



OPEN MEETING

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

**Wednesday, April 24, 2024 - 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 February 28, 2024
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update
8. 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.*
 - a. Project Log
 - b. Solar Production Annual Report/ROI Report
9. Items for Discussion and Consideration
 - a. Committee Charter
 - b. 2024 Shepherd's Crook Update
 - c. Building Paint Color Palette (Verbal Update)
 - d. Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling (Verbal Update/Discussion)

10. 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.*

- Washing Machine App Payment Pilot Program
- Attic/Wall Insulation Materials
- Benches: New and Replacement
- Water Leak Detection Devices

Concluding Business:

11. Committee Member Comments
12. Date of Next Meeting: Wednesday, June 26, 2024 at 9:30 a.m.
13. Adjournment

*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, February 28, 2024 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

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

MEMBERS ABSENT: Pearl Lee

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Ian Barnette – Maintenance & Construction Assistant
Director, Bart Mejia - Maintenance & Construction
Assistant Director, Chuck Holland – Information &
Resident Services 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 January 17, 2024

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

5. Chair's Remarks

Director Bok informed the committee that Ralph Magid will be joining the committee as an advisor and provided a brief summary of his qualifications. Other comments included consideration of reviewing the committee charter and exterior paint color options.

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

- A member commented on potential causes of dry rot.

7. Department Head Update

SCE Proposed Rate Increase for 2025

Mr. Gomez commented that staff attended a recent city council meeting where SCE was scheduled to discuss rate increases. Unfortunately, the SCE presentation did not cover the proposed pricing for 2025. Staff will continue to advertise the dates that the public utilities commission will be taking comments.

Electric Vehicle Charging in Carports

Mr. Mejia provided a brief history of the program in which residents can purchase a permit to charge golf carts and electric vehicles in carports. Charging multiple vehicles simultaneously has caused an increased number of electrical interruptions in some areas. Members are encouraged to coordinate charging times amongst themselves and to contact Resident Services if the circuit breaker requires resetting. It is not recommended that members attempt to reset breakers since, if done incorrectly, can cause unintended consequences.

Building 419 Plumbing Service Orders Update

Mr. Barnette provided an update on the plumbing work being performed at Building 419 and answered questions from the committee and various residents at Building 419.

Automated Service Order Notifications for Washer/Dryer Repairs

Mr. Barnette provided the committee with an update regarding the number of repair orders recently closed, remaining to be completed, and the goal of completing repairs within 5 days of receiving the service order. Discussion also included laminated cards that should be placed on a broken machine to indicate that the problem was reported as well as the automated email that is sent to residents within the vicinity of a laundry room with a pending repair request.

8. Project Log

A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

9. Laundry Appliances Conversion to Card Reader System

Mr. Holland discussed technology options associated with updating laundry facilities that would allow residents to pay via app instead of coins and answered questions from the committee.

Staff was directed to draft a Scope of Work for the committee to review with the goal being the implementation of a volunteer pilot program to determine costs and benefits of converting laundry appliances to a different type of payment option. Staff was also directed to provide the number of existing in-manor laundry facilities at a future meeting.

Mr. Gomez informed the committee that staff is investigating the option of using an outside vendor for laundry appliance repairs.

10. Roof Leak Repairs Update

Mr. West provided an update via PowerPoint on the number and types of roof leaks in United and answered questions from the committee. Discussion included inspection methods, the inspection cycles, drainage, rain gutters, and types of roofs.

11. 2024 Roof Replacement Program

Mr. West provided an overview of the program via PowerPoint and answered questions from the committee. Discussion included the time required to replace a roof, the roof replacement rating system, and the 2024 schedule and budget for roof replacements.

Mr. Gomez asked the committee to consider any changes to these parameters for the 2025 budget. Staff was directed to include the number of roofs rated between 60-91 with the budget presentation.

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
- Attic/Wall Insulation Materials

- Water Leak Detection Devices
- Pilot Program for Updating Laundry Appliance Payment Options
- Charter Review
- Building Color Palette Review

Concluding Business:

12. Committee Member Comments

- Director Choi Hoe commented that the meeting was interesting and thanked staff.
- Chair Bok thanked the staff for their professionalism and knowledge.

