



**SPECIAL OPEN SESSION**

**SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS OF  
THE UNITED LAGUNA WOODS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Thursday, May 23, 2024 - 1:30 p.m.  
24351 El Toro Road, Laguna Woods, California  
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open meetings in-person and virtually. To submit comments or questions virtually for meetings, please use one of the following options:

1. Join the meeting via Zoom by clicking this link: <https://us06web.zoom.us/j/92081839160> or by calling 1-669-900-6833, Webinar ID: 92081839160.
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the meeting in the subject line of the email. Name and unit number must be included.

**NOTICE OF MEETING AND AGENDA**

*This Meeting May Be Recorded*

The purpose of this meeting is to review the budget for the United Laguna Woods Mutual in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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1. Call meeting to order / Establish Quorum – Treasurer Mickie Choi Hoe
2. State Purpose of Meeting – Treasurer Choi Hoe
3. Approval of Agenda
4. Chair Remarks
5. Open Forum (Three Minutes per Speaker)
6. Responses to Open Forum Speakers
7. Review of the Proposed 2025 Business Plan – Version 1 – Maintenance and General Services Review
8. Adjournment





## STAFF REPORT

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**DATE:** May 23, 2024  
**FOR:** Board of Directors  
**SUBJECT:** Proposed 2025 Business Plan – Version 1 – Maintenance and General Services Review

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### **RECOMMENDATION**

Staff recommends that Board review the proposed 2025 service levels and provide direction for change or revision.

### **DISCUSSION**

On May 23, 2024 the Board will meet to review all components of the proposed operating and reserve expenditure budgets for Maintenance & Construction and General Services. A brief narrative for each of the budgetary line items is listed in order of appearance and changes resulting from the meeting will be incorporated into future versions of the 2025 business plan. Managers responsible for the programs will be in attendance and available to answer questions at the meeting.

### **FINANCIAL ANALYSIS**

In this version of the 2025 Business Plan, the operating portion of the M&C budget totals \$5,834,518 for maintenance services such as, plumbing, damage restoration, and carpentry (Attachment 1). This proposal reflects an increase of \$1,116,721 or 24% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$14.72 per manor per month as presented.

In this version of the 2025 Business Plan, the operating portion of the General Services budget totals \$1,297,538 for general maintenance services such as concrete, janitorial, and gutter cleaning (Attachment 1). This proposal reflects an increase of \$39,712 or 3% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$0.52 per manor per month as presented.

The planned reserve expenditures for M&C totals \$14,892,646, an increase of \$1,687,857 or 13% (Attachment 2). Reserve components cover large repair, remediation, or replacement programs such as painting, building structures, and appliance and fixtures. An increase in planned reserve expenditures may impact the assessment. All reserve components will be evaluated through a 30-year reserves plan and presented for Board consideration at the July 17, 2024 business planning meeting.

The planned reserve expenditures for General Services totals \$77,316, a decrease of (\$4,607) or (6%) (Attachment 2). Reserve components cover programs such as prior to paint, paving, and exterior walls. A decrease in planned reserve expenditures may impact the assessment.

All reserve components will be evaluated through a 30-year reserves plan and presented for Board consideration at the July 17, 2024 business planning meeting.

**Prepared By:** Jose Campos, Assistant Director of Financial Services

**Reviewed By:** Steve Hormuth, Director of Financial Services

**Attachments**

ATTACHMENT 1 – Maintenance and General Services Expenditures by Program  
with Narratives – Operating Fund

ATTACHMENT 2 – Maintenance and General Services Expenditures by Program  
with Narratives – Reserve Fund

**UNITED LAGUNA WOODS MUTUAL  
2025 PLAN  
Programs Report**

DESCRIPTION	2021	2022	2023	2024	2025	LABOR	MATERIALS	OUTSIDE SERVICES	HOURS	ASSESSMENT	
	ACTUALS	ACTUALS	ACTUALS	BUDGET	BUDGET					INCREASE/(DECREASE)	%
										\$	%
<b>OPERATING FUND - MAINTENANCE &amp; CONSTRUCTION</b>											
1 PLUMBING SERVICE	\$1,421,163	\$1,691,127	\$1,738,586	\$1,631,373	\$1,940,829	\$1,250,129	\$120,500	\$570,200	16,025	309,456	19%
2 DAMAGE RESTORATION	1,193,726	1,390,025	2,152,490	905,000	1,445,000	0	0	1,445,000	0	540,000	60%
3 CARPENTRY SERVICE	511,314	570,476	656,224	657,845	795,783	697,933	93,750	4,100	8,578	137,938	21%
4 INTERIOR PREVENTIVE MAINTENANCE	258,391	332,939	316,207	341,440	0	0	0	0	0	(341,440)	(100%)
5 ELECTRICAL SERVICE	380,555	393,672	355,639	341,905	521,448	468,335	47,113	6,000	8,111	179,543	53%
6 APPLIANCE REPAIRS	243,776	278,782	297,746	321,990	361,632	284,820	76,812	0	4,235	39,642	4%
7 PEST CONTROL	196,579	159,053	259,173	270,541	491,804	0	0	491,804	0	221,263	82%
8 COUNTERTOP/FLOOR/TILE REPAIRS	100,534	112,909	109,830	154,355	166,106	142,006	9,100	15,000	1,640	11,751	8%
9 FIRE PROTECTION	26,652	10,110	25,389	37,348	49,916	8,691	15,225	26,000	150	12,568	34%
10 ENERGY PROGRAM	19,060	27,242	23,381	36,000	37,000	0	0	37,000	0	1,000	3%
11 MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	21,031	13,222	17,194	20,000	25,000	(1,050)	0	26,050	0	5,000	25%
<b>TOTAL</b>	<b>\$4,342,183</b>	<b>\$4,979,556</b>	<b>\$5,951,857</b>	<b>\$4,717,797</b>	<b>\$5,834,518</b>	<b>\$2,850,864</b>	<b>\$362,500</b>	<b>\$2,621,154</b>	<b>38,739</b>	<b>\$1,116,721</b>	<b>24%</b>
Line 2 includes damage restoration cleanup costs moved from contingency in 2021.											
Line 5 includes Manor Preventive Maintenance (moved from line 4 in 2025).											
Line 6 includes Laundry Program Maintenance (moved from line 4 in 2025).											
Line 12 was moved to General Services in 2020.											
<b>OPERATING FUND - GENERAL SERVICES</b>											
12 CONCRETE SERVICE	\$396,868	\$341,500	\$389,970	\$421,764	\$443,045	\$411,045	\$32,000	\$0	5,505	\$21,281	5%
13 JANITORIAL SERVICE	369,411	369,344	381,532	524,467	519,467	519,167	300	0	11,503	(5,000)	(1%)
14 GUTTER CLEANING	152,886	129,493	138,233	169,679	178,282	52,282	0	126,000	700	8,603	5%
15 WELDING	105,816	94,606	99,843	126,053	139,978	119,528	2,750	17,700	1,600	13,925	11%
16 TRAFFIC CONTROL	14,467	13,484	15,018	15,863	16,766	16,566	200	0	245	903	6%
<b>TOTAL</b>	<b>\$1,039,449</b>	<b>\$948,426</b>	<b>\$1,024,596</b>	<b>\$1,257,826</b>	<b>\$1,297,538</b>	<b>\$1,118,588</b>	<b>\$35,250</b>	<b>\$143,700</b>	<b>19,553</b>	<b>\$39,712</b>	<b>3%</b>

**UNITED LAGUNA WOODS MUTUAL  
2025 OPERATING FUND EXPENDITURES  
MAINTENANCE & CONSTRUCTION**

General Maintenance includes the inspection, maintenance and repair of buildings including, but not limited to, manor interiors, building exteriors, carports, laundries, balconies, railings, stairs, and concrete and asphalt surfaces. Services are provided as planned programs as well as in response to service requests.

## **1) Plumbing Service**

**\$1,940,829**

Routine and emergency services include but are not limited to the following:

- Sink stoppages
- Basin stoppages
- Tub stoppages
- Main line stoppages
- Basin stoppages
- In-wall leaks
- Faucet leaks
- Toilet Leaks
- Water heater leaks
- Sink Leaks
- Faucet repair
- Toilet repairs
- Shower valve repair

### **(A) Plumbing Repairs**

Main service categories include leak investigation, clearing of stoppages, remedial work related to plumbing leaks, and component repairs (faucets, toilets, garbage disposals, etc.). Beginning in 2014, plumbing technicians began to perform drywall and stucco cuts to expedite repairs. The technicians are certified to handle the removal and abatement of drywall. This allows for a single visit by one division to a manor for the cutout and repair process. Service levels for this category are based on historical averages of hours, materials, and outside services.

