



OPEN MEETING

REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE

**Wednesday, February 27, 2019 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for October 24, 2018
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

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.

8. Project Log
9. Maintenance Programs Reports
10. Expenditures Report & Variance Explanations
11. Toilet Replacement Report
12. Copper Pipe Supply Line Leak Report

Reports:

13. Supplemental Funding for Fumigation Program
14. Laundry Pedestals (oral discussion)
15. Painting of Exterior Alterations (oral discussion)
16. Drainage Concerns (oral discussion)
17. Performance of Solar Installations (oral discussion)

Items for Future Agendas:

- Copper Pipe Supply Line Leak Report (April, August & December 2019)
- Drainage Repairs to Prevent Foundation Issues
- Stove Fire Prevention Devices (Fire Avert or Ionized Smoke Detector)
- Appliance Repair Cost Review for Staff vs. Vendor



Concluding Business:

Committee Member Comments

Date of Next Meeting – April 24, 2019

Adjournment

Carl Randazzo, Chair
Ernesto Munoz, Staff Officer
Telephone: 949-268-2281



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE UNITED LAGUNA WOODS
MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, October 24, 2018 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo – Chair, Janey Dorrell, Sue Margolis, Reza Bastani, Gary Morrison

MEMBERS ABSENT: None

ADVISORS PRESENT: Ken Deppe

STAFF PRESENT: Ernesto Munoz – Staff Officer, Tim Moy, Laurie Chavarria

1. Call to Order

Chair Randazzo called the meeting to order at 9:02 a.m.

2. Acknowledgement of Media

Chair Randazzo 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 August 22, 2018

The Meeting Report for August 22, 2018 was approved as written.

5. Chairman's Remarks

Chair Randazzo made the following remarks as an opening statement to the M&C Committee members:

"I would first like to take this opportunity to welcome everyone to the M&C Committee meeting with its new members and returning, more mature members. I have been selected to Chair this Committee because of my longevity on this

committee and my experiences. I am a licensed Professional Engineer and I bring to this position forty plus years of Project Management, Project Engineering and Construction experience. I have led many projects that were worth 100's of millions of dollars and have chaired hundreds of meetings in the project management world, so I feel that I am more than qualified, to do this job. However, I will be the first to admit that I do not have large amounts of experience with Robert's Rules, but that will come in time as the meetings progress. In the beginning I will be relying on Janey (Director Dorrell), who I know will keep me in line regarding the rules. I think that a tap on the shoulder will suffice, if I am not following the rules.

I look forward to this year, and in line with one of my favorite mottos which is - Start as you mean to go on - I want to remind everyone of what is expected of this Committee this year. I expect that all the Directors will follow the Robert's Rules and be respectful of one another. I also expect that once an idea or motion is in process that all parties will speak to their ideas and concerns regarding the item and if they are not in agreement with the item, they should state why they are voting one way or the other. You will then be on record as to your thoughts on the matter. What we cannot permit is someone trying to push through their agenda if the majority is not in favor of it. At that time, you will be viewed as an obstructionist to the process. We all must remember that we are one of five people on this committee - and each has an equal vote. Each Director will only have no more than 3 minutes to speak on the matter, and then you need to stop.

In order to expedite the meeting process, it is imperative and expected that all Committee members review the meeting agenda and minutes package prior to the meeting. If you have any comments or questions regarding this package, please email them to me in plenty of time before the meeting, and I will try to get them resolved with Ernesto before the meeting. Please note it is not my intention to be an obstructionist with your comments. In the future, as time goes on, we will see how we can get some of your comments reconciled via another more efficient means. In the meantime, we will work this way. Providing your comments to me the night before the meeting, will not give me the time to get the comments reconciled and will not permit your comments to get the visibility they deserve. In addition, this in no uncertain terms is not fair to me and this Committee, so do NOT do it.

As everyone knows, the work associated with this Committee carries one of the largest budgets in the Village, so it is imperative that everyone must attend all the meetings so that we can progress all the work. However, if you cannot make a meeting, due to real life issues that come up, I ask that you contact another Board member (not on this Committee) and make arrangements for that person to take your place - for that meeting. After you make those arrangements, please call me and let me know who the substitute Director will be. I also ask that you try not to make this a habit, since we can get more work done when the same people are present at all the meetings because of their familiarity with the items being addressed.

If you have any issues with the things that I have just stated, please consult with me after the meeting so that we can obtain some resolution. That also applies to the topics that we will be discussing in all the meetings. I am more than willing to discuss any issues face to face. I have found that you get more things done face to face than by email. However, please do not tie up the meeting with issues that can be resolved or discussed off line.

In closing, I want to again welcome everyone to the meeting, and I hope that we have a good year.

I would also like to end my opening remarks in this meeting, and all the future meetings with a quote that I feel is an important thought for the day. This time I have the following quote from H.L. Hunt:

‘Decide what you want, decide what you are willing to exchange for it. Establish your priorities, and go to work.’

Now let’s go to work and go to the next item on the agenda.”

6. Member Comments - *(Items Not on Agenda)*

- Philip Grossman (887-B) commented on the water heater replacement at his unit.

Chair Randazzo, and Directors Morrison and Bastani responded briefly. Staff Officer Ernesto Munoz will look into this matter further and get back to Mr. Grossman.

7. Department Head Update

Staff Officer Ernesto Munoz had no update.

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 Project Log was pulled for discussion. A motion was made and unanimously carried to approve the remaining of the Consent Calendar.

8. Project Log

Staff Officer Ernesto Munoz provided an update and addressed comments on the following items:

Item #1 Epoxy Wasteline Remediation – The estimated project completion has changed to 2025 to accommodate additional work required to epoxy-line the interior of buildings where only the exterior lines were completed. The baseline completion was accelerated to six years with additional project funding budgeted by the Board.

Item #3 Prior to Paint Program – Director Margolis asked for a program update. Chair Randazzo received a detailed email response from Ernesto Munoz on this question and many others he had from his review of the project log. Chair Randazzo will forward this email to the Committee for their information.

Item #4 Paint Program – Director Dorrell commented on the upcoming 10-year paint program, the budget, and the next buildings to be painted.

Item #6 Gutter Cleaning – Director Margolis commented on the carports with gutters.

Item #10 Pushmatic Electric Panel Replacement – Director Dorrell commented on pending invoices from the contractor. Director Bastani commented on the cumulative expenditures.