13. Date of Next Meeting: Wednesday, April 24, 2024 at 9:30 a.m.

14. Adjournment: The meeting was adjourned at 11:30 a.m.



Alison Bok, Chair

Alison Bok, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log - March 2024 (Prepared April 15)						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	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.	Units completed in 2024: 17 Number of units remaining for 2024: 208 The total number of units completed to date: 1,877 The total number of units left to complete: 873	Annual Program	Budget: \$500,000 Supplemental: \$82,755 Exp: \$0 Balance: \$582,755
2	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 4,616 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed. 300 linear feet scheduled for 2024 along Paseo de Valencia.	Annual Program	Budget: \$35,000 Exp: \$0 Balance: \$35,000 Cumulative Expenditures 2012 through 2023: \$409,685
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: 748, 754, 915, 923, 941, 942, 944, 945, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 887, 888, 890, 891, 892, 893, 894, 895, 896, 897, 898, 886, 885, 889, 900, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849 Buildings completed in 2024: 204, 403, 692, 710, 727, 747, 755, 756, 750, 746, 749, 751, 914, 936, 938, 939, 940	Annual Program	Budget: \$2,300,000 Exp: \$159,996 Balance: \$2,140,004 Cumulative Expenditures 2008 through 2023: \$16,504,020
4	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 scheduled for 2024: 530, 534 Buildings completed in 2024: none	Annual Program	Budget: \$100,000 Exp: \$0 Balance: \$100,000
5	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.	33 buildings scheduled for tenting between May and October. Schedule being developed.	Annual Program May to November	Budget: \$270,541 Exp: \$0 Balance: \$270,541

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
6	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.	CDS scheduled for 2024: 209, 210, 211, 11, 19, 20, 25 CDS 209 painting in progress. CDS completed in 2024: none	Annual Program	Budget: \$1,749,510 Exp: \$228,053 Balance: \$1,521,457
7	910 Bldg. Maint	Prior to Paint Program	This program prepares building surfaces for painting and includes repair and mitigation of dry rot, and decking, performed every 15 years in conjunction with the Exterior Paint Program.	CDS scheduled for 2024: 209, 210, 211, 11, 19, 20, 25 CDS 210 and 211 in progress and scheduled to be complete by end of May. CDS completed in 2024: 209	Annual Program	Budget: \$968,154 Exp: \$139,308 Balance: \$828,846
8	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 scheduled for 2024: Schedule being developed. Buildings completed in 2024: None.	Annual Program March to June	Budget: \$65,293 Exp: \$8,811 Balance: \$56,482
9	910 Bldg. Maint	Gutters - Replacement and Repair	Gutter replacement and repairs are performed on original construction rain gutters and downspout systems that are exhibiting deterioration. This program also includes 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 scheduled for 2024: Schedule being developed. Buildings completed in 2024: None.	Annual Program Beginning in June	Budget: \$116,486 Exp: \$9,846 Balance: \$106,640

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
10	920 Projects	Roof Preventive Maintenance Program	This program is funded to provide preventive maintenance roof repairs. Additionally, this budget includes flat roof debris cleaning.	<p>PREVENTIVE MAINTENANCE - Roofs completed in January 2024: 5-year old roofs - 534, 538, 631, 658, 805, 823, 829, 840, 848, 849, 864, 865, 867, 868, 870, 872, 877, 879, 880, 886, 906, 907, 913</p> <p>Roofs completed January - March 2024: 10-year old roofs - 79, 87, 157, 169, 245, 302, 303, 348, 349, 350, 359, 360, 381, 421, 439, 442, 496, 502, 537, 565, 575, 579, 580, 581, 586, 589, 623, 624, 638, 645, 679, 681, 728, 729, 747, 758, 794, 946, 947, 962, 2042, 2070, 2082, 2096, 2102, 2139, 2141, 2152, 2184, 2219, C51, C310, L94, L107, L109, L113, L115, L116, L117, L119.</p> <p>306 buildings on the flat roof debris removal program will be completed in December 2024.</p>	Annual Program	<p>Budget: \$178,468 Exp: \$0 Balance: \$178,468</p>
11	920 Projects	Roof Replacements - Comp. Shingle and 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. The Composition Shingle Replacement Program was designed to replace roof systems that have reached their serviceable life prior to failure.	<p>Buildings scheduled for 2024: BUR to PVC roofs - Buildings 11, 43, 88, 114, 435, 783, 797, 801, 807, 827, 874, 932, 2001, 2044 Comp. shingle roofs - Buildings 129, 369, 524, 753, 945</p>	Annual Program April through November	<p>Budget: \$1,050,000 Exp: \$0 Balance: \$1,050,000</p>
12	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 scheduled for 2024: CDS 21, 22, 44, 70, 72, 83, 84, 86, 92, 207, 210, 211	Annual Program August	<p>Budget: \$45,126 Exp: \$0 Balance: \$45,126</p>
13	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.	CDS scheduled for 2024: CDS 29, 35, 55	Annual Program July	<p>Budget: \$199,081 Exp: \$0 Balance: \$199,081</p>
14	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 scheduled for 2024: CDS 29, 35, 55	Annual Program May to June	<p>Budget: \$150,000 Exp: \$0 Balance: \$150,000</p>

