



OPEN MEETING

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

**Friday, May 15, 2020 - 1:00 PM
VIRTUAL MEETING**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for February 26, 2020
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

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/Project Priorities for the Remainder of 2020

Items for Discussion:

9. Modified Work Plan for Resuming Operations (oral discussion)
10. Moisture Intrusion - Associated Costs and Possible Ways to Reduce the Costs (oral discussion)
11. Current Amount of Service Orders on Hold in Database (oral discussion)

Reports:

12. Review Proposal to Evaluate Existing Walkway Lighting

Items for Future Agendas:

- Strategic locations of electric vehicle charging stations in the Village
- Develop a responsibility matrix for residential unit components (June)
- Copper pipe supply line leak report (February, June & December)
- Drainage Improvements to prevent foundation issues

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting – June 24, 2020
15. Adjournment



OPEN MEETING

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

**Wednesday, February 26, - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo – Chair, Cash Achrekar, Brian Gilmore, Elsie Addington, Reza Bastani

MEMBERS ABSENT: Advisor Ken Deppe

ADVISORS PRESENT: Walter Ridley, Janey Dorrell

STAFF PRESENT: Velny Soren – Staff Officer, Maria Basares

1. Call to Order

Chair Randazzo called the meeting to order at 9:01 a.m.

2. Acknowledgement of Media

Chair Randazzo noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for October 23, 2019

The Meeting Report for October 23, 2019 was approved as written.

5. Chairman's Remarks

Chair Randazzo remarked on items to be discussed in today's meeting. The Chair ended his remarks with a thought for the day by William James, "It is our attitude at the beginning of a difficult task which, more than anything else, will affect its successful outcome."

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

- Azar Asgari (935-D) commented on dry rot found at her building that affected her alteration patio wall.
- Marie Montoya (245-A) requested a cement path walkway between buildings 245 and 246.

Staff Officer Velny Soren and various directors responded to the member comments. By consensus, staff was directed to follow up with the shareholder at 245-A regarding her request for the installation of a cement walkway.

7. Department Head Update

Staff Officer Velny Soren provided no updates at this time.

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.

Item #8 was pulled for discussion. A motion was made and unanimously carried to move the remaining items to the Consent Calendar.

- 8. Project Log**
- 9. Maintenance Programs Reports**
- 10. Expenditures Report & Variance Explanations**
- 11. Solar Production Report**
- 12. Copper Pipe Supply Line Leak Report**

Reports:

13. Review of TEC's Energy Priority Work Plan and Deliverables (PowerPoint Presentation)

Staff Officer Velny Soren introduced a representative from The Energy Coalition (TEC).

The TEC representative presented the deliverables from Task 1 of the energy priority work plan.

Discussion ensued regarding costs and the types of carport buildings that were assessed.

No further direction was provided to the energy consultant.

By consensus, staff was directed to end the contract with The Energy Coalition.

14. NeighborING Update (oral discussion)

Director Achrekar provided an update on the use of NeighborING in the Community.

Discussion ensued regarding the advertisement of the NeighborING program.

15. Revised List of Non-Emergency Maintenance Chargeable Services

Staff Officer Velny Soren summarized the report and answered questions from the Committee.

On January 9, 2018 the United Board approved implementation of a handyman service for its residents as a pilot program. It was proposed to help with everyday repairs not covered by monthly assessments or chargeable services. Despite the enormous value the program created and a variety of advertising methods, the program simply didn't create the demand that staff expected. The Board terminated the program in June 2019.

Immediately after terminating the handyman program, a non-governance task force was created to review and propose options for residents who were still in need of handyman type services.

The task force was instrumental in obtaining the services of a third party vendor, NeighborING, that provides simple, non-technical services for a nominal charge.

In addition, the task force focused on revising the non-emergency maintenance chargeable services that are provided by in-house staff. The proposed list adds a number of services for alterations which have not been previously provided to shareholders.

Discussion ensued regarding the chargeable service list; document column titles and the time frame for services based on the date the request was received.

A motion was made and unanimously carried to recommend that the Board approve the revised list of non-emergency chargeable maintenance services and the updated Resolution, with the following changes: Change the document name from Non-Emergency Maintenance Chargeable Services to "Chargeable Services" and change the column heading from Cost to "Estimate."

16. 2020 Project Priorities

Staff Officer Velny Soren summarized the Mutual's projects and programs to be completed in 2020 and proposed which items should be prioritized and which could be defunded from the current fiscal year.

