



OPEN MEETING

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

**Wednesday, October 25, 2023 - 9:30 a.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 by Zoom by clicking this link: <https://us06web.zoom.us/j/91797258413>, Webinar ID 91797258413
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 to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report from August 23, 2023
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update
 - 673-B Downspout Drain
 - Laundry 154

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

Items for Discussion and Consideration:

9. 933-B Alteration Patio Cover Nuisance Water Complaint
10. Epoxy Sewer & Water Line Remediation Programs Updates

United Laguna Woods Mutual
Maintenance & Construction Committee
Regular Open Session
October 25, 2023
Page 2 of 3

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.*

- Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting: Wednesday, December 27, 2023 at 9:30 a.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 United Board or more may also be present at the meeting.

Alison Bok, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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OPEN MEETING

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

**Wednesday, August 23, 2023 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Lenny Ross – Chair, Alison Bok

MEMBERS ABSENT: Vidya Kale

OTHERS PRESENT: **United:** Maggie Blackwell

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

1. Call to Order

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

2. Acknowledgement of Media

The meeting was being broadcast on Zoom only; Granicus was not available for this meeting. No media was present.

3. Approval of Agenda

Hearing no objection, the agenda was unanimously approved as written.

4. Approval of Meeting Report from June 28, 2023

Hearing no objection, the meeting report was unanimously approved as written.

5. Chair's Remarks

Chair Ross commented that he is aware that Damage Restoration is making progress on resolving the backlog of moisture intrusion cases.

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

- A member commented on a plumbing issue at their manor.
- A member commented on the timeline of work provided by an outside vendor.

Staff responded to the member's comments and will follow up directly with the member as needed.

7. Department Head Update

Mr. Gomez updated the committee on the status of the following items:

- 933-B Alteration Patio Cover Nuisance Water Complaint – Staff was directed to review the complaint and provide a cost estimate to modify the alteration to improve the roof drainage at the next meeting of the committee.
- 673-B Downspout Drain Complaint – Staff was directed to send a letter to the shareholder of 673-B asking for voluntary compliance to install and maintain splashpads at the end of the downspouts of the alteration rain gutters. (HOA to ins def)
- 39-C Walkway Lighting Request Update – The requested additional walkway lighting has been installed.
- Change to Solar Production Report Frequency – This report will no longer be provided at each committee meeting but will be provided annually or upon request.

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

A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

9. Pushmatic Electrical Panel Replacement Update

Mr. West provided an overview of the Pushmatic panel replacement process via PowerPoint presentation and answered questions from the committee.

10. Electricity Usage Reimbursement Policy (Resolution 01-18-33)

Mr. Allen presented a staff report and answered questions from the committee. Discussion ensued regarding the prior policy of reimbursing owners \$32 per room for electricity consumption related to the dry-down of manors as a result of moisture intrusion events that are the responsibility of the mutual.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to revise the reimbursement amount based on the average amount of the member's electricity bill for the month prior and the month following the event.

11. Exterior Paint Program Update

Mr. Feliz provided an overview of the Exterior Paint Program via PowerPoint presentation and answered questions from the committee.

12. Chargeable Service for Painting Alterations

Mr. Barnette detailed the process for painting various exterior alterations and suggested adding the service to the Non-Emergency Chargeable list. Discussion ensued regarding the exterior paint program limitations and the potential types of alterations that would be included on the revised list.

A motion was made and unanimously approved to recommend the board adopt a revised list which would include painting of certain exterior alterations.

13. Laundry 51 Ramp Request

Mr. Gomez provided an overview of the request and answered questions from the committee. A motion was made and approved unanimously to proceed with the construction of a concrete ramp at the entrance of Laundry 51 by VMS staff as detailed.

A member commented on the design of the exterior of Laundry 154. Staff was directed to visit the facility to determine if any improvements are needed.

Concluding Business:

14. Committee Member Comments

None.

