



## **OPEN MEETING**

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

**Monday, May 6, 2024 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](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 March 4, 2024
4. Remarks of the Chair
5. Member Comments – *(Items Not on the Agenda)*
6. Response to Member Comments
7. Department Head Update
  - 2025 Budget Items
  - 2131-H Gutter Waiver Refusal
  - Street Light and Walkway Light Maintenance Responsibility
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. Annual Solar Production Report/Return on Investment (ROI) Update

9. Items for Discussion and Consideration
  - a. Ramp Request in Front of Building 3500
  - b. 2024 Asphalt/Seal Coat Program Update
  - c. Supplemental Budget Appropriation for Emergency Roof Repairs
  - d. Reimbursement Request for Annual Golf Cart Charging Fee
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
11. Committee Member Comments
12. Date of Next Meeting: Monday, July 1, 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, March 4, 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, Moon Yun

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** **Third:** Andy Ginocchio, Cris Prince

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

**1. Call Meeting to Order**

Chair Rinehart called the meeting to order at 1:30 p.m.

**2. Approval of the Agenda**

The agenda was amended to include a discussion of Gate 11 Seepage Issues as Item 9d and Concerns at Building 3500 as Item 9e. Hearing no objection, the agenda was unanimously approved as amended.

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

Hearing no objection, the meeting report was unanimously approved.

**4. Remarks of the Chair**

None.

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

- A member commented on a rodent issue in their building attic.
- A member commented on water intrusion caused by rain gutters, breezeway drainage, and rec room windows.
- A member commented on a roof leak in their manor.

**6. Response to Member Comments**

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

**7. Department Head Update**

- Building Pressure Readings Update (Verbal Only)

Mr. Barnette reported that 89 of the 320 buildings that have been inspected had above normal water pressure which require the installation of a pressure regulator valve. The inspections are estimated to be completed by July. Staff will replace pressure regulator valves in buildings with a high priority and the remainder will be completed by an outside contractor.

- Slope Repairs Update

Mr. Gomez provided an update on the six slope areas within the mutual which have been repaired. Sandbags will remain in place until the Landscape Department determines that no further intervention is required on those slopes.

- SCE Proposed Rate Increase for 2025

Mr. Gomez informed the committee that the Public Utilities Commission is accepting comments regarding the proposed rate increases and staff will continue to share those meeting dates with the members. Staff confirmed that the rates charged at the EV charging stations at the Community Center will be updated as appropriate.

- Railings at Garden Villa Entrances

Mr. Gomez asked the committee to provide direction regarding hand railings along with walkways leading to Garden Villa Buildings. Staff was directed to include railings on steps, where necessary, in the 2025 budget discussions.

- 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

Staff answered questions from the committee regarding the roofing contractor.

b. Supplemental Budget Allocation for GV Garage Seepage Consultant Services

The committee unanimously endorsed this recommendation to the Third Board.

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

**9. Items for Discussion and Consideration**

a. GV Garage Seepage RFP Scope of Work

Mr. Gomez informed the committee of the intention to retain a structural engineering firm to investigate the rain water seepage into the garages in some Garden Villa buildings. The committee reviewed the draft scope of work and directed staff to proceed with finalizing the RFP.

b. Roof Leak Repairs Update

Mr. Gomez provided an update via PowerPoint and staff answered questions from the committee. Discussion included the types of roofs, potential causes of leaks, and budget allocations for roof repairs and replacements in 2025.

c. 2024 Roof Replacement Program

Mr. Gomez provided an update via PowerPoint and staff answered questions from the committee. Discussion included the pros and cons of spray foam, light weight tile, PVC and comp shingle roofing material options for consideration when the roofing contract goes out to bid in 2025.

d. Gate 11 Seepage Issues

Director Park provided photos of water in some gutters near Gate 11 and inquired about the project previously completed in the area. Staff is monitoring the drainage issue in the surrounding areas and will respond accordingly. Should additional drainage become necessary in the future, a report will be brought to the committee for direction.

e. Concerns at Building 3500

Director Park requested staff to inspect the door to the trash enclosure, the slope of the ramp leading to the building, marked areas of the walkway leading to the building, and

noted the lack of curb cutout at Bahia Blanca. Staff indicated that the items will be investigated and resolved appropriately.

**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. Gate 11 Seepage Issues
- c. Concerns at Building 3500
- d. Safety

**11. Committee Member Comments**

- Director Karimi thanked Chair Rinehart for a good job chairing the meeting.
- Director Yun thanked Director Park for going out into the village and showing his sincerity to the members.
- Mr. Gomez reminded the committee that paper agenda packets will no longer be provided to audience members. Director Karimi suggested displaying the agenda on one of the screens for the convenience of the audience.
- Chair Rinehart thanked staff for their efforts.

**12. Date of Next Meeting:** Monday, May 6, 2024 at 1:30 p.m.

**13. Adjournment:** The meeting was adjourned at 3:00 p.m.



Brad Rinehart

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

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### Third Mutual Street Light Maintenance Summary

	Owner	Repairs By	Notes
<b>Street lights</b>	Third Mutual	Yunex (contractor)	Third owns all street light poles and light fixtures inside gates.  SCE owns electrical equipment from pole to transformer.
<b>Walkway lights (low level)</b>	Third Mutual	VMS staff	Third owns bollard style light fixtures.
<b>Walkway lights (pole)</b>	SCE	SCE	SCE owns light poles and electrical equipment from pole to transformer.
<b>Exterior lights on Buildings, Carports, Cul-de-sacs</b>	Third Mutual	VMS staff	

\* All light outages should be reported to Resident Services; Resident Services will create a service work order for the appropriate work center or vendor.