Discussion ensued regarding the importance of each program and the proposed savings.

A motion was made and unanimously carried to recommend that the Board defund the Foundations Program in the amount of \$43,836 and partially defund the Shepherd's Crook Program by \$125,000. The total amount to be defunded from both programs is \$168,836.

Items for Future Agendas:

- Strategic locations of electric vehicle charging stations in the Village
- Develop a responsibility matrix between the shareholders and the mutual in regards to Maintenance & Construction

Concluding Business:

Committee Member Comments

- Advisor Janey Dorrell thanked Director Achrekar for his work on the handyman program.
- Director Bastani commented on the purpose of the energy task force; SCE transformers and upgrading the electrical infrastructure.
- Director's Addington and Achrekar thanked staff for all their work.

Date of Next Meeting: April 22, 2020

Adjournment

The meeting was adjourned at 11:56 a.m.

Carl Randazzo

Carl Randazzo, Chair

Signed electronically - CR 5/11/2020

United Mutual Project Log (April 2020)

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
				*Due to the CA Department of Public Health Order, on 3/19/2020 certain activities have been deemed non-essential. Those projects/programs have been placed on hold until further notice.		
1	920 Projects	Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	As building structural issues are reported and inspection requests are received, staff schedules an engineer to field inspect and if required, provide a recommendation for repairs. *As of 3/19/2020, the proactive inspection of buildings for drainage issues have been placed on hold until further notice.	December 2020	Budget: \$134,880 Exp: \$0 Balance: \$134,880
2	920 Projects	Cul-de-sac Signage	This program is intended to upgrade building and cul-de-sac (CDS) signage to improve their visibility. The M&C Committee is focused on replacement of the existing CDS signs with a larger, more visible sign, and upon completion of the cul-de-sacs, staff will continue to replace building address signs. Staff is using larger, traffic-rated, high reflectivity materials to improve their visibility at night.	*As of 3/19/2020, the installation of new cul-de-sac signs has been placed on hold until further notice.	June 2020	Budget: \$50,000 Exp: \$0 Balance: \$50,000
3	920 Projects	Pushmatic Electrical Panel Replacement	This project is funded to replace 2,750 Pushmatic electric panels over a 10 year period. The Pushmatic panels are unreliable and no longer supported. The Board entered into a five year contract with Coastal Current Electric Corp. to install 1,375 Pushmatic electric panels. This contract expires in May 2021; at which time a new five year contract will be required to complete the remaining 1,375 electric panels. Estimated Project Completion: Year 2026	The estimated number of units scheduled for 2020: 275 The number of units completed in 2020: 73 Number of manors completed to date: 987 Number of manors left to complete: 1,763 *As of 3/19/2020, this project is on hold until further notice.	November 2020	Budget: \$425,000 Exp: \$114,445 Balance: \$310,555 Cumulative Expenditures 2016 through 2019: \$1,398,012
4	904 Maint Svc	Walkway Lighting Program	This program is dedicated to improving walkway lighting through additional fixture installation, or the upgrade of existing lighting. Alternatives to the existing pagoda style fixtures are evaluated as needed. Requests for additional lighting are received from residents on an ongoing basis. Those requests are vetted and additional lighting is installed if it meets the program requirements.	Open requests for additional lighting: 1 Approved requests for 2020: 2 Completed installations for 2020: 2 *As of 3/19/2020, this program is on hold until further notice.	December 2020 Annual	Budget: \$50,121 Exp: \$2,856 Balance: \$47,265

