



OPEN MEETING

**REPORT OF THE 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**

REPORT

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

MEMBERS ABSENT: None

OTHERS PRESENT: **GRF:** Juanita Skillman

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division 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 February 22, 2023

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

5. Chair's Remarks

Chair Ross welcomed the committee, staff and members to the meeting.

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

- A member commented on various building materials and water shut-off notices.
- A member commented on the crosswalk at Majorca at Estrada.

Staff responded to the member's comments.

7. Department Head Update

Mr. Gomez recognized the contributions of Sandra Spencer, the M&C Department Administrative Assistant, in connection with National Administrative Professionals' Day. The committee also thanked Ms. Spencer for her efforts on behalf of the 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.

The Project log and Solar Production Report were pulled for discussion.

8. Project Log

Mr. Gomez provided a brief description of each item on the project log and answered questions from the committee.

9. Solar Production Report

Mr. Mejia provided an overview of the Solar Production Report and answered questions from the committee. A supplement to the Solar Production Report detailing the Return On Investment (ROI) of the solar panel project was provided and discussed. Staff was directed to provide the ROI report via email to the entire United Board and to provide the committee with this report on an annual basis.

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

Items for Discussion and Consideration:

10. SB326 Balcony Inspection Update

Mr. West provided an update on the SB326 inspection program via PowerPoint presentation and answered questions from the committee regarding the type of material that is inspected; typical issues and severity of issues found during inspection; potential causes of damage; and funding for the inspections and repairs.

Staff was directed to include details on the results of inspections on the project log.

11. 2024 Shepherd's Crook Program Recommendation

Mr. Gomez provided a recommendation for the 2024 Shepherd's Crook program. Discussion ensued regarding the selection of the recommended area for the next installation; decisions made by GRF and Third Mutual for future installations; and the Conditional Use Permit agreement with the City of Laguna Woods.

Staff was directed to email any reports concerning safety made to Security regarding the recommended installation area to the M&C Committee as soon as possible. In an effort to include an allocation for the 2024 budget, Mr. Gomez suggested the Chair address the topic at the initial budget meeting.

Staff was also directed to contact the City to inquire as to whether the CUP might be modified for 2024.

12. Water Heater Replacement Policy

Mr. Barnette detailed the water heater replacement policy via PowerPoint presentation and answered questions from the committee. Discussion ensued regarding the potential risk of replacing water heaters after the warranty expiration versus the potential savings of delaying those replacements. The committee agreed that the risk was too great and that the 10-year water heater replacement policy should not be changed. No action is required.

13. Building Sign Replacement Program

Mr. Barnette presented details on the program and detailed the costs for the expedited option. After a short discussion, the committee agreed that the practice of replacing the building number signs as part of the exterior paint program should not be changed. No action is required.

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

- Chair Ross asked staff for an update on the backlog of cases for Damage Restoration reimbursement. Mr. Gomez responded that a supplemental appropriation for temporary staffing was approved by the United Finance Committee on April 25, 2023 and that the backlog of cases would begin to be addressed in June, 2023, providing the item is approved at the May 9, 2023 meeting of the United Board.
- Chair Ross requested that the Potential for Shared Costs During Remodeling be added to Future Agendas.
- Director Bok commented on existing mutual standards to prevent rodent intrusion into manors.

15. Date of Next Meeting: June 28, 2023

16. Recess - The meeting was recessed at 11:20 a.m.



Lenny Ross, Chair

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Manuel Gomez, Staff Officer
Telephone: 949-268-2380