



OPEN MEETING

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

**Wednesday, December 28, 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 October 26, 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 (under separate cover)

Items for Discussion and Consideration:

10. 707-G Reimbursement Request
11. Supplemental Funding for Shepherd's Crook Installation
12. Solar System Payback

United Laguna Woods Mutual
Maintenance & Construction Committee
Regular Open Session
December 28, 2022
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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
- Water Heater Replacement Policy

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting: February 22, 2023
15. Adjournment

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

Reza Bastani, 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, October 26, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Reza Bastani - Chair, Maggie Blackwell (in for Pat English), Pearl Lee

MEMBERS ABSENT: Lenny Ross, Advisor Ken Deppe

OTHERS PRESENT: Richard Rader

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Roberto Valdovinos - Maintenance Operations Manager, Sandra Spencer – Administrative Assistant

REPORT

1. Call to Order

Director Bastani called the meeting to order at 9:30 a.m.

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 with the amendment removed was approved by unanimous consent.

4. Approval of Meeting Report from August 24, 2022

Hearing no objection, the meeting report was approved.

5. Chair's Remarks

Chair Bastani remarked that the prior chair of the committee has resigned.

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

- Staff read an email submitted by a member's relative regarding a plumbing issue.

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

7. Department Head Update

Mr. Gomez reminded the committee about the Contractor Open House event scheduled for October 27, 2022.

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

The project log and solar production report were pulled for discussion. Staff answered questions from the committee and members. The consent calendar was approved unanimously.

Items for Discussion and Consideration:

10. Balcony Inspection Status

Mr. West updated the committee via a PowerPoint presentation on the exterior elevated elements inspection project and answered questions from the committee. Of the 52 buildings scheduled to be inspected in 2022, 28 have been completed to date; residents are mailed notifications 30 days in advance of the inspection date; repairs vary in scope and all repairs are scheduled appropriately and recorded; information is available on the website.

11. 2022/2023 Shepherd's Crook Project Status

Mr. West updated the committee via a PowerPoint presentation on the Shepherd's Crook installation project and answered questions from the committee. Of the estimated 21,000 linear feet of barbed wire on top of the perimeter walls in United, a total of 3,884 linear feet of Shepherd's Crook has been installed as replacement for the barbed wire; 320 linear feet was completed in 2022 and 300 linear feet is planned for 2023 with a budget of \$35,000. The Third M&C Committee is considering discontinuing installation of the remaining Shepherd's Crook as replacement to the barbed wire. Staff will keep the United M&C committee apprised of any updates.

12. Solar Panel Policy

- a. United Section 35 – Solar Panels 1 Story Buildings
- b. United Section 42 – Solar Panels 2 Story Buildings

Mr. Mejia introduced the standards and informed the committee that there are discrepancies between the standards regarding leasing of solar panels on buildings with shared roofs. Staff answered questions from the committee.

A motion was made to refer this item to the Architectural Controls and Standards Committee for further review and updates. The motion was approved by unanimous consent.

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

Director Lee left the meeting at 10:38 a.m.

Concluding Business:

13. Committee Member Comments

- Director Blackwell commented on installation of InSinkErator instant hot water heaters and potential changes to committee membership.
- Chair Bastani commented on the water heater replacement program and directed staff to prepare a staff report on the cost savings for extending the replacement of water heaters beyond the 10-year warranty period.

14. Date of Next Meeting: December 28, 2022

15. Recess - The meeting was recessed at 10:53 a.m.



Reza Bastani, Chair

Reza Bastani, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log (November 2022) Prepared December 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 inspection of exterior elevated elements, defined as the load-bearing components and associated waterproofing systems in buildings and facilities within the community.	The program started September 6, 2022. 147 buildings have been selected for inspection by January 1, 2025. 63 out of 147 buildings have been inspected. Two minor repairs were identified and completed.	Jan-25	Budget: \$50,000 Exp: \$39,857 Balance: \$10,143
2	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 (BLDGS 446 and 507) Completed installations in 2022: 11 (BLDGS 2089, 2090, 2061, 2022, 274, 231, 781, 414, 302, 167, and 123)	Annual Program - December 2022	Budget: \$50,635 Exp: \$35,505 Balance: \$15,130
3	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 and 206 have been completed. CDS 207 scheduled for early February (weather permitting) followed by CDS 208.	Annual Program - December 2022	Budget: \$1,739,285 Exp: \$1,524,791 Balance: \$214,494
4	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 207 which consists of 26 buildings, 3 laundries and 15 carports. Start Date: August and ending in late January (weather permitting).	Annual Program - August 2022	Budget: \$882,584 Exp: \$722,436 Balance: \$160,148

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
5	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 is scheduled to be completed by the end of December 2022. Invoicing is pending.	Annual Program - December 2022	Budget: \$100,000 Exp: \$0 Balance: \$100,000
Completed						
	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 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>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.</p> <p>Work on all buildings has been completed.</p>	Annual Program - August 2022	Budget: \$57,412 Exp \$22,407 Balance: \$35,005
	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
	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

