

SPECIAL OPEN MEETING



SPECIAL OPEN MEETING OF THE FINANCE COMMITTEE

Wednesday, May 8, 2024 – 11:30 am
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road
Laguna Woods, CA 92637

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. Join the Committee meeting via a Zoom link at:
<https://us06web.zoom.us/j/85040223813> or by calling **669-900-6833** Access Code:
85040223813
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE OF MEETING AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Chair Remarks
5. Member Comments (Items Not on the Agenda)
At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the amount of time allotted for the Open Forum.
6. Endorsements from Standing Committees
 - a) Maintenance and Construction Committee:
 - i. Supplemental Appropriation for Dry Rot Repair Program
 - ii. Supplemental Appropriation for Emergency Roof Repairs
7. Committee Member Comments
8. Date of Next Meeting – Tuesday, May 28, 2024 at 1:30 p.m.
9. Adjournment

Mickie Choi Hoe, Chair
Steve Hormuth, Staff Officer
Telephone: 949-597-4201

ENDORSEMENT (to Board)

Supplemental Budget Appropriation for Dry Rot Repair Program

Mr. Feliz provided an overview of the program and indicated that work completed so far this year has used the entire budget for 2024. Staff answered questions from the committee and shareholders.

A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$500,000 from the Reserve Fund to provide funding needed for unanticipated dry rot repairs.



STAFF REPORT

DATE: April 24, 2024
FOR: Maintenance and Construction Committee
SUBJECT: Supplemental Budget Appropriation for Dry Rot Repair Program

RECOMMENDATION

Recommend that the Board of Directors approve a supplemental appropriation in the amount \$500,000 to provide funding needed for unanticipated dry rot repairs.

BACKGROUND

As part of the annual exterior prior-to-paint program, staff inspects the condition of all wood elements that are scheduled to receive new exterior paint coating. Any wood components that are found to have dry rot are replaced with new wood in preparation for painting.

DISCUSSION

The prior-to-paint maintenance crews have completed work in cul-de-sac 209 and are currently preparing building surfaces in cul-de-sacs 210 and 211. An unusually and unanticipated large amount of dry rot has been uncovered that requires removal and replacement.

The funding levels allocated in the 2024 Business Plan for dry rot repairs will not be sufficient to fund all of the work needed to complete the 2024 paint program and staff is recommending a supplemental appropriation to cover the expected expenditure levels for the remainder of the year.

FINANCIAL ANALYSIS

The 2024 United Business Plan allocated \$400,000 from the Reserve Fund for dry rot repair work by outside services. A supplemental appropriation of \$500,000 is recommended from the Reserve Fund to support the anticipated expenditure that will be needed for dry rot repairs for the remainder of the year.

Prepared By: Adam Feliz, Maintenance Operations Manager

Reviewed By: Manuel Gomez, Maintenance & Construction Director
Steve Hormuth, Director of Financial Services

ENDORSEMENT (to Board)

Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided details on the roof repair program and answered questions from the committee.

A motion was made and unanimously approved to recommend the board approve a supplemental budget appropriation in the amount of \$121,445 from the Disaster Fund for unanticipated roofing repair expenses completed and projected for the remainder of 2024.



STAFF REPORT

DATE: April 24, 2024
FOR: Maintenance and Construction Committee
SUBJECT: Supplemental Appropriation for Emergency Roof Repairs

RECOMMENDATION

Recommend that the Board of Directors approve a supplemental appropriation from the Reserve Fund and a purchase order in the amount of \$121,445 to Letner Roofing Company for emergency roofing repairs completed and projected for the remainder of 2024.

BACKGROUND

There are 1,124 buildings in United Mutual with a mixture of flat and sloped roofs. Laguna Woods Village experienced an unusually wet rain season in 2023 and we are experiencing much the same in the first quarter in 2024, which has resulted in an unprecedented number of roof repair requests.

The approved budget allocation for emergency roof repairs in 2024 is \$90,000. This was determined based on a 3-year average of actual expenditures for repairs from prior fiscal years. The total expenditures through February 2024 for emergency repairs amounted to \$63,300 to address roof leaks on 156 buildings. The anticipated expenditures for the month of March is \$48,145 for a total amount of \$111,445. This necessitates a supplemental appropriation to allow for payment for services rendered and anticipated costs for the remainder of 2024.

DISCUSSION

The existing contract with Letner Roofing includes pricing for emergency repairs. When roof leaks are reported to Resident Services or Security, an assessment is made to determine if the situation warrants an emergency response from the roofing contractor. In most cases, the damaged roof area is first secured by the roofing contractor to minimize damage to Mutual and member property. This is then followed by a permanent repair that is authorized by staff and is billed at the contract rate for repair work.

For the remaining months of 2024, staff estimates that another \$100,000 will be needed for emergency roof repairs based on the 3-year historic average during this same period for roofing repair expenditures. This estimate of \$100,000 combined with already approved repair work of \$111,445 exceeds the budget for emergency roof repairs. Staff recommends that the Board of Directors approve a supplemental appropriation in the amount of \$121,445 to cover these unanticipated expenses.

FINANCIAL ANALYSIS

The budget for emergency roof repairs is funded from the Reserve Fund in the amount of \$90,000 for 2024. A supplemental appropriation in the amount of \$121,445 is necessary to pay for services rendered through March 2024 in the amount of \$111,445 and to fund future roof

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repair work for the remainder of the fiscal year 2024. Funding for the supplemental appropriation of \$121,445 is proposed from the United Mutual Reserve Fund.

Prepared By: Erik Schneekluth, Project Manager

Reviewed By: Guy West, Projects Division Manager
Baltazar Mejia, Maintenance & Construction Assistant Director
Steve Hormuth, Director of Financial Services