



OPEN MEETING

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

**Wednesday, August 23, 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 June 28, 2023
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update
 - 933-B Alteration Patio Cover Nuisance Water Complaint
 - 673-B Downspout Drain Complaint
 - 39-C Walkway Lighting Request Update
 - Change to Solar Production Report Frequency

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. Pushmatic Electrical Panel Replacement Update

United Laguna Woods Mutual
Maintenance & Construction Committee
Regular Open Session
August 23, 2023
Page 2 of 2

10. Electricity Usage Reimbursement Policy (Resolution 01-18-33)
11. Exterior Paint Program Update
12. Chargeable Service for Painting Alterations
13. Laundry 51 Ramp Request

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 (October 2023)

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting: Wednesday, October 25, 2023 at 9:30 a.m.
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, June 28, 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

OTHERS PRESENT: **United:** Maggie Blackwell

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

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 April 26, 2023

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

5. Chair's Remarks

Chair Ross commented that he was looking forward to a productive meeting.

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

- A member commented on their request for additional walkway lighting.

Staff responded to the member's comments. - Request at next mtg. staff update on this request

7. Department Head Update

Mr. Gomez introduced Heather Ziemba to the committee. Ms. Ziemba is a new staff member in the Projects Division and is in training to facilitate committee meetings in the board room. The committee welcomed Ms. Ziemba.

Mr. Gomez also updated the committee on the status of the member request for the crosswalk at Villa Estrada at Avenida Majorca. This topic will be presented later today, June 28, in the board room on the agenda of the GRF Security and Community Access agenda. The results of that meeting will be reported at the next meeting of this committee.

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

Mr. Gomez highlighted repairs identified as part of the SB326 Elevated Elements Inspection on the Project Log as requested at a prior meeting of the committee. The Walkway Lighting Program and Shepherd's Crook installation are items on the Project Log that staff will continue to report on.

Staff answered questions from the committee on various items listed on the Project Log.

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

Items for Discussion and Consideration:

10. 2023 Roof Replacement Program Update

Mr. West provided an overview of the program and answered questions from the committee regarding potential inconvenience to the members; length of time to complete a roof replacement; and the replacement schedule. Staff was directed to update the committee on budget discussions for 2024 at a future committee meeting.

11. Options for Improving Delivery of Hot Water to Individual Manors

Mr. Barnette presented an overview of the existing hot water delivery system and options for alternatives with estimated costs answered questions from the committee. After discussion of potential costs and the existing electrical infrastructure, the committee thanked staff for their research and did not request further investigation on the topic.

12. Electricity Usage Reimbursement Policy (Resolution 01-18-33)

Mr. Gomez reviewed the current resolution and policy of reimbursing members \$32 per room, upon request, for excess electricity usage due to a moisture intrusion event and answered questions from the committee. Discussion ensued. Staff was directed to return to the committee with a suggested flat rate reimbursement increase, adjusted for inflation, based on the percent increase in electricity rates from SCE. Staff was also directed to draft a notice to be given to members explaining the steps for requesting such a reimbursement after a moisture intrusion event.

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.*

- Exterior Paint Program – Chargeable Service for Painting Alterations
- Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling

- This item to be presented by staff at next MSC meeting


Concluding Business:

13. Committee Member Comments

- Chair Ross thanked staff for their thorough and professional reporting.
- Director Bok thanked staff for the detailed presentations.

14. **Date of Next Meeting:** Wednesday, August 23, 2023 at 9:30 a.m.

15. **Adjournment** - The meeting was adjourned at 10:30 a.m.