5	910 Bldg. Maint	<p>Gutters - Replacement and Repair</p> <p>Gutter replacement is performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized installation of new gutters using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building to address drainage issues and to prevent foundation problems. This program also addresses gutter repairs performed by VMS staff.</p>	<p>Funds have been budgeted for repairs by in-house staff on an as-needed basis throughout the year. There are currently 31 open tickets for Gutter Repair/Replacement.</p> <p>Buildings 914, 915, 916, 918, 932 and 936 have been determined to have drainage issues and were scheduled for installation of seamless gutter systems by an outside vendor.</p> <p>*As of 3/19/2020, this program is on hold until further notice.</p> <p>The installation of gutters is completed in conjunction with the paint program which has been deferred substantially.</p>	December 2020 Annual	<p>Budget: \$98,289 Exp: \$19,724 Balance: \$78,565</p>
6	910 Bldg. Maint	<p>Exterior Paint Program</p> <p>Starting in 2019, the Mutual has implemented a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regards to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs are replaced. Lead abatement activities are also performed in conjunction with this program.</p>	<p>Work was suspended while in CDS 61, which includes 13 buildings, 6 carports, and 2 laundry rooms.</p> <p>*As of 3/19/2020, this program is on hold until further notice.</p> <p>A revision of the 10 year program cycle is necessary due to the excessive delay caused by the recent health order. Upon return, this program may be up to 6 months behind schedule.</p> <p>All buildings within the following cul-de-sacs are scheduled for painting and resurfacing during the 2020 Exterior Paint Program: 61, 62, 63, 64, 65, 66, 67, and 204.</p>	December 2020 Annual	<p>Budget: \$1,876,061 Exp: \$447,220 Balance: \$1,428,841</p>
7	910 Bldg. Maint	<p>Prior to Paint Program</p> <p>The prior to paint program prepares building surfaces for painting and includes repair and mitigation of Dry Rot, Decking and Welding repairs performed every 10 years in conjunction with the Exterior Paint Program.</p>	<p>Work was suspended while in CDS 64.</p> <p>*As of 3/19/2020, this program is on hold until further notice.</p> <p>A revision of the 10 year program cycle is necessary due to the excessive delay caused by the recent health order. Upon return, this program may be up to 3 months behind schedule.</p> <p>All buildings within the following cul-de-sacs are scheduled for inspection and repair this year: 61, 62, 63, 64, 65, 66, 67, and 204.</p> <p>CDS 61, 62 and 63 have already been completed.</p>	December 2020 Annual	<p>Budget: \$1,003,518 Exp: \$263,265 Balance: \$740,253</p>
8	910 Bldg. Maint	<p>Balcony & Breezeway Resurfacing</p> <p>This mid-cycle program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces every 5 years. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any dry rot or potential safety hazards.</p>	<p>Work was suspended while in CDS 18.</p> <p>*As of 3/19/2020, this program is on hold until further notice.</p> <p>A revision to the program schedule is necessary due to the excessive delay caused by the health order. Upon return, this program may be up to 3 months behind schedule. This program will need to resume by July to allow sufficient time for completion.</p> <p>The CDS scheduled for resurfacing in 2020 are: 1, 2, 3, 4, 17, 18, 28, 29, 38, 45, 46, 50, 56, 57, and 59.</p> <p>CDS 1, 2, 3 and 17 have been completed.</p>	December 2020 Annual	<p>Budget: \$62,816 Exp: \$19,587 Balance: \$43,229</p>

