



OPEN MEETING

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

**Wednesday, February 23, 2022 – 1:30 PM
Virtual Meeting**

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:

Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/82088569178>

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. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for September 29, 2021
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*

Items for Discussion:

7. GV Rec Room Budget Reserves Fund
8. 2022 GV Rec Room Budget
9. Water Heater and Epoxy Flooring Budget Summary
10. 2022 GV Rec Room Expenditures Summary
11. Rec Room Component Replacement List
12. Exit Signs (Oral Discussion)
13. Fire Systems / Smoke Detectors (Oral Discussion)
14. Rec Room Carpeting Color Palette (Oral Discussion)

Items for Future Agendas:

- TBD

Concluding Business:

- Sub-Committee Member Comments
- Date of Next Meeting: May 26th 1:30 p.m.
- Adjournment

Lynn Jarrett, Chair
Maurice Bector, Interim-Staff Officer
Telephone: 268-2289

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OPEN MEETING

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

**Wednesday, September 29, 2021 – 1:30 PM
Virtual On-Line Meeting**

MEMBERS PRESENT: Lynn Jarrett- Chair, Theresa Keegan, Sharon Molineri

STAFF PRESENT: Moe Boctor- Interim Staff Officer, Koh Shida, Chontelle Crite

1. Call to Order

Chair Jarrett called the meeting to order at 1:30pm

2. Acknowledgement of Media

Chair Jarrett noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for June 8, 2021

The Meeting Report of June 8, 2021, was approved as written.

5. Chair's Remarks

Chair Jarrett informed that the Rec Room inspections resumed once Moe returned. Four cervitors in the kitchens were replaced, all Rec Room chairs have been replaced, repair work completed, and three Rec Rooms had carpet replaced.

Chair Jarrett requested to be notified after Recreation Room locks are changed to help facilitate members are provided a key per the Third recreation room rules. Chair Jarrett also suggested the Third Board include the Rec Room rules be posted in each Recreation Room.

Chair Jarrett informed the committee she will be showing slides of the Rec Room renovations at the Third Annual Board meeting on October 7, 2021. The slides will showcase photos of the improvements made in the Garden Villa Rec Rooms, the laundry rooms, kitchens, and ladies' restrooms.

Member Comments - *(Items Not on the Agenda)*

No member comments were received.

Items for Discussion:

6. GV Rec Room Budget Reserves Fund

Chair Jarrett advised staff to confirm with finance that a total of \$13,867 will be placed into the reserves fund.

7. 2021 GV Rec Room Budget

Staff reported, renovations for 2021 are completed to date; out of \$71,831 in the budget, \$70,332 was spent.

Chair Jarrett confirmed the reserve budget in the Garden Villa Recreation Room Fund is the only budget in Third Mutual restricted for the GVA Rec Room use.

8. Water Heater and Epoxy Flooring Budget Summary

Staff provided an overview of the budget summary and answered questions from the Sub-committee.

During the Recreation Room inspections, water heaters are reported for necessary maintenance as needed. Based off a 10-year lifecycle, replacements are completed by the Plumbing Department.

Flooring is inspected at the end of every year and is then upgraded to epoxy or repairs to the epoxy is done as needed. 31 out of the 53 total recreation rooms are remaining to be upgraded from vinyl to epoxy flooring. Epoxy flooring in the laundry and recreation room kitchens are budgeted through Third Mutual Board.

9. 2021 GV Rec Room Expenditures Summary with Pictures

Staff provided visuals of the completed renovations for 2021.

Completed renovations consisted chair replacements in all the Rec Room, resurfacing of the ladies restroom countertops, kitchen renovations, and carpet replacements.

Visuals of carpet replacements will be included in the Third Board meeting annual presentation.

10. Epoxy Countertops (Oral Discussion)

Chair Jarrett requested staff to have the countertop epoxy resurfacing 10-year lifecycle to be reevaluated. The new epoxy countertops have the potential to provide a longer lifecycle based on less frequent amount of use.

11. Refrigerators (Oral Discussion)

Staff provided clarification for replacing personal refrigerators.

There are a total of 9 personal refrigerators. Personal refrigerators are not included in recreation room inspections. If replacement is required, members can purchase from the warehouse.

12. Window Coverings (Oral Discussion)

Staff provided an update and clarification on window coverings.

A total of 10 rooms currently have metal blinds and 9 rooms have vertical coverings that require upgrading.

If not reported during the Rec Room inspections, any damaged window coverings are reported to resident services. Resident services will then direct the request to Maintenance Department to attempt to repair.

