



OPEN MEETING

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

**Wednesday, October 26, 2022 - 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 24, 2022
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. Solar Production Report

Items for Discussion and Consideration:

10. Balcony Inspection Status – Verbal Update
11. 2022/2023 Shepherd's Crook Project Status

United Laguna Woods Mutual
Maintenance & Construction Committee
Regular Open Session
October 26, 2022
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12. Solar Panel Policy
 - a. United Section 35 – Solar Panels 1 Story Buildings
 - b. United Section 42 – Solar Panels 2 Story Buildings

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.*

- Options for Improving Delivery of Hot Water to Individual Manors

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting: December 28, 2022
15. Adjournment

*A quorum of the United Board or more may also be present at the meeting.

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OPEN MEETING

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

**Wednesday, August 24, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Anthony Liberatore (in for Pat English), Pearl Lee

MEMBERS ABSENT: Reza Bastani, Pat English

OTHERS PRESENT: **GRF:** Juanita Skillman
Richard Rader

STAFF PRESENT: Manuel Gomez – Maintenance & Construction
Director, Bart Mejia – Maintenance & Construction
Assistant Director, Ian Barnette – Maintenance &
Construction Assistant Director, Mathew Aldaz –
Maintenance Services Manager, Guy West – Projects
Division Manager, Sandra Spencer – Administrative
Assistant

REPORT

1. Call to Order

Director Liberatore called the meeting to order at 9:42 a.m. after a short recess in order to obtain a quorum.

2. Acknowledgement of Media

The meeting was being broadcast on Granicus and Zoom. No media was present.

3. Approval of Agenda

Hearing no objection, the agenda was approved by unanimous consent.

4. Approval of Meeting Reports

- a. April 27, 2022 – Regular Open Session
- b. June 22, 2022 – Regular Open Session

Hearing no objection, the meeting reports were approved by unanimous consent.

5. Chair's Remarks

Director Liberatore apologized to the residents for lack of due diligence of the committee members but a quorum was present to conduct the business of the committee for United's residents.

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

- A member commented on parking issue in the carport at Building 776.

Mr. Gomez responded to the comment. Staff will review the parking issue with Security personnel and will follow up with the member.

7. Department Head Update

None.

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. Solar Production Report

Hearing no objection, the Consent Calendar was approved unanimously.

Items for Discussion and Consideration:

10. Request for Concrete Ramp at 2031-C Via Mariposa East

Mr. Gomez introduced the request and answered questions from the committee. Mutual policy does not allow for the mutual to pay for construction of ramps. Members have the option of hiring and paying their own contractors should they choose to do so.

Staff was instructed to inform the owner of the policy and explain alternative options.

11. Presentation Regarding Epoxy Lining for Copper Water Line Pipes

Mr. Aldaz presented the item and staff answered questions from the committee concerning the potential of chemicals leaching from the epoxy into the water; the use of epoxy in wastewater lines vs. drinking water lines; and the overall safety of the drinking water. Staff reassured the committee that there is no risk of chemicals leaching into the water; that this program has been going on since 2008; 23 buildings have been completed in United; and there have been no problems or concerns since the program began.

Staff offered to provide documentation from the contractor supporting the safety of the program.

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.*

- Review Solar Panel Policy
- Options for Improving Delivery of Hot Water to Individual Manors

Concluding Business:

12. Committee Member Comments

- Director Lee is hopeful for a quick resolution to the member's concern at Building 776.
- Director Liberatore commented that he is hopeful for improved future committee attendance.

13. Date of Next Meeting: October 26, 2022

14. Recess

The meeting was recessed at 10:05 a.m.


Anthony Liberatore, Director

Pat English, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log (September 2022) Prepared October 15, 2022						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	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 all buildings and facilities within the community.	The program started September 6, 2022. 147 buildings have been selected for inspection by January 1, 2025. 24 out of 147 buildings have been inspected. Out of the 24 buildings inspected under the SB326 requirements, only one minor repair on a balcony handrail was identified. Staff is appropriately addressing the engineer's recommended repair.	Jan-25	Budget: \$50,000 Exp: \$26,066 Balance: \$23,933
2	910 Bldg. Maint	Pest Control for Termites	This program is funded to eradicate 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. Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year.	The fumigation program began in mid-July and will conclude in November. Impacted residents are notified 30 days in advance of the scheduled service. (Fumigation program currently in 692 and 408 including laundry room 153)	Nov-22	Budget: \$186,500 Exp: \$20,340 Balance: \$166,160
3	920 Projects	Building Structures	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. Staff performs field inspections to evaluate building foundations and schedules any needed upgrades as they are identified.	There are no active projects at this time.	Annual Program - December 2022	Budget: \$80,000 Exp: \$3,184 Balance: \$76,816

