



OPEN MEETING

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

**Wednesday, April 27, 2022 - 9:30 AM
24351 El Toro Road – Board Room & Virtual**

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 for February 23, 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. Shepherd's Crook Program Update

Items for Future Agendas:

- Results of RFP for Compliance with SB326
- Review Solar Panel Policy

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting – June 22, 2022
13. Recess - At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

Approval of the Agenda

Chair's Remarks

Discuss and Consider Contractual Matters

14. Adjournment

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OPEN MEETING

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

**Wednesday, February 23, 2022 - 9:30 a.m.
Board Room and Virtual On-line Meeting**

MEMBERS PRESENT: Pat English - Chair, Anthony Liberatore

MEMBERS ABSENT: Reza Bastani

ADVISORS PRESENT: Ken Deppe

OTHERS PRESENT: Juanita Skillman, Maggie Blackwell, Elsie Addington,
Richard Rader

STAFF PRESENT: Manuel Gomez – Maintenance & Construction
Director, Baltazar Mejia – Maintenance &
Construction Assistant Director, Ian Barnette –
Maintenance & Construction Assistant Director, Guy
West – Projects Division Manager, Robert Carroll,
Director of General Services, Koh Shida –
Maintenance Operations Manager, Laurie Chavarria –
Senior Management Analyst, Sandra Spencer,
Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

Chair English noted that the meeting was broadcasting on Granicus and being recorded.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of the Meeting Report – December 22, 2021

The meeting report for December 22, 2021 was approved as written.

5. Chair's Remarks

Chair English commented that she was happy that the committee meeting was being conducted in the hybrid platform and thanked everyone for their attendance.

6. Member Comments - (Items Not on Agenda)

A member requested a ramp be installed to provide improved access to her building due to her medical condition. Mr. Gomez responded that her prior email was received and staff has made a preliminary evaluation. It was noted that in the past, residents have been required to pay for this type of alteration. Staff will review available options and communicate them directly to the member. Should the member be unsatisfied with the options, she is welcome to return to the committee for further discussion.

7. Department Head Update

Mr. Gomez stated that he would comment during each agenda item.

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.

There are no items on the consent calendar for this meeting.

Items for Discussion and Consideration:

8. Organics Project Update

Robert Carroll, Director of General Services, provided an overview of CR&Rs Organics Recycling program and indicated that details and a location map can be found on the Laguna Woods Village website at www.cityoflagunawoods.org/LWVorganics. Mr. Carroll shared a flyer which lists what can and cannot be put in the organics waste carts. Mr. Carroll stated that the goal is to balance having a successful program which meets the diversion requirements while also controlling costs.

Discussion ensued regarding the locations of the carts and their accessibility; costs of the carts; and the type of containers residents might use to collect and store food waste before disposal. Suggestions included using compostable bags which are available for purchase on Amazon, a coffee can or other sealable container, and brown bags lined with paper towels.

9. Project Log

Mr. Gomez stated that since this was the first committee meeting of the year, he wanted to discuss some of the items in more detail. In the future, the Project Log will be placed under the Consent Calendar. The January Project Log has been populated with the items that have been funded for 2022. The Project Log will be updated regularly to reflect the progress on all the projects listed.

As requested by the Chair, the Pushmatic Electric Panel Replacement project was discussed. So far this year, 22 panels have been replaced with 1,380 remaining. Mr. Gomez also discussed the status of the Epoxy Wasteline Remediation project which is intended to extend the life of the sewer lines and reduce the risk of line blockages. With regard to the Shepard's Crook Installation project which started in 2017, the City of Laguna Woods requires that the property owner (United) replace the existing barbed wire with Shepard's Crook at a minimum rate of 300 linear feet per year. All 21,000 linear feet of fencing which are the responsibility of United must eventually be replaced. Areas that are considered a high security risk are scheduled first.

10. Present RFP for Compliance with SB326

Mr. West presented a Senate Bill 326 Balcony Law overview via PowerPoint. The presentation included the reason for the Bill; types of structures that need to be inspected; the frequency of those inspections; what type of professional is qualified to make those inspections; and what will be done with the reports after the inspections take place. An RFP will be advertised in March seeking proposals from consultants to perform the required inspections.

11. Solar Production Report

Mr. Mejia presented the Solar Production Report ending December, 2021.

12. Review Solar Panel Policy

As an update to a prior committee request, Mr. Mejia discussed the policies for single-story and two-story buildings and that each has different requirements. The policies can be found on the LWV website under Resident Services/Manor Alterations. Chair English commented that leasing solar panels in United would be virtually impossible as United would own the panels.

Staff was directed to conduct further research on the inconsistency between the two standards and bring the findings back to the committee at a future meeting.

Items for Future Agendas:

- TBD

Concluding Business:

13. Committee Member Comments

- Director Liberatore commented that it was a productive meeting which answered some of his own questions.