## **2) Damage Restoration**

**\$1,445,000**

### **(A) Plumbing Leaks**

This line item funds remediation (dry down, environmental testing, abatement & misc. repairs) of units due to plumbing leaks from the under-slab, in-wall, supply line, drain line, toilet base, loose plumbing connections, tub/shower fixtures, angle stops, under fixture pipes, dishwashers, water heaters, garbage disposals, faucets, and toilet tanks, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

**(B) Plumbing Stoppages**

This line item funds remediation (dry down, environmental testing, abatement & misc. repairs) of units due to plumbing stoppages from main lines, internal lines, toilets, sink/basins, single fixture and multi-fixture stoppages that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

**(C) Miscellaneous**

This line item funds remediation (dry down, environmental testing, abatement & misc. repairs) of units with miscellaneous moisture intrusion from tub/shower enclosures, cracked tile, missing grout, humidity, irrigation, loose sink/countertop connections, alteration washing machines, foundations, window condensation, and mold, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

**(D) Rain Leaks**

This line item funds remediation (dry down, environmental testing, abatement & misc. repairs) of units due to roof leaks, deteriorated roof membranes, roof flashing/connections, windows, stucco walls atrium back-ups, gutter systems, rain flooding, and common area skylights, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

**(E) Damage Restoration Services**

This line item funds the emergency repairs due to damage from structure fires and vehicle accidents.

If replacements are needed, those items will be funded from the Replacement/Reserve fund. Funding levels for this category are based on historical averages.

Part of this expenditure is reimbursed to the Mutual through hearings that review the circumstances of the moisture intrusion event in order to determine if the member should be held responsible for costs associated with the restoration.

**3) Carpentry Service****\$795,783**

Carpentry and carpentry-related service work is provided on the Mutual's buildings, carports, and laundries, such as:

- Interior/exterior entry door repair
- Repair/replace entry locks
- Re-key locks
- Support scaffolding
- Sliding glass door repairs
- Carport repair
- Patio gate repair
- Drywall/texture repair

- Window repair
- Building cracks and stucco repair
- Door/window re-screening
- Weather stripping
- In-wall animal removal
- Insect screen install/repair
- Mailbox door and lock repair
- Wardrobe closet door repair
- Board-up windows/shore up sites
- Acoustic ceiling repair
- Carport cabinet repair
- Cabinet repair/modification for appliances
- Baseboard repair/replacement
- Bath accessory repair/replacement
- Skylight repair
- Medicine cabinet repair
- Patio door lock repair

The budget for this item is essential to maintain the expected service level and to complete all necessary maintenance concerns requested by residents for the services described above, in a timely manner. Included is non-paint related scaffolding work, where staff who are properly trained in setup of scaffolding and operating man-lift equipment perform that work on an as-needed basis for work functions such as prior-to-paint dry rot repairs, decking installation, and other miscellaneous needs.

#### 4) Interior Preventive Maintenance

**\$0**

This program is unfunded in 2025.

#### 5) Electrical Service

**\$521,448**

This item includes maintenance, repair and replacement of all lighting and electrical systems and fixtures, including:

- Doorbells / Thermostats
- Light fixtures / Heaters / Fans
- Electrical service panels
- Street/ Carport / Walkway lighting
- Interior bulb / Ballast replacement
- Electrical outlets
- Low voltage lighting systems
- Walkway lighting installations
- Underground wiring
- Relamping of exterior fixtures

This item also includes funding for load calculations on electrical service panels by a certified electrical engineer prior to any additional walkway light installations, as required to comply with permit requirements by the City of Laguna Woods. City permit fees are also included in this item. The service level for this category is based on historical averages of hours and materials.

#### 6) Appliance Repairs

**\$361,632**

This item includes repairs to the Mutual's manor and laundry room appliances. In each category, both historical averages of labor, materials and outside services as well as recent trends in service requirements are used as a budgetary basis.



**(A) Oven Repair**

Door gaskets, thermostats, control panels, and heating elements are examples of oven components that require repair or replacement. These parts are repaired or replaced as required for proper operation. Many service calls are for calibration of the thermostat.

**(B) Dishwasher Repair**

Heating elements, pumps, baskets, and door seals are examples of dishwasher components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(C) Refrigerator Repair**

Door seals, shelving, thermostats, and compressors are examples of refrigerator components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(D) Range/Cook Top Repair**

Heating elements and electrical connections are examples of range/cook top components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(E) Laundry Washer/Dryer Repair**

Washers: Repairs to washing machines often result from the high volume of usage experienced by the units. Frequent washing machine service calls include reports of water not draining, washtubs not spinning, and non-operation of the machine. Repairs or replacements are undertaken as required for proper operation.

Dryers: Repairs to dryers often result from the high volume of usage experienced by the units. Heating elements, thermostats, and control switches are typical dryer components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(F) Laundry Preventive Maintenance Program**

Implemented in 2011, this proactive program includes activities such as cleaning behind and under laundry equipment, replacing the dryer vent tubes and addressing or reporting other maintenance requirements on a semi-annual basis for each of the Mutual's 175 laundry rooms.

**7) Pest Control****\$491,804**

A licensed pest control contractor provides the Mutual with pest control services for termite eradication and bee removal services. The budget is developed based on historical trends and the existence of termites as identified by the Mutual's pest control

contractor. A staff inspector and a representative of the contractor conduct inspections in response to all reported evidence of live termites and upon request at the time a manor is resold. Based on the results of those inspections, a list of buildings requiring fumigation is compiled. Whenever possible, localized treatments of the infested areas will be performed for dry wood termites to minimize the fumigation requirements. Subterranean termites are also treated at the localized point of infestation.

The buildings listed for fumigation typically are scheduled for the following fiscal year and worked into the budget. Fumigation costs are based on a pre-determined contract value per building type.

The projected costs are budgeted in four categories, Local Pest Control Treatments; Fumigation - Tenting; Fumigation - Landscaping (for plant removal); and Fumigation - Lodging.

Although not required by the Davis-Stirling Act, Mutual policy is to provide lodging for two nights while the whole-structure fumigation is in process. The lodging budget is based on the number of units contained in each of the buildings to be fumigated and a contracted rate in place with a local hotel.

The budget for whole structure tenting is based on a weighted average of each building type with costs applied to those buildings based on a pre-determined contract value per building type. This approach is used to determine budgetary estimates for the Business Plan, as the full list of actual buildings that will require treatment are often not known until after the preparation of a given year's Business Plan.

56 whole-structure fumigations are planned for 2025.

## **8) Countertop/Floor/Tile Repairs**

**\$166,106**

This item includes minor repairs to kitchen and bathroom countertops, kitchen and bathroom vinyl floors, bath shower and tub wall surround tiles, and shower floor tiles.

In 2013, due to increasing need for replacement of bathtub and shower wall tile surrounds, major tile repairs and replacements were moved to the Replacement Fund, resulting in the tile-related scope of this item including only re-grouting of tiled shower walls and floors and minor tile repairs (i.e. those that do not involve complete replacement of tub/shower surrounds or shower floors).

Labor and materials for the in-house repair of shower and tub glass enclosures is based on historical averages.

Outside contractors perform repairs to chipped bathtubs and as-needed glazing of bathtubs and shower wall tiles which are needed for color matching when new tiles do not match the color of existing tiles.

**9) Fire Protection****\$49,916****(A) Smoke Detector Service**

Beginning in 2021, the majority of the budget for smoke detector repairs were moved from the Security Department to the M&C Department.

**(B) Fire Extinguisher Service**

This service, provided through an outside contractor, covers the required annual inspection, maintenance, repair and replacement of the 1,024 fire extinguishers located throughout the Mutual. Specifics of the service include (1) annual inspection; (2) tear down and rebuilding when required; (3) hydrostatic testing when required; (4) proper tagging of extinguishers to indicate date of service and certification; (5) replacement of irreparable or missing extinguishers and extinguishers that must be replaced in accordance with Fire Authority regulations, and (6) repair of extinguisher cabinets.

**(C) Chimney Cleaning**

This contingency budget includes chimney cleanings and removal of ashes from ash pits at the contract pricing for that service.

**10) Energy Program****\$37,000**

This item provides Operation & Maintenance (O&M) to the Mutual's photovoltaic systems as described below:

- Remote monitoring and diagnostics
- Monthly kilowatt production reports
- Monitor overall system performance and production
- Product warranty administration
- Inverter inspections and preventative maintenance
- Thermal imaging and thermal reporting
- Communication system inspection
- IV curve trace testing
- Array, balance of systems inspection
- Module and solar site visual inspection 2x per year
- Report shading of PV panels
- Preventative maintenance service reports
- PV panel cleaning 2x per year
- Annual system performance report summary
- Power quality analysis and reporting
- Warranty management & service logs of maintenance

**11) Miscellaneous Repairs by Outside Services****\$25,000**

This funding is used to address items that are typically repaired by outside contractors. This item also includes funding for other repairs that do not fit into one of the categories below.