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
15	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: Buildings completed in 2024: 324-Q: Balcony Repair SB326 Repairs: Buildings 75-R, 86-P, 95-R, 107-O and Q, 110-N and T, 526-P: Construction is scheduled to begin in late May.	Annual Program	Budget: \$50,000 Exp: \$0 Balance: \$50,000
16	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.	B859: Foundation Damage - Repair plans have been received. Repairs scheduled to begin in early May.	Annual Program	Budget: \$43,436 Exp: \$0 Balance: \$43,436
17	904 Maint Svc	Walkway Lighting Program	This program is funded to improve walkway lighting through additional fixture installation or the upgrade of existing lighting. 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: 2041-C Applications submitted: 337-B, 597-C Applications approved: B490, B2087 Completed: None	Annual Program	Budget: \$64,760 Exp: \$3,715 Balance: \$61,045
COMPLETED						
	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 in randomly selected buildings. The necessary inspection submittal requirements are due January 2025, as outlined in Senate Bill 326.	39 buildings were inspected in 2024. 18 buildings completed in February: 521, 524, 525, 526, 535, 549, 710, 711, 748, 753, 757, 762, 764, 775, 777, 780, 784, 785 21 buildings completed in January: 806, 807, 808, 809, 69, 70, 73, 75, 76, 77, 82, 84, 86, 90, 92, 95, 97, 100, 107, 110, 115 Final report will be presented in October.	Annual Program	Budget: \$51,560 Exp: \$22,408 Balance: \$29,152

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United Mutual Solar Production Report

2024 Production		Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total
United Mutual Project		6,030	6,397	10,345										22,772
23		5,634	5,547	10,285										21,466
24		7,641	7,016	12,781										27,438
50		6,556	6,735	10,288										23,579
88		6,846	7,193	11,634										25,673
90		7,563	7,775	10,865										26,203
91		6,698	7,021	8,849										22,568
92		7,577	7,928	12,751										28,256
Total Production of kWh =		54,545	55,612	87,798	0	0	0	0	0	0	0	0	0	197,955

