



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL GARDEN VILLA RECREATION ROOM SUB-COMMITTEE

**Wednesday, March 1, 2023 – 1:30 PM
Laguna Woods Village Board Room
24351 El Toro Road
Laguna Woods, CA 92637**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. 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.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Approval of the Agenda
3. Approval of Meeting Report for November 3, 2022
4. Chair's Remarks
5. Member Comments - (Items Not on the Agenda)

Items for Discussion:

6. Garden Villa Recreation Room Budget Fund
7. 2023 Garden Villa Recreation Room Expenditures Summary
8. 2023 Recreation Room Component Replacement List and Budget

Items for Future Agendas:

- TBD

Concluding Business:

- Sub-Committee Member Comments
- Date of Next Meeting: July 5, 2023
- Adjournment

Mark Laws, Chair
Ian Barnette, Staff Officer
Telephone: 268-2289

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OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUBCOMMITTEE**

**Thursday, November 3, 2022 – 1:30 PM
Laguna Woods Village Board Room
24351 El Toro Road
Laguna Woods, CA 92637**

MEMBERS PRESENTS: Mark Laws- Chair, Nathaniel Ira Lewis, Donna Rane-Szostak

MEMBERS ABSENT: None

ADVISORS PRESENT: Lynn Jarrett, Stuart Hack

ADVISORS ABSENT: Sharon Molineri

STAFF PRESENT: Ian Barnette-Staff Officer, Roberto Valdovinos- Maintenance
Operations Manager, Chontelle Crite- Senior Operations
Specialist

1. Call to Order

Chair Laws called the meeting to order at 1:31 p.m. and established that a quorum was present.

2. Approval of the Agenda

Chair Laws made a motion to approve the agenda. Member Rane-Szostak seconded the motion.

One change was suggested to remove item number 8, Water Heater and Epoxy Flooring.

By consensus, the motion carried with the suggested change.

3. Approval of Meeting Report for May 26, 2022

Chair Laws made a motion to approve the meeting report of May 26, 2022. Director Lewis moves to approve the meeting report. Subcommittee member Rane-Szostak seconded the motion.

By consensus, the motion carried.

4. Chair's Remarks

Chair Laws stated the Third Board is considering moving the Garden Villa Recreations Room Subcommittee to the Maintenance & Construction committee.

5. Member Comments (Items Not on the Agenda)

- A member commented about moisture intrusions transpiring in the recreation rooms.
- A member commented on the replacement of windows that are leaking in the recreation rooms and that it will be addressed in the Maintenance and Construction committee.

Items for Discussion:

6. Garden Villa Recreation Room Reserves Fund Review

Staff summarized the renovation summary and answered questions from the Subcommittee.

7. 2022 Garden Villa Recreation Room Expenditures Summary with Pictures

Staff summarized the renovation summary and answered questions from the Subcommittee.

Staff provided an over-view of operations being charged appropriately to the fund.

8. 2023 Recreation Room Component Replacement List and Budget Review

An overview and explanation of the component replacement list was made.

Staff provided an overview of the 25-cent increase starting in year 2023.

Staff stated an inspection of all Recreation Rooms will be done over the next couple of months and a new detailed breakdown of 53 Garden Villa Recreation Rooms history and future renovations will be created, allowing the committee to visually see what renovations need to be completed.

- A member commented that the dollar figures for replacement products between the multiple documents shared during this meeting were not consistent, leading to confusion and questioning of the financial information provided.

Items for Future Agendas:

- Review and finalize the Recreation Room maintenance plans for 2023.

Concluding Business:

Subcommittee Member Comments

Advisor Hack commented that he believes the Garden Villa Recreation Room Subcommittee should not be rolled into the Maintenance & Construction committee because of the details, trust fund, and increase of meeting lengths will not be a benefit to the residents of the Garden Villas.

Advisor Jarrett agreed with Advisor Hack not to allow the subcommittee be rolled in to the Maintenance and Construction committee. Jarrett also thanked staff and subcommittee members for their continued work.

