



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

**Wednesday, October 25, 2023 - 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, Mickie Choi Hoe (in for Vidya Kale)

MEMBERS ABSENT: Vidya Kale

OTHERS PRESENT: Ken Deppe, former advisor

STAFF PRESENT: 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 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 was unanimously approved as written.

4. Approval of Meeting Report from August 23, 2023

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

5. Chair's Remarks

Director Bok introduced herself as the new Chair of the committee, Director Mickie Choi Hoe and prior advisor to the committee, Ken Deppe.

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

- A member commented (via Director Choi) about the need for a ramp to from their manor to an access road.
- A member commented about a roofing concern at their manor.

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

Mr. Barnette updated the committee on the status of the following items:

- 673-B Downspout Drain
- Laundry 154

Discussion ensued regarding the upkeep of laundry rooms and the possibility of establishing an annual inspection to address potential repairs or improvements. Staff will refer the comments regarding upkeep to General Services for a response and will report back on this item at a future committee meeting.

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

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

Items for Discussion and Consideration:

9. 933-B Alteration Patio Cover Nuisance Water Complaint

Mr. Mejia presented a staff report and answered questions from the committee. Discussion ensued regarding the history of the complaint and potential options to resolve the issue. Director Lee made a motion to end discussion and move to closed session. The motion was unanimously approved and the item was added to the closed session agenda.

10. Epoxy Sewer & Water Line Remediation Programs Updates

Mr. Barnette provided an overview of the epoxy sewer and water line programs via PowerPoint presentation and answered questions from the committee regarding the history of the programs, budget and estimated completion date. Two committee members raised questions concerning their individual buildings and staff will follow up as appropriate.

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.*

- Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling

Concluding Business:

11. Committee Member Comments

- Director Lee commented that the meeting was productive.
- Chair Bok commented that the date of the next meeting will most likely be changed due to the holidays.

12. Date of Next Meeting: Wednesday, December 27, 2023 at 9:30 a.m.

13. Recess – The meeting was recessed at 10:25 a.m.



Alison Bok, Chair

Alison Bok, Chair
Ian Barnette, Staff Officer
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