



OPEN MEETING

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

**Wednesday, April 26, 2023 - 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 22, 2023
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. SB326 Balcony Inspection Update
11. 2024 Shepherd's Crook Program Recommendation
12. Water Heater Replacement Policy
13. Building Sign Replacement Program

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
- Exterior Paint Program – Chargeable Service for Painting Alterations

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting: June 28, 2023
16. 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.

Lenny Ross, 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, February 22, 2023 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Lenny Ross – Chair, Alison Bok, Mary Simon

MEMBERS ABSENT: None

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

1. Call to Order

Chair Ross 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 was unanimously approved as written.

4. Approval of Meeting Report from December 28, 2022

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

5. Chair's Remarks

Chair Ross commented on a recent meeting with the other board presidents regarding various M&C projects which face cost increases due to inflation and that some of those vendors would be requesting price increases. The boards' presidents have agreed to review those contracts individually to either accept the increases or to negotiate the terms.

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

None.

7. Department Head Update

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who will be responsible for various maintenance operations work centers including carpentry and painting. Mr. Feliz will oversee approximately 90 staff members as well as the termite fumigation and elevator maintenance programs. Mr. Feliz spoke briefly about his experience and answered questions from the committee about his background.

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 was pulled for discussion. Staff answered questions from the committee. Chair Ross suggested the notice which is sent to the residents in advance of the epoxy wasteline remediation work include verbiage indicating that the project could take longer than anticipated; that the water could be turned off longer than anticipated; and that staff should let owners know if there will be delays. Additionally, Chair Ross asked staff to provide a cost estimate for removing the replacement of address signs from the painting program and creating a separate program. Mr. Gomez recommended this be included in the 2024 budget discussions. Chair Ross also commented that the additional installation of Shepherd's Crook fencing be included in the budget discussions. Director Simon requested staff provide an estimate of the dollar value for solar production in 2022.

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

Items for Discussion and Consideration:

10. 707-G Reimbursement Request (reagendized from December 28, 2022)

Mr. Gomez presented the staff report and provided background on the reimbursement request. The owner of Manor 707-G was present and answered questions from the committee. After discussion, the committee suggested the reimbursement request be heard by the full board at the March 14, 2023 meeting. The owner was encouraged to attend to answer questions or provide further information, if needed.

11. 2023 Asphalt Seal Coat Program (verbal update)

Mr. West provided a presentation via PowerPoint of the Seal Coat Program and answered questions from the committee. Staff will present a recommendation for a contract award for this item in closed session.

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:

12. Committee Member Comments

- Chair Ross requested that either Director Bok or Director Simon attend an operations meeting in his place scheduled for February 23, 2023.
- Chair Ross also commented on adding another vendor to speed up the appliance replacement process.
- Director Simon commented on the water heater replacements being tied to the 10-year warranty.

13. Date of Next Meeting: April 26, 2023

14. Recess: The meeting was recessed at 10:48 a.m.



Lenny Ross, Chair

Lenny Ross, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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United Mutual Project Log - March 2023 (Prepared April 17)						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	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.	Planning to schedule 37 buildings for tenting between May and October.	Annual Program May to November	Budget: \$257,655 Exp: \$1,525 Balance: \$256,130
2	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: Building 554: Rain gutter installation complete. Building 669, 905, 909: Rain gutter installation scheduled for mid-May. Building 669, 905: Foundation repair plans submitted to the City. SB 326 Repairs: 560-Q: Balcony stucco repair complete. 655-D, 660-A, 678-P, 680-N and 682-Q: Repairs scheduled to be completed by the end of June.	Annual Program	Budget: \$80,000 Exp: \$162 Balance: \$79,838
3	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. 32 buildings were completed in January and March 2023 The following 15 buildings are scheduled for May 2023: 695, 697, 700, 706, 712, 715, 718, 723, 726, 730, 731, 743, 746, 748, 753		Budget: \$50,000 Exp: \$15,291 Balance: \$34,709
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 located inside the manors are unreliable and no longer supported.	Number of units planned for 2023: 225 The total number of units completed to date: 1,694 The total number of units left to complete: 1,056	Annual Program	Budget: \$475,000 Exp: \$0 Balance: \$475,000

