



OPEN MEETING

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

**Wednesday, August 28, 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, Ellen Leonard, Maggie Blackwell (in for Pearl Lee)

OTHERS PRESENT: **United** – Mickie Choi Hoe
GRF – Juanita Skillman, Martin Roza

MEMBERS ABSENT: Pearl Lee

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Bart Mejia - Maintenance & Construction Assistant
Director, 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 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

Director Leonard requested adding Investigate Addition of Budget Line Item for Cleaning Building Fascia to Items for Future Agendas. Mr. Gomez requested moving Solar Production Maintenance Process from Department Head Update and add as Agenda Item #9d.

Hearing no objection, the agenda was unanimously approved as amended.

4. Approval of Meeting Report from July 29, 2024

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

5. Chair's Remarks

Chair Bok remarked on the contract work being done in the village.

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

- A member commented on new building number signs on their building, the presence of construction pods and a dumpster in their cul-de-sac and the effect on the bus system in the cul-de-sac.
- A member commented on exterior lighting near buildings 2154 and 2141.

Staff responded to the comments and will follow up with the appropriate work centers.

7. Department Head Update

CDS 55 Trash Enclosure Trellis Update

Mr. Gomez provided an update to the committee regarding the request for a trellis over the trash enclosure in CDS55 and answered questions from the committee. Staff was directed to provide cost estimates at a future committee meeting for options to improve the aesthetics of the trash enclosure, including screening, relocation and a custom trellis/pergola.

SCE Community Fund Solar Program

Mr. Gomez informed the committee that after submitting United's common area electrical accounts to the program for review, it was determined that United Mutual does not have enough qualifying SCE accounts to make participation in the program cost effective. Staff will work with the CEO's office to bring awareness of the program to residents should they wish to conduct their own research and apply for individual accounts.

Building Paint Colors Update

Mr. Gomez clarified the process by which the building paint color options would be updated and asked the committee for direction. The committee recommended the

suggested new paint color options be presented at the United ACSC for review and recommendation to the board.

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. Mr. Gomez informed the committee that the building paint program has encountered a large amount of dry rot repairs which has impacted the schedule for completing all buildings that were planned for this year and some areas will most likely be deferred to 2025. A revised schedule will be provided to the committee at the next meeting. Staff answered questions from the committee and was requested to explore if a project location map can be included with the Project Log showing the location for larger projects.

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

9. **Items for Discussion and Consideration**

a. Walkway Lighting Request Program Revisions

Mr. Gomez presented suggested revisions to the Walkway Lighting Request Form which would no longer require a member to gather neighbors' signatures or provide a map when requesting additional lighting. A motion was made and passed unanimously to recommend the board accept the revised form and updated resolution.

b. Epoxy Lining Program Update

Mr. Aldaz provided an overview of the epoxy lining program via PowerPoint and answered questions from the committee. Staff was directed to continue educating the members about non-flushable materials and to draft a flyer that could be delivered by plumbers when service is provided.

c. Electric Vehicle Charging in Carports

Mr. Mejia provided an overview of the mutual's current practices and policies and answered questions from the committee. Discussion ensued regarding the increase in the number of EVs within the mutual, the increase in the number of service calls to reset breakers, the standard for installation of member-owned charging stations, charging fees, and other options for EV and golf cart charging.

Director Leonard made a motion to recommend the board discontinue the option of allowing EVs to charge in carports after their current charging permit expires. There was no second and the motion failed.

d. Solar Production Maintenance Process

Mr. Mejia provided an overview of the solar power production process via PowerPoint and answered questions from the committee. Discussion ensued regarding the ROI and details of the vendor contract.

Director Leonard made a motion to create an Energy Task Force comprised of mutual directors and residents. Chair Bok responded that the suggestion to create a task force should be brought to the board for discussion.

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
- Moisture Intrusion Dry Down Services In-house vs Contracting
- Investigate Addition of Line Item to Budget Regarding Cleaning Building Fascia

Concluding Business:

11. Committee Member Comments

- Chair Bok thanked the committee and staff for their work and support as she ends her term as committee Chair.

12. Date of Next Meeting: Wednesday, October 23, 2024 at 9:30 a.m.

13. Adjournment: The meeting was adjourned at 11:38 a.m.



Alison Bok, Chair

Alison Bok, Chair
Manuel Gomez, Staff Officer
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