Director Lewis had no comments.

Subcommittee member Rane-Szostak thanked the members for coming to the meeting.

Chair Laws had no comments.

Staff Member Comments

Staff recommended to schedule all the 2023 meetings in advance.

Date of Next Meeting

TBD

Adjournment

The meeting was adjourned at 2:09PM

Mark W. Laws

Mark W. Laws (Nov 22, 2022 09:00 PST)

Mark Laws, Chair

Mark Laws, Chair
Ian Barnette, Staff Officer
Telephone: 268-2074

**Garden Villa Recreation Room
Projected Fund Balance**

Preliminary						
Year	Monthly Assessment	Beginning Balance	Contributions	Interest Income	Planned Expenditures	Ending Balance
2019	\$5.50	\$61,299	\$81,972	\$718	\$71,036	\$72,953
2020	\$5.75	\$72,953	\$85,698	\$2,295	\$71,246	\$89,700
2021	\$5.75	\$89,700	\$85,698	\$59	\$70,119	\$105,338
2022*	\$6.00	\$105,338	\$90,002	\$578	\$82,807	\$111,427
2023**	\$6.25	\$111,427	\$93,150	\$2,424	\$93,642	\$123,383

*Pre Audit Numbers

**Projected / Budgeted

2023 Garden Villa Recreation Room Expenditures Summary

PAINTING		
Building	Comment	Cost
R3243	Game Room	\$2,017.00
R2385	Game Room	\$2,017.00
R2394	Game Room	\$2,017.00
R2399	Game Room	\$2,017.00
R2354	Game Room	\$2,017.00
R2402	Game Room	\$2,017.00
R2405	Game Room	\$2,017.00
Total Expenditures		\$14,119.00

MISC. BILLIARD ACCESSORIES		
Building	Comment	Cost
R5371	Ball Set	\$146.00
R3420	Ball Set	\$146.00
R2369	Ball Set	\$146.00
R2369	Ball Set	\$146.00
R2553	Ball Set	\$146.00
R2355	Ball Set	\$146.00
R2381	Ball Set	\$146.00
R2394	Ball Set	\$146.00
R2397	Ball Set	\$146.00
R2402	Ball Set	\$146.00
R2403	Ball Set	\$146.00
R3241	Triangle	\$16.00
R3241	Ball Set	\$146.00
R3241	Cues	\$15.00
R3241	Cues	\$15.00
Total Expenditures		\$1,798.00

REPLACEMENT OF RESTROOM MIRRORS		
Building	Comment	Cost
R2353	Womens Mirrors	\$875.00
R2354	Womens Mirrors	\$875.00
R2381	Womens Mirrors	\$875.00
R2385	Womens Mirrors	\$875.00
R2392	Womens Mirrors	\$875.00
Total Expenditures		\$4,375.00

CARPET (Tiles)		
Building	Comment	Cost
R2400		\$5,266.00
R4009		\$5,266.00
R4005		\$5,266.00
R4003		\$5,266.00
R2397		\$5,266.00
R2405		\$5,266.00
R2392		\$5,266.00
Total Expenditures		\$36,862.00

2023 Garden Villa Recreation Room Expenditures Summary

LADIES RESTROOM COUNTERTOP - RESURFACING		
Building	Comment	Cost
R4008		\$430.00
Total Expenditures		\$430.00

REFRIGERATOR		
Building	Comment	Cost
R2355		\$160.00
R2386		\$160.00
R2388		\$160.00
R2354		\$160.00
Total Expenditures to Date		\$640.00

KITCHEN RENOVATION		
Building	Comment	Cost
R2400		\$3,900.00
R2403		\$3,900.00
R2405		\$3,900.00
R3421		\$3,900.00
Total Expenditures		\$15,600.00

FULL PAINTING KITCHEN		
Building	Comment	Cost
R2400		\$697.00
R2403		\$697.00
R2405		\$697.00
R3421		\$697.00
Total Expenditures		\$2,788.00