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 program requirements are met.	Open requests for additional lighting: B39, B86, B168, B205, B243, B362, B507, B597, B960, and B2087. Completed installations in 2023: B446, B935, and B2010.	Annual Program	Budget: \$75,550 Exp: \$21,247 Balance: \$54,303
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.	Building 905 - Pedestal footing repair. Structural repair plans were submitted to the City on April 11.	Annual Program	Budget: \$43,436 Exp: \$0 Balance: \$43,436
7	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.	Gutter replacement scheduled in June 2023: Buildings 2022, 2030, 2034, 2037, 2214, 2057, 2060, 2061, 2069, 2158, 2162 and 2164.	Annual Program	Budget: \$113,127 Exp: \$10,009 Balance: \$103,118
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 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 2023: 207, 208, 209, 210, 211, 11, 19, 20 and 25. Paint program has completed CDS 207 and has moved into CDS208.	Annual Program	Budget: \$1,734,242 Exp: \$253,888 Balance: \$1,480,354
9	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.	CDS scheduled for 2023: CDS 208, 209, 210, 211, 11, 19, 20 and 25. PTP program is completing CDS208 and will be moving into CDS209 mid May.	Annual Program	Budget: \$933,222 Exp: \$134,550 Balance: \$798,672

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.	Buildings scheduled for 2023: 254, 255, 256, 257, 259, 260, 263, 264, 280, 281, 282, 283, 284, 324, 325, 326, 327, 328, 329, 331, 342, 344, 345, 346, 347, 353, 354, 355, 757, 762, 764, 766, and 768. This program was delayed due to weather and will be rescheduled to start at the end of April.	Annual Program April to June	Budget: \$63,249 Exp \$8,451 Balance: \$54,798
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.	Concrete work scheduled for 2023: CDS 13 (partial), 59, 204	Annual Program May to June	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 scheduled for 2023: CDS 13 (partial), 59, 204	Annual Program July 2023	Budget: \$206,867 Exp: \$0 Balance: \$206,867
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 scheduled for 2023: CDS 7, 14, 15, 16, 18, 19, 20/26, 28, 30/32, 41, 62, 67, 2153	Annual Program - August 2023	Budget: \$41,504 Exp: \$0 Balance: \$41,504
14	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.	Preventive roof maintenance was completed on PVC flat roofs replaced 5 and 10 years ago. Buildings completed in March: 5 yrs - 218, 625, 634, 636, 639, 663, 666, 674, 676, 689, 774, 776, 777, 789, 791, 803, 806, 813, 815, 821, 822, 834, 850, 854, 866, 896, 898, 901, 902, 919, 923, 924, 926, 927, 928, 929, 2050, 2062, 2067, 2092, 2214. Buildings completed in April: 10 yrs - 81, 153, 155, 156, 160, 203, 205, 221, 261, 262, 266, 274, 301, 309, 217, 318, 333, 334, 341, 362, 372, 393, 396, 409, 418, 432, 433, 434, 437, 438, 441, 491, 493, 497, 498, 503, 518, 570, 571, 572, 588, 590, 615, 644, 646, 654, 687, 773, 795, 814, 841, 863, 2063, 2081. A supplemental appropriation was approved by the United Board in April for emergency roof repairs.	Annual Program	Budget: \$208,634 Supplemental: \$50,000 Exp: \$28,345 Balance: \$230,289

15	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.	Flat BUR roof replacement with PVC cool roofing scheduled at the following buildings in 2023: 68, 74, 244, 246, 315, 490, 566, 677, 824, 827, 828, 2027, 2028, 2083	Annual Program April to September	Budget: \$759,608 Exp: \$0 Balance: \$759,608
16	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. A supplemental appropriation was approved by the United Board in February to complete a total of 700 linear feet in 2023. Prep work along El Toro is scheduled to begin in mid-May.	Annual Program	Budget: \$35,000 Supplemental: \$40,000 Exp: \$0 Balance: \$75,000 Cumulative Expenditures 2012 through 2022: \$340,077
17	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.	Buildings scheduled for 2023: B454, B695, B700,B706, B708, B709, B710, B711, B712, B714, B718, B719, B720, B722, B721, B723, B724, B725, B726,B727, B728, and B732. Buildings complete in 2023: B141, B388, B436, B651, B679, B686, B687, B688, B689, B690, B691, B692 B693, B694, B696 B697, B698 B701, and B773.	Annual Program	Budget: \$2,300,000 Exp: \$175,881 Balance: \$2,124,119 Cumulative Expenditures 2008 through 2022: \$14,204,020
18	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 2023: B93, B94, and B95. Buildings complete in 2023: B529	Annual Program	Budget: \$100,000 Exp: \$0 Balance: \$100,000