Lenny Ross, Chair

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

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United Mutual Project Log - July 2023 (Prepared August 15)						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	910 Bldg. Maint	Pest Control for Termites	<p>This program is funded to eradicate dry wood termites from inaccessible areas by tenting buildings for fumigation.</p> <p>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.</p>	37 buildings scheduled for tenting between May and October. 12 buildings completed as of July 31.	Annual Program May to November	Budget: \$257,655 Exp: \$67,040 Balance: \$190,615
2	920 Projects	Building Structures	<p>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.</p>	Structural Repair/Drainage Correction: Building 554: Rain gutter installation complete. (April) Building 669, 905, 909: Rain gutter installation complete. (May) SB 326 Repairs: 655-D, 660-A, 682-Q: Work is scheduled to be completed by the end of August. 678-P, 680-N: Work is scheduled to be completed by early September.	Annual Program	Budget: \$80,000 Exp: \$27,763 Balance: \$52,237
3	920 Projects	Pushmatic Electrical Panel Replacement	<p>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.</p>	Number of units planned for 2023: 225 Number of united completed as of August 2023: 148 The total number of units completed to date: 1,794 The total number of units left to complete: 956	Annual Program	Budget: \$475,000 Exp: \$275,053 Balance: \$199,947
4	904 Maint Svc	Walkway Lighting Program	<p>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.</p>	Approved requests for additional lighting: 205, 322, 362, 371, 960, and 2087. Completed installations in 2023: B39, B446, B507, B935, and B2010.	Annual Program	Budget: \$75,550 Exp: \$23,880 Balance: \$51,670
5	920 Projects	Foundations Program	<p>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.</p>	Building 905: Foundation repair is complete. Building 669: Foundation repair is complete.	Annual Program	Budget: \$43,436 Exp: \$6,119 Balance: \$37,317

6	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 remaining for 2023: Buildings 2030, 2034, 2037, 2057, 2060, 2061, 2064, 2069, 2158, 2162, 2164, and 2214. Buildings completed in 2023: 2007, 2009, 2012, 2020, 2021, 2022 and 2023.	Annual Program	Budget: \$113,127 Exp: \$30,542 Balance: \$82,585
7	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 remaining for 2023: 210, 211, 11, 19, 20 and 25. Paint program has completed CDS 207, 208 and has moved into CDS209. *delayed due to weather	Annual Program	Budget: \$1,734,242 Exp: \$73,022 Balance: \$971,220
8	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 remaining for 2023: 210, 211, 11, 19, 20 and 25. PTP program is now in CDS 209.	Annual Program	Budget: \$933,222 Exp: \$471,823 Balance: \$461,399
9	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 Seal coat work started August 7 and will be completed on September 1.	Annual Program - August 2023	Budget: \$41,504 Exp: \$0 Balance: \$41,504
10	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 now completed. A supplemental appropriation was approved by the United Board in April for emergency roof repairs.	Annual Program	Budget: \$208,634 Supplemental: \$50,000 Exp: \$245,578 Balance: \$13,056
11	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 remaining for 2023: 68, 74, 244, 246, 315, 490, 566, 677, 824, 827, 828 Buildings completed in 2023: 2027, 2028, 2083	Annual Program June to October	Budget: \$759,608 Exp: \$0 Balance: \$759,608