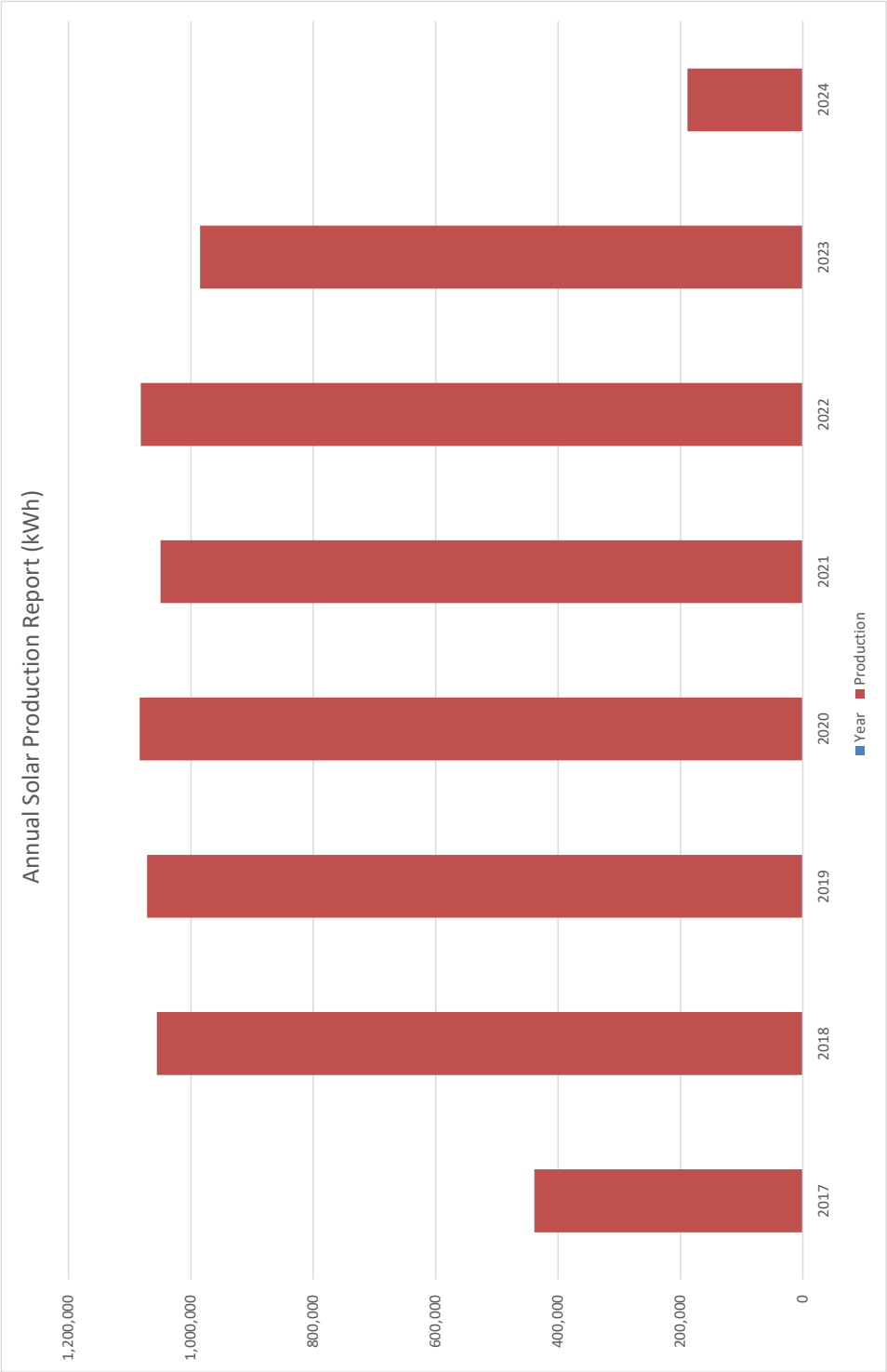
2023 Production		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
United Mutual Project		5,833	7,447	9,476	11,422	9,559	10,970	14,016	12,591	8,963	8,840	6,199	5,012	110,328
23		5,666	7,343	9,519	11,506	9,722	11,185	14,081	11,086	8,715	8,810	6,021	4,656	108,310
24		6,336	9,155	11,570	15,095	12,384	13,088	15,311	13,739	10,529	11,603	8,027	6,651	133,488
50		1,007	7,698	10,185	13,165	10,950	12,289	15,470	13,635	9,541	9,770	7,010	5,590	116,310
88		6,486	7,879	10,434	12,915	10,584	11,706	14,260	12,738	9,653	10,286	7,165	5,970	120,076
90		7,188	8,929	11,121	14,154	11,577	12,986	16,630	15,228	10,901	10,974	7,847	6,573	134,108
91		6,576	8,174	10,187	12,761	10,749	11,719	14,919	13,224	10,048	9,939	6,989	5,891	121,176
92		7,199	9,074	11,195	14,894	12,327	13,842	17,563	15,904	11,304	11,208	7,872	6,628	139,010
Total Production of kWh =		46,291	65,699	83,687	105,912	87,852	97,785	122,250	108,145	79,654	81,430	57,130	46,971	982,806

Notes
November 2023 - one broken module at L23

Lifetime Production (kWh)
6,938,092

Total 2023 Repair Costs
\$17,819

Recent Panel Cleanings
April 2024 (scheduled)