Item #12 Building Structures – Director Margolis commented on the number of buildings repaired from this budget. Advisor Deppe commented on how drainage may affect our foundations.

Item #15 Shepherd's Crook – 1,487 linear feet of shepherd's crook is being installed in two locations. A map of the scheduled installations will be forwarded to the Committee.

Item #16 Water Lines – Copper Pipe Remediation – Work started in late September and expenditures will be shown on the next project log.

9. Maintenance Programs Reports

10. Expenditures Report & Variance Explanations

11. Toilet Replacement Report

Reports:

12. Pilot Program for Fire Avert Devices

Security Chief Tim Moy summarized the report and answered questions from the Committee. Chief Moy recommended that this item be tabled until another device that was recommended by a Security and Community Access Committee Advisor can be researched.

A motion was made and unanimously approved to table this issue. The Security Department will research the other device and bring the information back to a future meeting.

13. Operating Fund Year End Projections

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee. Discussion ensued.

Dick Rader (270-D) commented on dryer vents and the preventive maintenance program.

14. Revision to Exterior Paint Color Palette

Director Dorrell summarized the report for adding the color Spiced Berry as an entry door color option to the existing exterior paint color palette offered by the Mutual during the annual Paint Program. Discussion ensued.

Dick Rader (270-D) commented on the paint color palette.

The Architectural Controls and Standards Committee (ACSC) have received numerous variance requests from members requesting the color “Spiced Berry” as their preferred entry door color. Spiced Berry had been an approved door color in a previous exterior paint palette offered through the Mutuals Paint Program; the majority of the requests received are to retain the color during their upcoming paint cycle.

The ACSC recommends adding the color to the existing paint palette, (Attachment 1) and allowing members to retain the door color or request it as an approved option during the paint program, following the guidelines established in Resolution 01-15-158. All other member requests for Spiced Berry as an entry door color, when not received during their scheduled paint cycle, would remain a variance request.

The proposed Resolution adds the color “Spiced Berry” to the existing exterior paint color palette for entry doors only. All other colors, conditions, policies, and procedures remain unchanged.

A motion was made and unanimously approved to recommend the Board approve a revision to resolution 01-15-158 and the Exterior Paint Color Palette, by adding the color “Spiced Berry” as an entry door color option.

Items for Future Agendas:

- Appliance Repair Cost Review for Staff vs. Vendor
- Copper Pipe Supply Line Leak Report (December 2018)
- Drainage Repairs to Prevent Foundation Issues
- Stove Fire Prevention Devices (Fire Avert or Ionized Smoke Detector)

Concluding Business:

Committee Member Comments

- Director Margolis commented on Reserve Expenditures for Building Structures.

Date of Next Meeting – December 14, 2018

Adjournment

The meeting was adjourned at 10:54 a.m.



Carl Randazzo, Chair

United Mutual Project Log (February 2019)				
#	Type	Name	Description	Estimated Completion/On-going Program Status Budget
1	920 Projects	Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	As building structure issues are reported and inspection requests are received, staff schedules a structural engineer to field inspect the structure and if required provide a recommendation report for repairs. No requests have been received at this time. In addition, as part of this budget, staff will proactively inspect buildings for drainage issues and provide repairs as needed. December 2019 Budget: \$134,880 Exp: \$0 Balance: \$134,880
2	920 Projects	Pushmatic Electrical Panel Replacement	This project is funded to replace 2,750 Pushmatic electric panels over a 10 year period. The Pushmatic panels are unreliable and no longer supported. The Board entered into a five year contract with Coastal Current Electric Corp. to install 1,375 Pushmatic electric panels. This contract expires in May 2021; at which time a new five year contract will be required to complete the remaining 1,375 electric panels. Estimated Project Completion: Year 2026	Estimated number of manors scheduled for 2019: 275 Number of manors completed in 2019 as of this update: 24 Number of manors completed to date: 655 Number of manors remaining to completed: 2095 October 2019 Budget: \$425,000 Exp: \$0 Balance: \$425,000 Cumulative Expenditures 2016 through 2018: \$1,002,762
3	904 Maint Svc	Walkway Lighting Program	This program is dedicated to improving walkway lighting through additional fixture installation, or the upgrade of existing lighting. Alternatives to the existing pagoda style fixtures are evaluated as needed. Requests for additional lighting are received from residents on an ongoing basis. Those requests are vetted and additional lighting is installed if it meets the program requirements.	There are 9 requests for additional walkway lighting that are currently under review by staff at various locations throughout the Mutual. December 2019 Annual Budget: \$60,691 Exp: \$0 Balance: \$60,691 Cumulative Expenditures 2010 through 2018: \$338,369
4	920 Projects	Foundations Program	This program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as-needed basis.	As foundation issues are reported and inspection requests are received, staff schedules a structural engineer to field inspect the foundation and if required, provide a recommendation report for repairs. No requests have been received at this time. December 2019 Budget: \$43,836 Exp: \$0 Balance: \$43,836

5	910 Bldg. Maint	Gutters - Replacement and Repair	Gutter replacement is performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. This program also addresses gutter repairs performed by VMS staff.	Funds have been budgeted for repairs by in-house staff on an as-needed basis throughout the year. There are currently 33 open tickets for Gutter Repair/Replacement.	December 2019 Annual	Budget: \$47,383 Exp: \$0 Balance: \$47,383
6	910 Bldg. Maint	Exterior Paint Program	Starting in 2019, the Mutual has implemented a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regards to the trim: 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.	Staff is currently working in CDS 91, which includes 8 buildings, 5 carports and 1 laundry room. All buildings within the following cul-de-sacs are scheduled for painting and resurfacing this year: 91, 90, 80, 94, 95, 82, 9, 10 & 60.	December 2019 Annual	Budget: \$1,823,867 Exp: \$0 Balance: \$1,823,867
7	910 Bldg. Maint	Prior to Paint Program	The prior to paint program prepares building surfaces for painting and includes repair and mitigation of Dry Rot, Decking and Welding repairs performed every 10 years in conjunction with the Exterior Paint Program.	Staff is currently working in CDS 95. All buildings within the following cul-de-sacs are scheduled for inspection and repair this year: 91, 90, 80, 94, 95, 82, 9, 10 & 60. CDS 91, 90, 80, 94 have already been completed.	December 2019 Annual	Budget: \$987,116 Exp: \$0 Balance: \$987,116
8	910 Bldg. Maint	Balcony & Breezeway Resurfacing	This mid-cycle program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces every 5 years. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any dry rot or potential safety hazards.	Staff is currently working in CDS 54. All balcony and breezeway deck surfaces within the following cul-de-sacs are scheduled to be completed this year: 55, 54, 52, 21, 22, 23, 39, 38, 36, 37, 16 & 34.	December 2019 Annual	Budget: \$137,645 Exp: \$0 Balance: \$137,645
9	920 Projects	Parkway Concrete Program	This program is funded to repair or replace damaged concrete parkways in conjunction with the asphalt paving program. Parkway are inspected for damage and other deficiencies are repaired or replaced accordingly.	This program will run concurrently with the Asphalt Paving Program.	November 2019	Budget: \$150,000 Exp: \$0 Balance: \$150,000