## Third Mutual Street Light Maintenance Summary

Third Street Light



Third Walkway Light



SCE Walkway light





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Third Mutual Project Log March 2024 (Prepared April 26)					
#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
1	<b>Senate Bill 326 Load Bearing Component 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 submittal requirements due January 2025, as outlined in Senate Bill 326.</p> <p>Final report will be presented in October 2024.</p>	<p>73 buildings will be inspected in 2024</p> <p>28 buildings inspected in <b>March</b>: 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>: 3434, 3435, 2354, 2355, 2384, 2385, 2386, 2387, 2388, 4003, 4004, 4005, 4012, 4013</p> <p>15 buildings scheduled in <b>May</b>: 3335, 3336, 3337, 3338, 3420, 2294, 4006, 4008, 4009, 4010, 4011, 4014, 4015, 2399, 2400</p> <p>16 buildings scheduled in <b>June</b>: 2117, 2118, 2120, 2134, 2135, 2136, 2227, 2229, 2231, 2232, 2237, 2239, 2240, 2241, 2242, 2244</p> <p>468 buildings scheduled for inspection in 2024 (approx. 39 buildings per month).</p>	<p>March - June</p>	<p>Budget: \$92,495 Recorded Exp: \$20,094 Balance: \$72,401</p>
2	<b>Annual Termite Inspections</b>	<p>This annual program is funded to provide pest control inspection services.</p>	<p>Inspections are underway in Gate 5 and 6. Between January and April, 109 buildings were inspected and 16 required treatment.</p>	<p>December</p>	<p>Budget: \$46,800 Recorded Exp: \$0 Balance: \$46,800</p>

#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
3	<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.	53 buildings scheduled for fumigation in 2024.  9 buildings scheduled in <b>May</b> : 5540, 5590, 5512, 5587, 5422, 5474, 5487, 5480, 3099 (25 manors)  2 buildings scheduled in <b>June</b> : 2369, 2384 (48 manors)  Schedule for July - November pending Total number of buildings in Third Mutual: 1,405 Number of buildings left to complete: 1,020	May to November	Budget: \$330,316 Recorded Exp: \$4,104 Balance: \$326,212
4	<b>Waste Line 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.	Buildings remaining for 2024: 4011, 3421, 2393, 2354  Buildings completed in 2024: 2392, 2394, 5518	December	Budget: \$1,500,000 Recorded Exp: \$485,170 Balance: \$1,014,830
5	<b>Water Lines - Copper Pipe Remediation</b>	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 scheduled for 2024: 2289, 3019, 3020, 3036, 3105, 3106, 3107, 4007 for a total of 66 manors.  Buildings complete in 2024: None (schedule pending)	December	Budget: \$1,000,000 Recorded Exp: \$9,650 Balance: \$990,350
6	<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 scheduled for 2024: CDS 304, 329, 335, 374, 409	July	Budget: \$377,975 Recorded Exp: \$0 Balance: \$377,975

#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
7	<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 scheduled for 2024: CDS 214, 226, 303, 306, 315, 316, 321, 325, 326, 331-A, 334, 354, 356, 357, 365, 371, 376, 402, 403, 3317	September	Budget: \$53,876 Recorded Exp: \$0 Balance: \$53,876
8	<b>Roof Replacement - Light Weight Tile to Comp Shingle Roofs</b>	This ongoing program is funded to replace light weight tile roofs with composition shingle roof systems.	Buildings scheduled for 2024: 3207, 3215, 3292, 3394, 3475, 5216	May - June	Budget: \$250,000 Recorded Exp: \$0 Balance: \$250,000
9	<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 scheduled for 2024: 2234, 2290, 2314, 2330, 2336, 2340, 2357, 2390, 3003, 3016, 3018, 3062, 3113, 3114, 3140, 3182, 3223, 3240, 3274, 3299, 3341, 3479, 3488, 3510, 4019, 5052, 5091, 5397, 5442, 5474, 5558	June - November	Budget: \$1,200,000 Recorded Exp: \$0 Balance: \$1,200,000

#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
10	<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:  <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:  <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  Recorded Exp: \$0  Balance: \$104,823</p>
11	<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.	<p>CDS remaining in 2024:  401, 402 consisting of 37 housing buildings and 9 carports</p> <p>CDS 328 (18 housing buildings) and 334 (11 housing buildings) in progress</p> <p>CDS completed in 2024: 333 (5 housing buildings)</p>	December	<p>Budget: \$1,222,353  Recorded Exp: \$262,675  Balance: \$959,678</p>

#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
12	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. This includes touch-up painting of mutual repairs.	CDS remaining in 2024: 334, 401, 402  CDS 328 in progress  CDS completed in 2024: 333	December	Budget: \$1,613,075 Recorded Exp: \$349,681 Balance: \$1,263,394
13	Gutters - Replacement and Repair	Gutter replacement and repairs are performed on original construction building rain gutters and downspout systems that are exhibiting deterioration.	Gutter replacements scheduled for 2024: (schedule pending)	As-Needed	Budget: \$60,000 Recorded Exp: \$0 Balance: \$60,000
14	Building Structures Dry Rot Program	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.	B5511: Work is complete. B5371 and B5372: A structural observation was performed on April 4, 2024. Repair plans have been requested. Construction to begin in late May.	As-Needed	Budget: \$210,000 Recorded Exp: \$0 Balance: \$210,000
15	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 2369: Pedestal and grade beam. Repair plans are in progress. B2290: Foundation. Work is in progress. 3417-P: Garage wall foundation. A contract is pending for repairs. 4014-1A: Column foundation. Work is scheduled to be completed by early June.	As-Needed	Budget: \$25,000 Recorded Exp: \$0 Balance: \$25,000

