



**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