14. Date of Next Meeting: April 27, 2022

15. Adjournment: The meeting was adjourned at 10:25 a.m.


Pat English, Chair

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

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United Mutual Project Log (March 2022) Prepared 4-15-22						
#	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.	Staff is collecting proposals for project planning and budgeting process to complete the necessary inspection submittal requirements due January 2025, as outlined in Senate Bill 326.	Bid comparison ready by the end of April.	Budget: \$50,000 Exp: \$0 Balance: \$50,000
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 will commence in June and conclude in November.	Annual Program - December 2022	Budget: \$186,500 Exp: \$60 Balance: \$186,440
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: \$1193 Balance: \$78,807

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
4	920 Projects	Pushmatic Electrical Panel Replacement	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. Estimated Project Completion: Year 2026	The number of units completed in 2022: 22 The number of units completed in 2021: 219 The total number of units completed to date: 1,370 The total number of units left to complete: 1,380	Annual Program - December 2022	Budget: \$626,100 Exp: \$33,520 Balance: \$592,580
5	904 Maint Svc	Walkway Lighting Program	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.	Open requests for additional lighting: 2 Completed installations in 2022: 1	Annual Program - December 2022	Budget: \$50,635 Exp: \$1,340 Balance: \$49,295
6	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.	64 E and F Patio Block Wall Repairs: A structural evaluation has been performed. Repair documents are in progress and are expected to be received by the end of April. Construction is scheduled to be completed by mid- July.	Annual Program - December 2022	Budget: \$43,436 Exp: \$20,130 Balance: \$23,306

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
7	910 Bldg. Maint	Gutters - Replacement and Repair	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. This program also addresses gutter repairs performed by VMS staff.	None scheduled	Annual Program - December 2022	Budget: \$126,889 Exp: \$8,598 Balance: \$118,291
8	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 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.	CDS 205, 206, 207 and 208 are scheduled for 2022. CDS 205 has been completed. Staff has started CDS 206.	Annual Program - December 2022	Budget: \$1,739,285 Exp: \$236,663 Balance: \$1,502,622
9	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 15 years in conjunction with the Exterior Paint Program.	Prior to paint is underway in CDS 206 which consists of 23 buildings, 3 laundries and 12 carports.- Start Date: 1/3/22 - End Date: Mid May. CDS remaining in 2022 are: 207 and 208.	Annual Program - December 2022	Budget: \$882,584 Exp: \$104,523 Balance: \$778,061

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
10	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.	Annual Program - December 2022	Budget: \$57,412 Exp \$6,700 Balance: \$50,712
11	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 will have concrete drainage swale and driveway entrance aprons replaced. The concrete work is scheduled to begin in May and be completed in June.	Annual Program - June 2022	Budget: \$150,000 Exp: \$0 Balance: \$150,000
12	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 is scheduled to be completed at CDS 22, 80/90 and 93. The asphalt work is scheduled to be completed during the month of July.	Annual Program - July 2022	Budget: \$200,346 Exp: \$0 Balance: \$200,346
13	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 is scheduled to be completed at CDS 10, 23, 29, 34, 35, 40, 42, 45, 47, 53, 58, 60, and 94. The asphalt sealcoat work is scheduled to be completed during the month of August.	Annual Program - August 2022	Budget: \$38,973 Exp: \$0 Balance: \$38,973

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
14	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 will be 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 is scheduled to begin the last week in April and be completed October.	Annual Program - September 2022	Budget: \$774,984 Exp: \$356 Balance: \$774,628
15	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.	Annual Program - December 2022	Budget: \$190,661 Exp: \$92,888 Balance: \$97,773
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 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: 365, 395, 505, 506, 520, 550, 551, 590, 733, 796, 843, 2001, 2035, 2036, 2063, 2065, 2067, and 2080.	Annual Program - December 2022	Budget: \$2,300,000 Exp: \$464,932.62 Balance: \$1,835,067 Cumulative Expenditures 2008 through 2021: \$12,534,758
17	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 3,564 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed. The contract has been signed and executed. The contractor is currently ordering material for the approximately 300 ft of fence installation near Gate 1. Installation is tentatively scheduled to start in June and will be completed by the end of July.	Annual Program - December 2022	Budget: \$35,000 Exp: \$0 Balance: \$35,000 Cumulative Expenditures 2012 through 2021: \$309,133

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
18	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.	None scheduled	Annual Program - August 2022	Budget: \$100,000 Exp: \$0 Balance: \$100,000

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United Mutual Solar Production Report

2022 Production																								
United Mutual Project																								
23	Jan-22	6,455	Feb-22	8,327	Mar-22		Apr-22		May-22		Jun-22		Jul-22		Aug-22		Sep-22		Oct-22		Nov-22		Dec-22	Total
24		6,088		8,157																				14,782
50		7,811		10,354																				14,245
52		6,583		8,477																				18,165
88		7,376		9,503																				15,060
90		7,834		9,726																				16,879
91		7,186		9,244																				17,560
92		7,891		10,203																				16,430
																								18,094
Total Production of kWh =		57,224	73,991	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	131,215

2021 Production																									
United Mutual Project																									
23	Jan-21	6,755	Feb-21	8,202	Mar-21	11,768	Apr-21	11,292	May-21	12,727	Jun-21	15,287	Jul-21	14,313	Aug-21	11,399	Sep-21	9,635	Oct-21	9,098	Nov-21	6,673	Dec-21	5,043	Total
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	122,192
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	121,027
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	147,940
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	127,939
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	127,599
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	135,080
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	125,076
																								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											

2019 Production													
United Mutual Project													
23	5,623	6,887	10,504	11,168	12,475	11,298	14,903	13,541	10,756	10,360	Nov-19	Dec-19	Total
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	118,938
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	114,074
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	147,027
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	125,662
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	144,102
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	143,138
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	130,727
													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

Lifetime Production (kWh)	4,815,316
Total 2021 Repair Costs	\$0
Recent Panel Cleanings	