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
4	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 are unreliable and no longer supported. The Board entered into a second five year contract with Coastal Current Electric Corp. to install the remaining 1,500 Pushmatic electric panels.</p> <p>Estimated Project Completion: Year 2026</p>	<p>The number of units completed in 2022: 224 The number of units completed in 2021: 291 The total number of units completed to date: 1,572 The total number of units left to complete: 1,178</p>	Annual Program - December 2022	<p>Budget: \$626,100 Exp: \$414,131 Balance: \$211,969</p>
5	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 it meets the program requirements.</p>	<p>Open requests for additional lighting: 5 (BLDGS 123, 167, 302, 507 & 2061)</p> <p>Completed installations in 2022: 7 (BLDGS 2089, 2090, 2022, 274, 231, 781 & 414)</p>	Annual Program - December 2022	<p>Budget: \$50,635 Exp: \$23,460 Balance: \$27,175</p>
6	920 Projects	Foundations Program	<p>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.</p>	<p>Building 64-F: Patio Block wall Repairs. Construction is in progress and is scheduled to be completed by October 26, 2022. Building 909 - construction for column foundation repair and drainage issues is scheduled for November 2 - November 22, 2022.</p>	Annual Program - December 2022	<p>Budget: \$43,436 Exp: \$24,728 Balance: \$18,708</p>

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
7	910 Bldg. Maint	Gutters - Replacement and Repair	<p>Gutter replacement is 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>This program also addresses gutter repairs performed by VMS staff.</p>	None scheduled	Annual Program - December 2022	Budget: \$126,889 Exp: \$39,447 Balance: \$87,442
8	910 Bldg. Maint	Exterior Paint Program	<p>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 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.</p>	CDS 205, 206, 207 and 208 are scheduled for 2022. CDS 205 has been completed. Work in CDS 206 is underway. (Currently in 207 and headed to 208 which is the last CDS for the program)	Annual Program - December 2022	Budget: \$1,739,285 Exp: \$1,130,580 Balance: \$608,705
9	910 Bldg. Maint	Prior to Paint Program	<p>The Prior to Paint 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.</p>	Prior to paint is underway in CDS 207 which consists of 26 buildings, 3 laundries and 15 carports. Start Date: August and ending in early December.	Annual Program - August 2022	Budget: \$882,584 Exp: \$528,321 Balance: \$354,263

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
10	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, the roofing contractor will perform the necessary repairs.	Preventive roof maintenance was completed in January on roofs that were replaced 5 and 10 years ago. This work has been invoiced and submitted for payment. Emergency repairs are performed on an as-needed basis.	Annual Program - December 2022	Budget: \$190,661 Exp: \$142,485 Balance: \$48,176
11	904 Maint Svc	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 525, 529, 530, 547 and 560 are scheduled for 2022.	Annual Program - December 2022	Budget: \$100,000 Exp: \$0 Balance: \$100,000
Completed						
	910 Bldg. Maint	Balcony & Breezeway Resurfacing	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. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any dry rot or potential safety hazards.	2022 Topcoat program / breezeway resurfacing began in mid-March. Buildings in this year's program are: 463, 464, 465, 466, 480, 481, 482, 483, 484, 474, 475, 476, 477, 478, 529, 530, 531, 535, 547, 548, and 549. Work on all buildings has been completed.	Annual Program - August 2022	Budget: \$57,412 Exp \$36,606 Balance: \$20,806
	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.	All fence panels scheduled for 2022 have been installed. To date, a total of 3,884 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed.	Annual Program - July 2022	Budget: \$35,000 Exp: \$30,944 Balance: \$4,056 Cumulative Expenditures 2012 through 2021: \$309,133
	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.	CDS 22, 80/90 and 93: concrete drainage swale and driveway entrance aprons replaced. The concrete work began in May and was completed in June.	Annual Program - June 2022	Budget: \$150,000 Exp: \$144,127 Balance: \$5,873