#	Name	Description	Status	Estimated Completion/ On-going Programs	Budget (as of March)
16	<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> None.</p> <p><b>Structural Repair/Replacement in Progress:</b> None.</p> <p><b>Parapet Wall Removals:</b> 5107, 5180, 5284: A contract is pending approval.</p> <p><b>SB326 Repairs:</b> 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>	As-Needed	<p>Budget: \$350,000 Recorded Exp: \$32,804 Balance: \$317,196</p>
17	<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.	Buildings scheduled for upgrades in 2024: B4006 and B4010	October	<p>Budget: \$125,000 Recorded Exp: \$0 Balance: \$125,000</p>
18	<b>Shepherd's Crook</b>	This program is funded to remove and replace barbed wire with Shepherd's Crook.	<p>7,014 LF out of 33,761 LF of Shepherd's Crook has been installed as of 2023.</p> <p>Scheduled for 2024: 296 LF at Gate 11</p>	August	<p>Budget: \$32,400 Recorded Exp: \$0 Balance: \$32,400</p>
19	<b>Garden Villa Recreation Room Window Replacements</b>	This program is funded to replace windows in Garden Villa Recreation Rooms.	Buildings scheduled for 2024: 969, 2404, 3421, 5510, 5515	December	<p>Budget: \$60,000 Recorded Exp: \$0 Balance: \$60,000</p>



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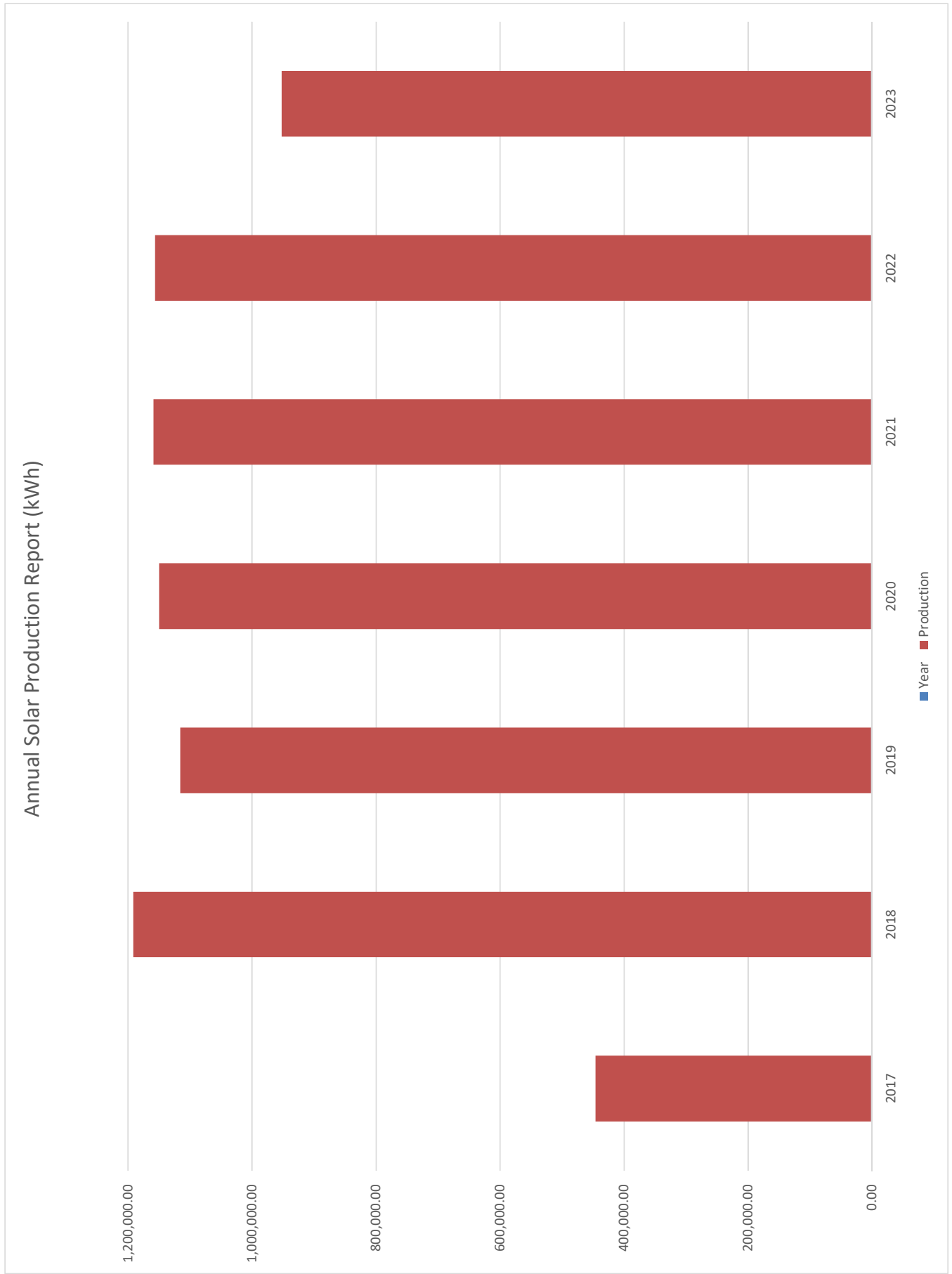
Third Mutual Solar Production Report

2024 Production													
Third Mutual Project	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
2353 Via Mariposa	6,050	6,020	9,670										21,740
2381 Via Mariposa	5,987	5,927	9,613										21,527
2393 Via Mariposa West	4,650	4,870	7,990										17,510
2394 Via Mariposa West	4,350	4,100	10,530										18,980
2397 Via Mariposa West	5,360	5,300	8,450										19,110
2399 Via Mariposa West	4,910	4,930	7,830										17,670
2400 Via Mariposa West	5,470	4,930	5,590										15,990
3242 San Amadeo	4,250	1,210	7,580										13,040
3243 San Amadeo	4,836	4,802	7,940										17,578
3420 Calle Azul	3,563	3,626	5,927										13,116
5372 Punta Alta	3,509	3,978	8,909										16,396
5510 Paseo Del Lago West	3,089	3,212	5,259										11,560
Total Production of kWh =	56,024	52,905	95,288	0	0	0	0	0	0	0	0	0	204,217