United Laguna Woods Mutual Solar Program

Year		Annual Cost Avoidance	O&M	SCE Charges (NEM)	Capital Investment (*)	Net Annual Cost Avoidance	Cummulative Program
Year 1	2017	\$141,082	(\$31,062)	(\$25,186)	(\$3,475,476)	(\$3,390,642)	(\$3,390,642)
Year 2	2018	\$196,993	(\$36,882)	(\$5,832)		\$154,279	(\$3,236,362)
Year 3	2019	\$242,930	(\$21,640)	(\$5,832)		\$215,458	(\$3,020,905)
Year 4	2020	\$246,878	(\$14,508)	(\$5,832)		\$226,538	(\$2,794,366)
Year 5	2021	\$239,106	(\$32,561)	(\$5,832)		\$200,713	(\$2,593,654)
Year 6	2022	\$302,333	(\$45,560)	(\$5,832)		\$250,942	(\$2,342,712)
Year 7	2023	\$291,087	(\$38,491)	(\$5,832)		\$246,764	(\$2,095,948)
Year 8	2024	\$305,641	(\$39,646)	(\$5,832)		\$260,164	(\$1,835,784)
Year 9	2025	\$320,923	(\$40,835)	(\$5,832)		\$274,256	(\$1,561,528)
Year 10	2026	\$336,970	(\$42,060)	(\$5,832)		\$289,077	(\$1,272,451)
Year 11	2027	\$353,818	(\$43,322)	(\$5,832)		\$304,664	(\$967,787)
Year 12	2028	\$371,509	(\$44,622)	(\$5,832)		\$321,055	(\$646,731)
Year 13	2029	\$390,084	(\$45,960)	(\$5,832)		\$338,292	(\$308,439)
Year 14	2030	\$409,589	(\$47,339)	(\$5,832)		\$356,418	\$47,979
Year 15	2031	\$430,068	(\$48,759)	(\$5,832)		\$375,477	\$423,455
Year 16	2032	\$451,571	(\$50,222)	(\$5,832)		\$395,517	\$818,973
Year 17	2033	\$474,150	(\$51,729)	(\$5,832)		\$416,589	\$1,235,562
Year 18	2034	\$497,858	(\$53,281)	(\$5,832)		\$438,745	\$1,674,307
Year 19	2035	\$522,750	(\$54,879)	(\$5,832)		\$462,039	\$2,136,347
Year 20	2036	\$548,888	(\$56,525)	(\$5,832)	(\$450,000)	\$36,531	\$2,172,877
Year 21	2037	\$576,332	(\$58,221)	(\$5,832)		\$512,279	\$2,685,157
Year 22	2038	\$605,149	(\$59,968)	(\$5,832)		\$539,349	\$3,224,506
Year 23	2039	\$635,406	(\$61,767)	(\$5,832)		\$567,808	\$3,792,313
Year 24	2040	\$667,177	(\$63,620)	(\$5,832)		\$597,725	\$4,390,038
Year 25	2041	\$700,536	(\$65,528)	(\$5,832)		\$629,175	\$5,019,214
Year 26	2042	\$735,562	(\$67,494)	(\$5,832)		\$662,236	\$5,681,450
Year 27	2043	\$772,340	(\$69,519)	(\$5,832)		\$696,989	\$6,378,439
Year 28	2044	\$810,957	(\$71,605)	(\$5,832)		\$733,521	\$7,111,960
Year 29	2045	\$851,505	(\$73,753)	(\$5,832)		\$771,921	\$7,883,881
Year 30	2046	\$894,081	(\$75,965)	(\$5,832)		\$812,283	\$8,696,164

(*) SCE Permission to Operate: 02/09/2017; Inverters to be replaced after 20 years

Solar Project Cost: \$3,475,476

Initial ROI = 13 Years

180 NEM Meters

8 Laundry Rooms (solar panels mounted on top of carports)

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STAFF REPORT

DATE: April 24, 2024
FOR: Maintenance and Construction Committee
SUBJECT: Maintenance and Construction Committee Charter

RECOMMENDATION

Review the existing charter and recommend the Board of Directors approve a resolution revising the charter.

BACKGROUND

The current Maintenance and Construction (M&C) Committee charter (Attachment 1) was approved by the Board of Directors in November 2019.

DISCUSSION

The board periodically reviews the charters for its standing committees to ensure the roles and responsibilities of each committee are consistent with current board policies.

Staff has reviewed the current M&C Committee charter and has prepared suggested revisions for consideration by the committee (Attachment 2).

FINANCIAL ANALYSIS

There is no financial impact as a result of the recommended charter revisions..