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
	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.	Asphalt paving work completed in Cds 22, 80/90 and 93.	Annual Program - July 2022	Budget: \$200,346 Exp: \$195,934 Balance: \$4,412
	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 waste 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 2035.	The following buildings are scheduled for 2022 : 33, 94, 102,112, 168, 170, 209, 210, 308, 309, 334, 365, 467, 505, 506, 520, 550, 551, 579, 580, 590, 733, 796, 802, 803, 843, 2001, 2035, 2036, 2063, 2065, 2067, and 2080. All of the buildings listed above are complete. Invoicing is pending.	Annual Program - August 2022	Budget: \$2,300,000 Exp: \$1,624,251 Balance: \$675,748 Cumulative Expenditures 2008 through 2021: \$12,534,758
	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 completed in 2022: CDS 10, 23, 29, 34, 35, 40, 42, 45, 47, 53, 58, 60, and 94. Invoicing is pending.	Annual Program - August 2022	Budget: \$38,973 Exp: \$0 Balance: \$38,973
	920 Projects	Roof Replacement - BUR to PVC Cool Roofing	This ongoing program is funded by reserve funds 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.	Flat BUR roof replacement work with PVC cool roofing were completed at buildings 6, 71, 219, 312, 499, 640, 652, 659, 665, 669, 683, 812, 825, 839, 876, 878, 889, 2033, 2093, and 2147. The roof replacement work began in April and completed in October. Invoicing is pending.	Annual Program - October 2022	Budget: \$774,984 Exp: \$606,524 Balance: \$168,460

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United Mutual Solar Production Report

2022 Production													
United Mutual Project													
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
23	6,455	8,327	11,596	12,376	13,561	14,260	14,667	13,421	9,624				104,287
24	6,088	8,157	11,554	12,500	13,835	14,636	14,852	12,934	9,794				104,350
50	7,811	10,354	14,523	13,810	15,562	16,828	13,897	14,566	10,603				117,954
52	6,583	8,477	10,862	12,349	13,128	14,616	15,126	14,255	10,129				105,525
88	7,376	9,503	13,728	14,440	13,597	13,228	13,133	12,262	8,949				106,216
90	7,834	9,726	13,963	15,316	16,217	17,007	17,234	16,035	11,500				124,832
91	7,186	9,244	12,980	14,348	15,463	16,262	16,458	14,930	10,820				117,691
92	7,891	10,203	14,407	16,222	17,109	17,968	18,123	16,609	11,972				130,504
Total Production of kWh =	57,224	73,991	103,613	111,361	118,472	124,805	123,490	115,012	83,391	0	0	0	911,359

2021 Production													
United Mutual Project													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
23	6,755	8,202	11,768	11,292	12,727	15,287	14,313	11,399	9,635	9,098	6,673	5,043	122,192
24	6,474	8,151	11,797	11,285	12,881	14,166	14,660	11,650	9,780	9,030	6,373	4,780	121,027
50	8,263	10,246	14,475	14,531	15,782	16,444	15,429	14,580	12,238	11,508	8,381	6,063	147,940
52	6,748	8,411	12,135	12,444	13,670	15,868	14,857	12,175	10,129	9,416	6,981	5,105	127,939
88	7,821	9,645	13,742	12,878	12,854	13,937	13,148	10,072	9,127	10,713	7,923	5,739	127,599
90	8,092	9,861	13,838	13,387	13,716	15,495	14,698	10,903	9,558	10,980	8,392	6,160	135,080
91	7,215	8,836	12,417	12,578	13,179	14,526	13,728	10,277	8,878	10,082	7,672	5,688	125,076
92	7,897	9,770	13,945	14,465	15,192	16,549	15,504	11,574	9,904	11,241	8,531	6,227	140,799
Total Production of kWh =	59,265	73,122	104,117	102,860	110,001	122,272	116,337	92,630	79,249	82,068	60,926	44,805	1,047,652

