



OPEN MEETING

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

**Tuesday, July 11, 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 May 1, 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 Project Update
 - Buildings 3434-3438 Mailbox Replacement Update
 - Building 3244 Petition re: Elevator Repair and Washer/Dryer Repairs
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. Chargeable Service Asbestos Removal (staff report)
 - b. Electrical Usage Reimbursement Policy Revisions (staff report)

- c. Review M&C Committee Charter (discussion)
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. Rubber Feet Installation on 3-Story Buildings Washers and Dryers
 - d. Pressure Valve RFP Update
11. Committee Member Comments
12. Date of Next Meeting: Wednesday, August 30, 2023 at 1:30 p.m.
13. Recess – At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss contractual matters.

*A quorum of the Third Board or more may also be present at the meeting.

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OPEN MEETING

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

**Monday, May 1, 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, Mark Laws, SK Park, Moon Yun

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Andy Ginocchio (Alternate)

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

1. Call Meeting to Order

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

2. Approval of the Agenda

The agenda was amended to add Electrical Reimbursement Policy Discussion as Item 9h. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 6, 2023

Hearing no objection, the meeting report was approved by unanimous consent.

4. Remarks of the Chair

The Chair will comment on individual agenda items.

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

- A member commented on asbestos testing during demolition and renovation.
- A member commented on recent maintenance projects at their building including roofing and paint.
- A member commented on prior request for installation of a rain gutter.
- A member commented on in-house fabrication and work center staffing.

6. Response to Member Comments

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

7. Department Head Update

- Garden Villa Rec Room Subcommittee Staff Liaison

Mr. Gomez commented that Adam Feliz, Maintenance Operations Manager, will be the staff liaison to that subcommittee.

- Garden Villa Building 2399 Trash Area Door Replacement

Mr. Gomez commented that the trash area door has been replaced and the project is complete.

- Rubber Feet Installation on 3-Story Buildings' Washers and Dryers

Mr. Barnette commented that there is no program in place to install the rubber feet/pads but they are replaced as requested or when other work is performed on the machines. Discussion ensued and staff was directed to draft a proposal to include staff availability and the estimated cost to replace the rubber feet/pads as part of a separate program for review by the committee at future meeting.

- Contract for Pressure Regulator Valve Installations

Mr. Barnette commented that no contractor bids have been received to date for this budgeted program. Discussion ensued regarding staff availability to perform inspections and potential committee volunteers to check building water pressure readings. Staff was directed to provide the committee with the RFP for potential revisions and the list of approximately 650 buildings which potentially need the valve installed.

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 Solar Production Report was pulled for discussion. The remainder of the consent calendar was approved unanimously.

- a. Project Log
- b. Solar Production Report

Mr. Mejia answered questions from the committee regarding staff time spent preparing the Solar Production Report for inclusion in the agenda packet. A motion was made and unanimously approved to provide the report annually, instead of bi-monthly, and to provide status updates on the solar panel maintenance, as appropriate. The committee will direct staff as to the information to be provided on the annual report as that date approaches.

9. Items For Discussion and Consideration

a. Non-Standard Electrical Use Reimbursement Request

Mr. Gomez introduced the member's request and answered questions from the committee. A motion was made and approved by a vote of 4/1/0 (Director Laws opposed) to recommend the board reimburse the member \$64.71 for electrical usage due to a moisture intrusion event.

b. Review M&C Committee Charter

Chair Engdahl introduced the charter and after a short discussion of possible revisions, the committee agreed to table the item until all the committee members were provided with the same version for review.

c. Mailbox Replacement Options for Buildings 3434-3438

Mr. Barnette introduced the report and answered questions from the committee regarding options and costs. A motion was made and approved by a vote of 3/2/0 (Directors Laws and Park opposed) to recommend the board approve the installation of three pedestal-style mailboxes for five buildings in CDS 344 at an estimated cost of \$15,800.

