



OPEN MEETING

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

**Monday, July 29, 2024 - 10:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Alison Bok – Chair, Ellen Leonard, Mickie Choi Hoe (in for Pearl Lee)

OTHERS PRESENT: United – Maggie Blackwell

MEMBERS ABSENT: Pearl Lee

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, Mathew Aldaz – Maintenance Services Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Bok called the meeting to order at 10:30 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 was unanimously approved as written.

4. Approval of Meeting Report from April 24, 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)

- A member commented on the status of repairs at their manor.

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

The Project Log was pulled for discussion. The committee asked questions regarding several projects and staff provided responses.

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

The committee discussed the opportunity to remind residents that atrium drains are in most cases connected to the building mainline waste line and care should be taken not to flush dirt and debris into the atrium drain.

The committee requested that staff include a budget line item in the proposed 2025 business plan for power washing of building exteriors, laundry rooms, and carports, on an as-needed resident request basis.

9. Items for Discussion and Consideration

a. Revised Building Color Palette Update

Mr. Feliz provided samples of new exterior paint color options and answered questions from the committee. Discussion ensued regarding existing color scheme and the process upon which the current palette was decided. Chair Bok will bring the topic to the full board for further discussion.

b. Trash Enclosure Trellis Request CDS 55

Mr. Gomez presented the request made by a member from Building 156 for a trellis to be constructed above the trash enclosure in CDS 55. Staff answered questions from the committee regarding estimated cost, purpose for the trellis, maintenance, and trash collection vendor restrictions. Staff was directed to reach out to the requestor to get a better understanding of the reason for the aesthetic enhancement request.

c. Walkway Lighting Request Form Update

Mr. Gomez presented the existing form to the committee and provided an overview of the purpose of the form. Staff was directed to review the current Walkway Request Form and suggest edits to Resolution 1-11-47 to bring it up to date with the current procedure.

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.*

- Washer/Dryer App Pilot Program
- Attic/Wall Insulation Materials

Concluding Business:

11. Committee Member Comments

- Director Leonard suggested consideration of adding additional advisors to the committee.

12. Date of Next Meeting: Wednesday, August 28, 2024 at 9:30 a.m.

13. Adjournment: The meeting was adjourned at 11:55 a.m.



Alison Bok, Chair