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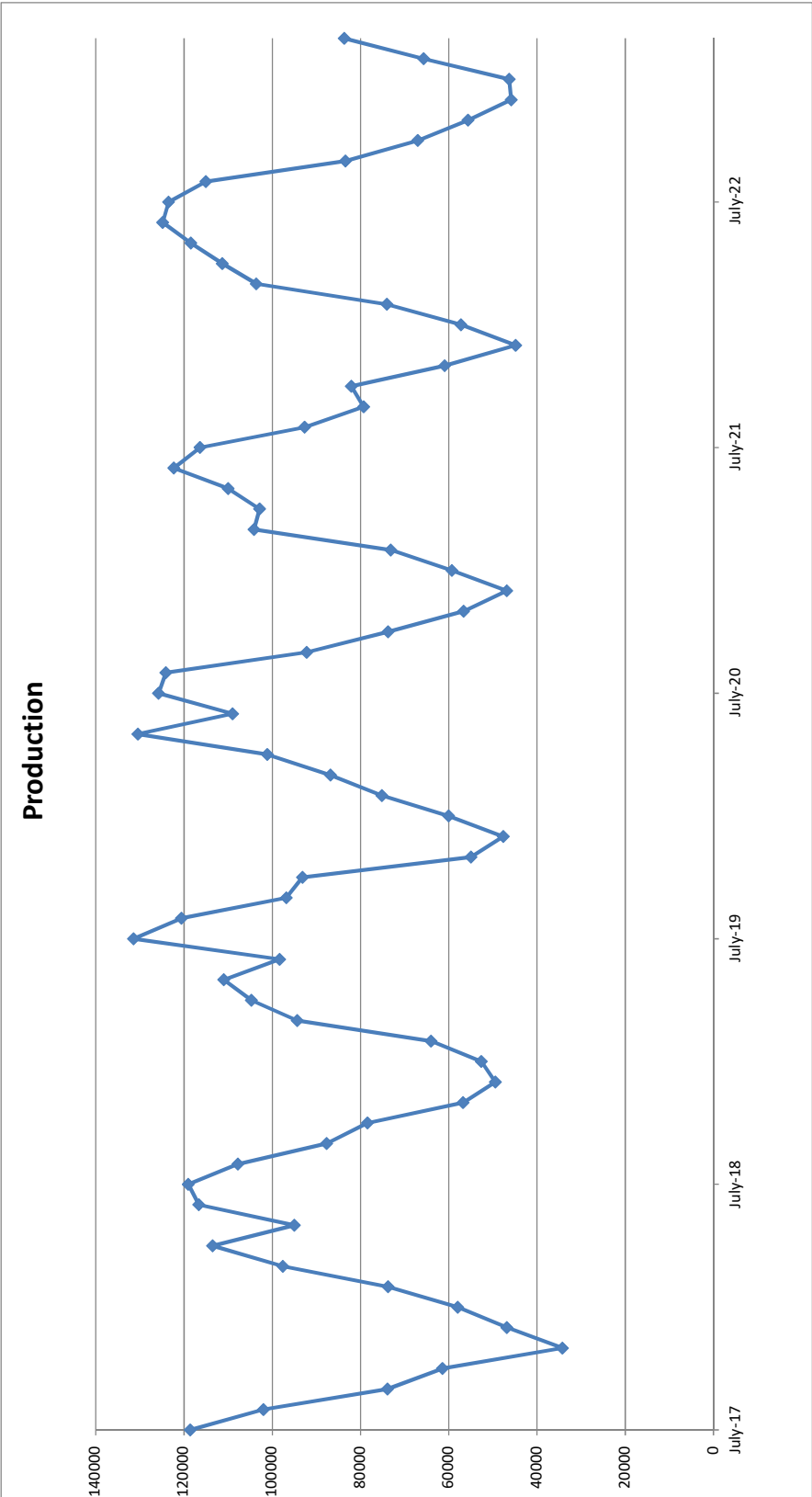
United Mutual Solar Production Report

2023 Production												
United Mutual Project												
23	5,833	7,447	9,476									22,756
24	5,666	7,343	9,519									22,528
50	6,336	9,155	11,570									27,061
52	1,007	7,698	10,185									18,890
88	6,486	7,879	10,434									24,799
90	7,188	8,929	11,121									27,238
91	6,576	8,174	10,187									24,937
92	7,199	9,074	11,195									27,468
Total Production of kWh =	46,291	65,699	83,687	0	0	0	0	0	0	0	0	195,677