2023 Production													
Third Mutual Project													
2353 Via Mariposa	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
	5,600	7,180	8,920	11,530	9,780	10,660	13,350	12,270	8,820	8,890	6,610	5,310	108,920
2381 Via Mariposa	4,550	6,520	8,260	10,580	9,150	9,840	12,300	11,280	8,090	7,980	6,172	5,058	99,780
2393 Via Mariposa West	4,360	5,730	7,170	7,930	8,540	9,460	11,920	10,570	7,220	7,220	5,130	4,050	89,300
2394 Via Mariposa West	1,570	4,900	8,770	12,510	10,770	11,800	14,830	13,550	9,720	9,750	7,210	5,260	110,640
2397 Via Mariposa West	4,980	6,330	7,900	10,200	8,600	9,280	11,340	10,530	7,780	7,800	5,830	4,710	95,280
2399 Via Mariposa West	2,460	3,090	3,840	9,510	8,190	8,970	11,330	10,280	7,370	7,310	5,310	4,280	81,940
2400 Via Mariposa West	5,250	6,730	8,520	11,010	9,350	10,150	12,650	11,610	8,330	8,220	5,970	4,750	102,540
3242 San Amadeo	4,180	5,310	7,010	9,350	8,300	9,000	11,200	9,990	6,950	6,710	4,680	3,780	86,460
3243 San Amadeo	4,150	0	0	0	4,313	4,974	6,373	6,052	4,418	4,815	4,958	4,170	44,223
3420 Calle Azul	3,082	0	0	0	5,179	6,088	8,216	7,425	5,330	5,318	3,915	3,183	47,736
5372 Punta Alta	3,982	0	0	0	2,657	3,668	4,613	7,824	6,556	6,161	0	2,794	38,255
5510 Paseo Del Lago West	2,958	0	0	0	5,246	6,210	7,871	7,059	4,972	4,760	3,351	2,662	45,089
Total Production of kWh =	47,122	45,790	60,390	82,620	90,075	100,100	125,993	118,440	85,556	84,934	59,136	50,007	950,163

2394 and 2399 partially down due to failed inverters. Equipment replaced under warranty, installation by Phenix.  
Communication equipment and data logger upgraded to 4G

Lifetime Production (kWh)	7,360,829
Total 2024 Repair Costs	\$5,625
Recent Panel Cleanings	Apr-24



### Third Laguna Woods Mutual Solar Program

Year		Annual Cost Avoidance	O&M	SCE Charges (NEM)	Capital Investment (*)	Net Annual Cost Avoidance	Cummulative Program
Year 1	2017	\$79,515	(\$31,062)	(\$59,746)	(\$2,563,000)	(\$2,574,293)	(\$2,574,293)
Year 2	2018	\$222,465	(\$36,882)	(\$13,835)		\$171,748	(\$2,402,545)
Year 3	2019	\$254,228	(\$21,640)	(\$13,835)		\$218,753	(\$2,183,792)
Year 4	2020	\$261,943	(\$14,508)	(\$13,835)		\$233,600	(\$1,950,192)
Year 5	2021	\$263,992	(\$32,561)	(\$13,835)		\$217,596	(\$1,732,596)
Year 6	2022	\$277,192	(\$37,037)	(\$13,835)		\$226,320	(\$1,506,276)
Year 7	2023	\$291,052	(\$50,605)	(\$13,835)		\$226,612	(\$1,279,664)
Year 8	2024	\$305,604	(\$36,000)	(\$13,835)		\$255,769	(\$1,023,895)
Year 9	2025	\$320,884	(\$37,080)	(\$13,835)		\$269,969	(\$753,926)
Year 10	2026	\$336,929	(\$38,192)	(\$13,835)		\$284,901	(\$469,024)
Year 11	2027	\$353,775	(\$39,338)	(\$13,835)		\$300,602	(\$168,422)
Year 12	2028	\$371,464	(\$40,518)	(\$13,835)		\$317,110	\$148,688
Year 13	2029	\$390,037	(\$41,734)	(\$13,835)		\$334,468	\$483,156
Year 14	2030	\$409,539	(\$42,986)	(\$13,835)		\$352,718	\$835,874
Year 15	2031	\$430,016	(\$44,275)	(\$13,835)		\$371,905	\$1,207,779
Year 16	2032	\$451,517	(\$45,604)	(\$13,835)		\$392,078	\$1,599,857
Year 17	2033	\$474,092	(\$46,972)	(\$13,835)		\$413,286	\$2,013,143
Year 18	2034	\$497,797	(\$48,381)	(\$13,835)		\$435,581	\$2,448,724
Year 19	2035	\$522,687	(\$49,832)	(\$13,835)		\$459,019	\$2,907,743
Year 20	2036	\$548,821	(\$51,327)	(\$13,835)	(\$450,000)	\$33,659	\$2,941,402
Year 21	2037	\$576,262	(\$52,867)	(\$13,835)		\$509,560	\$3,450,962
Year 22	2038	\$605,075	(\$54,453)	(\$13,835)		\$536,787	\$3,987,749
Year 23	2039	\$635,329	(\$56,087)	(\$13,835)		\$565,407	\$4,553,157
Year 24	2040	\$667,096	(\$57,769)	(\$13,835)		\$595,491	\$5,148,648
Year 25	2041	\$700,450	(\$59,503)	(\$13,835)		\$627,113	\$5,775,761
Year 26	2042	\$735,473	(\$61,288)	(\$13,835)		\$660,350	\$6,436,111
Year 27	2043	\$772,247	(\$63,126)	(\$13,835)		\$695,285	\$7,131,396
Year 28	2044	\$810,859	(\$65,020)	(\$13,835)		\$732,004	\$7,863,400
Year 29	2045	\$851,402	(\$66,971)	(\$13,835)		\$770,596	\$8,633,996
Year 30	2046	\$893,972	(\$68,980)	(\$13,835)		\$811,157	\$9,445,154

(\*) Solar panels installed in 2018; Inverters to be replaced after 20 years

Solar Project Cost:               \$2,563,000  
Initial ROI = 12 Years  
12 Buildings  
427 NEM meters

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## STAFF REPORT

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**DATE:** May 6, 2024  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Ramp Request in Front of Building 3500

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### **RECOMMENDATION**

Provide direction to staff.