d. Laundry Appliance (Washers) Replacement

Mr. Barnette provided information via a PowerPoint presentation and answered questions from the committee and members. Discussion ensued regarding the need to replace the current brand; and the style, features and warranty of the recommended replacement brand. Staff was directed to begin purchasing Speed Queen and continue to research other potential styles and brands.

e. Gate 11 Seepage Update – Verbal Report

Mr. West provided an update regarding resolution of ground water seepage at three locations within Gate 11. Discussion ensued regarding the scope of work; contractor bid due dates; committee and board approval schedule; and project commencement. The committee suggested Landscaping and General Services review the entire community for other potential areas of oversaturation.

f. Replace Windows in Rec Rooms Status Update – Verbal Report

Mr. Barnette commented that non-repairable rec room windows are replaced as needed. Discussion ensued regarding prior replacement estimates; number of windows; and current estimates for replacements. Staff was directed to prepare a proposal to replace 258 windows for review by the board as part of the 2024 budget process.

A member commented that a request for a rec room window replacement at Building 2404 has not been addressed. Staff will reinspect Building 2404.

g. Shepherd's Crook Alternatives for 2024 – Verbal Report

Mr. Gomez provided background on the program, suggested material options, and potential program changes via PowerPoint presentation. Discussion ensued regarding the Conditional Use Permit "CUP" with the City of Laguna Woods; direction provided by GRF and United for 2024; and future options for the program. A motion was made and unanimously approved to discontinue replacing barbed wire with Shepherd's Crook and to add the item for consideration at the Third Board's budget meeting.

h. Electrical Reimbursement Policy Discussion

The committee discussed the current policy of reimbursing owners \$32 per room, if requested, for electrical usage due to a moisture intrusion event. Discussion ensued regarding variables used to create the formula for the reimbursement amount; number of moisture intrusion events where a reimbursement was requested; and staff time to process a reimbursement request.

A motion was made and approved by a vote of 3/2/0 (Chair Engdahl and Director Laws opposed) to revise the reimbursement policy. Staff was directed to draft a proposal of the new policy for review by the committee at a future meeting.

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. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As Chargeable Service
- b. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- c. Minimize Water Waste While Waiting for Water to Heat
- d. Garden Village Garage Leaks

Staff was directed to move items 10a, 10b, and 10d to Items for Discussion on the next Third M&C Committee meeting agenda.

11. Committee Member Comments

- Director Moon commented on Resident Services' staff training, completed maintenance work sign-off procedures, utilization of members as volunteers, and availability of close-of-escrow inspection reports to members.

12. Date of Next Meeting: Monday, July 3, 2023 at 1:30 p.m.

13. Adjournment - The meeting was adjourned at 5:30 p.m.


Ralph Engdahl, Chair

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

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Third Mutual Project Log June 2023 (Prepared July 3)						
#	Dept	Name	Description	Status	Estimated Completion/On-going Programs	Budget
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 October.	May to November 2023	Budget: \$315,000 Exp: \$21,098 Balance: \$293,902
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. 40 buildings have been completed.	December 2023	Budget: \$45,000 Exp: \$0 Balance: \$45,000
2	920 Projects	Building Structures	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: Building 5193- Foundation Damage: Structural repair recommendation scheduled to be received mid July. Building 2276- Elevated Walkway Repairs: Construction scheduled to be completed July 15. Building 5511- Roof Level Dry Rot Repairs: Construction bids scheduled to be received late July. 3237-C- Garage Roof Drainage Correction: Structural Observation scheduled. Building 2354- Foundation Repair: Construction bids scheduled to be received early July. B2398- Dry Rot Repair Beam Replacement: Construction scheduled to be completed by end of July. SB326 Repairs: 3248-O, 3250-N and 3251-B: SB 326: Work is complete. Buildings 3247, 3358, 3360, 3362: Construction bids received. Work is scheduled to begin late July. Building 5370: Repairs scheduled from August 14-September 22, 2023. Building 3421: Repairs in progress, scheduled to be completed in August. Building 3420: Repairs are scheduled for July 17-August 7.	Annual Program	Budget: \$500,000 Exp: \$97,442 Balance: \$402,558
3	920 Projects	Dry Rot Program	This program is funded to implement a systematic approach to eradicating wood rot throughout Third Mutual.		Annual Program	Budget: \$210,000 Exp: \$0 Balance: \$210,000