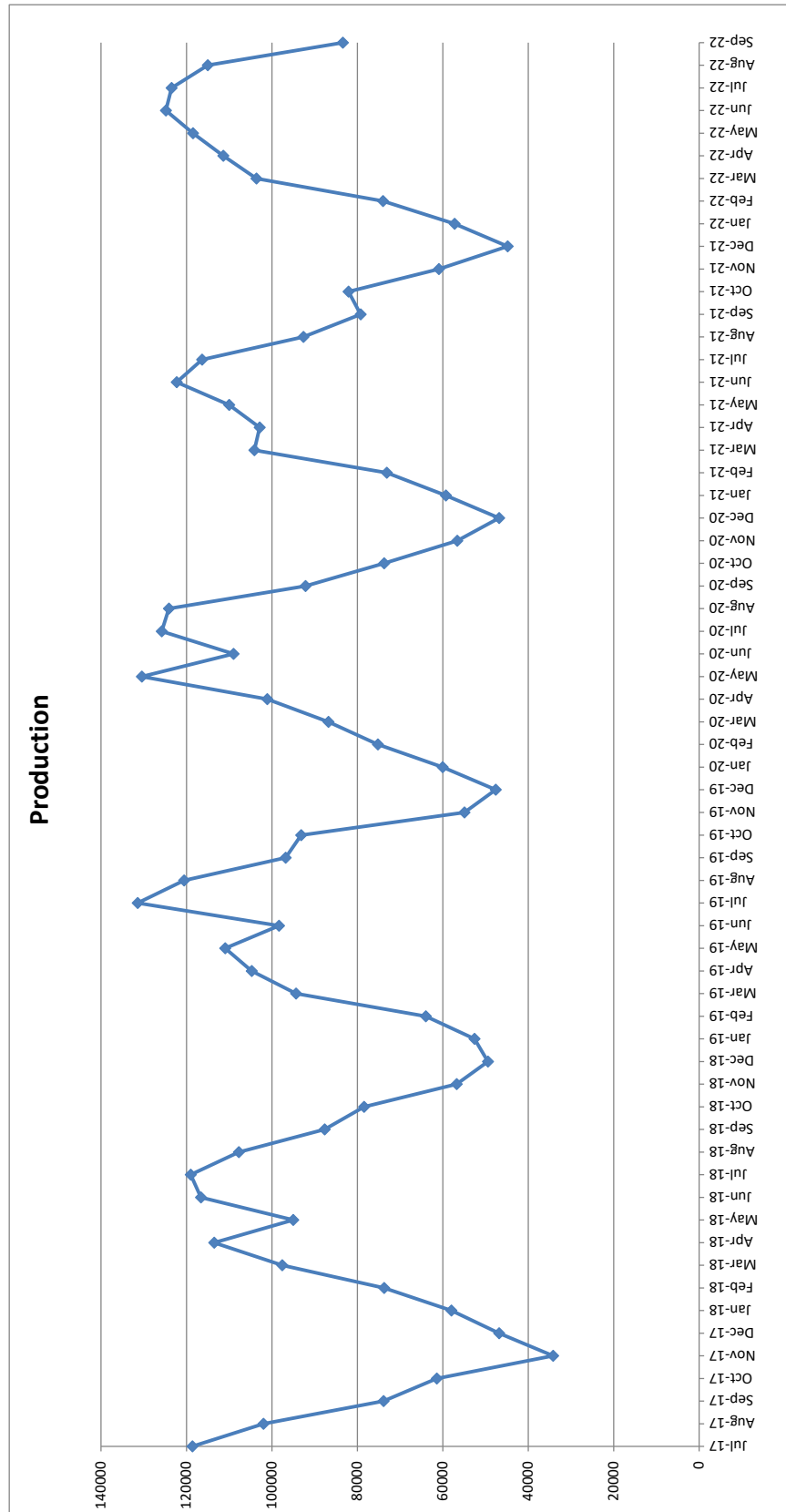
2020 Production													
United Mutual Project													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
23	6,737	8,474	9,766	11,333	14,425	12,271	14,593	14,063	10,474	8,447	6,167	5,193	121,943
24	6,478	8,368	9,862	11,487	14,755	12,683	14,966	14,210	10,628	8,497	6,151	5,078	123,163
50	8,205	10,486	11,948	13,977	17,887	15,131	14,721	16,761	12,682	9,995	8,300	6,626	146,719
52	6,832	8,631	10,114	11,149	15,238	12,888	15,431	14,887	10,906	8,482	6,917	5,550	127,025
88	8,070	10,150	11,582	13,453	17,084	13,164	15,635	15,927	11,784	9,560	7,186	5,914	139,509
90	8,143	10,012	11,224	13,289	17,075	14,303	16,978	16,433	12,220	9,877	7,481	6,274	143,309
91	7,517	9,209	10,587	12,496	16,157	13,630	15,906	15,074	11,206	9,053	6,865	5,795	133,495
92	8,041	9,849	11,695	13,892	17,844	14,905	17,546	16,754	12,251	9,819	7,562	6,388	146,546
Total Production of kWh =	60,023	75,179	86,778	101,076	130,465	108,975	125,776	124,109	92,151	73,730	56,629	46,818	1,081,709

2019 Production													
United Mutual Project													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
23	5,623	6,887	10,504	11,168	12,475	11,298	14,903	13,541	10,756	10,360	6,140	5,283	118,938
24	5,596	6,536	9,547	10,379	11,250	10,493	13,895	13,742	11,011	10,443	6,071	5,111	114,074
50	6,795	8,740	13,088	14,470	15,113	13,896	18,227	16,117	13,260	12,918	7,920	6,483	147,027
52	6,105	7,385	10,651	12,542	13,358	12,034	15,679	13,782	11,355	10,730	6,597	5,444	125,662
88	6,935	8,640	13,034	14,131	14,905	13,249	17,640	16,103	12,918	12,667	7,454	6,426	144,102
90	7,288	8,702	12,811	14,008	14,661	13,148	17,488	16,059	12,776	12,388	7,347	6,462	143,138
91	6,841	8,159	11,981	13,263	13,967	10,641	15,718	14,853	11,738	11,214	6,394	5,958	130,727
92	7,402	8,931	12,736	14,773	15,223	13,566	17,865	16,370	12,979	12,415	6,997	6,450	145,707
Total Production of kWh =													
	63,980	94,352	104,734	110,952	98,325	131,415	120,567	96,793	93,135	54,920	47,617	47,617	1,064,407