12	904 Maint Svc	Epoxy Wasteline Remediation	<p>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.</p>	<p>Buildings remaining for 2023: 38, 403, 481, 692, 700, 704, 705, 713, 715, 716, 717, 718, 719, 722, 724, 725, 727, 730, 731, 732, 733, 734, 735, 736, 737, 740, 741, 742, 743, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 914, 915, 922, 923, 925, 926, 927, 929, 930, 931, 932, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, and 945.</p> <p>Buildings completed in 2023: 141, 388, 436, 454, 632, 651, 679, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 701, 702, 703, 706, 708, 709, 710, 711, 712, 714, 720, 721, 723, 724, 726, 728 and 773.</p>	Annual Program	<p>Budget: \$2,300,000 Exp: \$1,358,936 Balance: \$941,064</p> <p>Cumulative Expenditures 2008 through 2022: \$14,204,020</p>
COMPLETED						
	920 Projects	Senate Bill 326 Load Bearing Component Inspections	<p>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.</p>	<p>63 buildings were inspected in 2022 12 minor repairs completed. 1 structural repair was completed.</p> <p>45 buildings were inspected between January and May 2023 19 minor repairs were completed. 5 structural repairs in progress</p> <p>Inspections are completed for 2023. Inspection of remaining 39 buildings will resume in 2024.</p>		<p>Budget: \$50,000 Exp: \$50,013 Balance: -\$13</p>
	920 Projects	Parkway Concrete Program	<p>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.</p>	<p>Concrete work completed in 2023: CDS 13 (partial), 59, 204</p>	Annual Program May to June	<p>Budget: \$150,000 Exp: \$149,912 Balance: \$88</p>
	920 Projects	Water Lines - Copper Pipe Remediation	<p>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.</p>	<p>Buildings complete in 2023: 529, 2210</p>	Annual Program	<p>Budget: \$100,000 Exp: \$99,852 Balance: \$148</p>
	920 Projects	Asphalt Paving Program	<p>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.</p>	<p>Overlay paving work completed in July 2023 at CDS 13 (loop road for B623 to B632), CDS 59, and CDS 204. Invoicing is pending.</p>	Annual Program July 2023	<p>Budget: \$206,867 Exp: \$0 Balance: \$206,867</p>

	920 Projects	<p>Shepherd's Crook Installation</p> <p>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.</p>	<p>To date, a total of 4,624 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed.</p> <p>A supplemental appropriation was approved by the United Board in February to complete a total of 700 linear feet in 2023.</p> <p>Fencing installation is complete.</p> <p>Invoicing is pending.</p>	<p>Annual Program</p>	<p>Budget: \$35,000 Supplemental: \$40,000 Exp: \$0 Balance: \$75,000</p> <p>Cumulative Expenditures 2012 through 2022: \$340,077</p>
	910 Bldg. Maint	<p>Balcony & Breezeway Resurfacing</p> <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 dry 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>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.</p> <p>Invoicing is pending.</p>	<p>Annual Program April to June</p>	<p>Budget: \$63,249 Exp \$30,082 Balance: \$33,167</p>

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STAFF REPORT

DATE: August 23, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Electrical Use Reimbursement Policy Revisions

RECOMMENDATION

Recommend the Board of Directors approve a revised Electricity Usage Reimbursement Policy for electricity used during moisture intrusion events.

BACKGROUND

The current Electricity Usage Reimbursement Policy, Resolution 01-18-33 (Attachment 1), authorizes staff to process reimbursements to members for electricity consumption related to the dry-down and restoration of manors as a result of moisture events that are the responsibility of the Mutual as well as for excess electricity consumed due to hot water supply line leaks.

For moisture intrusion events where dry-down equipment such as dehumidifiers and air movers are required, the Mutual currently reimburses the member for electricity used in the dry-down of mutual property at a flat rate of \$32 for each room affected.

On June 28, 2023, the M&C Committee requested that staff provide the committee with options to revise the reimbursement policy based on consideration of inflation and SCE rate increases.

DISCUSSION

In 2022, there were 38 members who received an electrical use reimbursement. The average reimbursement was \$75 per manor. The reimbursements issued ranged from \$32 to \$192. The average cost to the Mutual for staff time to process these requests under the current policy amounted to \$81 per reimbursement, based on 2.5 hours of staff time for preparation, review of each reimbursement, and approval of each check request. The average total cost of each reimbursement amounts to a Mutual expense of \$156 which includes the costs of staff time and the average reimbursement of \$75 to the resident.

The average SCE rates have doubled since the \$32 per room reimbursement was approved in 2018. SCE rates are adjusted by season and by time of use. Therefore, tying the reimbursement amount to SCE rates is not only time consuming but may not capture all the variables for each event. As a result of this, the following approach is presented for consideration by the committee:

Staff recommends the reimbursement be based on the average amount of the member's electricity bill for the month prior and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. For example:

Electricity bill prior month	\$150
Electricity bill following month	\$210
Average bill	\$180

Electric bill for event month	\$300
Average bill	\$180
Amount reimbursed	\$120

The proposed process would eliminate the need to regularly reset the flat rate amount based on SCE rate increases. This also reduces the amount of staff time required to process these events. Staff would be able to generate a form that members would fill in and submit with copies of their electricity bills. Once received, the amount of needed staff time required is greatly reduced.