15. Date of Next Meeting: Wednesday, October 25, 2023 at 9:30 a.m.

16. Recess - The meeting was recessed at 11:13 a.m.



Lenny Ross, Chair

Lenny Ross, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log - September 2023 (Prepared October 15)

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	910 Bldg Maint	Pest Control for Termites	<p>This program is funded to eradicate dry wood termites from inaccessible areas by tenting buildings for fumigation.</p> <p>The budget also includes funding for local termite treatments and hotel accommodations during tenting. Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year.</p>	<p>37 buildings scheduled for tenting between May and October.</p> <p>23 buildings completed as of October 1. Completed 489 bee/wasp treatments. Completed 5 local termite treatments outside of the program.</p>	Annual Program May to November	<p>Budget: \$257,655 Exp: \$104,904 Balance: \$152,751</p>
2	920 Projects	Building Structures	<p>This program is funded to replace and repair 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, with this program roofing repairs are also performed after the Prior to Paint program crews replace fascia due to dry rot. As part of this budget, staff proactively inspects buildings for drainage issues and provides repairs as needed.</p>	<p>Structural Repair/Drainage Correction: 324-Q: Balcony repair. Work is scheduled to be completed by mid-November.</p> <p>SB 326 Repairs: 678-P, 682-Q: Balcony repairs. Work is complete. 660-A, 680-N: Balcony repairs. Work is in progress. 655-D: Balcony repairs. Start date was delayed. Work is scheduled to be completed by the end of November.</p>	Annual Program	<p>Budget: \$80,000 Exp: \$31,078 Balance: \$48,922</p>
3	920 Projects	Pushmatic Electrical Panel Replacement	<p>This program is funded to replace 2,750 Pushmatic electric panels over a 10-year period. The Pushmatic panels located inside the manors are unreliable and no longer supported.</p>	<p>Number of units planned for 2023: 225 Number of units completed as of September 2023: 191 The total number of units completed to date: 1,837 The total number of units left to complete: 913</p>	Annual Program	<p>Budget: \$475,000 Exp: \$285,568 Balance: \$189,432</p>
4	904 Maint Svc	Walkway Lighting Program	<p>This program is funded to improve 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 program requirements are met.</p>	<p>Open requests for additional lighting: B243, B438, B597, and B605.</p> <p>Approved requests for additional lighting: B205, B322, and B2087.</p> <p>Denied requests for additional lighting: B168 and B362.</p> <p>Completed installations in 2023: B39, B446, B507, B935, B960 and B2010.</p>	Annual Program	<p>Budget: \$75,550 Exp: \$25,126 Balance: \$50,424</p>

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
5	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. Staff performs field inspections to evaluate building foundations and schedules any needed repairs and replacements as they are identified.	100-A: Foundation repairs. Structural repair plans are scheduled to be completed by late October. Completed repairs in 2023: B905, B669	Annual Program	Budget: \$43,436 Exp: \$18,010 Balance: \$25,426
6	910 Bldg Maint	Exterior Paint Program	Starting in 2021, the Mutual has implemented a 15-year full cycle exterior paint program. All exterior components of each building are to be painted every 15 years. The painted components include the body (stucco/siding) as well as the following trim elements: 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.	CDS remaining for 2023: 209 (delayed due to weather) Paint program has completed CDS 207 and 208. (210, 211, 11, 19, 20 and 25 postponed until 2024 due to unforeseen circumstances)	Annual Program	Budget: \$1,734,242 Exp: \$1,020,940 Balance: \$713,302
7	910 Bldg. Maint	Prior to Paint Program	This program prepares building surfaces for painting and includes repair and mitigation of dry rot, decking and welding repairs performed every 15 years in conjunction with the Exterior Paint Program.	CDS remaining for 2023: 209 (210, 211, 11, 19, 20 and 25 postponed until 2024 due to unforeseen circumstances) PTP program has completed CDS 207 and 208.	Annual Program	Budget: \$933,222 Exp: \$624,097 Balance: \$309,125
8	920 Projects	Roofing Emergency Repair & Preventive Maintenance Programs	This program is funded to provide 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 investigate roof related issues. If required, staff will authorize the roofing contractor to perform the necessary repairs.	All preventive roof maintenance scheduled for 2023 on PVC flat roofs replaced 5 and 10 years ago is now completed. A supplemental appropriation was approved by the United Board in April for emergency roof repairs.	Annual Program	Budget: \$208,634 Supplemental: \$50,000 Exp: \$230,578 Balance: \$28,058
9	920 Projects	Roof Replacement - BUR to PVC Cool Roofing	This ongoing program is funded to replace built-up roofs (BUR) at the end of their serviceable life with a PVC Cool Roof system. Built-up roofs are inspected 15 years after installation.	Buildings remaining for 2023: 246, 315, 490, 566, 677, 824, 827, 828 Buildings completed as of September 30th: 68, 74, 244, 2027, 2028, 2083	Annual Program June to October	Budget: \$759,608 Exp: \$0 Balance: \$759,608