4	920 Projects	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 3309- Pedestal Foundation Repairs: Repairs are scheduled to be completed by mid July. Building 2398- Column base repair: Construction bids are scheduled to be received by mid July.	Annual Program	Budget: \$35,000 Exp: \$0 Balance: \$35,000
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 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 in Sept/Oct 2023: Buildings 2197, 2334, 2341, 2342, 2347, 2348, 2351 and 2201.	Annual Program	Budget: \$113,127 Exp: \$25,199 Balance: \$87,928
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.	Paint program has completed CDS 202 and has moved into CDS221. CDS remaining for 2023: CDS 401, 402, 403, 404, 405 and 406.	December 2023	Budget: \$1,597,812 Exp: \$592,679 Balance: \$1,005,133
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.	Prior to paint program is in CDS221 which consists of 8 Garden Villa buildings. CDS remaining in 2023: 401, 402, 403, 404, 405 and 406.	December 2023	Budget: \$1,167,546 Exp: \$450,132 Balance: \$717,414
9	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 scheduled in 2023: CDS 224, 321, 325, 375 Full depth paving work is scheduled at: CDS 338, 3162, 3181, 3294, 3296.	Annual Program July 2023	Budget: \$392,929 Exp: \$0 Balance: \$392,929

10	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 scheduled for 2023: CDS 202, 215, 217, 218, 220, 221, 222, 225, 2353, 2402, 301, 302, 311, 312, 313, 320, 322, 333, 368, 370, 3286, 3291, 3328, 3333, 3339/40 & 3501.	Annual Program August 2023	Budget: \$46,492 Exp: \$0 Balance: \$46,492
11	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.	Flat BUR roof replacement work with PVC cool roofing scheduled at the following buildings in 2023: 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, 5474, 5526, 5536, 5537, & 5539.	May - November 2023	Budget: \$1,094,077 Exp: \$0 Balance: \$1,094,077
12	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.	Preventive roof maintenance is scheduled on roofs that were replaced 5 and 10 years ago. 5 Year Maintenance - 53 buildings are scheduled for 2023 10 Year Maintenance - 58 buildings; 5 carports are scheduled for 2023 A supplemental appropriation was approved by the Third Board in April for emergency roof repairs. Total number of buildings in Third Mutual: 1405 Number of buildings left to complete: 1038	Annual Program	Budget: \$197,007 Supplemental: \$300,000 Exp: \$355,949 Balance: \$141,058
13	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: B3365, B3364, and B3366 Buildings complete in 2023: B3241	Annual Program	Budget: \$1,000,000 Exp: \$148,081 Balance: \$851,919
14	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 remaining for 2023: B2284, B2286, B2313 Buildings complete in 2023: B2113, B2136, B2192, B3461, B4005	Annual Program	Budget: \$500,000 Exp: \$322,244 Balance: \$177,756
15	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.	Annual Program	Budget: \$125,000 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. 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.	Lightweight tile roofs removed and replaced with triple laminate composition shingles at the following buildings in 2023: B3215 & B3343 Invoicing is pending.	May - June 2023 Budget: \$119,925 Exp: \$0 Balance: \$119,925
	920 Projects	Senate Bill 326 Load Bearing Component Inspections		45 buildings were inspected between February and April 2023 The 2023 program is complete.	Budget: \$50,000 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 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 is on hold.	Annual Program Budget: \$35,000 Exp: \$0 Balance: \$35,000

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STAFF REPORT

DATE: July 11, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Chargeable Service Asbestos Removal

RECOMMENDATION

Staff recommends not including the removal of asbestos material to the mutual's chargeable service list and instead direct members to contract directly with South Coast Restoration as a preferred vendor to provide small drywall removals.