2018 Production													
United Mutual Project													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total
23	6,133	7,970	10,824	12,639	10,582	13,338	12,808	11,466	9,306	8,418	6,101	5,229	114,814
24	6,097	7,957	10,509	12,139	10,650	13,769	13,130	11,695	9,831	8,591	6,143	5,165	115,676
50	7,561	9,808	13,595	15,689	13,076	16,443	16,540	14,795	12,026	11,245	7,445	6,091	144,314
52	6,835	8,847	11,669	13,633	11,379	14,238	14,280	12,785	10,398	9,544	6,586	5,708	125,902
88	8,007	10,247	12,945	14,728	12,065	16,594	16,019	14,617	11,883	10,379	7,601	6,702	141,787
90	7,996	9,699	12,869	15,056	12,157	9,338	15,033	13,787	11,200	10,344	7,797	7,010	132,286
91	7,231	9,173	11,752	13,726	11,960	15,700	14,822	13,548	10,951	9,414	7,136	6,432	131,845
92	8,125	10,027	13,430	15,890	13,127	17,190	16,369	15,066	12,066	10,510	7,924	7,091	146,815
Total Production of kWh =													
	57,985	73,728	97,593	113,500	94,996	116,610	119,001	107,759	87,661	78,445	56,733	49,428	1,053,439

2017 Production													
United Mutual Project													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total
23							12,912	11,266	8,066	6,655	3,790	5,055	47,744
24							12,437	10,889	7,971	6,679	3,793	5,054	46,823
50							16,209	14,200	10,276	8,626	4,593	5,771	59,675
52							14,359	12,308	8,822	7,333	3,984	5,258	52,064
88							14,957	12,701	9,181	7,669	4,330	6,301	55,139
90							15,993	13,819	10,035	8,359	4,643	6,467	59,316
91							14,611	12,319	8,959	7,428	4,256	6,123	53,696
92							17,149	14,486	10,562	8,670	4,799	6,771	62,437
Total Production of kWh =													
							118,627	101,988	73,872	61,419	34,188	46,800	436,894

Lifetime Production (kWh)	5,595,460
Total 2022 Repair Costs	\$2,237
Recent Panel Cleanings	3/9/2022, 7/13/22



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UNITED LAGUNA WOODS MUTUAL

SECTION 35 SOLAR PANELS, 1 STORY BUILDINGS, AND BUILDINGS WITH UNSHARED ROOF SPACE

ADOPTED APRIL 2008, RESOLUTION 01-08-61

GENERAL REQUIREMENTS REVISED JUNE 2011, RESOLUTION 01-11-104

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 **GENERAL REQUIREMENTS**

- 1.1 **PERMITS AND FEES:** A Mutual Consent for Manor Alterations Department is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his contractor. Member and/or his contractor must supply the Manor Alterations Department with City permit numbers prior to beginning work.
- 1.2 **MEMBERS RESPONSIBILITY:** The Member is solely responsible for the maintenance and repair of all alterations to the building. Removal may be required upon sale of a manor, or deterioration of the alteration. Further, Member(s) are expected to provide neighboring residents an estimated timeline for construction, and advance notice of excessive construction-related noise that may occur.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with applicable local, state, and federal requirements including but not limited to the current edition of the Uniform Building Code.
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free from accumulation of waste materials and/or rubbish caused by the construction work. Member and/or his contractor is responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily.

USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED. Contractor's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor(s), their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

- 2.1. Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.2. This section refers only to single story dwellings and the roof section of buildings that covers the footprint of the Manor that is unshared roof space for which the request is being submitted
- 2.3. All costs and maintenance of the alteration, present and future, are the responsibility of the Mutual Member.
- 2.4. All costs associated with roof replacement above and beyond the typical cost for roof replacement that is due to the solar panel installation shall be borne by the Member(s).
- 2.5. Detailed, site specific plans for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.6. Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.7. The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.

