



**OPEN MEETING**

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

**Wednesday, August 28, 2019 - 9:00 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Carl Randazzo – Chair, Sue Margolis, Reza Bastani, Gary Morrison, Cash Achrekar

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Walter Ridley

**STAFF PRESENT:** Ernesto Munoz – Staff Officer, Laurie Chavarria, Chris Naylor

**1. Call to Order**

Chair Randazzo called the meeting to order at 9:01 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 June 26, 2019**

The Meeting Report for June 26, 2019 was approved as written.

**5. Chairman's Remarks**

Chair Randazzo remarked on the agenda items that will be discussed at this meeting such as the project logs, operating budget and the assessment increase for 2020. He also summarized the information that was missing from the Solar Power Plant Task Force report and noted that corrections will be documented and publicized. The chair ended his remarks with a thought for the day by Mahatma Gandhi: *"It's the action, not the fruit of the action, that's important. You have to do*

*the right thing. It may not be in your power, may not be in your time, that there'll be any fruit. But that doesn't mean you stop doing the right thing. You may never know what results come from your action. But if you do nothing, there will be no result."*

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

There were no Member Comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz provided an update on:

- Dishwasher Purchase Cost: The cost of Mutual owned GE dishwashers are compatible to the cost of the same appliance from a home improvement store. The Mutual's cost will also include labor for installation and a service charge.
- Shepherd's Crook: The materials are currently being fabricated and will be installed prior to the end of the year.
- Drainage Concerns: Pictures were displayed noting drainage repairs that are in progress.

Discussion ensued regarding existing funding used to address drainage; inspection of crawl spaces; reporting of possible drainage concerns; structural engineering review of areas where drainage improvements are needed; and the criteria for areas that may have drainage issues.

By consensus, staff was directed create a scope of work and issue an RFP for a structural engineer to review susceptible areas for potential structural repairs.

Staff will bring back a report with costs to either increase the height of the existing shepherd's crook fencing on the wall behind the ALDI grocery store, or to remove and replace it with new Shepherd's Crook.

### **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.*

Item 10 was pulled from Consent for discussion. A motion was made and unanimously carried to move the remaining items on the Consent Calendar.

## **8. Project Log**

**9. Maintenance Programs Reports**  
**10. Expenditures Report & Variance Explanations**

Director Margolis commented on the appliance and fixture replacements budgets that have not yet been expended this year.

Discussion ensued regarding reserving for appliance components that are the responsibility of the Mutual and ways to catalog the alteration appliances during the Preventive Maintenance Program.

By consensus, staff was directed to add a checklist to the PM Program that will allow the Preventive Maintenance crew to record alteration kitchen appliances during their annual inspection program. Staff Officer Ernesto Munoz will inform the Committee if this added work will adversely affect the program schedule.

**11. Copper Pipe Supply Line Leak Report**

**Reports:**

**12. Solar Production Report**

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

Discussion ensued regarding possible shading around the panels at Location 91; lower production months; single line diagrams; inverter specifications; and climate related solar production.

By consensus, staff was directed to have the Mutual's legal counsel contact Johnson Controls, Inc. and request the material specifications on the inverters for the solar panels.

**13. Solar Power Plant Task Force Report From 6/26/19**

Director Margolis apologized for providing some incorrect information in the Solar Power Plant Task Force report. Chair Randazzo indicated that the report is still a work in progress and will be revised as updated information is received and analyzed.

**Items for Future Agendas:**

- Shepherd's Crook Replacement behind the ALDI Grocery Store
- Revisions to the United M&C Committee Charter 01-14-133
- 2020 Building & CDS Address Sign Installation Program
- Electrical Infrastructure Improvements Analysis by TEC
- Copper Pipe Supply Line Leak Report (December 2019, April & August 2020)
- Drainage Improvements to Prevent Foundation Issues

**Concluding Business:**

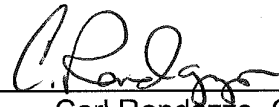
**Committee Member Comments**

- Advisor Ridley commented on reporting maintenance issues to Resident Services.
- Director Bastani commented on as-built drawings for Mutual buildings.
- Director Achrekar commented on as-built drawings for Mutual buildings.
- Director Skillman commented on city permits.

Date of Next Meeting – October 23, 2019

**Adjournment**

The meeting was recessed at 11:04 a.m.



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Carl Randazzo, Chair