The same process will apply for reimbursing the electricity cost associated with hot water supply leaks (under slab leaks).

This revised process was recently approved by the Third Laguna Hills Mutual Board. Should this committee recommend approval of the alternate approach, both mutuals would have similar procedures and will greatly simplify its implementation.

FINANCIAL ANALYSIS

The average amount of reimbursement under the proposed alternate policy is unknown. However, based on the number of reimbursements processed in 2022, the total expense for future reimbursements under the proposed policy is not expected to exceed \$5,000.

Prepared By: Justin "Jay" Allen, Damage Restoration Manager

Reviewed By: Baltazar Mejia, Maintenance and Construction Assistant Director
Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Current Resolution 01-18-33

Attachment 2 – Proposed Revised Resolution 01-23-XX

Attachment 1

United Laguna Woods Mutual
Minutes of the Regular Board of Directors Open Meeting
Page 15 of 31

March 13, 2018

13b. Entertain a Motion to Approve a Resolution for Revisions to the Electrical Usage Reimbursement Policy

Director Blackwell read the following resolution:

Resolution 01-18-33
Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the practice of reimbursing members for electricity usage has not been formally recorded as an explicit United Mutual policy;

NOW THEREFORE BE IT RESOLVED, March 13, 2018, that the Board of Directors of this Corporation hereby adopts the revised Electricity Usage Reimbursement Policy, in accordance with Resolution 01-06-75 (Damage Restoration Policy), as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used at a flat rate of **\$32.00** for each room requiring the use of dry down equipment, as verified by the Moisture Intrusion Coordinator.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption for a maximum period of three Southern California Edison billing periods, as evidenced by detailed billing statements for each of the three periods involved. Additional electricity use beyond the period of three billing cycles is the responsibility of the Member and is not reimbursable by the Mutual.
- All reimbursements will be charged to the Contingency Fund.

RESOLVED FURTHER, that Resolution 01-10-268 adopted December 14, 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.

Director Blackwell made a motion to adopt a Resolution for a revised electricity usage reimbursement policy. The motion was seconded by Director Tibbets.

Discussion ensued among the Directors.

Director Armendariz commented that the flat rate in the Resolution should be \$32.00.

Director Blackwell amended her motion to include the corrected amount.

President Skillman called for the vote and the motion passed 8-0-1 (Director Achrekar was absent for the vote).

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Resolution 01-23-XX

Revised Electricity Usage Reimbursement Policy

WHEREAS, the Mutual has historically reimbursed members for electricity consumption related to the restoration of manors as a result of moisture intrusion, as well as for excess electricity consumed due to hot water supply line leaks; and

WHEREAS, the Mutual is interested in revising the current policy to reflect increases in electricity rates;

NOW THEREFORE BE IT RESOVED, [DATE] that the Board of Directors of this corporation hereby adopts the revised Electricity Usage Reimbursement Policy, as follows:

- For moisture-intrusion events where dry-down of property is required, the Mutual will reimburse for electricity used based on the amount of money that the resident spent in excess electricity in the month of the event versus the average cost of the prior month and the month following the event. This average would be subtracted from the amount of the electricity bill for the month of the event. The remainder would be the amount of reimbursement to the resident.
- For hot water leaks where excess electricity has been consumed, the Mutual will reimburse for excess electricity consumption based on the same method used for moisture-intrusion events.
- All reimbursements will be charged to the Operating Fund.

RESOLVED FURTHER, that Resolution 01-18-33 adopted March 13, 2018, 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.