BACKGROUND

The M&C Committee requested staff to investigate the possibility of adding small area (generally under 4 square feet) removals of Possible Asbestos Containing Material (PACM) to the list of non-emergency chargeable services available to members for items such as new electrical outlet cuts and ceiling fan cuts. Chargeable services are provided by VMS personnel and generally allows members to receive timely miscellaneous maintenance services at a reduced cost.

DISCUSSION

Staff estimates the cost of removing PACM by VMS personnel at approximately \$220 per glove bag cut. On behalf of the mutual, staff approached a reputable vendor with experience in the Village for a quote to do this work for the residents when requested. The vendor agreed to a cost of \$225 per glove bag cut or approximately 24" X 24" (four square feet). Treating each request as PACM can potentially reduce costs to the manor owners by eliminating the need for testing and post-abatement air clearances. This method will allow the resident to work directly with the vendor without impacting staff resources while keeping costs consistent with in-house services.

In 2022, Third mutual discontinued publishing a list of preferred/recommended vendors. An exception could be made for this specific service. Referring members to a preferred vendor for this service ensures that staff can continue to efficiently process the number of service requests received each month without impacting service times or exploring the possibility of adding one or two additional staff members.

FINANCIAL ANALYSIS

No financial impact to the mutual.

Prepared By: Ian Barnette, Maintenance & Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance & Construction Director

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STAFF REPORT

DATE: July 11, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Recommend the Board of Directors approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events.

BACKGROUND

The current Electricity Usage Reimbursement Policy, Resolution 03-18-45 (Attachment 1), authorizes staff to process reimbursements to members for electricity consumption related to the dry-down and restoration of manors as a result of moisture events that are the responsibility of the Mutual as well as for excess electricity consumed due to hot water supply line leaks.

For moisture intrusion events where dry-down equipment such as dehumidifiers and air movers are required, the Mutual currently reimburses the member for electricity used in the dry-down of mutual property at a flat rate of \$32 for each room affected.

DISCUSSION

In 2022, there were 41 members who received an electrical use reimbursement. The average reimbursement was \$67 per manor. The reimbursements issued ranged from \$32 to \$160. The average cost to the Mutual for staff time to process these requests under the current policy amounted to \$81 per reimbursement, based on 2.5 hours of staff time for preparation, review of each reimbursement, and approval of each check request. The average total cost of each reimbursement amounts to a Mutual expense of \$148 which includes the costs of staff time and the average reimbursement of \$67 to the resident.

Due to rising electricity costs, staff recommends the Board of Directors approve a revised reimbursement based on the average amount of the member's electricity bill for the month prior and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. For example:

Electricity bill prior month	\$150
Electricity bill following month	\$210
Average bill	\$180
Electric bill for event month	\$300
Average bill	\$180
Amount reimbursed	\$120

The proposed process would eliminate the need to regularly reset the flat rate amount of the current policy. This also reduces the amount of staff time required to process these events. Staff would be able to generate a form that members would fill in and submit with copies of their electricity bills. Once received, the amount of needed staff time required is greatly reduced.

The same process will apply for reimbursing the electricity cost associated with hot water supply leaks (under slab leaks).

FINANCIAL ANALYSIS

The average amount of reimbursement under the proposed policy is unknown. However, based on the number of reimbursements processed in 2022, the total expense for future reimbursements under the proposed policy is not expected to exceed \$5,000.

Prepared By: Justin “Jay” Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 03-18-45

Attachment 2 – Proposed Revised Resolution 03-23-XX

**Resolution 03-18-45
Revised Electricity Usage Reimbursement Policy**

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

NOW THEREFORE BE IT RESOLVED, March 20, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 03-17-68 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of \$32.00 for each room requiring the use of dry-down equipment, as verified by the Moisture Intrusion Coordinator. A closet or hallway will be considered as a room for reimbursement purposes.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum

period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.

- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-11-48 adopted April 19, 2011 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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ATTACHMENT 2



Resolution 03-23-XX Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOLVED, August 15, 2023, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Disaster Fund.

RESOLVED FURTHER, that Resolution 03-18-45 adopted March 20, 2018 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

JULY INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE CHARTER
RESOLUTION 03-XX-XX

RESOLVED, that pursuant to Article 7, Section 7.1 of the Bylaws of the Third Laguna ~~WoodsHills~~ Mutual Corporation (~~Third Mutual LWM~~), the Maintenance and Construction Committee (M&C Committee) has been established as a standing committee for the purpose of providing general oversight and recommendation to the Third Mutual Board of Directors on ~~of~~ policies, programs, procedures, and budget necessary to maintain, repair and replace the physical assets and improvements of the ~~Third Mutual LWM~~.

RESOLVED FURTHER, that the Board of Directors of this Corporation hereby amends the Membership and Responsibilities for the M&C Committee as follows:

I. Membership

1. The Board of Directors shall appoint the M&C Committee Chair upon recommendation of the Board President.
2. The Committee shall consist of no more than 5 Board Directors, including the Chair, to be appointed by the Board upon recommendation of the Board President. All appointed Directors shall be voting members.
3. The Committee may include Resident non-board members of ~~Third Mutual LWM~~ as Advisors appointed by the Board of Directors upon recommendation of the President. Advisors shall be non-voting members.
4. The Committee shall serve at the direction of and at the pleasure of the Board of Directors.
5. A Committee Member or Advisor absent from three consecutive, regularly scheduled committee meetings shall no longer qualify for the Committee, unless previously excused by the Chair.

II. Scope

The Scope of the M&C Committee responsibilities includes but is not limited to:

1. Structures, and components, including roofs, walls, foundations, balconies, elevators, carports, laundry rooms, etc. excluding "separate interest" or "exclusive use common areas,"
2. Common areas, such as streets, cul-de-sacs, sidewalks, walkways, driveways, fencing except those assigned as the responsibility of the Landscape Committee as set forth in Resolution 03-XX-XXX or within the responsibility of the Golden Rain Foundation (GRF).
3. Ground water and storm drainage not specifically designated as the responsibility of the Landscape Committee as set forth in Resolution 03-XX-XXX, particularly storm damage which may threaten the integrity of ~~Third Mutual LWM~~ structures.

4. Plumbing systems for both potable water and waste lines except as modified as part of permitted alterations.
5. Electrical power systems including golf cart and EV charging facilities except those within “separate interest” or “exclusive use common areas,” or those modified and/or licensed as part of permitted alterations to be serviced and maintained by and at the cost of the manor owner.
6. Lighting of common areas including streets, and designated walkways
7. Solar installations which are not member-owned and maintained.
8. Parking, including open carports, Garden Villa under-building parking, and cul-de-sac parking.

III. Responsibilities

The primary responsibility of the M&C Committee is to assure adequate maintenance, serviceability, and functionality of the physical assets of the Third Mutual LWM, including but not limited to:

1. Develop and recommend to the board, in cooperation with the managing agent, programs, procedures and policies, intended to maintain and improve the functional and operational standards and responsibilities of the Third Mutual, as set forth in the governing documents.
2. Coordinate with the Third Board and managing agent to develop an annual budget to provide the desired maintenance standards and goals of the Mutual.
3. Focus on future strategic planning for maintenance and repair of Third Mutual infrastructure to reduce costs, increase efficiency, and improve member satisfaction.
4. Review progress of the M&C Programs, schedules, and goals on a regular basis to assure conformance with the planned schedule and approved budget.
5. Develop proactive procedures and programs in cooperation with the managing agent, where feasible.
6. Direct the operating agent to implement projects per Board approval to include preparation of specifications and contracts for procurement of goods and services and review and modify design criteria as appropriate.
7. Review all unbudgeted requests for programs suggested by the operating agent, Board and Committee as necessary to maintain the functional standards of the community and make appropriate recommendations to the Board.
8. Review and recommend to the Board ~~Establish and maintain~~ an adequate Reserves program to support anticipated future needs based upon commonly used appropriate criteria and procedures. Periodically review the Reserves Program, and recommend ~~revisions ng it~~ when appropriate.