As these items are emergent in nature, budgets are based on historical averages, trends and on planned program scopes of work.

**(A) Glass / Broken Window**

This item includes the replacement of broken glass panes, glazing strips, handles and locks on windows and/or sliding glass doors. However, retrofit window replacements are performed and funded from the Window Replacement line item of the Reserve/Replacement Fund section of the Business Plan.

**(B) Sliding Glass Door Track**

This item covers the bottom track of the sliding glass doors. Generally, there are two reasons for replacing these tracks. Through normal use, the weight of the dual-pane glass door wears down the door rollers and wears down the guiding fin. Over time the door will no longer stay in the track. Deterioration of the track due to moisture also necessitates its replacement. Placement of a plastic plate between the track and the stucco serves to mitigate potential deterioration of the new track.

**(C) Weather Stripping Replacement**

Replacement of weather stripping through outside services is limited to the occasions when the particular type of weather stripping requires glass removal or other special circumstances.

**(D) Phone Line Repairs**

This item covers repairs associated with the Mutual's responsibility for providing a working telephone line to each manor.

**(E) Lead Paint Testing**

In 2010, new EPA regulations went into effect requiring special procedures and handling when performing Renovation, Repair and Painting (RRP) of building components where lead based paint is present. The presence of lead paint must be determined before proceeding with work that qualifies under the regulations. Determination of the presence of lead paint must be performed a Certified Lead Inspector/Risk Assessor. This budget is included to pay for the costs of lead testing performed by a Certified Lead Inspector/Risk Assessor on projects that will be completed by an outside service.

**UNITED LAGUNA WOODS MUTUAL  
2025 OPERATING FUND EXPENDITURES  
GENERAL SERVICES**

This section covers the inspection, maintenance, and repair of breezeways and common areas for multi-story buildings, carports, laundry rooms, concrete, rain gutters, railing and stairs, and traffic control striping and signage. Primarily, these maintenance items are in response to resident service requests, although many items are planned program work.

**12) Concrete Service** **\$443,045**

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This line item addresses pro-active and resident requests for repair or replacement of concrete slabs, walkways and driveways. Concrete repairs include crack filling and the grinding-down of walkways that have lifted. Replacement of concrete occurs when lifting exceeds the two-inch grinding capability. Replacement may also occur when water pooling exceeds ½ inch without draining, or when cracks or damage create inadequate load bearing capacity.

**13) Janitorial Service** **\$519,467**

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Services provided in this category include scheduled janitorial services for breezeways and common areas of multi-story buildings, free-standing laundry buildings, miscellaneous janitorial services in Mutual common areas, and carport cleanings based on the following established service levels:

<b>United Mutual</b>	<b>Frequency</b>
Laundry Rooms	Every 3 weeks
Laundry Restrooms	1x week
Stairways/Breezeways (Casa Blanca, Catalina, Majorca) 2 story	Every 3 weeks
Miscellaneous Tickets	Weekly
<b>Programs</b>	
Carport Cleaning	3x year
Breezeway Lifters	1x year

**14) Gutter Cleaning** **\$178,282**

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This line item provides for the cleaning of building and carport rain gutters to ensure their proper function and drainage. The budget includes funding for an outside service to clean the gutters of multi-story buildings, single-story homes, and carports once

during the fourth quarter of the year. In addition, staff will perform urgent rain gutter cleanings to prevent structural damage.

The leaf/debris removal program was implemented to remove built-up debris, mostly leaves and pine needles, from the roofs and patio covers prior to the winter season. This preventive measure serves to reduce the potential for water backups on roofs during the rainy season.

The scope of the leaf/debris removal program also includes buildings with sloped roofs that are subject to leaf/debris accumulation. The leaf/debris removal program is coordinated with the gutter cleaning program to increase the efficiency of this work.

#### **15) Welding** **\$139,978**

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Welding services include the repair/replacement of railings, gates, fences, and steel step rails. Budgeting is based on historical averages and trends for hours and materials, and includes lead testing and abatement, required due to EPA lead handling regulations.

#### **16) Traffic Control** **\$16,766**

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This line item addresses the installation and maintenance of devices required to facilitate traffic safety and circulation throughout the Community. This includes parking lot and street striping, red and yellow curb painting, crosswalk painting, and replacement of directional and vehicular control signage.

#### **17-24) Landscape Services**

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These items will be reviewed at the Landscape budget meeting.

**UNITED LAGUNA WOODS MUTUAL  
2025 PLAN  
Programs Report**

											ASSESSMENT	
DESCRIPTION	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 BUDGET	2025 BUDGET	LABOR	MATERIALS	OUTSIDE SERVICES	HOURS	INCREASE/(DECREASE) \$	%	
RESERVE FUND - MAINTENANCE & CONSTRUCTION												
25 BUILDING STRUCTURES	\$979,064	\$1,051,258	\$1,538,475	\$1,634,468	\$2,193,637	\$197,887	\$349,000	\$1,646,750	2,880	\$559,169	34%	
26 CDS SIGNAGE	0	0	0	0	0	0	0	0	0	0	0%	
27 ELECTRICAL SYSTEMS	418,938	628,037	471,797	524,435	524,435	0	0	524,435	0	0	0%	
28 EXTERIOR WALKWAY LIGHTING	30,711	46,046	38,574	64,760	63,180	5,844	5,336	52,000	100	(1,580)	(2%)	
29 FOUNDATIONS	18,910	49,387	31,407	43,436	43,436	0	0	43,436	0	0	0%	
30 GUTTER REPLACEMENT	68,558	52,874	100,248	116,486	125,171	65,171	10,000	50,000	800	8,685	7%	
31 PAINT - EXTERIOR	1,635,609	1,466,877	1,512,411	1,749,510	1,821,439	1,564,189	229,500	27,750	26,900	71,929	4%	
32 PLUMBING REPLACEMENT	276,882	344,352	384,056	345,510	410,373	243,373	47,000	120,000	3,120	64,863	19%	
33 PRIOR TO PAINT	701,954	731,374	967,571	1,033,447	1,183,812	967,812	151,000	65,000	11,900	150,365	15%	
34 PAVING	510,630	379,026	389,696	394,207	680,935	0	0	680,935	0	286,728	73%	
35 ROOFS	841,632	1,013,167	1,041,550	1,318,468	1,687,619	0	0	1,687,619	0	369,151	28%	
36 WALLS	27,928	30,944	34,257	35,000	56,786	0	0	56,786	0	21,786	62%	
37 WASTE LINE REMEDIATION	2,502,222	2,153,854	2,587,567	2,300,000	2,300,000	0	0	2,300,000	0	0	0%	
38 WATER LINE - COPPER PIPE REMEDIATION	62,049	71,652	(428,529)	100,000	100,000	0	0	100,000	0	0	0%	
39 WINDOW/SLIDING SCREEN DOOR	108,699	94,609	109,548	151,910	146,181	61,181	60,000	25,000	750	(5,729)	(4%)	
APPLIANCE AND FIXTURES:												
40 COOKTOPS	58,719	89,574	142,437	69,996	70,635	15,101	40,100	15,434	200	639	1%	
41 DISHWASHERS	66,351	93,120	151,180	97,499	99,932	35,955	52,077	11,900	480	2,433	2%	
42 FIXTURES - BASINS/FAUCETS/SINKS/TOILETS	155,000	185,741	183,148	238,752	250,829	78,659	172,170	0	998	12,077	5%	
43 GARBAGE DISPOSALS	115,475	113,801	127,313	125,123	127,368	62,368	65,000	0	800	2,245	2%	
44 HOODS	18,470	20,790	20,032	39,610	40,083	14,382	21,401	4,300	190	473	1%	
45 KITCHEN/BATH COUNTERS, FLOORS, MISC.	878,164	1,039,632	1,060,396	1,561,145	1,389,139	492,039	513,100	384,000	5,685	(172,006)	(11%)	
46 OVENS	116,546	135,988	266,742	137,036	251,505	16,659	198,000	36,846	220	114,469	84%	
47 RANGES	8,907	8,896	14,990	12,389	13,314	7,551	2,463	3,300	100	925	7%	
48 REFRIGERATORS	158,863	171,606	219,490	222,337	224,079	52,914	127,765	43,400	700	1,742	1%	
49 WATER HEATERS & PERMITS	479,830	526,556	855,895	759,990	959,079	329,579	567,500	62,000	4,226	199,089	26%	
50 DRYERS - LAUNDRY	9,151	8,831	7,194	38,163	38,275	3,775	34,500	0	50	112	0%	
51 WASHING MACHINES - LAUNDRY	42,691	44,215	74,610	91,112	91,404	9,049	82,355	0	120	292	0%	
TOTAL APPLIANCE AND FIXTURES	\$2,108,168	\$2,438,752	\$3,123,426	\$3,393,152	\$3,555,642	\$1,118,031	\$1,876,431	\$561,180	13,769	\$162,490	5%	
TOTAL	\$10,291,951	\$10,552,208	\$11,902,053	\$13,204,789	\$14,892,646	\$4,223,488	\$2,728,267	\$7,940,891	60,219	\$1,687,857	13%	
Line 25 includes major damage restoration construction costs moved from contingency in 2021.												
Line 32 was moved from operations in 2021.												
RESERVE FUND - GENERAL SERVICES												
52 PRIOR TO PAINT - WELDING	\$8,350	\$8,119	\$9,043	\$10,933	\$11,478	\$11,178	\$300	\$0	150	\$545	5%	
53 PAVING	61,713	52,252	52,874	55,590	58,138	55,888	2,250	0	750	2,548	5%	
54 WALLS	0	0	0	15,400	7,700	0	0	7,700	0	(7,700)	(50%)	
TOTAL	\$70,063	\$60,371	\$61,917	\$81,923	\$77,316	\$67,066	\$2,550	\$7,700	900	(\$4,607)	(6%)	