### **BACKGROUND**

On February 27, 2024 staff met with residents of Building 3500 and Director Park to discuss a number of concerns that had been brought to Director Park's attention. At the meeting, staff was provided with two signed petitions (Attachment 1) requesting accessibility improvements to the sidewalk in front of Building 3500 and to the corner curb returns along Bahia Blanca West (Attachment 2).

### **DISCUSSION**

The sidewalk in front of Building 3500 has a rolled curb adjacent to the sidewalk. Construction of a sidewalk ramp requires compliance with Standard 42 (Attachment 3). A member or members can request approval to construct said ramp at their expense through the Mutual Consent process. The estimated cost to design and construct the ramp is \$35,000.

Third mutual is under no obligation to provide a ramp at this location and access to the building from the southwest walkway is obstruction free and level with the adjacent parking lot.

The second request for ramps at the curb returns along Bahia Blanca West is outside Third's jurisdiction. The roadway and sidewalks are GRF's responsibility and GRF does not have a program to install ramps at any roadways throughout the Village.

### **FINANCIAL ANALYSIS**

If the Board of Directors elects to provide funding for the design and construction of the requested ramp at Building 3500, a supplemental appropriation in the amount of \$35,000 would need to be approved by the board. Funding is available from the Unappropriated Expenditure Fund.

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

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

Attachments:  
Attachment 1 – Signed Petitions  
Attachment 2 – Location Map  
Attachment 3 – Standard 42

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# SIGNED PETITION

2-24-2024

RECEIVED

FEB 27 2024

Maintenance &  
Construction Dept.

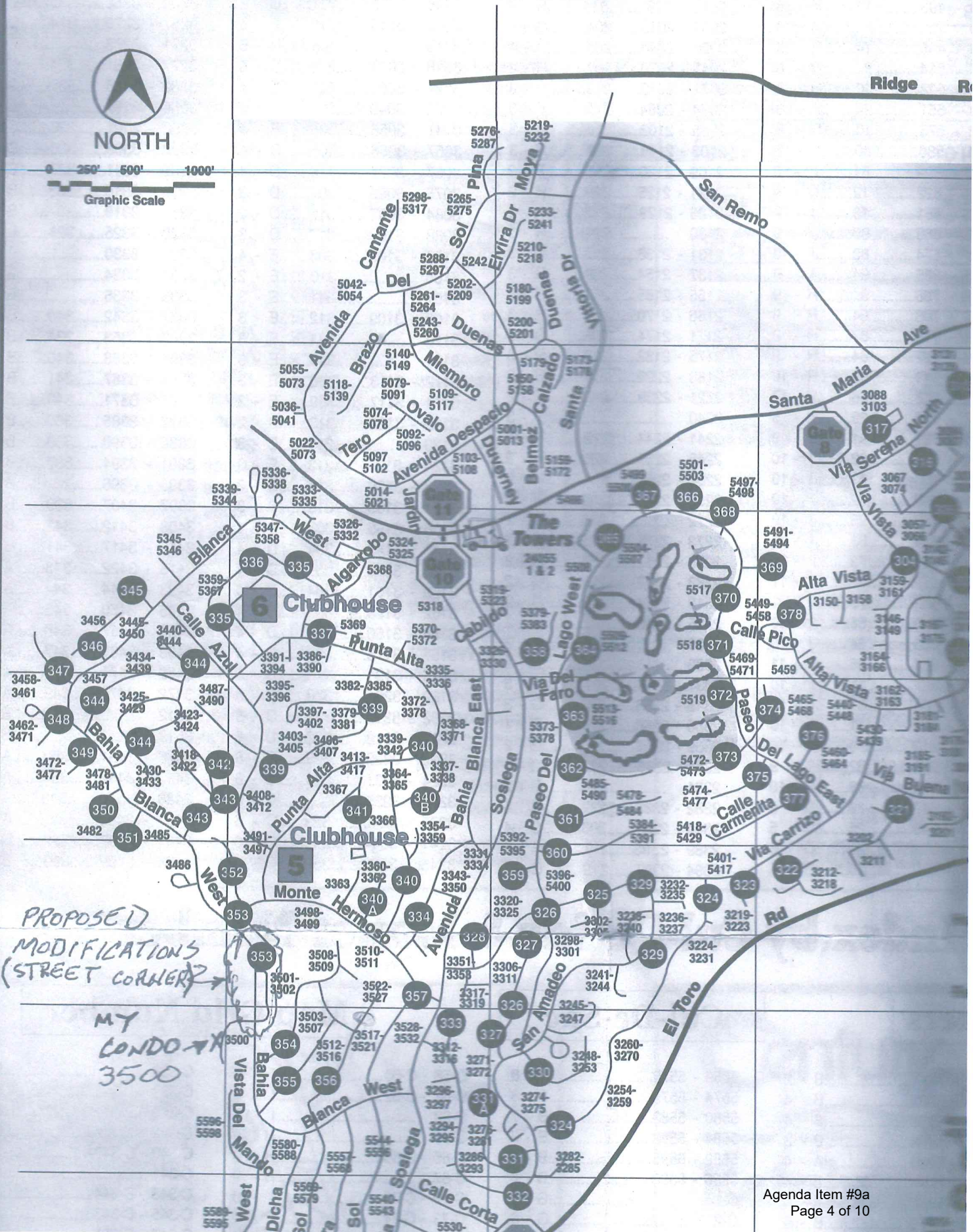
Residents of Building 3500 Bahia Blanca W,  
We are requesting to have our main entrance sidewalk  
modified for wheelchair or walker accessible.  
Our sidewalk needs to have a gradual slope to the street.