13. Billiard Table (Oral Discussion)

Sub-committee opened the discussion for changing billiard table for ping pong tables.

Chair Jarrett requested to create a discussion for the GV Board to start moving out the billiard tables in 2022.

Staff confirmed 53 recreation rooms has Billiard tables. Only a few ping pong tables remain and may have been brought in by members.

14. Toilet Replacement (Oral Discussion)

Sub-committee opened the discussion of replacement of toilets.

Chair Jarrett requested staff to provide a report to determine the number of toilets that still need to be replaced to efficient water conservation models. To date, only 8-10 toilets may not have been upgraded. Moe Bactor will inspect and clarify.

15. Exit Signs and Smoke Detectors (Oral Discussion)

Sub-committee opened the discussion on exit signs and smoke detector safety.

Chair Jarrett requested the Recreation Room exit signs be inspected to determine how many are still electric operated versus the newer battery-operated models. A possible 10 exit signs need to be changed from electric to battery operated.

Staff confirmed smoke detectors are tested during inspections. In future reports, the expiration dates will be provided.

16. Rec Room Component Replacement List

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

Discussion ensued regarding the components listed and their lifespan; monthly contributions; reserves; projected funds balance and replacement factors; the overall appearance of the Recreation Rooms; usage factors of the rooms; a hypothetical contribution increase and how that relates to future component replacements.

Items for Future Agendas:

- Decision will be made on providing the history of each Rec Room items and the year of replacements.

Concluding Business:

Sub-Committee Member Comments:

Sub-committee thanks staff for creating the meeting reports and agenda packets.

Date of Next Meeting: Wednesday Feb 23RD 1:30PM

Adjournment

The meeting was adjourned at 2:41pm


Lynn Jarrett, Chair

**Garden Villa Rec Room
Projected Fund Balance**

Preliminary						
Year	Monthly Assessment	Beginning Balance	Contributions	Interest Income	Planned Expenditures	Ending Balance
2019	\$5.50	\$61,268	\$81,972	\$718	\$97,580	\$46,378
2020	\$5.75	\$72,953	\$85,698	\$1,091	\$70,982	\$88,760
2021	\$5.75	\$77,319	\$85,698	\$1,685	\$71,831	\$92,871
2022	\$6.00	\$105,796	\$89,424	\$137	\$73,459	\$121,898

**Garden Villa Rec Room
Projected Fund Balance**

Actuals						
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
Preliminary						
2021	\$5.75	\$89,700	\$85,698	\$231	\$70,290	\$105,339
2022	\$6.00	\$105,796	\$89,424	\$137	\$73,459	\$121,898

**THIRD LAGUNA HILLS MUTUAL
2022 RESERVES PLAN
Programs Report**

DESCRIPTION	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 BUDGET	Assessment Increase/(Decrease)	
						\$	%
GARDEN VILLA RECREATION ROOMS	\$63,429	\$71,036	\$71,247	\$71,831	\$73,459	\$1,628	2%
				0	0	0	0%
A400050000-Security- Smoke Detector Work	0	0	0	0	0	0	0%
A310050000 - GV Rec Room Misc. Services	21,883	27,864	38,852	32,095	32,095	0	0%
A320090000 Carpentry Service Garden Villa Interior	33	11,580	965	8,686	9,558	871	10%
A350110000 Appliance PM Garden Villa Rec Rooms	0	1,347	81	609	620	11	2%
A350120000 Appliance Replc. Garden Villa Rec Rooms	0	0	0	386	397	11	3%
A340090000 Electrical Service Garden Villa Interior	3,730	810	726	733	801	67	9%
A370090000 Repair/Replace Garden Villa Rec Rooms	264	0	0	802	827	25	3%
A792000000 Plumbing Service Garden Villa Interior	4,253	2,410	1,378	3,852	4,015	163	4%
A917259925 Replace Vinyl Floors in GV Rec Rooms	0	0	0	0	0	0	0%
A917270000 Recreation Room Refurbishment	9,788	1,333	4,128	9,091	9,449	358	4%
A917290000 Garden Villa Replacements	491	548	1,102	782	870	88	11%
A917510000 Refrigerator Install/Replacement	906	1,650	1,693	800	800	0	0%
A917520000 Range Install/Replacement	3,684	657	2,030	1,788	1,788	0	0%
A917530000 Microwave Install/Replacement	2,030	3,372	2,248	1,023	1,023	0	0%
A917540000 Disposal Install/Replacement	0	0	0	0	0	0	0%
A917550000 Sink Install/Replacement	6,784	1,715	3,404	898	903	5	1%
A917560000 Faucet Install/Replacement	1,293	148	445	0	0	0	0%
A963076501 Garden Villa Interior Touch-up	7,769	17,601	14,194	10,286	10,313	27	0%
A370090000 REPL / RPR GV REC RMS	520	0	0				
54201000 Investment Expense	0	0	0	0	0	0	0%
TOTAL	\$63,429	\$71,036	\$71,247	\$71,831	\$73,459	\$1,628	2%