10	920 Projects	Asphalt Paving Program	This program is dedicated to preserving the integrity of the street paving. As part of this program, the asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2019 program will consist of 90,312 square feet of paving replacement.	This years program will include cul-de-sacs 9, 10 & 44. This program is scheduled to begin in September and be completed in November.	November 2019	Budget: \$366,570 Exp: \$0 Balance: \$366,570
11	920 Projects	Seal Coat Program	This program is dedicated to extending the life of the asphalt paving by sealing asphalt cracks to prevent water intrusion and adding an asphaltic slurry coating to restore the oils in the pavement.	This year's program will include 14 cul-de-sacs: 2, 3, 12, 13, 17, 30, 32, 37, 39, 43, 46, 49, 51 & 59. The work is scheduled to begin in August and be completed in September.	September 2019	Budget: \$55,000 Exp: \$0 Balance: \$55,000
12	920 Projects	Roofing Emergency Repair & Preventative Maintenance Programs	This program is dedicated to emergency and preventive maintenance roof repairs and is budgeted as a contingency item.	As emergency roof leak requests are received, staff schedules the roofing contractor to field inspect roof related issues, and if required, the roofing contractor will perform the necessary repairs.	December 2019	Budget: \$133,250 Exp: \$0 Balance: \$133,250
13	920 Projects	Roofing Program	This program is dedicated to replacing and maintaining United Mutual roofs. Built up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.	23 building roofs are scheduled for replacement this year. This program is scheduled to begin in March and be completed in October.	October 2019	Budget: \$619,959 Exp: \$0 Balance: \$619,959
14	920 Projects	Shepherd's Crook Installation	As a part of the Conditional Use Permit 1135, Laguna Woods Village will remove and replace barbed wire on all perimeter walls with Shepherd's Crook. Estimated Project Completion: Year 2031	There is approximately 21,000 LF of perimeter block wall with barbed wire. In 2018, approximately 1,500 LF of barbed wire was removed and replaced with Shepherd's Crook with punch list work in progress. The 2019 program will include approximately 1,480 LF of Shepherd's Crook installation. Staff is scheduled to advertise for contractor bids in March.	September 2019	Budget: \$150,000 Exp: \$0 Balance: \$150,000 Cumulative Expenditures 2012 through 2017: \$7,519 2018 Expenditures are Pending
15	920 Projects	Common Wall Replacement	This is a contingency program dedicated to replacing damaged common walls as-needed.	As common wall issues are reported and inspection requests are received, staff schedules a structural engineer to field inspect the wall and if required, provide a recommendation report for repairs. 611-P: Block wall and slab replacement is needed. Bids are expected by February 26, 2019.	December 2019	Budget: \$22,365 Exp: \$0 Balance: \$22,365

16	904 Maint Svc	Epoxy Wasteline Remediation	The Wasteline Remediation Program involves the installation of a seamless epoxy-based liner within the existing pipes to mitigate future interior leaks and root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner. Estimated Project Completion: Year 2025.	Estimated number of buildings scheduled for 2019: 145 Number of buildings completed to date: 200 Number of buildings left to complete: 924	December 2019 Annual	Budget: \$2,100,000 Exp: \$0 Balance: \$2,100,000 Cumulative Expenditures 2008 through 2018: \$5,910,685
17	920 Projects	Water Lines - Copper Pipe Remediation	This program started in 2008 as a pilot program, and staff was directed to epoxy line buildings on an as-needed basis. Epoxy lining is intended to extend the life of copper pipe water lines in all buildings which experience a high frequency of copper pipe leaks.	The following 10 buildings have qualified for epoxy lining in 2019: 32, 200, 302, 419, 584, 645, 646, 668, 2023 & 2058. scheduled to begin with the 1st quarter of 2019. A total of 12 buildings have been epoxy lined since 2008.	August 2019	Budget: \$250,000 Exp: \$0 Balance: \$250,000
18	910 Bldg. Maint	Gutter Cleaning Program	This program addresses the annual cleaning of Mutual and alteration gutters.	The gutter cleaning program will begin in late September and is scheduled to be completed at the end of December.	December 2019 Annual	Budget: \$174,032 Exp: \$0 Balance: \$174,032
19	910 Bldg. Maint	Pest Control for Termites	This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments and hotel accommodations during tenting.	The fumigation program starts in May and is typically completed in November. There are more buildings that require whole structure fumigation than anticipated. A staff report requesting supplemental funding will be presented at the February M&C Committee meeting.	November 2019 Annual	Budget: \$148,987 Exp: \$0 Balance: \$148,987
20	920 Projects	Energy Consultant Services	An energy consultant will be used as-needed in order to advance United's and the Community's future energy initiatives.	Under the direction of the Village Energy Task Force, TEC and staff finalized a work plan based on the Mutual's priorities. TEC was asked to perform an assessment of the Mutual's electric infrastructure and develop a strategy for electrical upgrades and electric vehicle charging station installations.	On-going	Supplemental: \$50,000 Exp: \$11,654 Balance: \$38,346

UNITED LAGUNA HILLS MUTUAL 2018 PTP & PAINT PROGRAM REPORT

Through November 30, 2018

Shown below is the cost breakdown for structures completed through the reporting period:

COMPLETIONS - PTP PROGRAM					
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)	
A98100 Dry Rot Repairs PTP	\$ 771,289	\$ 706,467	\$ 590,203	16%	
A98101 Decking Repairs PTP	\$ 199,228	\$ 182,476	\$ 81,716	55%	
A98103 Welding Repairs PTP	\$ 9,419	\$ 8,626	\$ 3,678	57%	
A98102 Lead Abatement PTP	\$ 2,820	\$ 2,585	\$ 1,204	53%	
Total Repairs Prior To Paint:	\$ 982,756	\$ 900,154	\$ 676,801	25%	

PAINT PROGRAM SCOPE				
Item	Budget	Projected	Total Actual	% Complete
Buildings	123	123	133	108%
Carport Stalls	432	432	629	146%
Laundries	21	21	17	81%
Square Ft	1,826,851	1,826,851	1,451,331	79%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 325,601	\$ 298,463	\$ 216,091	27.6%
Labor	\$ 1,881,695	\$ 1,723,224	\$ 1,530,763	11.2%
Lead Paint Abatement	\$ 30,713	\$ 28,149	\$ 28,617	-1.7%
Lexan Signs	\$ 4,928	\$ 4,510	\$ 256	94.3%
Total Cost	\$ 2,242,937	\$ 2,054,346	\$ 1,775,727	13.6%

ROOF REPLACEMENTS

The 2018 budget for Roof Replacements totals \$1,180,000 for work on 40 structures.

	Bldgs Planned		Bldgs Complete		Retention Due		Annual Budget		Actual To Date	
	Sq. Ft Planned		Sq. Ft. Complete		Replacement Cost		Plywood & Other Costs		Total Costs	
Comp Shingle	0		0		\$ -		\$ -		\$ -	
Capistrano Tile	0		0		\$ -		\$ -		\$ -	
BUR-PVC Cool Roof	40		41		\$ -		\$ 1,180,000		\$ 1,188,050	
Totals	40		41		\$ -		\$ 1,180,000		\$ 1,188,050	
	Sq. Ft Planned		Sq. Ft. Complete		Replacement Cost		Plywood & Other Costs		Total Costs	
Comp Shingle	-		-		\$ -		\$ -		\$ -	
Capistrano Tile	-		-		\$ -		\$ -		\$ -	
BUR-PVC Cool Roof	158,549		168,697		\$ 1,122,295		\$ 65,755		\$ 1,188,050	
Totals	158,549		168,697		\$ 1,122,295		\$ 65,755		\$ 1,188,050	

(1) APPLIANCE & FIXTURE REPLACEMENTS

ITEM	Annual Budgeted Units	YTD Actuals Complete	Pending Requests
APPLIANCES:			
Refrigerators	78	175	3
Ranges (Cooktops)	39	147	5
Hoods	86	76	5
Dishwashers	255	199	5
Washers - Laundries	29	1	-
Dryers - Laundries	35	-	-
Ovens	285	129	4
FIXTURES:			
Water Heaters - Manors	933	928	5
Water Heaters - Laundries	14	-	2
Garbage Disposals	395	475	4
Sinks	158	165	10
Basins	193	300	8
Toilets	1,815	264	10
Faucets	447	771	21

(2) COUNTERTOP & FLOOR REPLACEMENTS

ITEM	Annual Budgeted Units	YTD Actuals Complete	Pending Requests
COUNTERTOPS:			
Kitchen-Replaced by Mutual	175	159	4
Kitchen-Reimbursed by Mutual*	130	47	-
Bath-Replaced by Mutual	326	176	8
Bath-Reimbursed by Mutual*	127	51	-
FLOORS:			
Kitchen-Replaced by Mutual	56	40	4
Kitchen-Reimbursed by Mutual*	59	26	-
Bath-Replaced by Mutual	413	55	7
Bath-Reimbursed by Mutual*	69	31	-

* Pending Requests for Reimbursements are made up of items qualified for replacement and on hold pending action by the member.

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2018		%		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED			\$	%
RESERVE EXPENDITURES										
REPLACEMENTS										
BUILDING STRUCTURES	\$122,076	\$69,543	\$365,429	\$767,343	\$837,306	44%		\$401,913		52%
ELECTRICAL SYSTEMS	10,600	31,345	380,637	344,795	376,146	101%		(35,842)		(10%)
EXTERIOR WALKWAY LIGHTING	212	4,009	26,172	44,350	48,408	54%		18,179		41%
FOUNDATIONS	0	6,250	9,540	68,750	75,000	13%		59,210		86%
GUTTER REPLACEMENT	2,800	3,100	24,924	34,385	37,538	66%		9,461		28%
LANDSCAPE RENOVATION	6,934	20,833	6,934	229,163	250,000	3%		222,229		97%
PAINT - EXTERIOR	163,529	184,647	1,775,727	2,054,346	2,242,937	79%		278,618		14%
PRIOR TO PAINT	60,766	81,010	676,801	900,155	982,766	69%		223,353		25%
PAVING	0	0	223,490	226,001	226,001	99%		2,511		1%
ROOF REPLACEMENTS	122,956	147,500	1,184,582	1,180,000	1,180,000	100%		(4,582)		(0%)
TREE MAINTENANCE	117,023	41,041	354,262	458,356	500,408	71%		104,094		23%
WALL REPLACEMENT	0	13,550	900	149,050	162,608	1%		148,150		99%
WASTE LINE REMEDIATION	200,353	141,667	1,890,122	1,558,333	1,700,000	111%		(331,789)		(21%)
WATER LINE - COPPER PIPE REMEDIATION	86,886	20,833	225,032	229,163	250,000	90%		4,131		2%
WINDOW/SLIDING SCREEN DOOR	9,851	2,510	135,233	27,652	30,185	448%		(107,581)		(389%)
SUPPL. APPROPRIATIONS	0	0	143,207	143,207	143,207	100%		0		0%
SUB-TOTAL	\$903,986	\$767,838	\$7,422,992	\$8,415,047	\$9,042,511	82%		\$992,055		12%
*Waste Line Remediation budget includes a \$200,000 early release of funds from the 2019 budget, approved by the Board.										
APPLIANCE AND FIXTURE REPLACEMENTS										
COOKTOPS	\$6,198	\$4,224	\$69,785	\$46,627	\$50,881	137%		(\$23,158)		(50%)
DISHWASHERS	10,136	5,954	115,143	65,791	71,801	160%		(49,352)		(75%)
BASINS/SINKS/TOILETS	20,815	42,807	278,244	473,322	516,602	54%		195,078		41%
GARBAGE DISPOSALS	10,913	6,757	146,054	74,621	81,434	179%		(71,433)		(96%)
HOODS	706	2,599	29,762	28,736	31,366	95%		(1,025)		(4%)
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	99,998	68,422	1,020,833	756,729	825,950	124%		(264,103)		(35%)
OVENS	8,371	5,820	118,941	64,139	69,982	170%		(54,802)		(85%)
RANGES	805	2,179	6,607	24,043	26,245	25%		17,436		73%
REFRIGERATORS	13,730	12,848	200,998	141,800	154,735	130%		(59,198)		(42%)
WATER HEATERS & PERMITS	108,086	113,349	984,619	1,253,962	1,368,580	72%		269,343		21%
DRYERS	0	1,609	0	17,756	19,376	0%		17,756		100%
WASHING MACHINES	0	3,350	1,858	36,917	40,287	5%		35,058		95%
OTHER - INVESTMENT EXPENSE	8,074	0	31,146	8,368	8,368	372%		(22,779)		(272%)
SUB-TOTAL	\$287,831	\$269,919	\$3,003,990	\$2,992,813	\$3,265,606	92%		(\$11,177)		(0%)
TOTAL RESERVE FUND	\$1,191,817	\$1,037,756	\$10,426,982	\$11,407,860	\$12,308,116	85%		\$980,878		9%

