



OPEN MEETING

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

**Monday, January 8, 2024 at 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl – Chair, Jim Cook, SK Park, Brad Rinehart, Moon Yun

MEMBERS ABSENT: None

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

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 9:30 a.m.

2. Approval of the Agenda

Chair Engdahl requested that Water Intrusion in Garages in Garden Villa Buildings be added as Item 9b. Hearing no objection, the agenda was approved as amended.

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

Hearing no objection, the meeting report was approved unanimously.

4. Remarks of the Chair

None.

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

- A member commented on their manor's weep screed, the status of the Shepherd's Crook installation in Third Mutual; and red curbs within the mutual.
- A member commented on building pressure regulator valve testing; dry rot; and gutters.
- A member commented on rain gutter cleaning; leaking rain gutter at their manor; and condition of entry sidewalk and rear patio concrete.

6. Response to Member Comments

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

7. Department Head Update

- Gate 11 Seepage

Mr. Gomez provided an update on this completed project. The results for Phase 1 are positive; staff will monitor the area and provide updates to the committee. Staff will bring back the final results and recommendations for any work at other areas to a future committee meeting.

- Recruitment of Temporary Staff for Building Pressure Readings

Mr. Barnette informed the committee that one applicant is in the hiring process and interviews are in progress for one additional person. The goal is to compile a list of buildings which need pressure regulator valves installed. The list would be included in the scope of work in an RFP. The proposals would be submitted to the board for a contract award.

- Mailbox Replacements at Building 3425

Mr. Barnette provided an overview of the request from the members at Building 3425 and answered questions from the committee. Discussion ensued regarding cost of in-wall vs. pedestal style replacements; previous pedestal mailbox installation in the mutual; and the trend towards pedestal style for future replacements.

Staff was directed to survey the owners in the adjacent buildings to determine approval of a pedestal style replacement.

Director Park left the meeting at 10:11 a.m.
Director Rinehart joined the meeting at 10:14 a.m.

A motion was made to prioritize pedestal style mailboxes for future replacements, where appropriate, over the in-wall style with member approval. If any impacted members oppose the installation of a pedestal style mailbox, the committee would be informed

and with approval, a compliant in-wall mailbox would be installed. The motion passed by a vote of 4/0/1 (Director Park was absent for the vote).

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

A motion was made and passed by a vote of 4/0/1 (Director Park was absent for the vote) to approve the consent calendar. Staff volunteered to answer any questions committee members may have in a separate meeting.

9. Items for Discussion and Consideration

a. Gutter Installations at Building 2131

Mr. Gomez presented the history of gutter installations at Building 2131. Discussion ensued between the committee members, the owner at 2131-H, and staff.

Director Park rejoined the meeting at 10:37 a.m.

A motion was made and unanimously passed to honor the request of the owner to allow Manor H to remain gutter-free at this time. Any damage to mutual property at Manor H due to moisture intrusion due to lack of gutters will be the responsibility of the owner to repair. If it is determined that any damage occurs due to the lack of gutters, the owner agrees to install gutters at their cost. Staff was directed to prepare an agreement for the owner's signature.

b. Water Intrusion in Garages in Garden Villa Buildings

Chair Engdahl led a discussion regarding the formation of puddles in the parking garages of some Garden Villa buildings and potential sources of water intrusion.

Staff was directed to prepare a scope of work for the committee to review at a future meeting. Once approved, an RFP will be advertised for a professional consultant to inspect each building to determine the source of any water intrusion and possible remedies.

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. GV Garage Water Seepage RFP

- b. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling

11. Committee Member Comments

- Director Rinehart brought a request for railings at the entrance of Garden Villa buildings and inquired about package lock boxes in the mail box areas.
- Director Park commented on the project log.
- Director Cook commented on the importance of Resident Services notifying residents when a service order is a chargeable service.
- Director Yun commented that knowing the difference between member responsibilities and mutual responsibilities can be difficult for some members.

12. Date of Next Meeting: Monday, March 4, 2024 at 1:30 p.m.

13. Recess – The meeting was recessed at 11:37 a.m.


Ralph Engdahl, Chair

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Manuel Gomez, Staff Officer
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