**UNITED LAGUNA WOODS MUTUAL  
2025 RESERVE FUND EXPENDITURES  
MAINTENANCE & CONSTRUCTION**

This section covers the inspection, maintenance and repair of structures including, but not limited to, manor interiors, building exteriors, carports, and laundry rooms. These maintenance items are in response to resident service requests, and planned program work.

**25) Building Structures**

**\$2,193,637**

**(A) Building Structures (Projects)**

This reserve component is designed to address building structures that are exhibiting deterioration and funding will be utilized on a contingency basis. It is assumed that full replacement of this component would never be required. The unit cost is a contingency estimate for a typical building structure repair. As part of the 2025 building structure repairs, staff will proactively assess buildings for drainage issues that could lead to building settlement. Staff will identify areas that are displaying drainage issues and implement the necessary modifications.

**(B) Building Structures (Maint Ops/Carpentry)**

This reserve component is designed to address building structures that are exhibiting deterioration and to eradicate dry rot through a systematic and proactive approach utilizing an aggressive inspection process designed to address all buildings in United Mutual to include both architectural and structural components through outside services and in-house staff.

This includes but is not limited to balcony replacements, trellis structure replacements, beam replacements, walkway replacements, bridge replacements, interior doors, exterior doors, corbel end removals, cannon and peeler post removals/replacements, stucco, drywall systems, lead and asbestos testing and abatement cost, associated engineering cost and City building permit application and inspection fees. Replacements are qualified and generated on both a reactive and a proactive basis (Non-Program and Program).

**(C) Building Rehab/Dry Rot (General Maintenance)**

Dry rot is reported by residents, contractors and staff working in the Community. Additionally, staff top coats elevated deck surfaces on a mid-cycle program. When the crews review the existing condition of deck surfaces, in some cases dry rot is found, necessitating repairs. The dry rot crew completes the work as part of the overall Building Rehab/Dry Rot line item.



**(D) Smoke Alarm Installation (Maintenance Services)**

Smoke detectors are to be replaced every 10 years. The smoke alarm replacement began in 2024. The replacements will be phased on a 3-year cycle.

**(E) Damage Restoration Services**

This reserve component is for reconstruction of manors/buildings resulting from rain leaks, plumbing leaks, plumbing stoppages, and other moisture intrusion events. During the 2021 Business Planning Meeting, the Board asked that all costs related to the reconstruction or replacement of mutual owned components, be moved from the Contingency Fund to the Replacement/Reserve Fund. It should be noted that restoration costs exceeding \$25K will be submitted to the Mutual's insurance carrier.

**(F) Balcony Inspections**

State law mandates that a statistically significant sample of all of the mutual's exterior elevated elements are to be inspected once every 9 years, and that the inspection report is to be incorporated into the reserve study. The report includes detailed information of each inspected element's condition, expected future performance and the remaining useful life, and repair/ replacement recommendations. VMS will be contracting with a licensed structural engineer or architect to inspect (216 buildings) of exterior elevated elements for which the association has maintenance or repair responsibility. The first inspection was completed by December 31, 2024, and then every nine years thereafter in coordination with the reserve study inspection pursuant to Section 5550. A report will be generated from the inspections and shall include detailed information on the condition of each inspected element; expected future performance; remaining useful life; and any repair/replacement recommendations.

**26) CDS Signage****\$0**

The cul-de-sac signage project was completed in 2020.

**27) Electrical Systems****\$524,435****(A) Electrical Panel Maintenance**

This reserve component is a contingency to address emergency panel repairs or replacements due to failure.

**(B) Pushmatic Panel Upgrades**

This reserve item funds the upgrade of electrical systems in the manors (replacement of obsolete Pushmatic electrical panel's and conductors).

The City of Laguna Woods no longer allows the installation of new 110-volt receptacle outlets in panels without arc-fault protection, citing the 2013 California Electrical Code

210.12. Knowing that critical repairs could no longer take place when needed, the Board took a proactive approach to replace the estimated 2750 Pushmatic electrical panels over a phased period of time. 193 pushmatic panels are planned for replacement in 2025.

**(C) Alternate Heat Source Installation**

United Mutual is responsible for providing a heat source in the bedroom and living/dining room areas of its manors.

At the time of original construction, the provided heat source was in-ceiling radiant heat systems. If an original in-ceiling radiant heat system fails or requires replacement as the result of some maintenance activity, the Mutual must provide a replacement heat source. The Mutual replaces failed heat systems with an appropriate and cost effective type unit for the room being heated. Typically that is a wall heater in the bedrooms and a through the wall heat pump in the living/dining rooms. The type of unit used is contingent on several factors, the most important being the BTU's required to heat the area being heated. This is contingency funding that will replace up to 3 heat pumps and 3 wall heaters per year.

**28) Exterior Walkway Lighting**

**\$63,180**

This budget funds as-needed consultant services for exterior lighting projects, as well as the maintenance or upgrade to the Mutual's walkway lighting system, including the addition of new lights.

**(A) Exterior Lighting**

This budget funds as-needed consultant services for exterior lighting projects, and the maintenance and upgrade of the Mutual's existing walkway lighting system.

**(B) Additional Walkway Lights**

Additional lighting requests submitted by members is reviewed by staff, and installation is scheduled if the criteria approved by the Board is met.

**(C) History**

The United Board replaced the existing pagoda lights with LED bulbs within the entire community in 2015.

**29) Foundations****\$43,436**

This reserve component is designed to address building foundations that are exhibiting deterioration. It is assumed that full replacement of this component would never be required.

This program assumes that approximately 7 buildings would require repair every year.

Staff will proactively assess buildings for drainage issues that could lead to undermining of building foundations which may cause differential settlement and other damage. Staff will identify areas with drainage deficiencies and implement corrective action if contingency funding from this program is available.

**30) Gutter Replacement****\$125,171****(A) Gutter Repairs**

The existing gutter systems are constructed of galvanized metal pieces joined together in ten-foot-long sections or less. Typically, original gutter systems corrode at the joints and fail, which result in leaks. The funding for this work is reactive and based on resident requests. Work is performed by in-house staff.

**(B) Gutter Replacement**

This reserve item is designed to address the replacement of the original rain gutters, and downspout systems on all of the Mutual's buildings that are no longer repairable. Work is performed by in-house staff or outside contractors.

**(C) New Gutter System Installation**

Beginning in 2020, the Board requested that \$50,000 be added to subsequent budgets for new gutter installations annually in conjunction with the Exterior Paint Program, in order to address drainage issues and to prevent foundation erosion. Work is performed by outside contractors.

**31) Paint – Exterior****\$1,821,439**

After the 2021 Business Planning Meeting, the Mutual elected to change the exterior paint program from a 10-year to a 15-year paint cycle for the 15,741,601 square feet of exterior building surfaces. All exterior components of each building are now to be painted every 15 years. The building components painted include the body, (stucco and/or siding) and the trim (fascia boards, beams, overhangs, doors, closed soffits and structural and ornamental metal surfaces).

Deck topcoat resurfacing, replacement of reflective address building numbers, lead testing and Lead RRP (Renovation, Repair and Painting) activities are performed in conjunction with the exterior paint program.

Funding also includes interior and exterior touch-up painting which was moved from Operating to Reserves in 2019.

Planned expenditures are based on the square footage of the buildings scheduled for that fiscal year. Cul-de-sacs 27, 70, 71, 73, 81, 83 and 84 are planned for 2025.

### **32) Plumbing Replacement**

**\$410,373**

This reserve component will address routine and emergency plumbing component replacements.

During the 2021 Business Planning Meeting, the Mutual elected to move plumbing replacements and major plumbing repair work performed by in-house staff and outside contractors from the Operating Fund to the Replacement/Reserve Fund.