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF NOVEMBER 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2018		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING EXPENDITURES								
1 PLUMBING SERVICE	\$114,736	\$97,906	\$1,350,638	\$1,089,233	\$1,189,331	114%	(\$261,405)	(24%)
2 CARPENTRY SERVICE	34,678	31,249	522,227	347,789	362,992	144%	(174,438)	(50%)
3 CONCRETE REPAIR/REPLACEMENT	54,532	28,170	458,925	313,404	342,175	240%	(145,521)	(46%)
4 ELECTRICAL SERVICE	22,167	34,035	255,147	378,813	413,657	62%	123,666	33%
5 APPLIANCE REPAIRS	27,793	21,665	287,590	241,194	263,430	109%	(46,396)	(19%)
6 INTERIOR PREVENTIVE MAINTENANCE	23,455	24,622	293,806	274,484	299,773	98%	(19,321)	(7%)
7 BLDG. REHAB/DRY ROT	1,763	24,412	43,115	271,457	296,403	15%	228,342	84%
8 JANITORIAL SERVICE	32,245	20,428	339,569	226,442	247,185	137%	(113,127)	(50%)
9 PEST CONTROL	15,343	19,196	98,417	211,156	230,370	43%	112,739	53%
10 ROOF REPAIR	14,295	7,008	124,101	145,364	152,376	81%	21,263	15%
11 BALCONY/BREEZEWAY RESURFACING	0	15,664	131,786	174,362	190,391	69%	42,576	24%
12 GUTTER CLEANING	27,276	38,205	48,320	132,975	171,235	28%	84,655	64%
13 COUNTERTOP/FLOOR/TILE REPAIRS	8,765	11,391	148,026	126,807	138,493	107%	(21,218)	(17%)
14 PAINT-TOUCHUP	16,544	10,683	169,748	119,022	129,970	131%	(50,727)	(43%)
15 WELDING	3,263	6,749	118,036	75,055	84,743	139%	(42,980)	(57%)
16 ENERGY PROGRAM	0	4,582	27,720	50,402	55,000	50%	22,683	45%
17 PAVING MAINTENANCE & REPAIRS	7,550	6,934	65,269	77,150	84,247	77%	11,881	15%
18 MISC. REPAIRS BY OUTSIDE SERVICE	1,470	5,851	15,825	64,361	70,212	23%	48,536	75%
19 TRAFFIC CONTROL	1,329	1,252	18,044	13,925	15,214	119%	(4,119)	(30%)
20 FIRE PROTECTION	25	788	6,219	8,668	9,479	66%	2,449	28%
TOTAL MAINTENANCE PROGRAMS	\$407,229	\$410,788	\$4,522,526	\$4,342,063	\$4,746,675	95%	(\$180,463)	(4%)

**UNITED LAGUNA HILLS MUTUAL
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2018**

1. PLUMBING SERVICE Unfavorable variance:	- (\$261,405) YTD (\$16,830) November A continual increase in the level of required repairs has contributed to additional labor and outside services costs.
2. CARPENTRY SERVICE Unfavorable variance:	- (\$174,438) YTD (\$3,429) November Staff has completed 3,370 work orders in this line item alone to date. The unfavorable variance is also attributed to the transfer of bee and wasp removal services from General Services to the Maintenance and Construction Department. This variance is offset by work performed under Building Rehab/Dry Rot.
3. CONCRETE REPAIR/REPLACEMENT Unfavorable variance:	- (\$145,521) YTD (\$26,362) November We completed major concrete repair work later in the year to reduce liability exposure.
4. ELECTRICAL SERVICE Favorable variance:	- \$123,666 YTD \$11,868 November Staff has been devoting time to water heater program work, reducing costs towards electrical budget
5. APPLIANCE REPAIRS Unfavorable variance:	- (\$46,396) YTD (\$6,128) November Exceptionally high levels of appliance repair have resulted in increased labor and material costs.
6. INTERIOR PREVENTATIVE MAINTENANCE	- under 10% variance YTD \$1,167 November
7. BLDG. REHAB/DRY ROT Favorable variance:	- \$228,342 YTD \$22,649 November Fewer hours and materials required for Dry Rot Repair Work Orders than anticipated. The variance is offset by work performed under Carpentry Service.
8. JANITORIAL SERVICE Unfavorable variance:	- (\$113,127) YTD (\$11,817) November The introduction of the Bulky Item Pickup program wasn't accounted for during budgeting. This variance is unavoidable.
9. PEST CONTROL Favorable variance:	- \$112,739 YTD \$3,853 November There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the favorable variance should diminish.
10. ROOF REPAIRS Favorable variance:	- \$21,263 YTD (\$7,287) November Our inspections have found less repair work needed, thus a favorable variance.
11. BALCONY/BREEZEWAY RESURFACING Favorable variance:	- \$42,576 YTD \$15,664 November This expenditure item is in response to both resident requests and deck structure repairs

**UNITED LAGUNA HILLS MUTUAL
OPERATING FUND VARIANCE EXPLANATIONS
As of November 30, 2018**

identified by in-house divisions. 56 work orders were completed for this line item to date, therefore fewer hours and materials were required for balcony deck and breezeway repair work orders than anticipated. The variance is offset by work performed under Carpentry Service.

