Repairs of existing gutters completed at 140 buildings.	Annual Program	Budget: \$113,127 Recorded Exp: \$45,731 Balance: \$67,396
7	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 remaining for 2023: CDS 333 Paint program has completed CDS 202 and has moved into CDS221. CDS 401-406 postponed to 2024.	Annual Program	Budget: \$1,597,812 Recorded Exp: \$731,766 Balance: \$866,046
8	910 Bldg. Maint	Prior to Paint Program (PTP)	This 15-year full cycle program is funded to repair dry rot and decking surfaces prior to painting.	CDS remaining in 2023: 328, 333 Prior to paint program is in CDS 221 which consists of 8 Garden Villa buildings.	Annual Program	Budget: \$1,167,546 Recorded Exp: \$890,338 Balance: \$277,208
9	920 Projects	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 2023: 5526, 5536, 5537, & 5539. Buildings completed as of October 20, 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.	May - November 2023	Budget: \$1,094,077 Recorded Exp: \$695,501 Balance: \$398,576

10	920 Projects	Emergency Roof Repair & Preventive Maintenance Programs	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. 5 Year Maintenance - 53 buildings completed 10 Year Maintenance - 58 buildings; 5 carports completed A supplemental appropriation was approved by the Third Board in April for emergency roof repairs. Emergency repairs are ongoing. Total number of buildings in Third Mutual: 1405 Number of buildings left to complete: 1031 Buildings remaining in 2023: B2394, and B3242 and B3363. Buildings complete in 2023: B3241, B3364, B3365, B3366, and B3367.	Annual Program	Budget: \$197,007 Supplemental: \$300,000 Recorded Exp: \$474,769 Balance: \$22,238
11	904 Maint Svc	Epoxy Wasteline Remediation	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.	Buildings remaining in 2023: B2394, and B3242 and B3363. Buildings complete in 2023: B3241, B3364, B3365, B3366, and B3367.	December 2023	Budget: \$1,000,000 Recorded Exp: \$506,609 Balance: \$493,391
12	920 Projects	Elevator Replacement Program	This ongoing program is funded to replace mechanical equipment and interior renovations as needed. The annual budget will allow for 2 elevator cab upgrades.	Buildings 3243 and 3244 are scheduled for equipment upgrades. Construction to be completed by the end of December.	December 2023	Budget: \$125,000 Recorded Exp: \$0 Balance: \$125,000

COMPLETED						
	920 Projects	Roof Replacement - Light Weight Tile to Comp Shingle Roofs	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	Senate Bill 326 Load Bearing Component Inspections	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. Inspection submittal requirements due January 2025, as outlined in Senate Bill 326.	45 buildings were inspected between February and April 2023 The 2023 program is complete.	Feb. - Apr. 2023	Budget: \$50,000 Recorded Exp: \$49,950 Balance: \$50
	920 Projects	Shepherd's Crook	This ongoing program is funded to remove and replace barbed wire with Shepherd's Crook on all perimeter block walls on a phased approach.	To date, a total of 6,702 LF out of 33,525 LF of Shepherd's Crook has been installed. 2023 program cancelled.	Annual Program	Budget: \$35,000 Recorded Exp: \$0 Balance: \$35,000
	920 Projects	Asphalt Paving Program	This annual program is funded to preserve the integrity of CDS street paving. Annual inspections are conducted and repaving is scheduled as needed.	Overlay paving work completed in 2023: CDS 224, 321, 325, 375 Full depth paving work completed in 2023: CDS 338, 3162, 3181, 3294, 3296.	Annual Program July 2023	Budget: \$392,929 Recorded Exp: \$384,882 Balance: \$8,047
	920 Projects	Seal Coat Program	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 was completed in August: 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 & 3501.	September 2023	Budget: \$46,492 Recorded Exp: \$44,639 Balance: \$1,853
	920 Projects	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 completed in 2023: B2110, B2113, B2136, B2192, B2284, B2286, B2313, B3461, B4005.	Annual Program	Budget: \$500,000 Recorded Exp: \$521,015 Balance: -\$21,015

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M&C Department Contractor and In-house Staff Oversight

November 6, 2023



Contract Services

- Roofs • HVAC • Street Lights
- Asphalt • Elevator • Solar Panels
- Concrete • Dry Rot • Remediations
- Engineering • Fumigations • Restorations
- Capital Projects • Electrical
- Structural Repairs • Epoxy Lining

Contractor Oversight

Pre-job meetings

- Review contract requirements and schedules

Progress meetings and inspections

- Document compliance and progress
- Correction notices, if needed
- Verification of work completed and progress payments

Project close-out

- Final inspections, punch list items
- Warranties and owner maintenance responsibilities

In-House Staff Oversight

Managers, Supervisors, Foreman, Leads

- Review SOP's
- Conduct safety meetings, training
- Provide daily job assignments
- Monitor job progress
- Review work product quality
- Document project completion
- Respond to service inquiries and complaints

Questions

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