- 2.8.** Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.9.** Flat roof mounting must leave a minimum of two feet between the panels and the parapet to permit access.
- 2.10.** Water and electric lines must be set on blocking above the surface to facilitate re-roofing.
- 2.11.** Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.12.** The installer is responsible for ensuring that lag screws have adequate pullout strength and shear capacities.
- 2.13.** The installer is responsible for maintaining the waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers.
- 2.14.** Connections to the manor's electrical system must be coordinated with the local electric utility.
- 2.15.** Solar Electric Panels, and their associated electrical components, must be UL approved, or comply with equivalent international standards.
- 2.16.** All work must comply with the California Building Code.

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UNITED LAGUNA WOODS MUTUAL

Section 42 - Solar Panels, 2 Story Buildings with Flat Roofs

ADOPTED OCTOBER 2014, RESOLUTION 01-14-130

GENERAL REQUIREMENTS REVISED JANUARY 2016, RESOLUTION 01-16-08

1.0 GENERAL REQUIREMENTS

- 1.1 **PERMITS AND FEES:** A Mutual consent for Manor Alterations is required for all alterations to the building. A City of Laguna Woods permit may be required. All fees for both Mutual and City permits shall be paid for by the Member and/or his or her contractor. Member and/or his or her contractor must provide the Manor Alterations Department office with City permit number(s) prior to beginning work.
- 1.2 **MEMBERS' RESPONSIBILITY:** The Member is solely responsible for the maintenance, repair, and/or removal of all alterations to the building.
- 1.3 **CODES AND REGULATIONS:** All work shall comply with all applicable local, state, and federal requirements including, but not limited to, the current edition of the National Electric Code (NEC).
- 1.4 **WORK HOURS:** Contractors working for residents at individual manors and in carports are permitted to work from 9:00 AM – 5:00 PM Monday through Friday. No work whatsoever shall be permitted on Saturday and Sunday, and construction is restricted to 6 months out of every 12 months of the year.
- 1.5 **PLANS:** The Member applying for a Mutual Consent for Manor Alteration(s) shall provide to the Manor Alterations Department a detailed plan(s) for approval indicating all work to be done, i.e., size, location, description and specifications.
- 1.6 **DUMPSITES:** The premises shall be kept free of accumulation of waste materials and/or rubbish caused by construction work. The Member and/or his or her contractor are responsible for removal of debris and excess material and must leave work areas "**BROOM CLEAN**" daily. **USE OF COMMUNITY DUMPSITES FOR CONSTRUCTION RELATED DUMPING IS NOT PERMITTED.**

Contractor's or Member's dumpsters, if required, must have location approved by the Manor Alterations Department.

- 1.7 **CONTRACTOR:** Installation must be performed by a California licensed contractor of the appropriate trade.
- 1.8 **CONTRACTOR'S CONDUCT:** Member's contractor's, their personnel, and sub-contractors shall refrain at all times from using profanity, abusive or loud language, and must wear shirts at all times. Radio, MP3, CD or cassette players are not permitted on the project site. Contractor personnel will, at all times, extend and exhibit a courteous demeanor to residents.

