



OPEN MEETING

REPORT OF THE 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**

REPORT

MEMBERS PRESENT: Alison Bok – Chair, Pearl Lee, Ellen Leonard

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 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 and addendum were unanimously approved as written.

4. Approval of Meeting Report from February 28, 2024

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

5. Chair's Remarks

None.

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

None.

7. Department Head Update

None.

- 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

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

9. Items for Discussion and Consideration

- a. Committee Charter

Mr. Gomez presented the committee charter with suggested changes. The prior version was adopted in 2019 and the suggested edits are intended to streamline the charter without affecting any roles or responsibilities of the committee. A motion was made and unanimously approved to recommend the United board adopt the revised committee charter.

- b. 2024 Shepherd's Crook Update

Mr. West provided an overview of the project and requested direction from the committee to change the location of the planned installation of Shepherd's Crook to an alternate site. Staff answered questions from the committee and shareholders. A motion was made to approve staff's recommendation to change the location from Paseo del Valencia north of Gate 2 to the location west of Gate 5 behind the Lutheran Church of the Cross adjacent to El Toro Road. The motion passed by a vote of 2/1/0 (Director Leonard opposed).

- c. Building Paint Color Palette (Verbal Update)

Mr. Feliz provided an overview of the current exterior paint palette which was adopted in 2019 and answered questions from the committee and shareholders. Discussion ensued regarding the possible addition of new color options. Staff was directed to contact the paint manufacturer to assemble a new palette for presentation to the United Architectural Control and Standards Committee for review.

- d. Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling (Verbal Update/Discussion)

Mr. Barnette asked the committee to provide direction on potential percentage splits between the mutual and the shareholders. After a brief discussion, the committee directed staff to table the item at this time.

- e. Supplemental Budget Appropriation for Dry Rot Repair Program

Mr. Feliz provided an overview of the program and indicated that work completed so far this year has used the entire budget for 2024. Staff answered questions from the committee and shareholders. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.

- f. Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided details on the roof repair program and answered questions from the committee. A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Reserve Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024. Staff was asked to check if the Contingency Fund could be used instead of the Reserve Fund.

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

Concluding Business:

11. Committee Member Comments

- Director Lee commented on the rising cost of the M&C budget due to serious issues concerning the aging infrastructure. Ways to produce income should be considered.
- Director Leonard thanked Mr. Feliz for his presentation on dry rot.
- Chair Bok thanked staff for an informative meeting and the challenges facing a 60-year old community.

12. Date of Next Meeting: Wednesday, June 26, 2024 at 9:30 a.m.

13. Recess: The meeting was recessed at 10:56 a.m.



Alison Bok, Chair