9	920 Projects	Parkway Concrete Program	<p>This program is funded to repair or replace damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.</p>	<p>The parkway concrete program is scheduled to begin in July and be complete in August. This program is scheduled in conjunction with the asphalt paving work.</p> <p>Work will be completed at CDS 27, 92, and 94.</p> <p>Drainage repair work at CDS 4 has been completed.</p> <p>*If the public health order regarding non-essential activities is extended past the scheduled start date, this program will be placed on hold.</p>	August 2020	<p>Budget: \$150,000 Exp: \$0 Balance: \$150,000</p>
10	920 Projects	Asphalt Paving Program	<p>This program is dedicated to preserving the integrity of the street paving. As part of this program, the asphalt paving is inspected and rated for wear annually. The 2020 program will consist of 59,900 square feet of paving replacement.</p>	<p>This year's program will include cul-de-sacs 27, 92 and 94. This program is scheduled to begin in September and be complete in October.</p> <p>*If the public health order regarding non-essential activities is extended past the scheduled start date, this program will be placed on hold.</p>	October 2020	<p>Budget: \$185,724 Exp: \$0 Balance: \$185,724</p>
11	920 Projects	Seal Coat Program	<p>This program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous slurry seal to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration.</p> <p>The 2020 program will consist of 14 cul-de-sacs.</p>	<p>The sealcoat program work includes 366,408 SF of cul-de-sac pavement areas. The cul-de-sacs included in the 2020 program are 4, 6, 24, 25, 54, 57, 73, 80, 85, 90, 91, 95, 204, and 205. The program is scheduled to begin in August and be complete in September.</p> <p>*If the public health order regarding non-essential activities is extended past the scheduled start date, this program will be placed on hold.</p>	September 2020	<p>Budget: \$60,904 Exp: \$0 Balance: \$60,904</p>
12	920 Projects	Roofing Emergency Repair & Preventative Maintenance Programs	<p>This program is dedicated to emergency and preventive maintenance roof repairs and is budgeted as a contingency item.</p>	<p>As emergency roof leak requests are received, staff schedules the roofing contractor to investigate roof related issues. If required, the roofing contractor will perform the necessary repairs. This program is deemed essential and it is ongoing.</p> <p>The 5 & 10-year old preventive roof maintenance has been completed.</p>	December 2020	<p>Budget: \$138,052 Exp: \$75,771 Balance: \$62,281</p>
13	920 Projects	Roofing Program	<p>This program is dedicated to replacing and maintaining Mutual roofs. Built-up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.</p>	<p>Seven buildings totaling 70,091 SF are scheduled for roofing replacement this year.</p> <p>This program began in March and is scheduled to be complete in October.</p> <p>*As of 3/19/2020, this program is on hold until further notice.</p>	October 2020	<p>Budget: \$792,752 Exp: \$0 Balance: \$792,752</p>
14	920 Projects	Shepherd's Crook Installation	<p>As a part of the Conditional Use Permit 1135, Laguna Woods Village will remove and replace barbed wire on all perimeter walls with Shepherd's Crook.</p> <p>Estimated Project Completion: Year 2031</p>	<p>On March 10th the Board unanimously voted to defund the Shepherds Crook Program by \$125,000.</p> <p>The remaining budget in the amount of \$40,000 will be used to fabricate and install a minimum of 300 linear feet of fence.</p> <p>*As of 3/19/2020, the Shepherd's Crook fence fabrication has been postponed until further notice.</p> <p>To date a total of 2,966 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed.</p>	December 2020	<p>Reduced Budget: \$40,000 Exp: \$0 Balance: \$40,000</p> <p>Cumulative Expenditures 2012 through 2019: \$281,205</p>

15	904 Maint Svc	Epoxy Wasteline Remediation	<p>The Wasteline Remediation Program involves the installation of a seamless epoxy-based liner within the existing pipes to mitigate future interior leaks and root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. The program addresses interior as well as exterior waste lines. The program to line waste pipes commenced in 2011 but did not include interior pipes. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner. Estimated Project Completion: Year 2025.</p>	<p>Total number of buildings in United Mutual: 1124 Number of buildings left to complete: 816 24 buildings have been completed in 2020</p> <p>*As of 3/19/2020, this program has been postponed until further notice.</p>	<p>December 2020</p>	<p>Budget: \$2,300,000 Exp: \$383,055 Balance: \$1,916,945</p> <p>Cumulative Expenditures 2008 through 2019: \$8,036,901</p>
16	920 Projects	Water Lines - Copper Pipe Remediation	<p>This program started in 2008 as a pilot program, and staff was directed to epoxy line buildings on an as-needed basis.</p> <p>Epoxy lining is intended to extend the life of copper pipe water lines in all buildings which experience a high frequency of copper pipe leaks.</p> <p>The 2020 Program includes the lining of buildings 237, 580, 658, 2003 and 2096.</p>	<p>The following five buildings are scheduled to be epoxy lined in 2020: 237, 580, 658, 2003 and 2096.</p> <p>The epoxy lining in buildings 237, 580, 2003 and 2096 is completed.</p> <p>A total of 24 buildings have been epoxy lined to date since 2008.</p> <p>*As of 3/19/2020, this program has been postponed until further notice.</p>	<p>November 2020</p>	<p>Budget: \$200,000 Exp: \$135,223 Balance: \$64,777</p>
17	910 Bldg. Maint	Pest Control for Termites	<p>This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments and hotel accommodations during tenting.</p>	<p>Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year.</p> <p>The fumigation program is scheduled to begin in July and is typically completed in November.</p> <p>*If the public health order regarding non-essential activities is extended past the scheduled start date, the fumigation program will be placed on hold.</p>	<p>December 2020 Annual</p>	<p>Budget: \$225,980 Exp: \$5,390 Balance: \$220,590</p>
18	920 Projects	Energy Consultant Services	<p>These funds are allocated funding for future energy projects. An energy consultant will be used as-needed in order to advance United's and the Community's future energy initiatives.</p>	<p>There is a remaining balance from a 2018 supplemental appropriation that can be used to address consultant fees for energy improvements.</p>	<p>On-going</p>	<p>Supplemental: \$20,319 Exp: \$1,410 Balance: \$18,909</p>
	920 Projects	Foundations Program	<p>This program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as-needed basis.</p>	<p>CANCELLED</p> <p>On March 10th the Board unanimously voted to defund the Foundations Program for the 2020 fiscal year in the amount of \$43,836.</p>	<p>December 2020</p>	<p>Budget: \$43,836 Exp: \$0 Balance: \$43,836</p>