12. GUTTER CLEANING
Favorable variance:

- \$84,655 YTD \$10,929 November

Although this budget item is distributed evenly by 12 months, this program begins in September and runs through the end of the year. Once staff receives all outstanding invoices for work contracted to the outside vendors, the favorable variance should diminish.

13. COUNTERTOP/FLOOR/TILE REPAIRS
Unfavorable variance:

- (\$21,218) YTD \$2,626 November

More hours and materials required for tile repair related work orders than anticipated. 95% of the expenditure in this budget line item is associated to tile repair work orders.

14. PAINT-TOUCHUP
Unfavorable variance:

- (\$50,727) YTD (\$5,861) November

Staff has completed 1,385 work orders in this line item. Actual expenditures will vary, contingent on the quantity of work orders generated from other divisions.

15. WELDING
Unfavorable variance:

- (\$42,980) YTD \$3,486 November

This is a support work center, so trend may continue based on other department's needs. Greater demand and higher operational costs have resulted in significant overage.

16. ENERGY PROGRAM
Favorable variance:

- \$22,683 YTD \$4,582 November

Limited work for the consultant was generated in November while we waited for SCE to release requested energy data.

17. PAVING MAINTENANCE & REPAIRS
Favorable variance:

- \$11,881 YTD (\$616) November

Staff focused on needed concrete repair work instead of asphalt repairs.

18. MISC. REPAIRS BY OUTSIDE SERVICE
Favorable variance:

- \$48,536 YTD \$4,381 November

There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.

19. TRAFFIC CONTROL
Unfavorable variance:

- (\$4,119) YTD (\$77) November

Installed additional traffic safety signs and curbside painting, also installed new bus benches and

20. FIRE PROTECTION
Favorable variance:

- \$2,449 YTD \$763 November

There is currently a delay in vendor invoicing. Once staff receives all outstanding invoices for work contracted to the outside vendors, the variance should diminish.

UNITED TOILET REPLACEMENTS (MANORS AND LAUNDRY ROOMS)

Apply Year	Fund	Quantity	Labor	Material	Total \$ Cost
2014	Chargeable Services	47	3,605	\$8,943	\$12,548
	Replacement Fund	109	12,133	\$17,618	\$29,751
2014 Total		156	15,738	\$26,561	\$42,299
2015	Chargeable Services	19	1,818	\$1,848	\$3,666
	Replacement Fund	1989	175,337	\$247,513	\$422,849
2015 Total		2008	177,155	\$249,360	\$426,515
2016	Chargeable Services	9	882	\$838	\$1,719
	Replacement Fund	1484	139,237	\$176,191	\$315,428
2016 Total		1493	140,119	\$177,029	\$317,148
2017	Chargeable Services	9	983	\$1,448	\$2,431
	Replacement Fund	613	62,958	\$93,109	\$156,067
2017 Total		622	63,941	\$94,557	\$158,498
2018	Chargeable Services	11	1,125	\$2,119	\$3,244
	Replacement Fund	250	27,651	\$36,408	\$64,059
2018 Total		261	28,777	\$38,527	\$67,303
(blank) Total					
Grand Total		4540	425,729	\$586,035	\$1,011,763



STAFF REPORT

DATE: February 27, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Copper Pipe Supply Line Leak Report

RECOMMENDATION

Receive and file.

BACKGROUND

The Maintenance and Construction Department tracks building potable water line leak rates in the Mutual in order to better allocated available funding towards the repair and restoration of line failures.

DISCUSSION

The data analysis indicates a decrease in the number of total interior copper pipe leaks from 2012 to 2016. There was an increase in the number of leaks reported in 2017; however, due to the Mutual's epoxy lining efforts, we have started to see a decrease in 2018.

Staff graphed the numerical data, and the attached charts indicate the total interior copper leaks recorded and repaired from 2012 through the third quarter of 2018 (Attachments 1-3).

Staff will continue to monitor the leaks and will provide budget recommendations for their upgrade and repairs based on further analysis. A contract for the Copper Pipe Epoxy Lining project was entered into with ePipe Restoration, Inc. in December 2018 to install epoxy lining where appropriate.

There are a total of fifteen buildings, housing sixty-seven units within United Mutual which currently meet the epoxy lining criteria for their failing potable copper pipes. The 2019 schedule will epoxy line 10 buildings (39 units). The remaining five buildings will be epoxy lined in 2020.

Out of 1,124 buildings within United Mutual, only twelve have necessitated epoxy lining of their copper lines to date.

FINANCIAL ANALYSIS

There is no fiscal impact associated with this report.