Unit:	Print Name:	Signature:
1A	Elaine Deppe	[Redacted]
2B	LINDA WINSLOW	[Redacted]
1B	GLEN TANAHARA	[Redacted]
2E	PETER MARTIN	[Redacted]
2E	NINA SWEENEY	[Redacted]
1F	SANDY THOMPSON	[Redacted]
1F	ROGER BECK	[Redacted]
1E	Ismail Ceonades	[Redacted]
1E	Carmen Chavez	[Redacted]
2A	RUBEN BENGOA	[Redacted]
3A	BARBARA OILAR	[Redacted]
3A	JAMES OILAR	[Redacted]
3E	Aji shazafi	[Redacted]
3C	Veronica Nirtaut	[Redacted]
3G	MARION SPIRN	[Redacted]
3G	LO'WIN SPIRN	[Redacted]
3F	Donna Fagan	[Redacted]
1C	HOCHAN KIM	[Redacted]
1.3	Yolene Smith Ester Levitt	[Redacted]





Graphic Scale





# SIGNED PETITION

2-24-2024

RECEIVED

Residents of Building 3500 Bahia Blanca W,  
We are requesting to have our street corners modified for  
wheelchair or walker accessible.

FEB 27 2024

Maintenance &  
Construction Dept.

Our sidewalks at our street corner needs to have a gradual  
slope to the street.

Unit:

Print Name:

Signature:

1A

Elaine Deppe



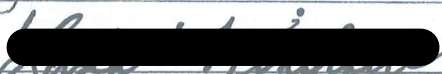
1B

GLEN TANAHARA



2B

LINDA WINSLOW



2E

PETER MARTIN



2E

NINA SNEENEY



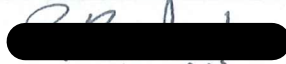
1F

SANDY THOMPSON



1F

ROGER BECK



1E

Carmen Chavez



1E

Ismael Coneale



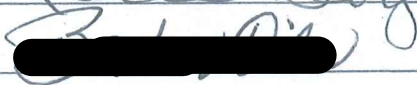
2A

RUBEN BENCOA



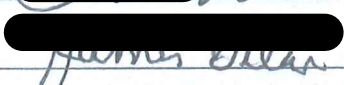
3A

BARBARA OILAR



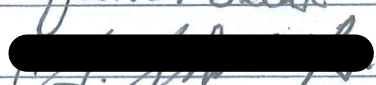
3A

JAMES OILAR



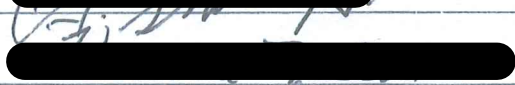
~~3A~~ 3E

Ali Sharifi



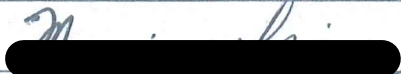
3C

Veronica Nirtaut



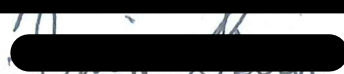
3G

MARION SPIRN



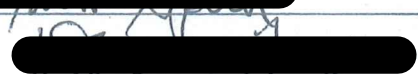
3F

IRWIN SPIRN



3F

Donna Fagan



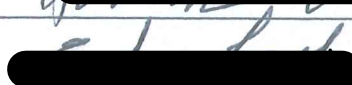
1C

HOCHAN KIM



2D

Beta Lent







NORTH



Ridge Rd

San Remo

Santa Maria Ave

Via Serena North

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

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Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Via Vista

Clubhouse

Clubhouse

Monte Hermoso

Avenida

Blanca West

Blanca West

Blanca West

Blanca West

Blanca West

PROPOSED  
MODIFICATIONS  
(STREET CORNER)

MY  
LONDON  
3500



# Location Map

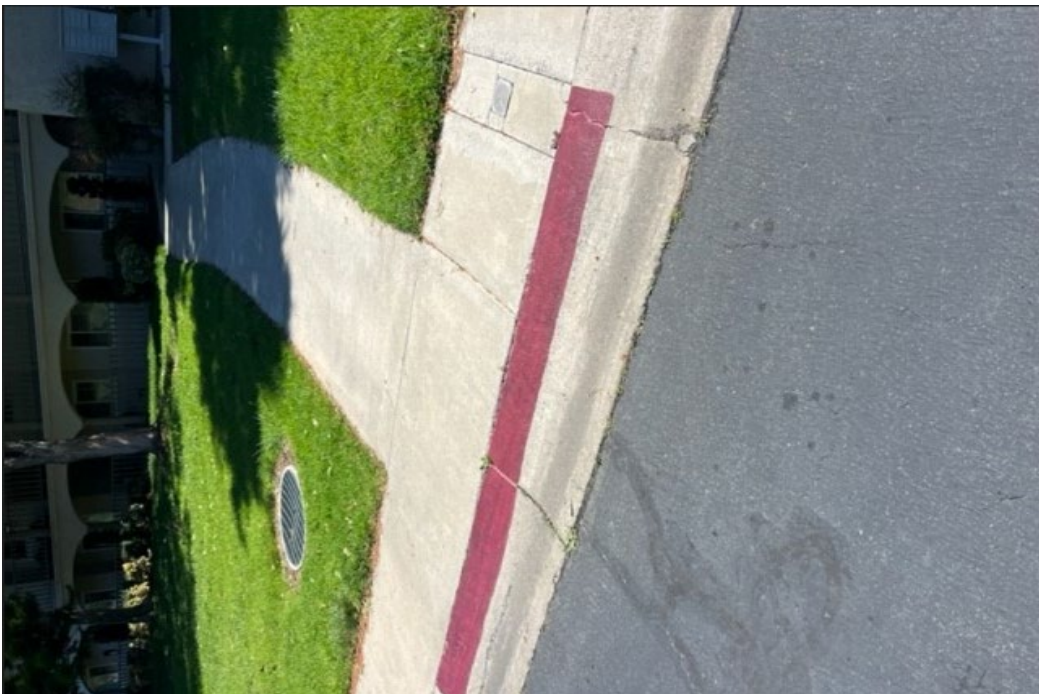


Ramp Request

Ex. At-Grade  
Access to Building

Curb Returns at Bahia  
Blanca







## **STANDARD 42: RAMPS**

**ADOPTED APRIL 2008, RESOLUTION 03-08-31  
GENERAL REQUIREMENTS REVISED APRIL 2011, RESOLUTION 03-11-49  
REVISED NOVEMBER 2019, RESOLUTION 03-19-133  
REVISED AUGUST 2023, RESOLUTION 03-23-93**

### **1.0 GENERAL REQUIREMENTS**

See Standard Section 1: General Requirements

### **2.0 SPECIFICATIONS**

#### **2.1. Materials**

**2.1.1.** Materials for the installation of ramps at existing paths must match the materials it is replacing. For example, replacing concrete steps with a ramp requires that the materials of the ramp be concrete. Poured concrete must meet current International Code Council (I.C.C.) requirements and have heavy broom-swept finish on the surface.