SEPTEMBER INITIAL NOTIFICATION: Should the Board endorse the proposed revisions, Staff recommends that a motion be made and seconded to accept the resolution and allow discussion to ensure that the resolution reads to the satisfaction of the Board. Staff then recommends that a Board Member postpones the resolution to the next available Board Meeting no less than 28-days from the postponement to comply with Civil Code §4360.

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Non-Emergency Maintenance Chargeable Services

The Board of Directors of the United Laguna Woods Mutual passed Resolution 01-21-38 on June 8, 2021, to approve the following updated schedule of non-emergency maintenance chargeable services. This program has been implemented for the convenience of the Shareholders of United Mutual.

Trade	Description of Service	*Limitations	*Cost
Appliance	Install Alteration Dishwasher (Plug-in Only, No Modifications)	Resident Supplied	\$195.00
	Install Alteration Stove Top (Hard Wired, No Modifications)	Resident Supplied	\$160.00
	Install Alteration Oven (Hard Wired, No Modifications)	Resident Supplied	\$230.00
	Install Alteration Wall Mounted Microwave (No Modifications)	Resident Supplied	\$160.00
	Install or Replace Ice Maker Tubing for Refrigerator	Resident Supplied	\$75.00
	Replace or Clean Alteration Range Hood Filter	Resident Supplied	\$55.00
	Remove/Replace Alteration Appliances Moved for Repairs	N/A	\$150.00
	Replace Alteration Stove Top Burner Pans	Resident Supplied	\$30-45.00
	Repair Upgraded or Alteration GE Appliances - excludes non-GE brands (ex. pump in dishwasher, fan motor for fridge, door gaskets, etc.)	Mutual Supplied	Varies
Electrical	Replace Alteration Ceiling Light (like for like)	Resident Supplied	\$170.00
	Replace Alteration Ceiling Fan (like for like)	Resident Supplied	\$235.00
	Replace Alteration Switch (Dimmer okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Outlets (GFCI okay, No Relocation)	Resident Supplied	\$80.00
	Replace Alteration Light Sockets/Ballasts	Resident Supplied	\$160.00
	Replace Light bulbs (Fixtures and/or Appliances)	Mutual Supplied	\$30-80.00
Carpentry	Replace Alteration Entry Door Dead Bolt Lock (excludes keyless systems)	Resident Supplied	\$55.00
	Install or Replace Entry Door Peep Holes, Mail Slots and Entry Door Screens (applicable to alteration doors only)	Resident Supplied	\$69.00
	Replace Broken or Cracked Alteration Windows (like for like replacement, excludes any windows requiring high reach equipment such as aerial lifts)	Resident Supplied	\$1,200.00
	Repair Small Interior Drywall Holes (does not include painting)	Mutual Supplied	\$70.00
	Install New or Replace Existing Alteration Towel Bars or Grab Bars (installed in drywall only, not in fiberglass or tile)	Resident Supplied	\$40.00
	Replace or Install Alteration Door Stops/Bumpers	Resident Supplied	\$69.00
	Size Interior Doors for New Alteration Flooring	Mutual Supplied	\$69.00
	Repair Alteration Sliding Glass Doors/Screens	Resident Supplied	\$69.00
	Repair Alteration Sliding Windows/Screens	Resident Supplied	\$69.00
	Repair/Replace Alteration Entry Screen Doors	Resident Supplied	\$69.00
	Repair Alteration Sliding Closet/Wardrobe Door	Resident Supplied	\$69.00
	Repair/Replace Alteration Chopping Board/Bread Board	Resident Supplied	\$69.00
	Repair/Replace Alteration Baseboards and Moldings	Resident Supplied	\$69.00
	Repair/Replace Alteration Drawer Guides	Resident Supplied	\$69.00
	Install Alteration Entry Door w/ Lock (Requires an approved Mutual Consent)	Resident Supplied	\$450.00
	Repair Alteration Carport Condensation Panels	Resident Supplied	\$96.00
	Removal Alteration Carport Condensation Panels (includes painting)	Resident Supplied	\$458.00
	Replace Interior Bedroom or Bathroom Doors (does not include jam/framing)	Resident Supplied	\$150.00