Services will include but are not limited to the following:

- Valve Replacements
- Hose Bib Replacements
- In-wall leaks
- Underground Leaks
- Under slab Leaks
- Shower mix-it valve replacements
- Tub Spout Replacements
- Building service valve replacements

Underground leaks are addressed through outside services due to CAL-OSHA shoring requirements and asbestos cement pipe (Transite) repair and abatement issues.

### **33) Prior to Paint**

**\$1,183,812**

The reserve component for prior to paint repairs will prepare building surfaces for painting and includes repair and mitigation of dry rot, balcony and breezeway decking repairs performed every 15 years in conjunction with the exterior paint program.

#### **(A) Top Coat Resurfacing**

The reserve component for is designed to provide a waterproof topcoat sealant to the elevated balcony and breezeway deck surfaces and inspections/repairs of the deck structures every 7.5 years, which is mid-way between the 15-year exterior paint cycle.

Planned expenditures are based on the square footage of the number of buildings planned for that fiscal year.

Funding also includes costs related to asbestos and lead testing with the abatement of dry rotted components.

### **34) Paving**

**\$680,935**

#### **(A) Parkway Concrete**

Each year staff inspects the Mutual sidewalks in areas scheduled to receive paving work for potential tripping hazards, and areas are identified for replacement. This helps to minimize the waiting periods for concrete repairs that are addressed by the General Services Department. In 2025, 3 cul-de-sacs are planned for concrete repair.

Staff also identifies all damaged drainage gutters in the area and includes their replacement cost in this budget item. This program works in conjunction with the current paving program.

#### **(B) Asphalt Repairs**

As part of the Mutual's asphalt repaving program, each year all asphalt pavement in the community is inspected and rated for wear. When the pavement rating justifies replacement, the work is budgeted for the upcoming year. For the purpose of reserve planning, an estimated life of 25 years is used. In 2025, 3 cul-de-sacs are planned for asphalt pavement, which equal 94,309 square feet.

#### **(C) Seal Coat**

The application of a seal coat over asphalt is necessary to extend the useful life of pavement. Asphalt receives a seal coat 5 years after paving and also on a continuous 7-year cycle thereafter. This type of preventive maintenance is considered the most efficient and cost-effective method of extending the serviceable life of asphalt paving. In 2025, 11 cul-de-sacs are planned for seal coat.

### **35) Roofs**

**\$1,687,619**

Funding is provided to identify and replace roof systems which have reached their serviceable life prior to failure. Three roof systems are maintained and replaced in the Mutual within this budget item; Built-up roofs (BUR), Composition Shingle Roofs; and Tile Roofs.

#### **(A) Preventive and Emergency roof repairs**

For the Preventive Roof Repairs, the budget is based on the square footage of roofing installed 10 years before the current year. Emergency Roof Repairs are generated through service calls to the Resident Services Desk or as requested by other

Departments. Each service request is qualified by staff and the contracted roofing company is directed to make the necessary repairs. Items addressed include water intrusion problems; severe weather damage to Mutual roofs; water tests; repair of damaged roof tiles/shingles and flashings; skylight leaks; standing water reports; roof repairs related to the prior to paint program; and miscellaneous requests by residents. In 2019, this line item was moved from operating to reserves.

**(B) Roofs - Built-Up (BUR) – PVC Cool Roof**

All roofs 15 years of age and older are visually inspected and a query of all reported rain leaks for the subject buildings is generated. After this information has been documented, the roofs are ranked and the roofs with the worst overall performance are slated for replacement. Therefore, not all roofs are replaced upon expiration of their anticipated 16-year serviceable life. Starting in 2009 all BUR roofs are re-roofed with PVC Cool Roofs. The new PVC roofs have a serviceable life of 25 years.

21 building roofs will be replaced with a PVC Cool Roof system in 2025.

**(C) Roofs - Composition Shingle**

The Composition Shingle Replacement Program was designed to replace roof systems that have reached their serviceable life prior to failure. The composition shingle roof replacements were deferred in 2023, and resumed in 2024.

7 building roofs will be replaced with Composition Shingles in 2025.

**(D) Roofs - Tile**

Beginning with the 2004 Business Plan, the board elected to initiate the Capistrano Tile Replacement program to address premature failure of Capistrano tile roofs that were originally constructed with plywood sheathing. Inspections of buildings constructed with plywood confirmed that the organic felt underlayment had significantly deteriorated and was causing a significant number of leaks into the manors.

The Capistrano Tile Roof program was completed over a 12 year period and completed 278 buildings and has an estimated life of 40 years. Capistrano Tile roofs are not due for replacement until 2044.

**36) Walls**

**\$56,786**

Funding is provided to upgrade the security and aesthetics of the Mutual's perimeter walls by replacing existing barbed wire with shepherd's crook. Funding includes wall and security fencing replacement and vegetation removal.

In 2017, Conditional Use Permit-1135 was approved by the City of Laguna Woods for the installation of Shepherd's Crook.

450 linear feet are planned for replacement in 2025. Work will include an encroachment permit and removal of heavy vegetation along El Toro for a wall section near Gate 5.

### **37) Waste Line Remediation**

**\$2,300,000**

In 2006, the Board established a reserve line item for Waste Lines. The program provides for the evaluation of waste lines and the implementation of an epoxy-lining program to extend the life of the existing waste pipes and reduce the leaks and back-ups associated with an aging waste system.

This program will fully epoxy-line all waste pipes (interior and exterior pipes) in the Mutual.

The "As Built" plan for the pipes in the community is not accurate and as such a true completion horizon is difficult to estimate. However, during the implementation of the program information is being gathered on the different building types to help estimate a project completion date. While this data collection is on-going staff recommends a funding level of \$2,300,000 until 2035, once enough data has been collected the project completion date can be adjusted to a more accurate timeline.

60 buildings will receive waste line remediation in 2025.

### **38) Water Line – Copper Pipe Remediation**

**\$100,000**

This budget item funds the epoxy lining of copper water supply lines in the Mutual. Buildings are selected as candidates for epoxy-lining based on a leak criteria and the frequency of leaks in a given building. Staff tracks leaks associated with the copper lines, and criteria-based calculations are made to identify the candidate building.

2 buildings will receive copper pipe epoxy lining in 2025.

### **39) Windows/Sliding Screen Door**

**\$146,181**

Resolution 01-01-09 "Approval to adopt a window replacement policy" (Feb 13, 2001) sets forth the following regarding the Mutual's Window Replacement Policy: "Windows will not be replaced at the expense of United Laguna Woods Mutual for any reason other than structural or mechanical malfunction and/or failure of the windows. Residents are free to replace windows at their own expense, following established procedures."

This reserve component funds the replacement of windows and sliding screen doors in need of replacement due to structural or mechanical malfunction. Residents are also free to replace windows at their own expense, following established procedures.

**40) Cooktops****\$70,635**

With the exception of rings, pans, and burners, it is often more cost effective to replace an older unit than it is to repair it. Cooktops 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 20 year estimated life for each appliance.

Funding is also included for disbursements to residents who furnish their own cooktops.

**41) Dishwashers****\$99,932**

Dishwashers are typically replaced due to rusting of the metal tubs and doors. New units are made using fiberglass tubs and have a longer serviceable life. Dishwashers 12 years and older will be replaced at the request of the Mutual member.

Funding is also included for disbursements to residents who furnish their own dishwashers.

**42) Fixtures – Basins/Faucets/Sinks/Toilets****\$250,829****(A) Bathroom Basins**

Bathroom basins are replaced for several reasons, most commonly due to rusting and normal wear and tear. The old basins are cast iron, whereas the new basins are porcelain. Costs for standard basins are an average based on type (over counter/under counter) with varying prices for types and colors. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**(B) Toilets**

Toilets are replaced for many reasons, such as cracks in the bowl and/or tank, and various non-functioning components. The Mutual standard replacement includes 14" round and 18" elongated toilets which vary in cost. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**(C) Kitchen Sinks**

Kitchen sinks are replaced due to normal wear and tear resultant from everyday use and due to chipping and flaking of the enamel finish (often due to corrosion). Approved standard kitchen sinks are now stainless steel (single or double). All vary in costs based on size and color. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.



**(D) Faucets**

Faucets are replaced due to normal wear and tear. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**43) Garbage Disposals****\$127,368**

Garbage disposals are typically replaced due to age and wear. The serviceable life of a garbage disposal is currently 12 years. The plumbing division follows a reactive replacement policy, replacing the units only upon non-reparability. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 12-year useful life, current estimated cost of materials and labor plus inflation. Garbage disposals are also changed when a countertop is replaced along with the sink and faucet as a proactive measure to prevent leaks.

**44) Hoods****\$40,083**

Hoods are comprised of an exhaust fan and light fixture and work in conjunction with the ranges/cooktops. This reserve component funds the replacement of hoods which are generally replaced in conjunction with the cooktop for functionality reasons (some are connected to the control panel for the range) and occasionally to standardize the appearance (so that the cooktop and hood match).

Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own hoods.

**45) Kitchen/Bath Counters, Floors, Misc.****\$1,389,139**

This reserve component funds the replacement of kitchen and bath countertops, shower pans, bathtub and shower surround tile, vinyl flooring, shower and tub enclosures, and mirrors.

These components are reviewed and qualified for replacement in response to resident requests and during resale inspections. Replacements are made on a reactive basis and reserves are based on replacement at the end of the estimated life.

This budget also includes provision for abatement of lead and asbestos containing materials associated with vinyl and tile replacement.

**(A) Kitchen Counters**

Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes the replacement of countertop, the garbage disposal, and the sink along with the faucet. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**(B) Bath Counters**

Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes the replacement countertop, the basin, along with the faucet. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

**(C) Laundry Counters**

Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops are currently replaced as-needed. The number of countertops range from 1 to 4 per laundry room. The replacements of the countertop include the sink and faucet.

**(D) Kitchen Floors**

Vinyl floors are replaced due to normal wear and tear, non-repairable curling, discoloration from the subsurface, or areas on the floor that are worn through the surface. Floors in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes, disconnect and relocate appliances, abatement of the existing flooring materials, asbestos clearance, and installation of the new vinyl flooring along with cove base and the re-installation of the appliance. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 25-year estimated life. This program assumes that only 50% of the planned units would require replacement annually.

**(E) Bath Floors**

Vinyl floors are replaced due to normal wear and tear, non-repairable curling, discoloration from the subsurface, or areas on the floor that are worn through the surface. Floors in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes removal of the toilet(s), abatement of the existing flooring material, asbestos clearance, and installation of new vinyl flooring along with cove base and re-installation of the toilet(s).

Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 25-year estimated life.

**(F) Bath Mirrors**

Bathroom mirrors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The primary reason mirrors are replaced is de-silvering around the mirrors edges and/or when the mirror detaches from the wall or breaks. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 30-year estimated life.

**(G) Bath Shower/Tub Enclosures**

Shower and tub enclosures in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. Tub enclosures are replaced for several reasons. The glass shatters from tension on the frame or from closing the door too hard. The frames of these enclosures rust, develop hard water deposits, and develop scaling. These factors may compromise the integrity of the enclosure, causing leaks to form in the corners. The life of these enclosures varies dependent upon resident care and cleaning methods and is estimated at 25 years.

**(H) Bath Tile Replacements**

Bathtub and shower surround tiles are replaced due to settlement cracking, loose wall tiles and moisture damage behind the tiles.

This budget also includes provision for abatement of lead and asbestos containing materials associated with tile replacement, as the glazing on the shower tiles has been found to contain lead and the backing board on the shower walls has been found to contain asbestos. Each of those materials must be removed following appropriate abatement practices.

**46) Ovens**

**\$251,505**

The ovens within the Mutual include both standard ovens and self-cleaning ovens. Ovens 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the estimated life for each appliance.

Funding is also included for disbursements to residents who furnish their own ovens.

**47) Ranges**

**\$13,314**

With the exception of rings, pans, and burners, it is often more cost effective to replace an older unit than it is to repair. Ranges 20 years and older will be replaced at the request of the Mutual member.

Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own ranges.

#### **48) Refrigerators**

**\$224,079**

Refrigerators are replaced upon age (if requested) or inability to repair. A refrigerator 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own refrigerators.

#### **49) Water Heaters & Permits**

**\$959,079**

##### **(A) Residential Water Heaters**

Reserves for water heaters are based on an estimated life of 10 years. The Mutual currently replaces water heaters on a proactive basis, replacing units during their tenth year in service.

Planned expenditures are based on the anticipated useful life and current estimated cost of materials and labor plus inflation.

##### **(B) Laundry Water Heaters**

In 2016, the existing 50-gallon water heaters were replaced with one 20-gallon, high efficiency Rheem unit, in each of the 175 laundry rooms.

Replacement of water heaters will be funded beginning in 2032 and will be replaced upon non-repairability. The 2023-2031 budget is a contingency for failures. The manufacturer's warranty doesn't cover labor or miscellaneous parts. The contingency amount will be reviewed and modified each year based on historical averages and age of equipment.

#### **50) Dryers - Laundry**

**\$38,275**

Funding in this component is used to replace laundry room dryers upon failure or non-repairability. These industrially-used units suffer wear and tear primarily to the heating elements, thermostats and control panels.

**51) Washing Machines - Laundry****\$91,404**

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Funding in this component is used to replace washing machines in laundry rooms upon failure or non-reparability, on a reactive basis. Washers are currently replaced with a front-loading machine.

**UNITED LAGUNA WOODS MUTUAL  
2025 RESERVE FUND EXPENDITURES  
GENERAL SERVICES**

This section covers the inspection, maintenance, and repair of metal work (prior to paint), paving and concrete, and repair to common and perimeter walls. Primarily, these maintenance items are in response to resident service requests, although many items are planned program work.

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**52) Prior to Paint – Welding** **\$11,478**

Beginning in 2021, the Mutual began a 15-year full exterior paint program. This budget item includes a contingency for metal work performed by General Services Welders including railing, stairway, and balcony railing metal work on the buildings scheduled for the 2025 exterior paint program. Street and Sidewalks will need to address metal issues in about 15% of the buildings within United.

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**53) Paving** **\$58,138**

Funding provided in this section is used to fund general asphalt repair work, excavation related to mainline repair, and crack filling work that is completed in conjunction with Maintenance and Construction's planned slurry seal program.

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**54) Walls** **\$7,700**

This is a contingency for both perimeter and common wall replacements.

Funding is provided in this item to address common area walls, as well as the United's perimeter walls that are damaged by tree roots, deterioration, and other causes. A contingency amount is included to address the repair or replacement of damaged common walls.

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**55-57) Landscape Services**

These items will be reviewed at the Landscape budget meeting.



Updated 3/19/2024

Laguna Woods Village®  
**Budget Calendar**  
**for Development of the 2025 Business Plan**

DESCRIPTION	GRF Board	United Board	Third Board
Review of Existing (2024) Service Levels			
Department Workshops	Wed Mar 13 9:30 A.M.		
Landscape, Maintenance, and General Services Review		Mon Apr 8 9:30 A.M.	Wed Mar 27 1:30 P.M.
Internal Review			
Reserves / Capital	April / May		
Version 1			
Capital Review	Wed May 15 1:30 P.M.		
Operating Department Review	Wed May 29 1:30 P.M.		
Maintenance & General Services Review		Thu May 23 1:30 P.M.	Thu May 23 9:30 A.M.
Landscape Review		Mon Jun 3 9:30 A.M.	Mon Jun 3 1:30 P.M.
Capital Or Operating Review (if necessary)	Mon Jun 17 1:30 P.M.		
Version 2			
Business Plan Preparation	Deadline for Changes June 24, 2024 Issue Agendas Wednesday July 3, 2024		
Business Plan Review	Wed Jul 10 1:30 P.M.	Wed Jul 17 1:30 P.M.	Mon Jul 15 9:30 am
Version 3			
Business Plan Preparation	Deadline for Changes July 24, 2024 Issue Agendas Thursday August 1, 2024		
Business Plan Review (Televised)	Mon Aug 5 9:30 A.M.	Mon Aug 12 1:30 P.M.	Mon Aug 19 1:30 P.M.
Proposed Final			
Business Plan Adoption	Tue Sept 3 9:30 A.M.	Tue Sept 10 9:30 A.M.	Tue Sept 17 9:30 A.M.