**2.1.2.** Slab extensions must be sufficiently doweled to existing slab to prevent movement. Submitted plans must be approved by Manor Alterations for methods and materials to ensure sufficient stabilization of extension area, up to and including additional concrete removal and replacement to ensure extension is sufficiently tied into surrounding concrete.

**2.1.3.** Materials for new construction may be any material that meets accessibility requirements; however, topography, landscape, irrigation, and other factors may limit the use of certain materials. For example, decomposed granite is a type of material that when properly installed will meet accessibility requirements; however, due to its granular nature, it erodes easily particularly at steep slopes. Proposed materials must be reviewed and approved by Manor Alterations and Landscape Services.

#### **2.2. Exterior Ramps**

**2.2.1.** All ramps must meet current applicable City, State and Fair Housing requirements.

**2.2.2.** Member shall contact Landscape Services for any removal of landscaping and alteration of the irrigation system, as a chargeable service.

- 2.2.3.** Member(s) of the Property must sign and submit to the Mutual, c/o VMS, Inc., at the Division office located in the Laguna Woods Village Community Center, an executed and notarized “Recordable Exclusive Use of Common Area Revocable License” for a proposed improvement that would utilize any portion of the Mutual’s Common Area. Prior to the issuance of a Mutual Consent for Manor Alterations, that “Recordable Exclusive Use of Common Area Revocable License” must be filed with the Orange County Clerk/Recorder.
- 2.2.4.** Member(s) are responsible for applicable “Recordable Common Area Exclusive Use Revocable License” fee and any applicable filing fees with the Orange County Clerk/Recorder.



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## Asphalt, Parkway Concrete & Seal Coat Programs

May 6, 2024



### Asphalt & Parkway Concrete

The anticipated service life for asphalt pavement is estimated to be 25 years.

Cul-de-sacs and streets are assessed every year and the areas in greatest need of repair and/or replacement are included as part of the asphalt program.

Concrete in these areas is inspected and the concrete directly adjacent to the asphalt being worked on that is badly damaged is included in the parkway concrete program.

## Paving (2" Overlay) and Concrete Work



3



## Seal Coat Program

- The applications of seal coat to the asphalt surface is recommended to extend the useful life of the pavement.
- All asphalt paving areas receive a seal coat application every 7 years.
- This program helps to eliminate most minor defects in paving, such as raveling or block cracking, before the oxidation process accelerates water intrusion into the structural base of the pavement.

4

## Before, during, and after seal coat photos



5

## Asphalt & Concrete Plan

### 2024 Third Mutual Paving Program

CDS	Sq.ft	Age	Plan	Grade
304	39,411	20	2" overlay	6
335	32,535	34	2" overlay	5.5
409	10,640	31	2" overlay	5.5

Total Sq. ft. 82,586      Total Budget \$318,000

### 2024 Third Mutual Concrete Program

CDS	Description of Work	Sq.ft
304	Cross gutter, swale, sidewalk	108
335	Aprons, swale	598
409	Cross gutter, driveway, sidewalk	200

Total Sq. ft. 906      Total Budget \$60,000

6

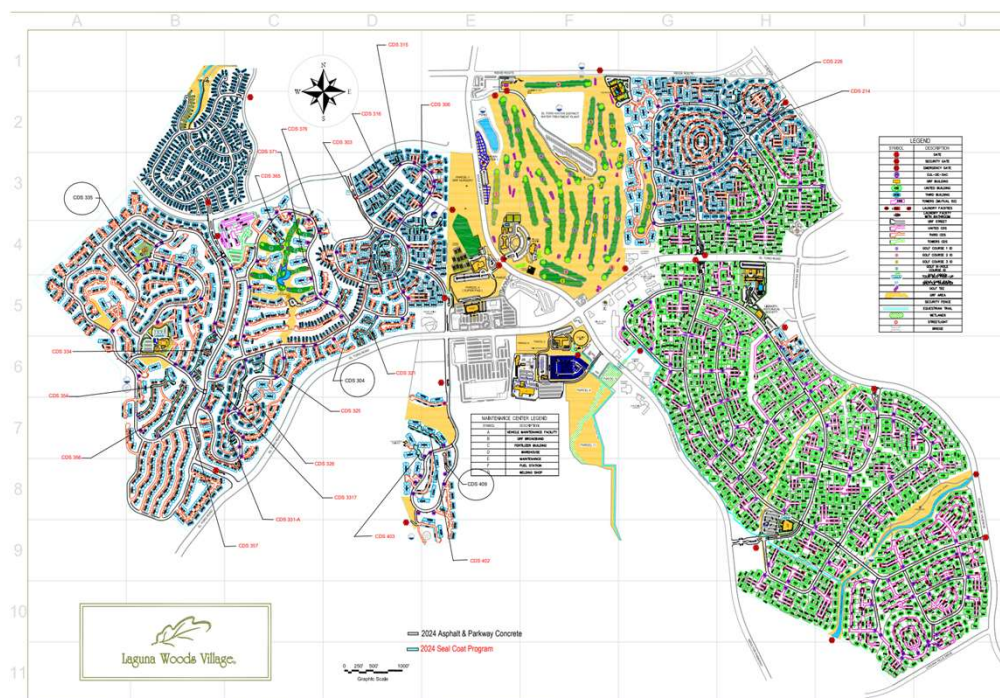
# Asphalt Seal Coat Plan

## 2024 Third Mutual Seal Coat Program

CDS	Sq.ft.	CDS	Sq.ft.
214	8,801	226	20,604
303	58,872	306	30,213
315	6,194	316	27,466
321	28,551	325	14,937
326	21,902	331-A	10,458
334	31,193	354	19,500
354	13,805	356	40,327
357	17,340	365	11,661
371	3,125	376	14,000
402	24,722	403	18,276
3317	10,130		

Total Sq.ft. 431,357

Total Budget \$53,875



Thank You

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## STAFF REPORT

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**DATE:** May 6, 2024  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Supplemental Appropriation for Emergency Roof Repairs

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### **RECOMMENDATION**

Recommend the Board of Directors approve a supplemental appropriation from the Reserve Fund in the amount of \$300,000 to Letner Roofing for emergency roofing repairs completed and projected for the remainder of the year 2024.