Plumbing	Repair Alteration Garbage Disposal	Resident Supplied	\$55.00
	Replace an Alteration Garbage Disposal	Resident Supplied	\$90.00
	Repair/Replace Alteration Shower Head	Resident Supplied	\$90.00
	Repair/Replace Valve for Ice Maker Line (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Faucet (cartridge style)	Resident Supplied	\$90.00
	Repair/Replace Alteration Sink/Basin Spray Heads, Drain Traps, Basin Stoppers, Pull-Rods, Hoses, Supply Lines (as long as there is no active leak)	Resident Supplied	\$80-160.00
	Repair/Replace Alteration Kitchen Sink & Bathroom Basin (like for like)	Resident Supplied	\$160.00
	Repair/Replace Alteration Fitting/Flange/Valves (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Alteration Toilets (as long as there is no active leak)	Resident Supplied	\$90.00
	Repair/Replace Toilet Seat	Resident Supplied	\$70.00
	Replace Alteration Shower Mixing Valve	Resident Supplied	\$90.00
	Replace Alteration Water Heater (as long as there is no active leak)	Resident Supplied	\$230.00
	Water Shut-off/on – Resident Request for Alteration Repair/Replace	N/A	\$25-45.00
	Camera Sewer Line for Alteration Permit	N/A	\$45-105.00
Painting	Interior Touch-up Painting (partial wall)	Resident Supplied	\$80.00
	Interior Touch-up Painting (full wall)	Resident Supplied	\$130.00
	Exterior Entry Door Paint (full paint – off program. Requires Board approved variance.)	Resident Supplied	\$120-250.00
*LIMITATIONS	Estimated cost includes a \$10 service charge, labor and materials (as noted above). Most parts are to be provided by the Resident.		
	The costs provided above are ESTIMATES only. Actual charges may vary.		
	All Mutual supplied parts will be standard brand only.		
	All Mutual supplied parts will be limited to parts in stock.		
	All Mutual provided parts and labor carry a 30-day warranty, unless specified otherwise.		
	Resident Supplied = Resident to supply the replacement or repair parts at the time of service.		
	Failure to be present at the time of service will result in a \$50.00 Missed Maintenance Appointment Fee.		
	Where applicable, a \$25 permit fee for the City of Laguna woods will be charged.		

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STAFF REPORT

DATE: August 23, 2023
FOR: Maintenance and Construction Committee
SUBJECT: Ramp to Laundry Room 51

RECOMMENDATION

Authorize staff to construct a concrete ramp at the entrance to laundry room 51.

BACKGROUND

The resident shareholder of Manor 254-A requested that the existing 6-inch step at the entrance of laundry room 51 be converted to a ramp to improve access for those who cannot easily step up, especially members with mobility issues while carrying laundry.

DISCUSSION

United Mutual has 176 laundry rooms. Some of these laundry rooms have a step at the entrance, while others have either a ramp or are at level ground. The walkways leading to the laundry rooms are part of the mutual's common area responsibility.

There are three laundry room facilities in the vicinity to building 254. Laundry room 51 is the one within closest proximity. The other two laundry rooms also have a step leading up to the entrance.

FINANCIAL ANALYSIS

The estimated cost to provide the requested ramp is approximately \$4,500. If staff is directed to construct a ramp, funding is available in the approved Operating Fund General Services Concrete Repair/Replacement account.