Prepared By: Manuel Gomez, Maintenance & Construction Director

ATTACHMENTS

Attachment 1 – Current M&C Committee Charter
Attachment 2 – Redlined M&C Committee Charter
Attachment 3 – Draft Revised M&C Committee Charter Resolution

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RESOLUTION 01-19-86
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

WHEREAS, on May 9, 2017, pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee; and

WHEREAS, the Maintenance and Construction Committee's charter is revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, November 12, 2019, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

RESOLVED FURTHER, that the Committee shall review maintenance service level requirements during the Business Planning process; and

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall explore and review suggestions for short-term and long-term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and

RESOLVED FURTHER, that the Committee shall review on a continuing basis long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.

RESOLVED FURTHER, that the Committee shall review all requests for unbudgeted components or programs suggested by the Maintenance & Construction Department, other committees, and recommend appropriate action to the Board of Directors, and

RESOLVED FURTHER, that the Committee shall monitor major Operating and Reserve maintenance programs, such as roofing, asphalt maintenance and replacement, external painting, and the like; and

RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; updating the palette at least every four years; and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution 01-10-57 adopted March 9, 2010 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

RESOLUTION ~~01-19-86~~ 01-24-XX
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER

WHEREAS, on January 12, 2010, pursuant to Article VII, Section 1 of the Bylaws, the Board of Directors of this Corporation re-established the Maintenance & Construction Committee as a standing committee; and

~~**WHEREAS**, on May 9, 2017, pursuant to the Occupancy Agreement, Article 12 and the Bylaws, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee; and~~

~~**WHEREAS**, on November 19, 2019, the Board of Directors reviewed and approved a revised Committee charter; and~~

WHEREAS, the Maintenance and Construction Committee's charter is periodically revised to reflect the current focus of this standing committee.

NOW THEREFORE BE IT RESOLVED, ~~November 12, 2019~~ May 14, 2024, that the Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy; and

~~**RESOLVED FURTHER**, that the Committee shall review maintenance service level requirements during the Business Planning process; and~~

RESOLVED FURTHER, that the Committee shall review budget requirements, service levels, all attendant costs and projected income related to services to be provided by the Maintenance and Construction Department and make necessary recommendations to the Finance Committee and Board of Directors, and

~~**RESOLVED FURTHER**, that the Committee shall explore and review suggestions for short term and long term improvements and cost effective programs within the Mutual, for approval by the Finance Committee and Board of Directors, and~~

RESOLVED FURTHER, that the Committee shall review on a continuing basis short-term and long-range plans and needs for building and infrastructure maintenance and, in consultation with appropriate committees, recommend to the Board of Directors appropriate means for achieving such plans and needs; and

RESOLVED FURTHER, that the Committee shall review as needed the substance of specifications used for procurement of goods and services for programs under the review of this Committee. The Committee will consult with the Managing Agent regarding award of contracts, as needed.

RESOLVED FURTHER, that the Committee shall review all requests for unbudgeted components or programs suggested by the Maintenance & Construction Department, other committees, and recommend appropriate action to the Board of Directors, and

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RESOLVED FURTHER, that the Committee shall establish building colors palette and determine primary roof, building and trim colors for buildings, as appropriate; ~~updating the palette at least every four years;~~ and

RESOLVED FURTHER, that the Committee shall perform such other tasks as may be approved and assigned by the Board of Directors; and

RESOLVED FURTHER, that Resolution ~~01-10-57~~ 01-19-86 adopted ~~March 9, 2010~~ November 12, 2019 is hereby superseded and cancelled; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.



**RESOLUTION 01-24-XX
UNITED MAINTENANCE AND CONSTRUCTION
COMMITTEE CHARTER**

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RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

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STAFF REPORT

DATE: April 24, 2024
FOR: Maintenance and Construction Committee
SUBJECT: Proposed Location Change for Shepherd's Crook Installation

RECOMMENDATION

Recommend changing the location for the 2024 planned installation of the Shepherd's Crook fencing from Paseo de Valencia north of Gate 2 to the location west of Gate 5 behind the Lutheran Church of the Cross adjacent to El Toro Highway (Attachment 1).

BACKGROUND

In 2017, the City of Laguna Woods approved a Conditional Use Permit (CUP) to allow for the installation of Shepherd's Crook security fencing throughout Laguna Woods (Attachment 2). There is an estimated 21,000 linear feet of cement masonry block wall in United Mutual. To date, 4,616 linear feet of Shepherd's Crook fence has been installed.