MICROWAVE		
Building	Comment	Cost
R969		\$473.00
R2355		\$473.00
R5500		\$473.00
R4007		\$473.00
R2400		\$473.00
Total Expenditures		\$2,365.00

BILLIARD TABLE RE-FELT		
Building	Comment	Cost
R3243		\$385.00
R3244		\$385.00
R5510		\$385.00
R2355		\$385.00
Total Expenditures		\$1,540.00

WINDOW COVERINGS		
Building	Comment	Cost
R2369		\$647.00
R2389		\$647.00
R5517		\$647.00
R5372		\$647.00
R2399		\$647.00
R3244		\$647.00
R2387		\$647.00
R3421		\$647.00
R4011		\$647.00
R5499		\$647.00
Total Expenditures		\$6,470.00

BUDGET SUMMARY	
2023 Garden Villa Expenditures:	\$ 93,150.00
Total Expenditures:	\$86,987.00
Remaining Amount:	\$ 6,163.00

**THIRD LAGUNA HILLS MUTUAL
2023 PLAN
PROGRAMS REPORT**

DESCRIPTION	2019	2020	2021	2022	2022	2023	Assessment	
	ACTUALS	ACTUALS	ACTUALS	PROJECTED	BUDGET	BUDGET	Increase/(Decrease)	
							\$	%
GARDEN VILLA REC ROOM FUND - MAINTENANCE & CONSTRUCTION								
GARDEN VILLA RECREATION ROOMS	\$71,036	\$71,247	\$70,118	\$73,736	\$73,460	\$93,642	\$20,182	27%
A400050000-Security- Smoke Detector Work	0	0	0	0	0	0	0	0%
A310050000 - GV Rec Room Misc. Services	27,864	38,852	55,386	32,095	32,095	55,000	22,905	71%
A320090000 Carpentry Service Garden Villa Interior	11,580	965	8	9,558	9,558	5,259	(4,299)	(45%)
A350110000 Appliance PM Garden Villa Rec Rooms	1,347	81	0	620	620	612	(8)	(1%)
A350120000 Appliance Replc. Garden Villa Rec Rooms	0	0	0	397	397	389	(8)	(2%)
A340090000 Electrical Service Garden Villa Interior	810	726	0	801	801	809	8	1%
A370090000 Repair/Replace Garden Villa Rec Rooms	0	0	0	827	827	819	(8)	(1%)
A792000000 Plumbing Service Garden Villa Interior	2,410	1,378	0	4,015	4,015	3,721	(294)	(7%)
A917259925 Replace Vinyl Floors in GV Rec Rooms	0	0	0	0	0	0	0	0%
A917270000 Recreation Room Refurbishment	1,333	4,128	4,157	9,449	9,449	10,760	1,311	14%
A917290000 Garden Villa Replacements	548	1,102	0	870	870	955	85	10%
A917510000 Refrigerator Install/Replacement	1,650	1,693	0	800	800	800	0	0%
A917520000 Range Install/Replacement	657	2,030	2,759	1,788	1,788	1,788	0	0%
A917530000 Microwave Install/Replacement	3,372	2,248	1,122	1,300	1,023	1,023	0	0%
A917540000 Disposal Install/Replacement	0	0	0	0	0	0	0	0%
A917550000 Sink Install/Replacement	1,715	3,404	5,378	903	903	926	23	3%
A917560000 Faucet Install/Replacement	148	445	0	0	0	0	0	0%
A963076501 Garden Villa Interior Touch-up	17,601	14,194	1,308	10,313	10,313	10,781	468	5%
A370090000 REPL / RPR GV REC RMS	0	0	0					
54201000 Investment Expense	0	0	0		0	0	0	0%
TOTAL	\$71,036	\$71,247	\$70,118	\$73,736	\$73,460	\$93,642	\$20,182	27%