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
10	904 Maint Svc	Epoxy Wasteline Remediation	<p>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 waste pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both interior and exterior lines are receiving an epoxy liner.</p>	<p>Buildings remaining for 2023: B403, B692, B722, B727, B732, B733, B742, B743, B746, B748, B753, B914, B915, B922, B923, B925, B926, B927, B929, B930, B931, B932, B934, B935, B936, B937, B938, B939, B940, B941, B942, B943, B944, B945, B745, B747, B748, B749, B755, B756, B750, B710</p> <p>Buildings completed in 2023: B141, B388, B436, B454, B632, B651, B679, B686, B687, B688, B689, B690, B691, B692, B693, B694, B695, B696, B697, B698, B699, B701, B702, B703, B706, B708, B709, B711, B712, B714, B720, B721, B723, B724, B726, B728, B773, B725, B38, B734, B735, B736, B737, B730, B731, B740, B741, B752, B481, B751, B700, B704, B705, B713, B715, B716, B717, B718, B719</p>	Annual Program	<p>Budget: \$2,300,000 Exp: \$1,814,326 Balance: \$485,674</p> <p>Cumulative Expenditures 2008 through 2022: \$14,204,020</p>

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
COMPLETED						
	920 Projects	Senate Bill 326 Load Bearing Component Inspections	This program is funded to conduct an assessment for inspection and testing of exterior elevated elements, defined as the load-bearing components and associated waterproofing systems in randomly selected buildings and facilities within the community. Staff will continue the planning and budgeting process to complete the necessary inspection submittal requirements due January 2025, as outlined in Senate Bill 326.	63 buildings were inspected in 2022 12 minor repairs completed. 1 structural repair was completed. 45 buildings were inspected between January and May 2023 19 minor repairs were completed. 5 structural repairs in progress Inspections are completed for 2023. Inspection of remaining 39 buildings will resume in 2024.	Annual Program May to June	Budget: \$50,000 Exp: \$50,013 Balance: -\$13
	920 Projects	Parkway Concrete Program	This program is funded to repair or replace damaged concrete parkways in conjunction with the asphalt paving program. Concrete areas that are adjacent to the asphalt being replaced are inspected for damage and other deficiencies and are repaired or replaced accordingly.	Concrete work completed in 2023: CDS 13 (partial), 59, 204	Annual Program	Budget: \$150,000 Exp: \$149,912 Balance: \$88
	920 Projects	Water Lines - Copper Pipe Remediation	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.	Buildings completed in 2023: 529, 2210	Annual Program	Budget: \$100,000 Exp: \$99,452 Balance: \$548
	920 Projects	Asphalt Paving Program	This program is funded to preserve the integrity of the CDS paving. As part of this program, the asphalt paving is inspected and rated for wear annually.	Overlay paving work was completed in July 2023 at CDS 13 (loop road for B623 to B632), CDS 59, and CDS 204. Invoicing is pending.	Annual Program July 2023	Budget: \$206,867 Exp: \$200,043 Balance: \$6,824
	920 Projects	Seal Coat Program	This program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous seal coat to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration.	Seal coat work was completed in August 2023 at CDS 7, 14, 15, 16, 18, 19, 20/26, 28, 30/32, 41, 62, 67, 2153 Invoicing is pending.	Annual Program August 2023	Budget: \$41,504 Exp: \$0 Balance: \$41,504
	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.	To date, a total of 4,624 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed. A supplemental appropriation was approved by the United Board in February to complete a total of 700 linear feet in 2023. Fencing installation is complete. Invoicing is pending.	Annual Program	Budget: \$35,000 Supplemental: \$40,000 Exp: \$68,514 Balance: \$6,486 Cumulative Expenditures 2012 through 2022: \$340,077