# 2025 Business Plan United Laguna Woods Mutual

Maintenance & Construction Department  
Business Planning Meeting— OPERATING & RESERVE EXPENDITURES  
May 23, 2024



## 2025 Summary of M&C Expenditures

FUND	2021 Actual	2022 Actual	2023 Actual	2024 Planned	2025 Planned	\$ Change	% Change
Operating	\$ 4,342,183	\$ 4,979,556	\$ 5,951,857	\$ 4,717,797	\$ 5,760,968	\$1,043,171	24%
Reserve	\$10,291,951	\$10,552,208	\$11,902,053	\$13,204,789	\$14,892,646	\$1,687,857	13%
<b>TOTAL</b>	<b>\$14,634,134</b>	<b>\$15,531,764</b>	<b>\$17,853,910</b>	<b>\$17,922,586</b>	<b>\$20,727,164</b>	<b>\$2,804,578</b>	<b>16%</b>



## 2025 Business Plan Operating Expenditures

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## 2025 Summary of M&C Operating Expenditures

Description	2023 Actual	2024 Budget	2025 Prelim Budget	Increase / (Decrease)	% Change
Plumbing Service	\$1,738,586	\$1,631,373	\$1,940,829	\$309,456	19%
Damage Restoration	\$2,152,490	\$905,000	\$1,445,000	\$540,000	60%
Carpentry Service	\$656,224	\$657,845	\$795,783	\$137,938	21%
Interior Preventative Maintenance	\$316,207	\$341,440	\$0	(\$341,440)	(100%)
Electrical Service	\$355,639	\$341,905	\$447,898	\$105,993	31%
Appliance Repairs	\$297,746	\$321,990	\$361,632	\$39,642	4%
Pest Control	\$259,173	\$270,541	\$491,804	\$221,263	82%

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## 2025 Summary of M&C Operating Expenditures

Description	2023 Actual	2024 Budget	2025 Prelim Budget	Increase / (Decrease)	% Change
Countertop/Floor/Tile Repair	\$109,830	\$154,355	\$166,106	\$11,751	8%
Fire Protection	\$25,389	\$37,348	\$49,916	\$12,568	34%
Energy Program	\$23,381	\$36,000	\$37,000	\$1,000	3%
Misc Repairs Outside Services	\$17,194	\$20,000	\$25,000	\$5,000	25%
<b>Total</b>	<b>\$5,951,857</b>	<b>\$4,717,797</b>	<b>\$5,760,968</b>	<b>\$1,043,171</b>	<b>22%</b>

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## 2025 Operating: Plumbing Services

2023 Actual	\$1,738,586	<ul style="list-style-type: none"> <li>• Leak investigations, repairs</li> <li>• Clearing stoppages</li> <li>• Component repairs</li> <li>• Remedial in-wall work</li> <li>• Drywall, stucco cuts</li> <li>• Outside contract services</li> </ul>
2024 Adopted	\$1,631,373	
2025 (Prelim)	\$1,940,829	
Increase/(Decrease)	\$309,456	
% Change	19%	

Proposed increase based on the need for increased funding for contract outside services and anticipated rise in labor and material costs. Plumbing Services work center completed over 16,793 work order tickets in 2023; 11,625 in United.

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## 2025 Operating: Damage Restoration



2023 Actual \$2,152,490

2024 Adopted \$905,000

2025 (Prelim) \$1,445,000

Increase/(Decrease) \$540,000

% Change 60%

- Abatement
- Dry down service
- Environmental testing
- Electrical use reimbursements

Proposed increase based on historical expenditure trends. Damage Restoration work center processed 3,725 service events in 2023; 1,849 in United.

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## 2025 Operating: Carpentry Services



2023 Actual \$656,224

2024 Adopted \$657,845

2025 (Prelim) \$795,783

Increase/(Decrease) \$137,938

% Change 21%

- Carport structure, cabinet repair
- Door, window repair
- Drywall Repair
- Stucco repair
- Entry locks repair, re-key
- Acoustic ceiling, drywall/texture repair
- Insect screen installation, repair
- Skylight repair
- Cabinet modifications, repair

Proposed increase for labor and materials. Carpentry work centers completed over 9,100 work order tickets in 2023; 5,320 in United.

8

## 2025 Operating: Electrical Service



2023 Actual	\$355,639	<ul style="list-style-type: none"> <li>• Interior and exterior electrical repairs</li> <li>• Lighting repairs</li> <li>• Electric panel repairs</li> <li>• Interior bulb, ballast replacements</li> <li>• Thermostat repairs</li> <li>• Doorbell repairs</li> </ul>
2024 Adopted	\$341,905	
2025 (Prelim)	\$447,898	
Increase/(Decrease)	105,993	
% Change	31%	

Proposed increase due to redistribution of staff hours based on work order history. Electrical work center completed 8,576 work order tickets in 2023; 6,394 in United.

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## 2025 Operating: Appliance Repairs



2023 Actual	\$297,746	<ul style="list-style-type: none"> <li>• Oven repairs</li> <li>• Dishwasher repairs</li> <li>• Refrigerator repairs</li> <li>• Range, cook top repairs</li> <li>• Common area laundry room washer, dryer repairs &amp; preventive maintenance program</li> </ul>
2024 Adopted	\$321,990	
2025 (Prelim)	\$361,632	
Increase/(Decrease)	\$39,642	
% Change	4%	

Proposed increase due to anticipated rise in labor and material costs, as well as a redistribution of staff hours based on work order history. Appliance work center completed 5,198 work order tickets in 2023; 3,678 in United.

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## 2025 Operating: Pest Control

2023 Actual	\$259,173	<ul style="list-style-type: none"> <li>• Termite inspection service requests</li> <li>• Local termite treatments</li> <li>• Whole-structure fumigation program</li> <li>• Lodging for fumigation program</li> <li>• Plant Removal for Residents</li> <li>• 34 structure fumigations completed in 2023</li> <li>• 33 structure fumigations planned for 2024</li> <li>• 56 structure fumigations planned for 2025</li> </ul>
2024 Adopted	\$270,541	
2025 (Prelim)	\$491,804	
Increase/(Decrease)	\$221,263	
% Change	82%	

Proposed increase based on anticipated schedule for whole-structure fumigations and contract fumigation costs. Proposed budget allows for structure fumigations, including lodging.

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## 2025 Operating: Countertop/Floor/Tile Repairs

2023 Actual	\$109,830	<ul style="list-style-type: none"> <li>• Kitchen, bathroom countertop repair</li> <li>• Kitchen, bathroom vinyl flooring repair</li> <li>• Re-grouting</li> <li>• Tub &amp; shower wall tile re-glazing</li> </ul>
2024 Adopted	\$154,355	
2025 (Prelim)	\$166,106	
Increase/(Decrease)	\$11,751	
% Change	8%	

Proposed increase based on anticipated rise in material costs. The Interior Components work center completed 1,555 work order tickets in 2023; 1,451 in United.

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## 2025 Operating: Fire Protection

2023 Actual	\$25,389
2024 Adopted	\$37,348
2025 (Prelim)	\$49,916
Increase/(Decrease)	\$12,568
% Change	34%

- Fire extinguisher service
- Smoke detector repair
- Chimney cleaning

Proposed increase due to anticipated rise in material costs and off-program smoke detector repairs.

13

## 2025 Operating: Energy Program

2023 Actual	\$23,381
2024 Adopted	\$36,000
2025 (Prelim)	\$37,000
Increase/(Decrease)	\$1,000
% Change	3%

- Contractor solar panel cleaning
- Solar panel repair
- Equipment repairs

Proposed increase provides \$1,000 contingency for repairs, if necessary.

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## 2025 Operating: Miscellaneous Repairs



2023 Actual	\$17,194	<ul style="list-style-type: none"><li>• Contract services</li><li>• Window glass replacement</li><li>• Slider door tracks</li><li>• Weather Stripping</li><li>• Certified Lead Inspector for Lead Paint Testing</li></ul>
2024 Adopted	\$20,000	
2025 (Prelim)	\$25,000	
Increase/(Decrease)	\$5,000	
% Change	25%	

Proposed funding is contingency for repairs by outside contractor services, if necessary.

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## 2025 Business Plan Reserve Expenditures



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## 2025 Summary of M&C Reserve Expenditures



Description	2023 Actual	2024 Budget	2025 Prelim Budget	Increase / (Decrease)	% Change
Building Structures	\$1,538,475	\$1,634,468	\$2,193,637	\$559,169	34%
Electrical Systems	\$471,797	\$524,435	\$524,435	\$0	0%
Exterior Walkway Lighting	\$38,574	\$64,760	\$63,180	(\$1,580)	(2%)
Foundations	\$31,407	\$43,436	\$43,436	\$0	0%
Gutter Replacement	\$100,248	\$116,486	\$125,171	\$8,685	7%
Paint Exterior	\$1,512,411	\$1,749,510	\$1,821,439	\$71,929	4%
Plumbing Replacement	\$384,056	\$345,510	\$410,373	\$64,863	19%
Prior To Paint	\$967,571	\$1,033,447	\$1,183,812	\$150,365	15%
Paving	\$389,696	\$394,207	\$680,935	\$286,728	73%

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## 2025 Summary of M&C Reserve Expenditures



Description	2023 Actual	2024 Budget	2025 Prelim Budget	Increase / (Decrease)	% Change
Roofs	\$1,041,550	\$1,318,468	\$1,687,619	\$369,151	28%
Walls	\$34,257	\$35,000	\$56,786	\$21,786	62%
Waste Line Remediation	\$2,587,567	\$2,300,000	\$2,300,000	\$0	0%
Water Line – Copper Pipe Remediation	(\$428,529)	\$100,000	\$100,000	\$0	0%
Window/Sliding Screen Door	\$109,548	\$151,910	\$146,181	(\$5,729)	(4%)
Appliances/Fixtures	\$3,123,427	\$3,393,152	\$3,555,642	\$162,490	5%
<b>Total</b>	<b>\$11,902,053</b>	<b>\$13,204,789</b>	<b>\$14,892,646</b>	<b>\$1,687,857</b>	<b>13%</b>

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## 2025 Reserves: Building Structures



2023 Actual	\$1,538,475
2024 Adopted	\$1,634,468
2025 (Prelim)	\$2,193,637
Increase/(Decrease)	\$559,169
% Change	34%

- Dry rot remediation
- Balcony, bridge, walkway replacement
- Trellis, beam structure replacement
- Asbestos/lead abatement, testing
- Damage restoration build back
- Smoke alarm replacement (10-year)
- Fire Restoration
- Vehicle Accident Restoration

Proposed increase primarily due to \$300,000 for dry rot contract services and \$215,000 for moisture intrusion events.