2022 Production												
United Mutual Project												
23	6,455	8,327	11,596	12,376	13,561	14,260	14,667	13,421	9,624	7,627	6,348	123,414
24	6,088	8,157	11,554	12,500	13,835	14,636	14,852	12,934	9,794	7,817	6,259	123,520
50	7,811	10,354	14,523	13,810	15,562	16,828	13,897	14,566	10,603	8,461	5,314	137,741
52	6,583	8,477	10,862	12,349	13,128	14,616	15,126	14,255	10,129	7,914	6,989	125,796
88	7,376	9,503	13,728	14,440	13,597	13,228	13,133	12,262	8,949	7,141	6,157	124,624
90	7,834	9,726	13,963	15,316	16,217	17,007	17,234	16,035	11,500	9,504	8,479	149,368
91	7,186	9,244	12,980	14,348	15,463	16,262	16,458	14,930	10,820	8,779	7,687	140,205
92	7,891	10,203	14,407	16,222	17,109	17,968	18,123	16,609	11,972	9,718	8,385	155,095
Total Production of kWh =	57,224	73,991	103,613	111,361	118,472	124,805	123,490	115,012	83,391	66,961	55,618	1,079,762

United Laguna Woods Mutual
April 2023

Lifetime Production (kWh)	5,959,540
Total 2023 Repair Costs	\$1,419
Recent Panel Cleanings	



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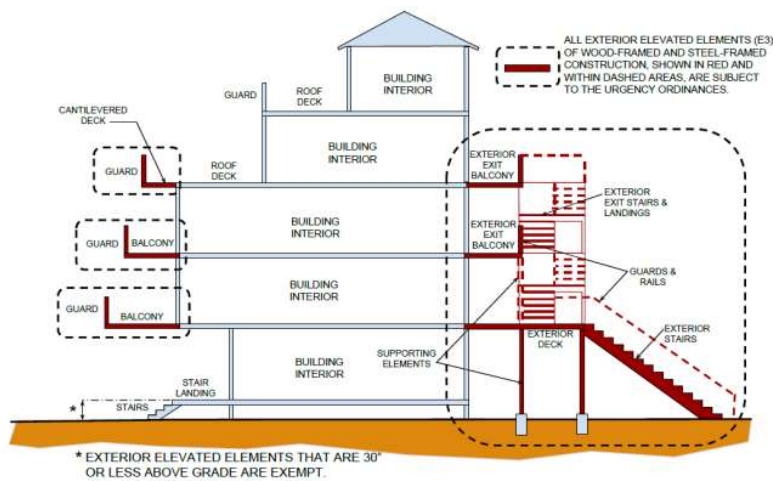
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Senate Bill 326 Balcony Inspection

April 26, 2023



Building Components for Inspection:



Inspection Update:

- 491 buildings have Exterior Elevated Elements
- 147 buildings selected for inspection as part of the statistical significant sampling
- 63 buildings were inspected in 2022
- 47 buildings scheduled for inspection in 2023:
 - 16 buildings inspected in January
 - 16 buildings inspected in March
 - 15 Buildings scheduled for inspection in May
- 16 of the 570 manors inspected required some level of repairs
- Estimated cost of repairs \$55,000