Prepared By: Manuel Gomez, Maintenance & Construction Director

Reviewed By: Robert Carroll, Director of General Services

ATTACHMENT(S)

Attachment 1: Location Map

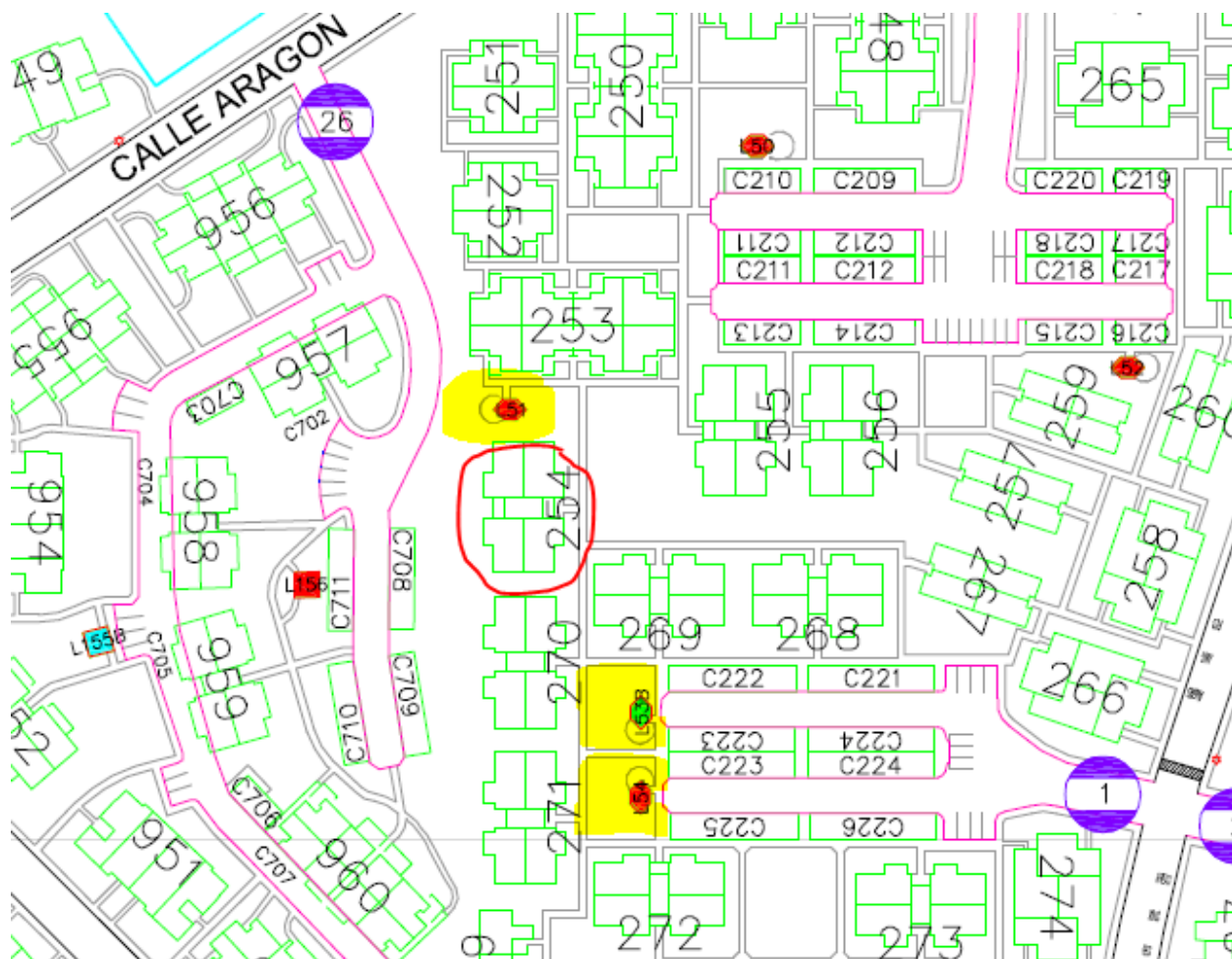
Attachment 2: Photos of Entrance to Laundry 51

Attachment 3: Photos of Other Laundry Room Entrances

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Attachment 1

Building 254 and Nearby Laundries



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Attachment 2
Laundry Room 51





Attachment 3