Garden Villa Recreation Room Components Sheet

Program	Kitchen Renovation	Full Painting Kitchen	Full Painting Ladies Room with Mirror Replacement	Full Painting Mens Room with Mirror Replacement	Ladies Room Countertop Re-Surfacing	Window Coverings	Full Painting Game Room	Carpet	Card Table Chairs	Billiard Table Felt	Billiard Table Covers and Inserts	Billiard Table Accessories	Billiard Cues Replacement	Refrigerator Replacement	Microwave Replacement	Contingency	Total Renovation Cost	Monthly Contribution per Manor	Projected Fund Balance
Work Center	917/932	912/932	912/932/910	912/932/910	910	910	912/932	910	910	910	910/912	910	910	917	917				
Life in Years	30	10	10	10	10	10	10	10	30	10	25	25	15	20	10	As Needed		\$6.25	\$111,427
Quantity	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53		12	\$2,424
Unit of Measure	set	ea.	ea.	ea.	ea.	set	ea.	ea.	set	ea.	ea.	ea.	set	ea.	ea.	ea.		1242	\$93,150
Unit Cost	\$3,900	\$697	\$875	\$730	\$430	\$647	\$2,017	\$5,266	\$600	\$385	\$150	\$146	\$128	\$160	\$473	\$5,000		\$75	(\$92,348)
Total Cost	\$206,700	\$36,915	\$46,375	\$38,713	\$22,790	\$34,268	\$106,889	\$279,110	\$31,800	\$20,389	\$7,950	\$7,738	\$6,784	\$8,480	\$25,069	\$265,000		\$93,150	\$113,359
Replace Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
2019	1	11	14	6	9	6	10	2	6	5	50	12	50	7	9				
2020	3	3	5	5	5	6	5	5	2	5	0	17	12	5	3				
2021	4	0	0	0	4	0	0	3	44	0	0	0	0	0	0				
2022	4	0	0	3	3	7	7	6	0	9	0	11	0	2	3				
2023	\$15,600	\$2,788	\$4,375	\$0	\$430	\$6,470	\$14,119	\$36,862	\$0	\$1,540	\$0	\$1,798	\$0	\$640	\$2,365	\$5,361	\$92,348	\$802	\$114,161
2024	\$0	\$2,872	\$4,506	\$0	\$443	\$6,664	\$14,543	\$37,968	\$0	\$1,586	\$0	\$1,852	\$0	\$659	\$2,436	\$5,522	\$79,050	\$14,100	\$127,459
2025	\$0	\$2,958	\$4,641	\$0	\$456	\$6,864	\$14,979	\$39,107	\$0	\$1,634	\$0	\$1,907	\$0	\$679	\$2,509	\$5,687	\$81,422	\$11,728	\$125,087
2026	\$0	\$3,047	\$4,781	\$0	\$470	\$7,070	\$15,428	\$40,280	\$0	\$1,683	\$0	\$693	\$0	\$699	\$2,584	\$5,858	\$82,593	\$10,557	\$123,916
2027	\$0	\$3,138	\$4,924	\$0	\$484	\$7,282	\$15,891	\$41,489	\$0	\$1,733	\$0	\$0	\$0	\$720	\$2,662	\$6,034	\$84,357	\$8,793	\$122,152
2028	\$0	\$3,232	\$5,072	\$0	\$498	\$7,501	\$16,368	\$42,733	\$0	\$1,785	\$0	\$0	\$0	\$742	\$2,742	\$6,215	\$86,888	\$6,262	\$119,621
2029	\$0	\$3,329	\$5,224	\$0	\$513	\$7,726	\$16,859	\$44,015	\$0	\$1,839	\$0	\$0	\$0	\$764	\$2,824	\$6,401	\$89,494	\$3,656	\$117,015
TOTAL	\$15,608	\$21,363	\$33,523	\$3	\$3,302	\$49,583	\$108,193	\$282,463	\$44	\$11,809	\$0	\$6,261	\$0	\$4,906	\$18,125	\$41,078	\$596,152		