



OPEN MEETING

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

**Wednesday, January 17, 2024 - 1:30 p.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 October 25, 2023
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update
 - Suggestion for Water Leak Detection Device

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. Senate Bill 326 Balcony Inspection Update (Verbal only)
10. Pushmatic Electrical Panel Replacement Update

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, February 28, 2024 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.

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**REPORT OF THE 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**

REPORT

MEMBERS PRESENT: Alison Bok – Chair, Pearl Lee, Mickie Choi Hoe (in for Vidya Kale)

MEMBERS ABSENT: Vidya Kale

OTHERS PRESENT: Ken Deppe, former advisor

STAFF PRESENT: Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

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

3. Approval of Agenda

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

4. Approval of Meeting Report from August 23, 2023

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

5. Chair's Remarks

Director Bok introduced herself as the new Chair of the committee, Director Mickie Choi Hoe and prior advisor to the committee, Ken Deppe.

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

- A member commented (via Director Choi) about the need for a ramp to from their manor to an access road.
- A member commented about a roofing concern at their manor.

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

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

- 673-B Downspout Drain
- Laundry 154

Discussion ensued regarding the upkeep of laundry rooms and the possibility of establishing an annual inspection to address potential repairs or improvements. Staff will refer the comments regarding upkeep to General Services for a response and will report back on this item at a future committee meeting.

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. 933-B Alteration Patio Cover Nuisance Water Complaint

Mr. Mejia presented a staff report and answered questions from the committee. Discussion ensued regarding the history of the complaint and potential options to resolve the issue. Director Lee made a motion to end discussion and move to closed session. The motion was unanimously approved and the item was added to the closed session agenda.

10. Epoxy Sewer & Water Line Remediation Programs Updates

Mr. Barnette provided an overview of the epoxy sewer and water line programs via PowerPoint presentation and answered questions from the committee regarding the history of the programs, budget and estimated completion date. Two committee members raised questions concerning their individual buildings and staff will follow up as appropriate.

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

- Director Lee commented that the meeting was productive.
- Chair Bok commented that the date of the next meeting will most likely be changed due to the holidays.

12. Date of Next Meeting: Wednesday, December 27, 2023 at 9:30 a.m.

13. Recess – The meeting was recessed at 10:25 a.m.



Alison Bok, Chair

Alison Bok, Chair
Ian Barnette, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log - December 2023 (Prepared January 10)						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget (as of Nov. 2023)
1	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 program requirements are met.	Open requests (pending inspection) for additional lighting: B490, B597, and B2041 Approved requests for additional lighting: B2087 Denied requests for additional lighting: B168, B243, B362, B605. Completed installations in 2023: B39, B205, B322, B446, B507, B935, B960 and B2010.	Annual Program	Budget: \$75,550 Exp: \$31,236 Balance: \$44,313
2	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 Final 40 buildings are scheduled for inspection in 2024.		Budget: \$50,000 Exp: \$50,013 Balance: -\$13
3	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.	Buildings scheduled for 2024: B403, B692, B727, B746, B748, B914, B915, B923, B930, B932, B936, B938, B939, B940, B941, B942, B944, B945, B747, B748, B749, B755, B756, B750, B710 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, B722, B732, B733, B742, B743, B753, B922, B925, B926, B927, B929, B931, B933, B934, B935, B937, B943, B745	Annual Program	Budget: \$2,300,000 Exp: \$2,162,196 Balance: \$137,804 Cumulative Expenditures 2008 through 2022: \$14,204,020

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget (as of Nov. 2023)
4	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.	Structural Repair/Drainage Correction: 324-Q: Balcony repair. Work postponed by resident. Scheduled to be completed by the end of January 2024. SB 326 Repairs: 678-P, 682-Q, 660-A, 680-N and 655-D: Balcony repairs are complete.	Annual Program	Budget: \$80,000 Exp: \$69,820 Balance: \$10,180
	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.	Exterior paint program has completed CDS 207 and 208 in 2023. CDS 209 in progress. CDS postponed to 2024: 210, 211, 11, 19, 20 and 25	Annual Program	Budget: \$1,734,242 Exp: \$1,381,149 Balance: \$353,093
	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.	PTP program has completed CDS 207 and 208 in 2023. CDS 209 in progress. CDS postponed to 2024: 210, 211, 11, 19, 20 and 25	Annual Program	Budget: \$933,222 Exp: \$832,734 Balance: \$100,488
COMPLETED						
	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 located inside the manors are unreliable and no longer supported.	Number of units planned for 2023: 225 Number of units completed in 2023: 225 The total number of units completed to date: 1,871 The total number of units left to complete: 879	Annual Program	Budget: \$475,000 Exp: \$446,251 Balance: \$28,749
Agenda Item #8 Page 2 of 4	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 May to June	Budget: \$150,000 Exp: \$149,912 Balance: \$88

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget (as of Nov. 2023)
	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 for a total of 16 manors	Annual Program	Budget: \$100,000 Exp: \$101,808 Balance: -\$1,808
	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: \$39,740 Balance: \$1,764
	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. 2023 fencing installation is complete.	Annual Program	Budget: \$35,000 Supplemental: \$40,000 Exp: \$69,608 Balance: \$5,392 Cumulative Expenditures 2012 through 2022: \$340,077
	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 completed in 2023: 68, 74, 244, 246, 315, 490, 566, 668, 677, 824, 828, 2027, 2028, 2083	Annual Program June through November	Budget: \$759,608 Exp: \$541,333 Balance: \$218,275
	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 complete. A supplemental appropriation was approved by the United Board in April for emergency roof repairs. Invoicing is complete.	Annual Program	Budget: \$208,634 Supplemental: \$50,000 Exp: \$252,568 Balance: \$6,066

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget (as of Nov. 2023)
	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.	37 buildings scheduled for tenting between May and November. 34 buildings completed in 2023; 3 postponed to 2024. Completed 489 bee/wasp treatments. Completed 5 local termite treatments outside of the program.	Annual Program May to November	Budget: \$257,655 Exp: \$209,203 Balance: \$48,452
	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 postponed by resident. To be completed in February 2024. Completed repairs in 2023: B905, B669	Annual Program	Budget: \$43,436 Exp: \$18,178 Balance: \$25,258
	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.	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. Invoicing is pending.	Annual Program April to June	Budget: \$63,249 Exp \$53,431 Balance: \$9,818
	910 Bldg. Maint	Gutters - Replacement and Repair	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.	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. Invoicing is pending.	Annual Program	Budget: \$113,127 Exp: \$72,518 Balance: \$40,609

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United Pushmatic Electrical Panel Replacement Program

January 17, 2024



Pushmatic Program

- 2,750 interior electrical panels to be replaced with new Pushmatic panels
- Old panels are unreliable and replacement parts no longer readily available
- 1,871 panels replaced to date thru 2023
- 225 completed in 2023
- 879 panels remain to be budgeted thru 2027
- Current estimated replacement price \$2,590 per panel

Resident Notification and Installation

- Blanket notices mailed at the beginning of the year
- Resident Services schedules appointment
- Contractor (Coastal Current) performs work (typical one day)
- Electric power out approximately one day
- City inspection on every replacement
- Contractor provides photos of completed work
- Projects Division staff performs random inspections

Panel Replacement Example



Before Panel Replacement



New Code Compliant Panel

Panel Replacement Example



Existing Panel Before



New Pushmatic Panel

Thank You