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
	910 Bldg. Maint	Balcony & Breezeway Resurfacing	<p>This mid-cycle program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces every 7.5 years. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface.</p> <p>Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any dry rot or potential safety hazards.</p>	<p>Buildings completed in 2023: 326, 327, 329, 346, 353, 354, 355, 254, 255, 256, 257, 259, 260, 263, 264, 280, 281, 282, 283, 284, 324, 325, 328, 331, 342, 344, 345, 347, 757, 762, 764, 766, and 768.</p> <p>Invoicing is pending.</p>	Annual Program April to June	Budget: \$63,249 Exp \$40,329 Balance: \$22,920
	910 Bldg. Maint	Gutters - Replacement and Repair	<p>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.</p>	<p>Buildings completed in 2023: 2007, 2009, 2012, 2020, 2021, 2022, 2037, 2057, 2060, 2061, 2064, 2069, 2023, 2024, 2038, 2039, 2040, 2041, 2055, 2058, 2059.</p> <p>Invoicing is pending.</p>	Annual Program	Budget: \$113,127 Exp: \$41,489 Balance: \$71,538

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STAFF REPORT

DATE: October 25, 2023
FOR: Maintenance and Construction Committee
SUBJECT: 933-B and O Avenida Majorca
Water Dripping onto Alteration Solarium

RECOMMENDATION

Review the request from the shareholder at 933-B and provide direction to staff.

BACKGROUND

United Mutual approved alterations to allow both the 933-B alteration solarium (in 2002) and the 933-O alteration balcony cover (in 2008) to be installed.

The shareholder at 933-B contends that the mutual's approval of the alteration balcony cover at 933-O has resulted in constant water dripping from the alteration balcony cover at 933-O onto the alteration solarium at 933-B. The United Member Hearings Committee reviewed this complaint on September 22, 2022 and again on January 12, 2023 and determined that the issue is a neighbor dispute and not an issue of the mutual.

The matter was reviewed again at the United M&C Committee meeting on August 23, 2023, and staff was directed to provide a cost estimate to modify the alteration to improve the roof drainage for consideration at the next United M&C Committee meeting.

DISCUSSION

Staff has reviewed the complaint and the possible causes of the water dripping. It should be noted that in doing so, staff confirms that the mutual or its agents have processed the respective mutual consents in compliance with the rules, regulations and standards in effect at the time of the mutual consent application.

In order to mitigate the dripping of water onto the alteration solarium at unit 933-B, staff proposes two possible solutions as follows:

1. Remove and reconstruct the balcony cover at 933-O to current standards and restore the roof to its as-built condition.

The scope of work for this alternative includes the removal of the existing balcony cover, restore the portion of the roof that was removed when the balcony cover was installed to its as-built condition, add continuous rain gutters with gutter extensions to catch runoff from more intense rain events and the installation of a new balcony cover that complies with current standards. A preliminary construction cost estimate, if the mutual were to implement and pay for the proposed improvements, is \$20,000.

This option would require consent from the shareholder at 933-O to allow the modification of the alteration patio cover and acceptance of responsibility for future maintenance and repairs

2. Create a localized diversion to re-direct the water collected on the roof to locations away from the solarium below (Attachment 1) and install 6” rain gutters with vertical extensions.

This alternative, even though it offers a solution to the problem, may create other unintended consequences such as concentrating higher volumes of water onto smaller surface areas and exceeding the local capacity of the rain gutters, and holding more water on the flat roof.

The proposed diversion is an added curb or dam that will prevent water that accumulates on the flat roof from flowing along the length of the alteration solarium and redirecting just past the edges of the solarium. A preliminary construction cost estimate, if the mutual were to implement and pay for the proposed improvements, is \$5,000.

This option would require United mutual to be responsible for future maintenance and repair of the new roof diverter and new gutters and downspouts.

FINANCIAL ANALYSIS

There is currently no funding to implement either of these alternatives. If direction is given to implement any of the proposed alternatives, the board will need to approve supplemental funding to cover the cost of engineering plans, City permits, specialty inspections and construction.

Prepared By: Baltazar Mejia, Maintenance and Construction Assistant Director

Reviewed By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

1. Sketch of Diversion Structure

B-933

Replace existing rain gutter and downspouts

Replace existing rain gutter and downspouts

Install PVC Clad metal water diverter

933-O Balcony Cover – Protect in place

933-B Solarium – Protect in place