Prepared By: Christopher Naylor, Senior Management Analyst

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

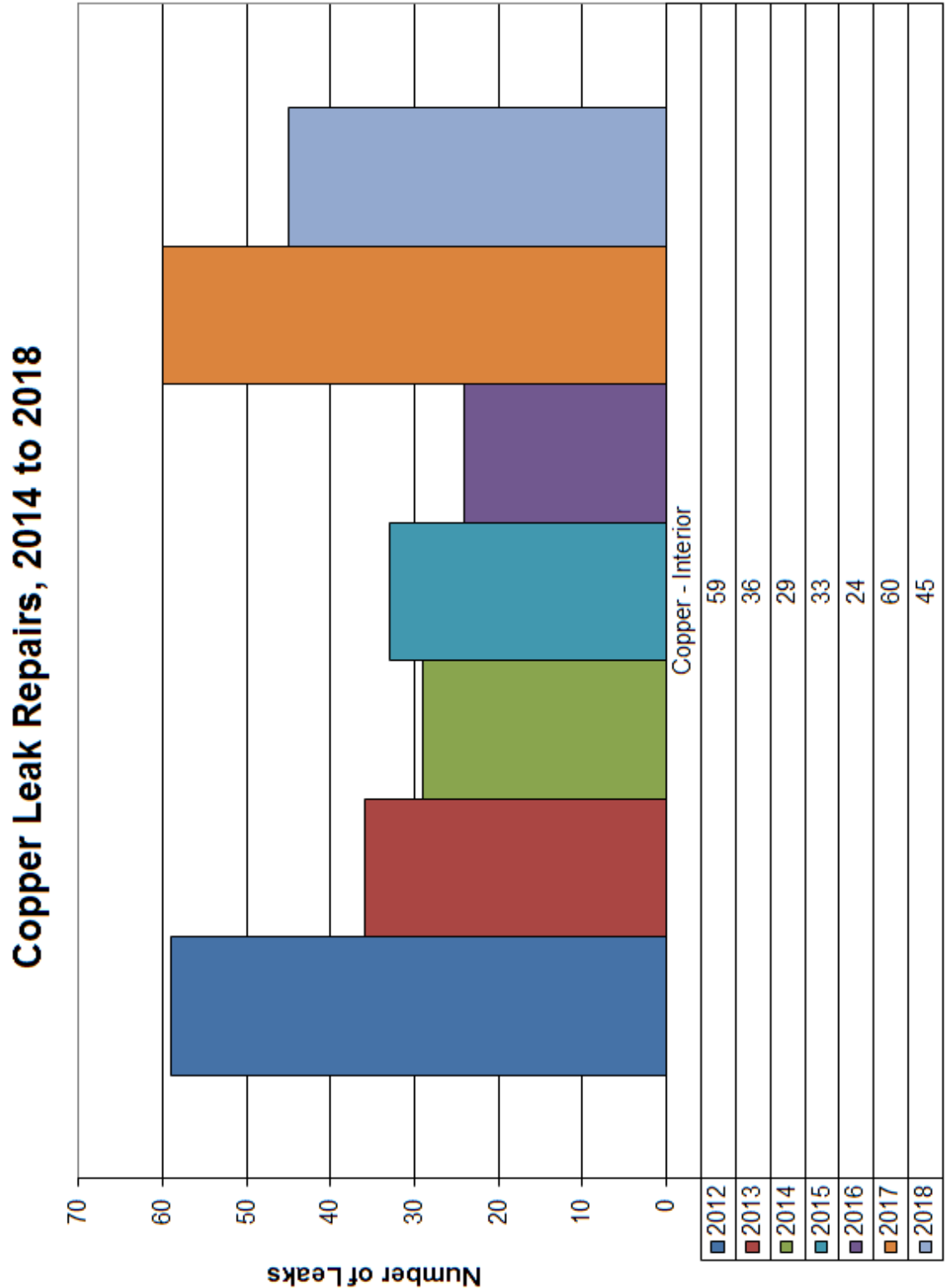
ATTACHMENT(S):

Attachment 1 - Copper Leak Repairs, 2012 to 2018 (Q3)

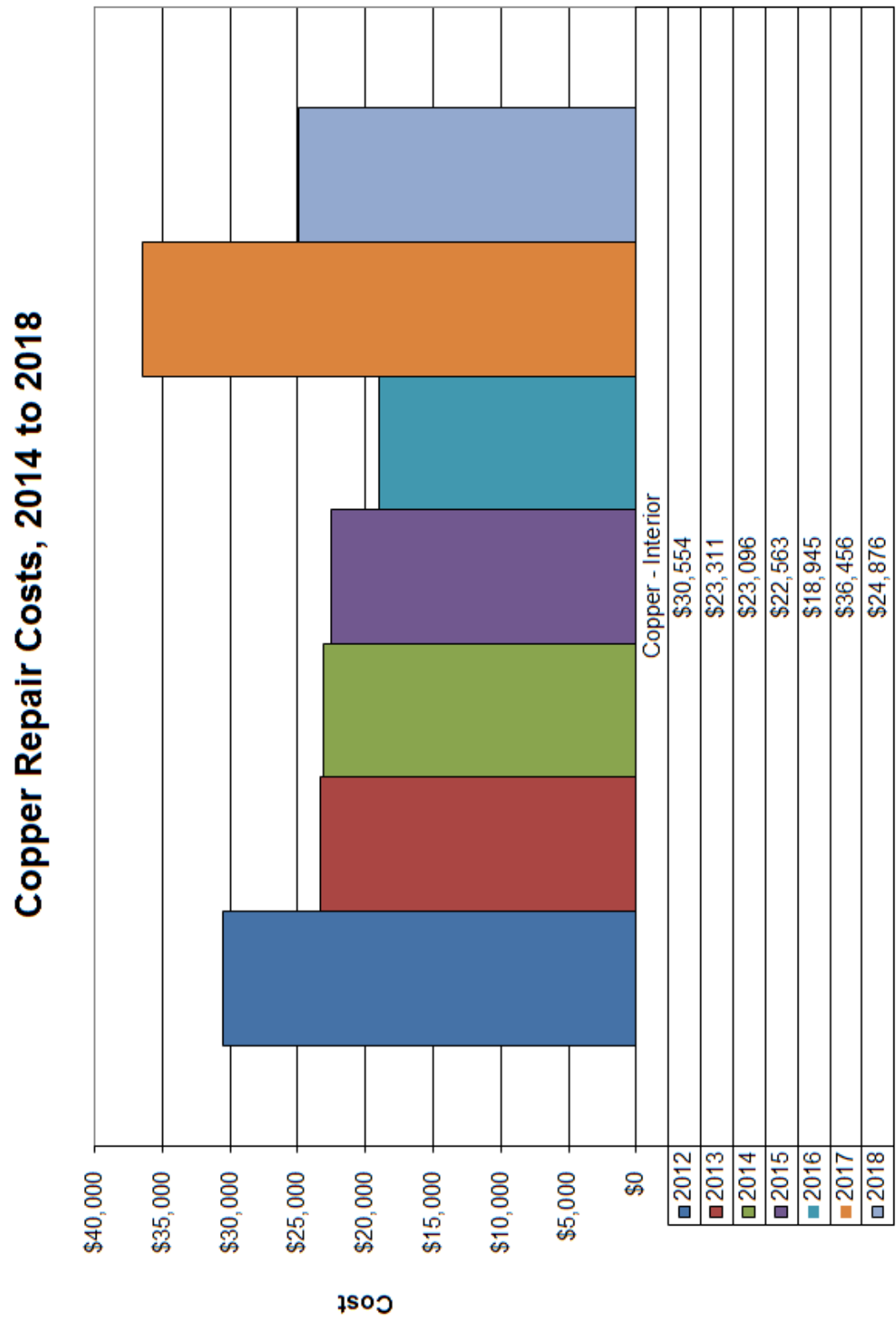
Attachment 2 - Copper Repair Plumbing Repair Costs, 2012 to 2018 (Q3)