Garden Villa Recreation Room Water Heater Budget Summary 2022

WATER HEATERS		
Building	Comment	Cost
Contingency Total		\$2,984.00

[illegible]

WATER HEATER BUDGET SUMMARY

Water Heater Replacement Budget:	\$2,984.00
Cost:	
Total Budget Remaining:	\$2,984.00

Garden Villa Recreation Room Expenditures Summary 2022

PAINTING		
Building	Comment	Cost
R2388	Game Room w/ Accent Wall	\$2,100.00
R2390	Game Room w/ Accent Wall	\$2,100.00
R2395	Game Room w/ Accent Wall	\$2,100.00
R5511	Game Room w/ Accent Wall	\$2,100.00
R2385	Game Room w/ Accent Wall	\$2,100.00
R2394	Game Room w/ Accent Wall	\$2,100.00
R2399	Game Room w/ Accent Wall	\$2,100.00
Estimate Total		\$14,700.00
Total Expenditures to Date		

MISC. BILLIARD ACCESSORIES		
Building	Comment	Cost
R2353	Ball Set	\$125.00
R2389	Ball Set	\$125.00
R2388	Ball Set	\$125.00
R4011	Ball Set	\$125.00
R2386	Ball Set	\$125.00
R2387	Ball Set	\$125.00
R2394	Ball Set	\$125.00
R3420	Table Brush	\$12.00
R2369	Triangle	\$16.00
R2369	Ball Set	\$125.00
R5371	Ball Set	\$125.00
R4007	Ball Set	\$125.00
R4007	Triangle	\$16.00
Estimate Total		\$1,294.00
Total Expenditures to Date		

REPLACEMENT OF RESTROOM MIRRORS		
Building	Comment	Cost
R2388	Mens Room	\$170.00
R2391	Mens Room	\$170.00
R2395	Mens Room	\$170.00
Estimate Total		\$510.00
Total Expenditures to Date		

CARPET (Tiles)		
Building	Comment	Cost
R969		\$5,867.40
R2386		\$5,867.40
R2394		\$5,867.40
R2385		\$5,867.40
R2355		\$5,867.40
R2387		\$5,867.40
Estimate Total		\$35,204.40
Total Expenditures to Date		

Garden Villa Recreation Room Expenditures Summary 2022

LADIES RESTROOM COUNTERTOP - RESURFACING		
Building	Comment	Cost
R3499		\$515.00
R3420		\$515.00
R5517		\$515.00
Estimate Total		\$1,545.00
Total Expenditures to Date		

REFRIGERATOR		
Building	Comment	Cost
R2400		\$185.00
R3243		\$185.00
Estimate Total		\$370.00
Total Expenditures to Date		

KITCHEN RENOVATION		
Building	Comment	Cost
R2389		\$4,100.00
R2403		\$4,100.00
R3499		\$4,100.00
R5372		\$4,100.00
Estimate Total		\$16,400.00
Total Expenditures to Date		

MICROWAVE		
Building	Comment	Cost
R2400		\$400.00
R2397		\$400.00
R5511		\$400.00
Estimate Total		\$1,200.00
Total Expenditures to Date		

BILLIARD TABLE RE-FELT		
Building	Comment	Cost
R2391		\$425.00
R2388		\$425.00
R3244		\$425.00
R5500		\$425.00
R3499		\$425.00
R3420		\$425.00
R4007		\$425.00
R2399		\$425.00
R2392		\$425.00
Estimate Total		\$3,825.00
Total Expenditures to Date		

WINDOW COVERINGS		
Building	Comment	Cost
R2381		\$750.00
R2390		\$750.00
R2391		\$750.00
R2370		\$750.00
R3243		\$750.00
R3420		\$750.00
R969		\$750.00
Estimate Total		\$5,250.00
Total Expenditures to Date		

BUDGET SUMMARY	
2022 Garden Villa Reserve Expenditures:	\$ 73,459.00
Estimated Cost:	\$80,298.40
Remaining Amount:	\$ (6,839.40)