DISCUSSION

Due to the amount of vegetation clearing necessary for the installation at the current planned location adjacent to Paseo de Valencia (Attachment 3), as well as the encroachment permit required by the city and traffic control measures needed to complete the work, staff is recommending changing the current planned location. The proposed alternate location is adjacent to the Lutheran Church off of El Toro Road, just west of Gate 5 (Attachment 4).

The proposed alternate location would eliminate the need for traffic control and would require less grubbing of vegetation. The benefit of changing locations would allow a cost savings for the ancillary work, which would allow for approximately 100 linear feet of additional Shepherd's Crook fencing to be installed.

FINANCIAL ANALYSIS

The 2024 Business Plan includes funding in the amount of \$35,000 from the Reserve Fund to install Shepherd's Crook security fencing.

Prepared By: Guy West, Projects Division Manager

Reviewed By: Bart Mejia, Maintenance & Construction Assistant Director
Heather Ziemba, Projects Administrative Coordinator

ATTACHMENTS

Attachment 1 – Location Map
Attachment 2 – Conditional Use Permit
Attachment 3 – Site Photos of Paseo de Valencia
Attachment 4 – Site Photos of Proposed Alternate Site

Attachment 1

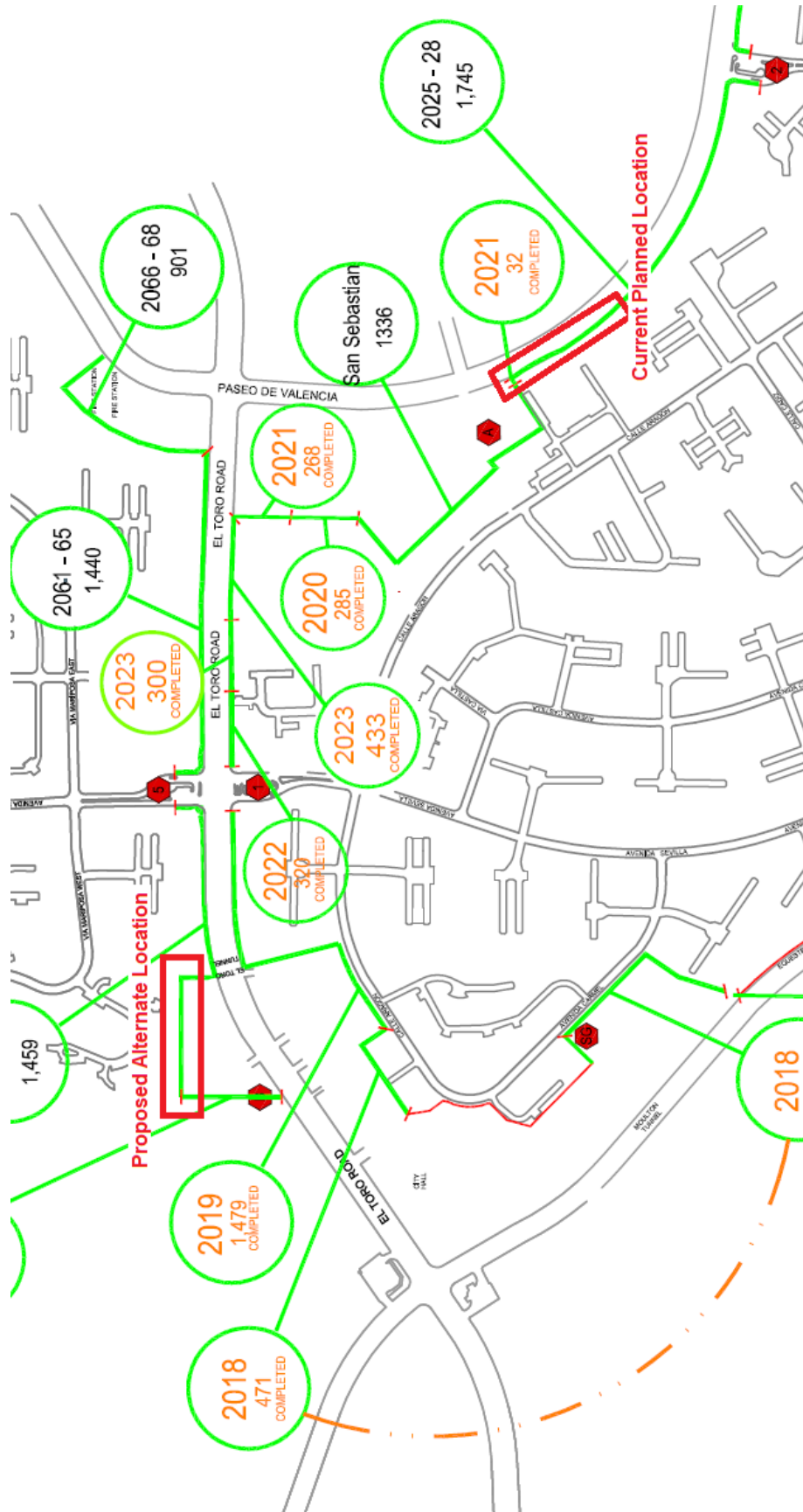


Exhibit A to Resolution No. 17-12

Conditions of Approval for Conditional Use Permit CUP-1135

1. The proposed project shall be constructed, developed, used, operated, and permanently maintained in accordance with the terms of the application, plans, drawing, and conditions imposed in the resolution of approval.
2. The Applicant(s)/Owner(s) shall comply with all of the requirements of Resolution No. 17-12, adopted as part of Conditional Use Permit CUP-1135.
3. The Applicant(s)/Owner(s) shall comply with all requirements of the City of Laguna Woods Municipal Code, as it pertains to this application, and such requirements are made a condition of permit approval. This includes, but is not limited to, all requirements related to building permits, engineering review, and plan review, generally, of proposed construction plans.
4. This conditional use permit allows exceedances of maximum fence and wall height provisions of the Laguna Woods Municipal Code, up to a maximum height of seven feet when viewed from adjoining properties, along all perimeter fences and walls of Laguna Woods Village. Permitted materials for any portion of a fence or wall in excess of six feet in height are shepherd's hook, masonry, or similar materials as determined by the City Manager.