Attachment 3 - Copper Repair Plumbing Staff Hours, 2012 to 2018 (Q3)

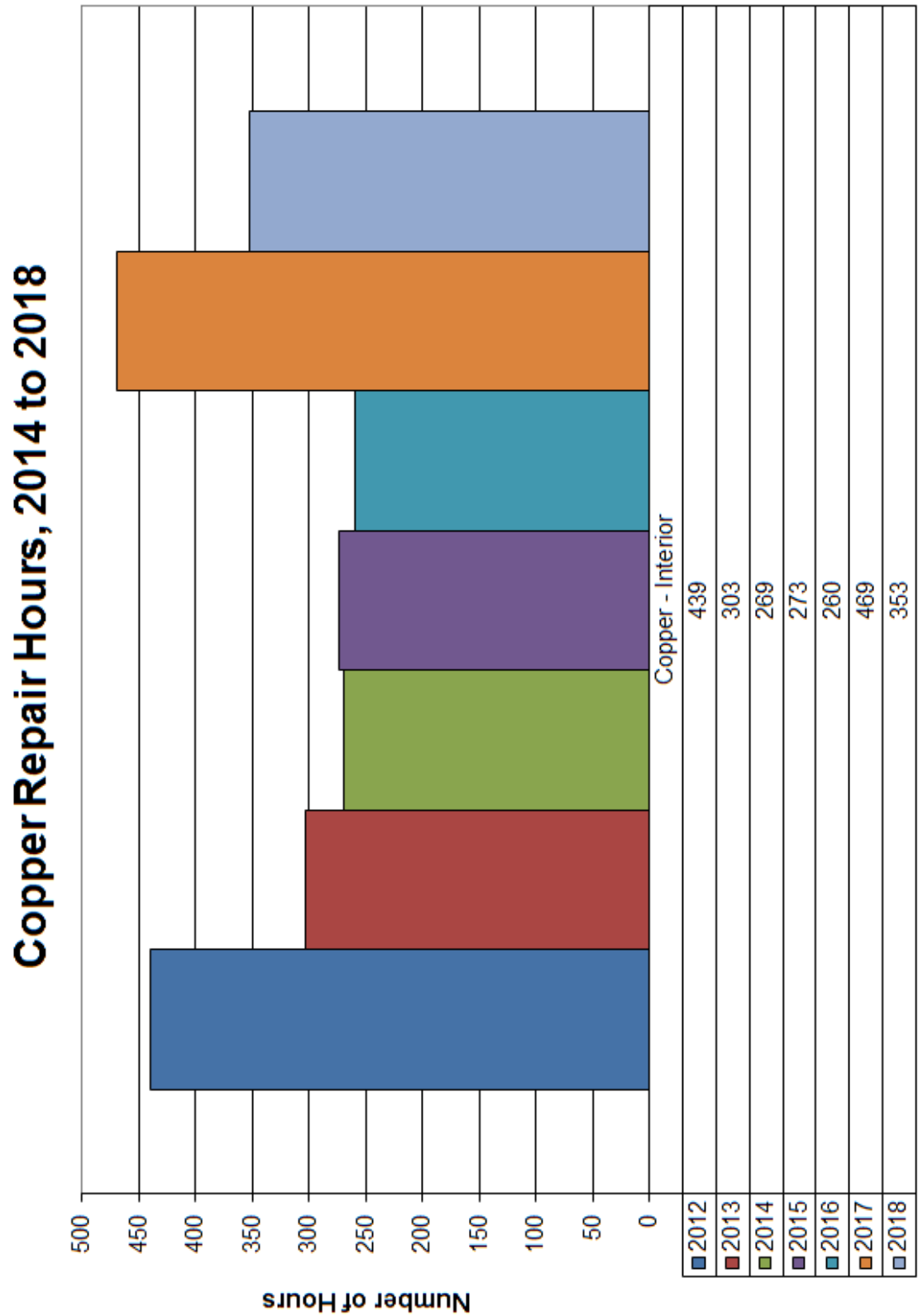
Attachment 1: Copper Leak Repairs, 2012 to 2018 – Q3



Attachment 2: Copper Plumbing Repair Costs, 2012 to 2018 – Q3



Attachment 3: Copper Repair Plumbing Staff Hours, 2012 to 2018 – Q3





STAFF REPORT

DATE: February 27, 2019
FOR: Maintenance and Construction Committee
SUBJECT: Supplemental Funding for the 2019 Fumigation Program

RECOMMENDATION

Authorize a supplemental appropriation in the amount of \$104,762 to be funded from the Contingency Fund, to be used in addition to the annual operating budget, to provide whole structure fumigation and hotel accommodations during the 2019 Fumigation Program at an estimated total program cost of \$215,964.

BACKGROUND

In accordance with Resolution 01-10-61, termite inspections are performed annually by Staff and a third-party pest control contractor. Inspections in 2018 revealed that 37 building structures within United Laguna Woods Mutual are in need of fumigation by whole structure tenting in order to eliminate the identified termite infestations and protect the structural integrity of each affected building. Out of the 37 building structures requiring fumigation, 18 are categorized as high priority, however all building structures were found to have active drywood termites during inspections in 2018.

DISCUSSION

The number of buildings requiring whole structure tenting varies each year and is unknown at the time the budget is adopted. Although the 2019 budget was originally proposed at \$218,000, deliberations during the budget review process reduced this budget to \$111,200, an amount that was still higher than the three-year historical average. Based on current pricing, the operating budget will only cover 14 fumigations and related accommodations.

To proceed with the necessary pest control treatments this year of all 37 building structures, which encompass 216 units and 3 carports, supplemental funding will be required.

FINANCIAL ANALYSIS

A supplemental appropriation in the amount of \$104,762 to be funded from the Contingency Fund is required, in addition to the adopted annual operating budget of \$111,202, to provide whole structure fumigation and hotel accommodations during the 2019 Fumigation Program, with \$148,470 planned for the fumigation of 37 building structures and \$67,494 for the lodging of residents in 216 units.

Prepared By: Velny Soren, Maintenance Operations Manager

Reviewed By: Melody Thomas, Maintenance Programs Coordinator
Ernesto Munoz, P.E., Maintenance and Construction Director
Betty Parker, CFO