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
	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, 165, 168, 170, 209, 210, 308, 309, 334, 365, 415, 467, 471, 472, 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.	Annual Program - August 2022	Budget: \$2,300,000 Exp: \$1,741,707 Balance: \$558,293 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: \$38,965 Balance: \$8
	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: \$774,141 Balance: \$843
	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 concluded in November. Impacted residents are notified 30 days in advance of the scheduled service. Fumigation completed for 2022. Invoicing is pending.	Annual Program - November 2022	Budget: \$186,500 Exp: \$161,748 Balance: \$24,752

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
	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.	None Scheduled	Annual Program - December 2022	Budget: \$80,000 Exp: \$11,067 Balance: \$68,933
	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: 224 The total number of units completed to date: 1,572 The total number of units left to complete: 1,178	Annual Program - December 2022	Budget: \$626,100 Exp: \$480,074 Balance: \$146,026
	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.	None scheduled	Annual Program - December 2022	Budget: \$43,436 Exp: \$42,697 Balance: \$739

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
	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: \$44,206 Balance: \$82,683
	920 Projects	Roofing Emergency Repair & Preventive Maintenance Programs	<p>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.</p>	None scheduled	Annual Program - December 2022	Budget: \$190,661 Exp: \$163,780 Balance: \$26,881

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DATE: December 28, 2022
FOR: Maintenance and Construction Committee
SUBJECT: 707-G Deny Reimbursement of Plumbing Repairs and Restoration Costs

RECOMMENDATION

Deny the request for additional reimbursement for plumbing repairs and flooring replacement costs in the amount of \$1,140 from Ms. Soonjun Hannah Jhang, shareholder of Manor 707-G Avenida Majorca.

BACKGROUND

On August 25, 2017 a single fixture stoppage occurred in the alteration drain line to the washing machine at 707-G, which overflowed. On August 28, 2017, staff received a written request from Ms. Jhang, the non-occupant owner of Manor 707-G asking for a reimbursement of \$100 for a plumbing repair expense she had just incurred (Attachment 1).

On January 15, 2018, after a thorough investigation and review by staff, a letter was mailed to Ms. Jhang denying her request for reimbursement because the stoppage overflowed from an alteration for which the member is responsible (Attachment 2).

DISCUSSION

On May 9, 2022, staff received a second written request, from Ms. Jhang, the non-occupant owner of Manor 707-G asking for a reimbursement of \$340 in plumbing repair expenses dating back to 2017 (Attachment 3).

On June 2, 2022, Maintenance and Construction Director, Mr. Manuel Gomez, denied the reimbursement after a review of the request and the information provided by staff. A letter was mailed to Ms. Jhang informing her of the denial (Attachment 4).

On September 6, 2022 Ms. Jhang sent another letter requesting a \$340 reimbursement because the stoppage was in the Mutual's drain line. Included was correspondence from July 9, 2022 that staff had not previously received (Attachment 5).

On September 20, 2022, as a gesture of good faith and in support of our mission to provide excellent customer service to Village residents, Mr. Gomez, offered to reimburse Ms. Jhang for the original incident in 2017 in the amount of \$100 (Attachment 6).

On October 21, 2022, staff telephoned Ms. Jhang and asked if she received the letter from Mr. Gomez and if so, did she want to accept the offer. Ms. Jhang declined the \$100 reimbursement and asked for a counter-offer to be made.

On October 28, 2022, staff met with Ms. Jhang in person and discussed the various stoppages that have overflowed through the alteration drain pipe in Manor 707-G in the last five years, though only two stoppages to the alteration drain line were reported. The other plumbing service orders on record were regarding a clogged kitchen sink and a clogged toilet. Staff explained the Mutual rules regarding why shareholders are responsible for all alterations, even those that are installed by previous members. Ms.

Jhang was thankful for the information and said that she would accept the \$100 reimbursement offered by Mr. Gomez.

An email correspondence between Ms. Jhang and staff began on November 1, 2022 (Attachment 7). Ms. Jhang reiterated the amount of money she has paid to contractors due to the overflows from her alteration drain pipe and the reason she feels that the Mutual is responsible for the costs.

On November 22, 2022 Ms. Jhang sent an email requesting an additional reimbursement in place of the full reimbursement amount she had previously requested (Attachment 8). Staff could not authorize an additional reimbursement and informed Ms. Jhang that the matter would be presented to the M&C Committee for review.

On December 12, 2022, Ms. Jhang provided an additional receipt for the \$900 she spent for flooring replacement in 2020 (Attachment 9) and asked that the reimbursement request include all costs she has incurred minus the \$100 reimbursement she has already received, for a total reimbursement request of \$1,140.

FINANCIAL ANALYSIS

If the committee approves Ms. Jhang's request, the reimbursement amount would be paid from the United maintenance operating budget.

Prepared By: Laurie Chavarria, Senior Management Analyst

Reviewed By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S) - Distribution to Committee Members Only

Attachment 1: Request for Reimbursement 08/28/2017

Attachment 2: Denial of Reimbursement Request 01/15/2018

Attachment 3: Request for Reimbursement 05/09/2022

Attachment 4: Denial of Reimbursement Request 06/02/2022

Attachment 5: Request for Reimbursement 09/06/2022

Attachment 6: Partial Reimbursement 09/20/2022

Attachment 7: Email Correspondence 11/01–11/14/2022

Attachment 8: Request for Reimbursement 11/22/2022

Attachment 9: Receipt for Flooring Replacement