2.0 **APPLICATIONS**

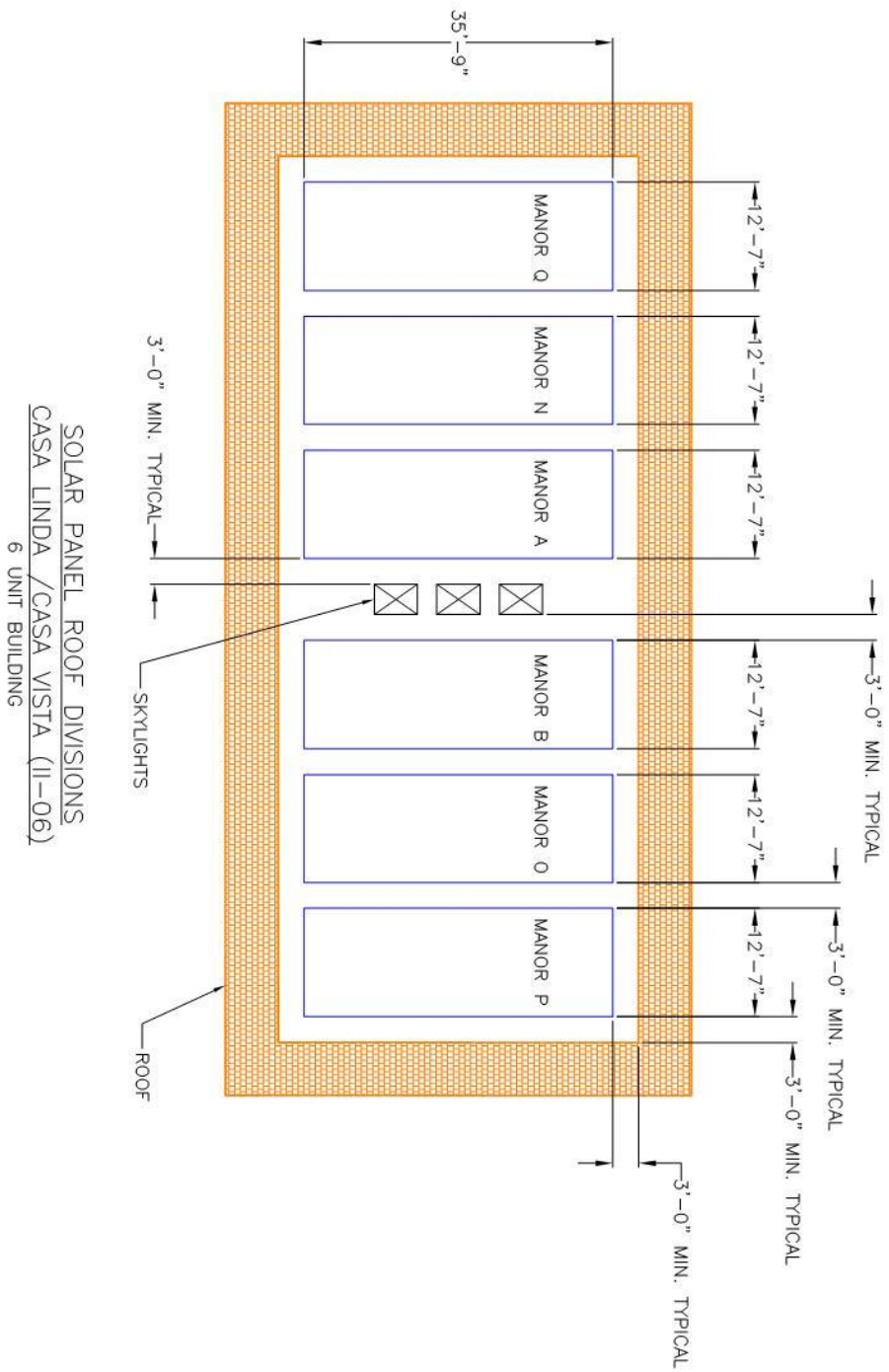
- 2.1 Leasing of solar panels for installation on United Mutual manors is strictly prohibited.
- 2.2 In this section, Solar Panel refers to roof mounted panels that use solar energy to either heat water directly (Solar Water Heating System), or to generate electricity using photo-voltaic cells (Solar Electric System).
- 2.3 This section refers to two story dwellings with shared flat roof space. The system shall be designed so the panel array does not encroach outside of the area allocated on the roof for each owner of a manor. Refer to Pages 5, 6, 7 and 8 for roof allocation on flat roofs of 6-, 8-, and 12-unit buildings respectively.
- 2.4 Detailed, site-specific plans, including for all water and electrical lines for the solar panel installation, including penetrations, shall be submitted to the Manor Alterations Department for approval.
- 2.5 Detailed plans of the installation of roof jacks should be submitted to the Manor Alterations Department for approval, and installation of roof jacks, including hot mopping and flashing, is required to be completed during the original installation.
- 2.6 Regardless of the roof type, all tie-ins must be performed by the Mutual's roofing contractor at the Member's expense.
- 2.7 Water and electric lines must be set on blocking above the surface to facilitate re-roofing.