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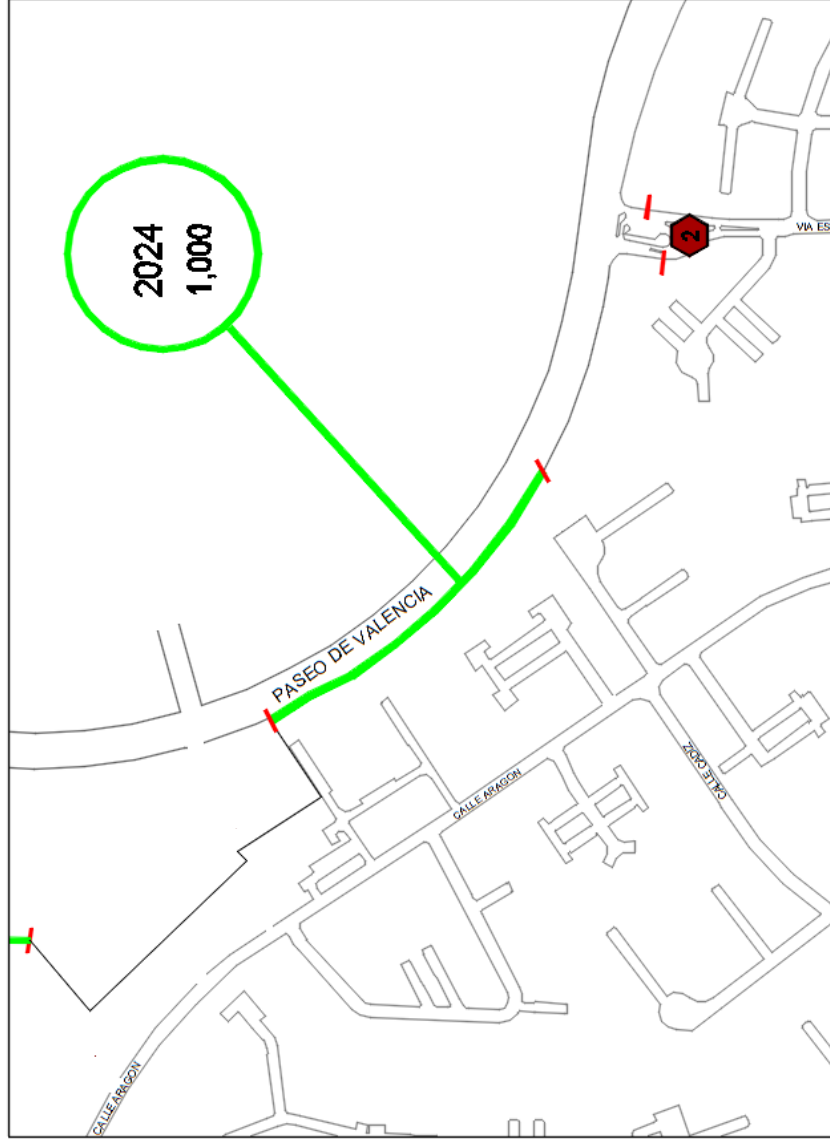
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2024 – Shepherd's Crook



Current plan

- 300 feet; \$36,000

Option 1

- 1,000 feet; \$120,000

Option 2

- 1,745 feet; \$209,400

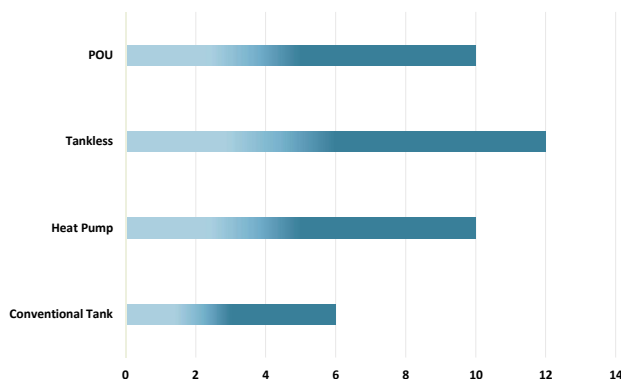
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Ten Year Water Heater Program

April 26, 2023



Water Heater Type and Warranty



- United uses AO Smith with a 10 year warranty
- Electrical limitation restrict the usage of tankless or Point Of Use (POU)
- Heat pump water heaters are more than twice the cost and are much larger.

AO Smith Pro Line 40 gallon

- Short to fit closet space
- 10 year warranty
- Manufacturer places T&P valve in custom location for United



3

Water Damage

Water heater was found to be leaking at a slow rate. Water was held in the walls and unseen for a long period of time. Mold grew from inside causing an extensive remediation resulting in approximately \$15,000 in remediation and build back.



Major Damage caused by Slow leak in Water Heater

4

Ten Year Water Heater Program

Water heaters are replaced on a ten year cycle.

Includes new hoses, Smitty pan, flood stop, and permit.

Admin staff coordinates installation with plumbers, city, and residents on behalf of the Mutual.

Most economical path with electrical limitations.

\$750,000 budget, replaces 629 manor water heaters per year.

15 year cycle would replace 413 per year and cost \$500,000.

5

Thank You

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Building Sign Replacement Program

April 26, 2023



Current Program



- Building signs are replaced as part of the 15-year exterior paint program
- 153 buildings have new signs
- 971 building signs remain to be replaced
- All buildings will have new signs by 2038

Expedited Option



- Building signs are replaced on a separate phased 3-year plan
- Cost is estimated at \$137,000 per year
- All buildings will have new signs by 2027

3

Thank You



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