9. ~~Recommend~~ Ensure establishment of maintenance and construction programs policies and procedures to the Board to minimize safety hazards to residents and guests.
10. Assure adoption of maintenance procedures consistent with applicable safety, industrial and governmental standards, and requirements.
11. Provide liaison between Managing Staff and Community Members to promote owner/resident satisfaction.
12. Research and investigate technological developments in materials equipment and procedures which may improve maintenance and value of the community.
13. Perform such additional functions as may be assigned or referred to this Committee by the Board President as well as those that are necessary to fulfill the Committee's general duties and responsibilities.
14. Function as an advisory and liaison body to the managing agent in matters pertaining to M&C governing document changes and implementation.
13. Coordinate with other standing committees having related concerns.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Third Laguna ~~Hills Woods~~ Mutual adopts this Resolution 03-XX-XX, effective _____, __, 2023.

RESOLVED FURTHER, that Resolution M3-88-52 dated October 18, 1988, Resolution M3-95-71 dated July 18, 1995, Resolution M3-88-57 dated October 18, 1995, and Resolution M3-95-92 are hereby canceled and superseded.

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized, on behalf of the Corporation, to carry out this resolution as written.

Upon motion duly made, seconded and unanimously carried, the following resolution was adopted:

Resolution No. M3-95-92

RESOLVED, that pursuant to Article VII, Section 1 of the Bylaws, a Maintenance and Construction Committee ("M & C") is hereby established as a standing committee of this corporation;

RESOLVED FURTHER, that the board of directors of this corporation hereby assigns to the M & C the duties and responsibilities assigned to the Architectural Control Committee pursuant to Article X of the amended and restated Declaration of Covenants, Conditions and Restrictions appurtenant to the mutual corporations now comprising Third Laguna Hills Mutual, with the following exceptions:

- (1) The board of directors shall retain the authority to approve or deny all requests by members for nonstandard alterations to their units or to the common or limited common area property, and
- (2) The board of directors shall retain the authority to approve, rescind or amend all architectural standards and to approve new architectural standards;

RESOLVED FURTHER, that the board of directors of this corporation hereby accepts the current Architectural Control Standards ("Standards") regarding the use of common and limited common areas with which all proposed alterations must comply;

RESOLVED FURTHER, that it shall be the duty and responsibility of the M & C to:

- (a) Review advancements in technology and methods that could produce increased efficiencies and/or cost savings in regular maintenance and/or preventive maintenance programs.
- (b) Review proposed changes in regular maintenance preventive maintenance procedures and to make recommendations to the board of directors on same.
- (c) Review the M & C budget vs. spending on a continuing basis.
- (d) Review on a continuing basis the long range needs and plans for facilities maintenance, in consultation with the appropriate committees, and to recommend to the Board the various means for meeting those needs.
- (e) Uphold the Architectural Control Standards approved by the Board.
- (f) Recommend to the Board changes, amendments or modifications of the current Standards, or new Standards, related to the use of common or limited common area property and incorporate said board-approved changes, amendments or modifications within the Standards.

- (g) Review all requests of members for alterations or modifications of their respective dwelling units and all requests for variances from the Standards or for a non-standard alteration, addition to, modification, removal or use of the common and/or limited common area, and to recommend to the Board either approval or denial of said requests. Further, if the costs of said alterations are to be borne by the corporation, to present a recommendation to the Finance Committee and the Board for approval or denial; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized, on behalf of the corporation, to take such action as they deem appropriate to carry out the purposes of this resolution; and

RESOLVED FURTHER, that Resolution Nos. M3-95-71, dated 7-18-95; M3-88-52, dated 10-18-88, and M3-88-57 dated 10-18-95, are hereby canceled and superseded.

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