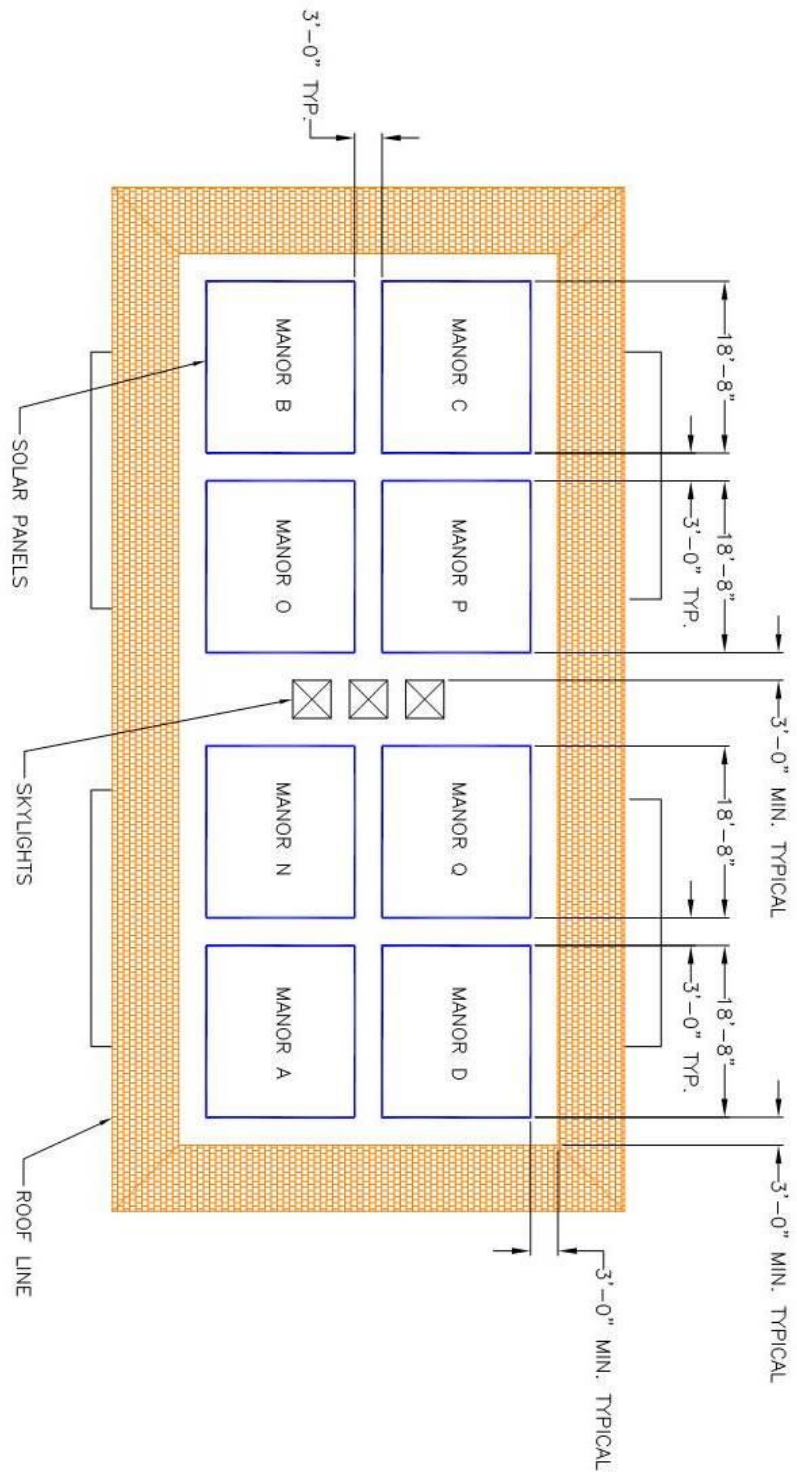
- 2.8 Structural calculations for the existing roof structure, signed and wet-stamped by a California-licensed structural engineer are required to ensure the solar panel system does not compromise the existing roof structure and that the roof is adequate to accept attachments and to support all applied loadings, per the California Building Code.
- 2.9 The mounting system must have a current Engineering Certification that certifies the system will be structurally adequate and satisfy building codes when installed per the instructions.
- 2.10 The solar panel array must be located a minimum of 3 feet from the edge of the roof; and a minimum of 3 feet shall be maintained between rows of solar panels, and between any architectural features such as, but not limited to skylights, mechanical equipment, and vent pipes in order to enable proper access for maintenance.
- 2.11 The solar panel array cannot be installed over any existing Mutual component or Member alteration.
- 2.12 Flat roof mounting shall be set with the highest point flush with the top of the parapet wall so as to be hidden from the ground or surrounding properties.
- 2.13 Lag screws must have adequate pullout strength and shear capacities.
- 2.14 The waterproof integrity of the roof, including the selection and use of appropriate flashing and sealers, must be maintained.
- 2.15 Solar Electric Panels, and their associated electrical components, must be UL listed, or comply with equivalent international standards.
- 2.16 All work must comply with the California Building Code.
- 2.17 The use of solar micro-inverter or power optimizer technology is required due to the potential number of separate systems that could be installed on one building.

3.0 OBLIGATIONS

- 3.1 Member agrees to pay for repairs to roof that may be attributed to damage caused by contractors installing or servicing solar panels if manifested within 5 years of installation or servicing of solar panels.

- 3.2** The Mutual Member is responsible for, and will bear all costs associated with removing, altering, covering or replacing the alteration as may be necessary or appropriate to allow the corporation business.
- 3.3** The Mutual Member is responsible for, and will bear all costs associated with, clean-up or repair of mutual owned or controlled property made necessary by or resulting from the alteration.
- 3.4** All costs associated with roof replacement above and beyond the typical cost for roof replacement due to the solar panel installation shall be borne by the Member(s).





SOLAR PANEL ROOF DIVISIONS
CASA CONTENTA (KK08)
 8 UNIT BUILDING