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		\$6.00	\$105,796
Quantity	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53		12	\$137
Unit of Measure	set	ea.	ea.	ea.	ea.	set	ea.	ea.	set	ea.	ea.	ea.	set	ea.	ea.	ea.		1242	\$89,424
Unit Cost	\$3,900	\$697	\$833	\$730	\$430	\$647	\$2,017	\$5,266	\$600	\$385	\$150	\$146	\$128	\$160	\$341	\$5,000		\$72	(\$73,459)
Total Cost	\$206,700	\$36,915	\$44,146	\$38,713	\$22,790	\$34,268	\$106,889	\$279,110	\$31,800	\$20,389	\$7,950	\$7,738	\$6,784	\$8,480	\$18,073	\$265,000		\$89,424	\$121,898
Replace Factor	100%	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	0	3	7	7	6	0	9	0	11	0	2	3				
2023	\$16,430	\$3,695	\$4,418	\$3,875	\$2,281	\$3,430	\$10,698	\$27,935	\$0	\$2,041	\$0	\$1,549	\$2,037	\$509	\$1,809	\$5,305	\$86,010	\$3,414	\$125,312
2024	\$0	\$3,805	\$4,551	\$3,991	\$2,349	\$3,533	\$11,019	\$28,773	\$0	\$2,102	\$0	\$1,595	\$2,098	\$525	\$1,863	\$5,464	\$71,667	\$17,757	\$139,655
2025	\$0	\$3,920	\$4,687	\$4,111	\$2,420	\$3,639	\$11,350	\$29,636	\$0	\$2,165	\$0	\$1,643	\$2,161	\$540	\$1,919	\$5,628	\$73,817	\$15,607	\$137,505
2026	\$0	\$4,037	\$4,828	\$4,234	\$2,492	\$3,748	\$11,690	\$30,525	\$0	\$2,230	\$0	\$597	\$713	\$556	\$1,977	\$5,796	\$73,424	\$16,000	\$137,898
2027	\$0	\$4,158	\$4,973	\$4,361	\$2,567	\$3,860	\$12,041	\$31,441	\$0	\$2,297	\$0	\$0	\$0	\$573	\$2,036	\$5,970	\$74,277	\$15,147	\$137,045
2028	\$0	\$4,283	\$5,122	\$4,492	\$2,644	\$3,976	\$12,402	\$32,384	\$0	\$2,366	\$0	\$0	\$0	\$590	\$2,097	\$6,149	\$76,505	\$12,919	\$134,817
2029	\$0	\$4,412	\$5,276	\$4,626	\$2,724	\$4,095	\$12,774	\$33,355	\$0	\$2,437	\$0	\$0	\$0	\$608	\$2,160	\$6,334	\$78,800	\$10,624	\$132,522
2030	\$0	\$4,544	\$5,434	\$4,765	\$2,805	\$4,218	\$13,157	\$34,356	\$0	\$2,510	\$0	\$0	\$0	\$626	\$2,225	\$6,524	\$81,164	\$8,260	\$130,158
2031	\$0	\$4,680	\$5,597	\$4,908	\$2,889	\$4,345	\$13,552	\$35,387	\$0	\$2,585	\$0	\$0	\$0	\$645	\$2,291	\$6,720	\$83,599	\$5,825	\$127,723
2032	\$0	\$4,821	\$5,765	\$5,055	\$2,976	\$4,475	\$13,958	\$36,448	\$0	\$2,663	\$0	\$0	\$0	\$664	\$2,360	\$6,921	\$86,107	\$3,317	\$125,215
2033	\$0	\$4,965	\$5,938	\$5,207	\$3,065	\$4,609	\$14,377	\$37,542	\$0	\$2,742	\$0	\$0	\$0	\$684	\$2,431	\$7,129	\$88,690	\$734	\$122,632
2034	\$0	\$5,114	\$6,116	\$5,363	\$3,157	\$4,747	\$14,809	\$38,668	\$0	\$2,825	\$0	\$0	\$0	\$705	\$2,504	\$7,343	\$91,351	-\$1,927	\$119,971
2035	\$0	\$5,268	\$6,299	\$5,524	\$3,252	\$4,890	\$15,253	\$39,828	\$0	\$2,909	\$0	\$0	\$2,904	\$726	\$2,579	\$7,563	\$96,996	-\$7,572	\$114,326
2036	\$0	\$5,426	\$6,488	\$5,690	\$3,350	\$5,037	\$15,710	\$41,023	\$0	\$2,997	\$0	\$0	\$2,991	\$748	\$2,656	\$7,790	\$99,906	-\$10,482	\$111,416