### **BACKGROUND**

There are 1,405 housing buildings in Third Mutual and these buildings have 6,102 manors. These 1,405 buildings have a combination of flat and sloped roofs. Laguna Woods Village experienced an unusually wet rain season in 2023 and we are experiencing much the same in the first quarter in 2024, which has resulted in an unprecedented number of roof repair service requests.

The approved budget allocation for emergency repairs in 2024 is \$130,000. The total expenditure through February 2024 for emergency repairs amounted to \$125,812 to address roof leaks on 233 manors. The anticipated expenditures for the month of March is \$144,378 to address roof leaks on 116 manors for a total amount of \$270,190. This necessitates a supplemental appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2024.

### **DISCUSSION**

The existing contract with Letner Roofing includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to Mutual and member property. This is then followed by permanent repair that is authorized by staff and is billed at the contract rate for the repair work.

Based on this year's weather being similar to the weather patterns experienced in the same period in 2023, staff estimates that an additional \$159,810 will be needed for emergency repairs for the remainder of 2024. This estimate of \$159,810 combined with the already approved repair work of \$270,190 exceeds the budget for emergency roof repairs by \$300,000. Staff recommends that the Board of Directors approve a supplemental appropriation in the amount of \$300,000 to cover these unanticipated expenses.

### **FINANCIAL ANALYSIS**

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$130,000 for 2024. A supplemental appropriation in the amount of \$300,000 is necessary to pay for services rendered through March 2024 in the amount of \$270,190 and to fund future

roof repair work for the remainder of the fiscal year 2024. Funding for the supplemental appropriation of \$300,000 is proposed from the Third Mutual Reserve Fund.

**Prepared By:** Erik Schneekluth, Project Manager

**Reviewed By:** Guy West, Projects Division Manager  
Baltazar Mejia, Maintenance & Construction Assistant Director  
Steve Hormuth, Director of Financial Services

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## Concerns Raised during Third Mutual Board Meeting

Min Saysay [REDACTED]

Sat 4/27/2024 8:35 AM

To: Third Board President <thirdmutual@lagunawoodsvillage.com>

Dear Mr. Laws:

This is a postscript to my email to you sent last night, April 26:

I park and charge my electric vehicle in my assigned parking stall in Carport #3048, Stall #6. I park and used to charge my golf cart in Carport # 3049, Stall # 4, which is assigned to a gracious neighbor who also parks and charges their golf cart in the same parking stall. I attached a photo of my golf cart charging in front of our residence.

Thank you again for your kind attention to my concerns.

Sincerely,

Min Saysay

3096-A  
[REDACTED]



## Re: Regarding the Concerns Your Raised during Third Mutual Board Meeting

Min Saysay [REDACTED]

Fri 4/26/2024 7:09 PM

To: Third Board President <thirdmutual@lagunawoodsvillage.com>

Good evening Mr. Laws. Thank you for taking the time to look into and address the concerns I raised during the Third Mutual Board Meeting. I do understand that due to the age of our electrical systems, demand being imposed by electric vehicles and golf carts causes overload to the electrical circuits; and, upgrading the electrical system is very expensive.

I have been charging my golf cart at our residence at 3096-A starting the last week in March and will continue to do so in the future. That means I used the carport electrical circuit to charge my golf cart for three (3) months this year. The unused portion of the \$155.00 I paid comes to 3/4 of \$155 = \$116.25. I therefore request a refund of \$116.25 and if it can be noted that I will not be charging my golf cart at the carport electrical system and henceforth, I will no longer receive an annual bill for \$155.00.

Please note that I will continue to pay the \$240.00 to charge my electric vehicle at the carport electrical system.

Lastly, thank you for keeping us informed of the Third Mutual's governance, this is a huge improvement.

Sincerely,

Min Saysay  
3096-A

On Apr 26, 2024, at 2:16 PM, Third Board President  
<thirdmutual@lagunawoodsvillage.com> wrote:

Good afternoon, Mr. Saysay: Thank you for sharing your comments and concerns with the Board last week. Here is a status of where the Mutual is with addressing your concerns:

Regarding the carport electrical capabilities, the carport electrical circuit was inspected and no problems were found. It should be noted that even though the electrical circuits are functional, they will overload when too many electrical vehicles or golf carts plug in at the same time. This is a community wide issue due to an existing electrical system that was not designed for such a power demand. The mutuals offer charging permits as a convenience to the members and they are advised of the limitations of the electrical system. Upgrading the electrical system to allow unrestricted charging is a very expensive undertaking for which there are no government or utility grants. Members who experience problems with their electrical system are encouraged to contact Resident Services to dispatch electricians to troubleshoot. We continue to look for solutions and opportunities to alleviate this problem.

You requested that the Board consider a "reimbursement" for the electricity you use from your manor versus your carport -- if you want to share with me the amount you are looking for, I'll work with the Maintenance and Construction Team to try and address your request.

Regarding the big pothole, it seems there is water from the nearby hillside that is seeping under

the asphalt making a fix more difficult (Staff had tried to fix it before you mentioned it, but that fix didn't take). Staff is looking at additional, non-standard fixes to see if they can come up with a solution before having to bring in external contractors to assist.

-- Mark Laws

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