STAFF REPORT

DATE: May 15, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Review Proposal to Evaluate Walkway Lighting

RECOMMENDATION

Authorize the Mutual's lighting consultant to complete a lighting study of the existing walkways/pathways.

BACKGROUND

United Mutual currently reserves for the installation of additional walkway lighting. Either staff or an outside contractor performs these installations when the request meets the established criteria. The criterion set forth by United Mutual requires that the installation of additional walkway lighting be considered at locations where a walkway directional change and/or elevation change is not presently illuminated. Other qualifying considerations are the distance from the nearest lighting, electrical sources, and surrounding lighting conditions.

In 2010 a lighting consultant conducted a study of walkway lighting in United Mutual outlining three options for updated lighting. This study is ten years old, and the technology considered at the time is outdated. In 2018, US Energy conducted a study of the lighting between gates 5 and 6. This study included recommendations for light fixtures, type of lamp to use, and replacement locations. This study should be used as a template to create an updated review to include new technology; identify areas that are not adequately illuminated, and to create an inventory of all current walkway lighting in United Mutual.

During the 2020 business planning meetings, staff was directed to bring back a proposal to have the Mutual's lighting consultant evaluate the walkway lighting throughout United Mutual, as it was thought to be dim and inadequate in many areas.

DISCUSSION

Staff developed a preliminary scope of work and met with the Mutual's lighting consultant to discuss pricing for conducting the study of all residential walkways/pathways in United Mutual. The scope of work includes identifying lighting throughout the Mutual that contributes to the illumination of the walkways; style of current light fixtures; lamp types; provide recommendations for areas that have inadequate illumination; and to locate their findings on a map. All of this information will be included in the analysis report drafted by the consultant.

The Mutual's lighting consultant submitted a proposal (Attachment 1) based on the scope of work noted above. US Energy's proposed fee to complete the study is \$35,650. The Mutual currently has an annual consultant service agreement with US Energy. If staff is directed to

move forward with this proposal, a notice to proceed will be provided to US Energy to initiate the study, the results of which will be brought back to the M&C Committee, with further recommendations.

FINANCIAL ANALYSIS

Funding for the Walkway Lighting Study is available in the Exterior Walkway Lighting reserve fund. No additional funding is required at this time.

Prepared By: Ian Barnette, Maintenance Services Manager

Reviewed By: Ernesto Munoz, P.E., Director of Maintenance and Construction

ATTACHMENT(S)

Attachment 1: US Energy – Walkway Lighting Assessment Proposal



April 30, 2020

Ian Barnette – Maintenance Services Manager
Laguna Woods Village
24351 El Toro Road
Laguna Woods, CA 92637

Dear Mr. Barnette,

US Energy Services is pleased to present this proposal to survey the pathway lighting for the United Mutual – Option 1 – Standard Survey using PDF community map.

Our team will survey the pathway lighting controlled by United Mutual and mark up a PDF map based on fixture type and fixture condition found in the field. Below is the scope of work and was provided by Laguna Woods.

- Walk all areas of United where small pagoda style lights are used to illuminate the walking path
- Walk all areas of United to analyze the pathway lighting after dark
- Determine all areas that do not meet the standard of 18 – 20 feet between each pagoda style light fixture.
- Identify other fixtures that contribute to lighting pathways
- Identify any and all areas that are dimly lit or not lit at all
- Special attention should be given to areas where a change of direction or elevation is present
- Findings should be explained in an analysis report
- Location of findings should be marked on a PDF community map
- Create a scope of work to remedy the areas that need more illumination
- Create an Excel database of fixtures, including lighting type and wattages

Fee for Proposal

\$ 35,650.00

We look forward to helping you and the community achieve your long-term lighting and energy goals.

Sincerely,

US Energy Services, Inc

Troy White

Troy White

8245 East Bell Road Suite 132 ♦ Scottsdale, Arizona 85260
Phone (480) 419-1080