2037	\$0	\$5,588	\$6,683	\$5,861	\$3,450	\$5,188	\$16,182	\$42,254	\$0	\$3,087	\$0	\$0	\$3,081	\$770	\$2,736	\$8,024	\$102,903	-\$13,479	\$121,898
2038	\$0	\$5,756	\$6,884	\$6,037	\$3,554	\$5,343	\$16,667	\$43,521	\$0	\$3,179	\$0	\$0	\$3,173	\$793	\$2,818	\$8,264	\$105,990	-\$16,566	\$105,332
2039	\$19,918	\$5,929	\$7,090	\$6,218	\$3,660	\$5,504	\$17,167	\$44,827	\$0	\$3,275	\$0	\$0	\$3,268	\$817	\$2,903	\$8,512	\$129,088	-\$39,664	\$82,234
2040	\$20,516	\$6,107	\$7,303	\$6,404	\$3,770	\$5,669	\$17,682	\$46,172	\$0	\$3,373	\$0	\$0	\$1,079	\$842	\$2,990	\$8,768	\$130,672	-\$41,248	\$80,650
2041	\$21,131	\$6,290	\$7,522	\$6,596	\$3,883	\$5,839	\$18,213	\$47,557	\$0	\$3,474	\$0	\$0	\$0	\$867	\$3,079	\$9,031	\$133,481	-\$44,057	\$77,841
2042	\$21,765	\$6,479	\$7,748	\$6,794	\$4,000	\$6,014	\$18,759	\$48,984	\$0	\$3,578	\$0	\$0	\$0	\$893	\$3,172	\$9,301	\$137,486	-\$48,062	\$73,836
2043	\$22,418	\$6,673	\$7,980	\$6,998	\$4,120	\$6,194	\$19,322	\$50,453	\$0	\$3,686	\$2,790	\$0	\$0	\$920	\$3,267	\$9,581	\$144,400	-\$54,976	\$66,922
2044	\$23,090	\$6,873	\$8,219	\$7,208	\$4,243	\$6,380	\$19,901	\$51,967	\$0	\$3,796	\$2,874	\$0	\$0	\$947	\$3,365	\$9,868	\$148,732	-\$59,308	\$62,590
2045	\$23,783	\$7,079	\$8,466	\$7,424	\$4,371	\$6,572	\$20,498	\$53,526	\$4,877	\$3,910	\$2,960	\$0	\$0	\$976	\$3,466	\$10,164	\$158,071	-\$68,647	\$53,251
2046	\$24,497	\$7,292	\$8,720	\$7,647	\$4,502	\$6,769	\$21,113	\$55,131	\$5,023	\$4,027	\$3,049	\$2,968	\$0	\$1,005	\$3,570	\$10,469	\$165,781	-\$76,357	\$45,541
2047	\$25,232	\$7,510	\$8,982	\$7,876	\$4,637	\$6,972	\$21,747	\$56,785	\$5,174	\$4,148	\$3,140	\$3,057	\$0	\$1,035	\$3,677	\$10,783	\$170,755	-\$81,331	\$40,567
2048	\$25,988	\$7,736	\$9,251	\$8,113	\$4,776	\$7,181	\$22,399	\$58,489	\$5,329	\$4,273	\$3,234	\$3,149	\$0	\$1,066	\$3,787	\$11,106	\$175,877	-\$86,453	\$35,445
2049	\$26,768	\$7,968	\$9,529	\$8,356	\$4,919	\$7,396	\$23,071	\$60,244	\$5,489	\$4,401	\$1,067	\$3,243	\$0	\$1,098	\$3,901	\$11,440	\$178,890	-\$89,466	\$32,432
2050	\$27,571	\$8,207	\$9,814	\$8,607	\$5,067	\$7,618	\$23,763	\$62,051	\$5,653	\$4,533	\$0	\$3,341	\$0	\$1,131	\$4,018	\$11,783	\$183,157	-\$93,733	\$28,165
TOTAL	\$299,115	\$158,614	\$189,683	\$166,341	\$97,930	\$147,246	\$459,282	\$1,199,270	\$31,589	\$87,613	\$19,114	\$21,153	\$23,505	\$21,864	\$77,658	\$227,727	\$3,227,598		

Westminster
Nickel Blue (item #707008)



Rubicon
Taupe (item #707105)



Buckingham
Satchel (item #707236)



Grand Canyon
Grey Sky (item #707404)

Discontinued



Buckingham
Silver (item #707231)

Proposed Replacement

Website for more samples [@Work Carpet Tile \(atworkcarpettile.com\)](http://atworkcarpettile.com)