5. Subject to the termination provisions below, this conditional use permit shall remain in effect, indefinitely, provided that at least 900 lineal feet of perimeter fencing and walls for Laguna Woods Village is modified each calendar year with the first requirement of 900 lineal feet due no later than December 31, 2018. For the purpose of this section, "modified" shall mean increased in height in excess of six feet and/or the removal and replacement of barbed wire with shepherd's hook, masonry, or similar materials as determined by the City Manager.
6. Termination: It is a specific condition of this conditional use permit that the Applicant(s)/Owner(s) shall prosecute the perimeter walls and fencing modifications hereunder diligently and to completion, completing no less than 900 lineal feet of modifications each calendar year, until all such modifications have been completed, and failure to do so shall be grounds for

revocation of the CUP as to all then-remaining unmodified portions of the perimeter walls and fencing, under Laguna Woods Municipal Code Section 13.24.080(a)(3). The Applicant(s)/Owner(s) shall provide the City with a report on each December 31, beginning on December 31, 2018, indicating the amount of lineal feet of fencing and walls that the Applicant(s)/Owner(s) have succeeded in modifying over the preceding calendar year, the location and nature of such modifications, and the location(s) of modifications planned for the upcoming calendar year. Upon the Applicant(s)/Owner(s)' failure to modify at least 900 lineal feet of the perimeter walls and fencing in any given calendar year, the City may notice a public hearing on the revocation of this conditional use permit for all remaining unmodified portions of the perimeter walls and fencing. Such revocation shall not affect those portions of perimeter walls and fencing previously modified in compliance with the approvals granted hereunder, but the Applicant(s)/Owner(s)' completion of such portions does not and shall not create any vested rights to any continued completion of any remaining, unmodified portions if the Applicant(s)/Owner(s) fail to modify the required 900 lineal feet per year.

7. The Applicant(s)/Owner(s), or successor in interest, shall as a condition of issuance of this permit, at its sole expense, defend, indemnify, and hold harmless the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers from any claim, action, or proceeding against the City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers to attach, set aside, void or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this conditional use permit approval, or its implementation. The Applicant(s)/Owner(s) shall pay all of the City's defense costs incurred by counsel of the City's choosing, and shall reimburse the City for any and all court costs and other parties' attorney fees that the City may be required by a court to pay as a result of such defense. The Applicant(s)/Owner(s) may its sole discretion participate in the defense of any such action under this condition, with its own counsel.

Attachment 3



Attachment 4