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## 2025 Reserves: Electrical Systems



2023 Actual	\$471,797
2024 Adopted	\$524,435
2025 (Prelim)	\$524,435
Increase/(Decrease)	\$0
% Change	0%

- Electric panel replacements upon failure
- Alternate heat source replacement
- Pushmatic panel upgrades
- 225 pushmatic panels installed in 2023
- 225 pushmatic panels planned in 2024
- 193 pushmatic panels planned in 2025

Proposed budget based on new contract cost for pushmatic panel replacements.

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## 2025 Reserves: Exterior Walkway Lighting

2023 Actual	\$38,574	<ul style="list-style-type: none"> <li>• New building exterior lighting</li> <li>• Additional walkway lights</li> </ul>
2024 Adopted	\$64,760	
2025 (Prelim)	\$63,180	
Increase/(Decrease)	(\$1,580)	
% Change	(2%)	

Proposed decrease based on historical expenditure trend.

21

## 2025 Reserves: Foundations

2023 Actual	\$31,407	<ul style="list-style-type: none"> <li>• Building foundation repair</li> <li>• Patio block wall repair</li> </ul>
2024 Adopted	\$43,436	
2025 (Prelim)	\$43,436	
Increase/(Decrease)	\$0	
% Change	0%	

Proposed funding is contingency for repairs by outside contractor services, if necessary.

22

## 2025 Reserves: Gutter Replacement



2023 Actual	\$100,248	<ul style="list-style-type: none"> <li>• Repair, replace existing rain gutters, downspouts</li> <li>• New gutter installations for drainage issues</li> </ul>
2024 Adopted	\$116,486	
2025 (Prelim)	\$125,171	
Increase/(Decrease)	\$8,685	
% Change	7%	

Proposed increase due to anticipated rise in labor and materials cost.

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## 2025 Reserves: Paint Exterior



2023 Actual	\$1,512,411	<ul style="list-style-type: none"> <li>• 15.7 million s.f. of exterior surfaces</li> <li>• Paint stucco, siding, fascia boards, beams, overhangs, doors, closed soffits, and ornamental metal surfaces</li> <li>• Address signs replaced with large reflective building signs</li> <li>• Interior/exterior touch-up painting over repairs</li> </ul>
2024 Adopted	\$1,749,510	
2025 (Prelim)	\$1,821,439	
Increase/(Decrease)	\$71,929	
% Change	4%	

Proposed increase due to anticipated rise in labor and materials costs. Cul-de-sacs 27, 70, 71, 73, 81, 83 and 84 are planned for 2025.

24

## 2025 Reserves: Plumbing Replacement

2023 Actual	\$384,056	• Valve, hose bibs
2024 Adopted	\$345,510	• In-wall leaks
2025 (Prelim)	\$410,373	• Underground, under slab leaks
Increase/(Decrease)	\$64,863	• Tub/shower spout, mix-it valves
% Change	19%	

Proposed increase due to anticipated rise in labor and materials costs. Budget includes \$120,000 for contract services.

25

## 2025 Reserves: Prior to Paint

2023 Actual	\$967,571	• Dry rot repair
2024 Adopted	\$1,033,447	• Balcony, breezeway, decking structural repairs
2025 (Prelim)	\$1,183,812	• Balcony waterproof top coat deck sealant, resurfacing
Increase/(Decrease)	\$150,365	• Asbestos, lead testing, abatement
% Change	15%	• Prep exterior surfaces

Proposed increase due to anticipated rise in labor and material costs.

26

## 2025 Reserves: Paving

2023 Actual	\$389,696	<ul style="list-style-type: none"> <li>• Asphalt repaving</li> <li>• Pavement seal coat</li> <li>• Parkway concrete replacement</li> <li>• 2024: 47,076 SF asphalt</li> <li>• 2025: 94,309 SF asphalt</li> </ul>
2024 Adopted	\$394,207	
2025 (Prelim)	\$680,935	
Increase/(Decrease)	\$286,728	
% Change	73%	

Planned expenditures based on quantities and current contract prices. In 2025, 3 cul-de-sacs planned for concrete repair and asphalt pavement, 11 cul-de-sacs planned seal coat.

27

## 2025 Reserves: Roofs

2023 Actual	\$1,041,550	<ul style="list-style-type: none"> <li>• Scheduled PVC cool roof program</li> <li>• Preventive roof repairs</li> <li>• Emergency roof repairs</li> <li>• Flat roof debris removal</li> <li>• Composite shingle roof replacement</li> <li>• The composite shingle roof replacements will be completed in 2025</li> </ul>
2024 Adopted	\$1,318,468	
2024 Supplemental	\$121,445	
2025 (Prelim)	\$1,687,619	
Increase/(Decrease)	\$369,151	
% Change	28%	

Proposed increase primarily due to \$158,000 increase for composite shingle roof replacement and \$220,000 increase for additional PVC roofs. 7 buildings planned for composite shingle roofs and 21 buildings for PVC roofs in 2025.

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## 2025 Reserves: Walls

2023 Actual	\$34,257
2024 Adopted	\$35,000
2025 (Prelim)	\$56,786
Increase/(Decrease)	\$21,786
% Change	62%

- Vegetation clearing
- Removal/disposal of barbed wire
- Shepherd's Crook installation
- 450 LF planned for 2025

Proposed increase due to an encroachment permit and removal of heavy vegetation along El Toro for a wall section near Gate 5.

29

## 2025 Reserves: Waste Line Remediation

2023 Actual	\$2,587,567
2024 Adopted	\$2,300,000
2024 Supplemental	\$520,000
2025 (Prelim)	\$2,300,000
Increase/(Decrease)	\$0
% Change	0%

- Epoxy lining for interior and exterior waste lines
- Program started in 2011
- 560 buildings completed as of 2023
- 70 buildings planned for 2024
- 60 buildings expected for 2025

Proposed funding is based on competitively bid contract prices.

30

## 2025 Reserves: Copper Water Line Remediation



2023 Actual	(\$428,529)
2024 Adopted	\$100,000
2025 (Prelim)	\$100,000
Increase/(Decrease)	\$0
% Change	0%

- Epoxy lining for interior water lines
- Program started in 2008
- 37 buildings completed as of 2023
- 2 buildings planned for 2024
- 2 buildings planned for 2025

Proposed funding is based on competitively bid contract prices.

31

## 2025 Reserves: Window/Sliding Screen Door



2023 Actual	\$109,548
2024 Adopted	\$151,910
2025 (Prelim)	\$146,181
Increase/(Decrease)	(\$5,729)
% Change	(4%)

- Structural, mechanical window failures
- Window replacements
- Sliding screen door replacements

Proposed decrease based on historical expenditure history.

32

## 2025 Reserves: Appliances & Fixtures

2023 Actual	\$3,123,427	• Appliance disbursements
2024 Adopted	\$3,393,152	• Tub/shower enclosures, shower tile
2025 (Prelim)	\$3,555,642	• Bathroom basins – cast iron to porcelain
Increase/(Decrease)	\$162,490	• Toilets, kitchen sinks, faucets, disposals
% Change	5%	• As-needed replacements of cooktops, hoods dishwashers, ovens, ranges, refrigerators
		• Water heaters
		• Common area laundry dryers, washers

Proposed increase due to water heater price increase and anticipated rise in labor and material costs.

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## Appliances Inventory

Appliance	2020	2021	2022	2023
Cooktops	3,870	3,844	3,721	3,585
Dishwashers	3,281	3,264	3,196	3,085
Garbage Disposals	6,296	6,292	6,289	5,760
Hoods	1,497	1,484	1,445	1,394
Ovens	3,963	3,933	3,832	3,660
Ranges	1,013	1,006	978	956
Refrigerators	4,531	4,501	4,341	3,447
Water Heaters	6,285	6,283	6,282	6,272
<b>Total</b>	<b>30,736</b>	<b>30,607</b>	<b>30,084</b>	<b>28,242</b>

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# Questions

# 2025 Business Plan United Laguna Woods Mutual

General Services Department  
Business Planning Meeting - Operating  
May 23, 2024



## Operating: Concrete Services

- Addresses proactive and resident requests for repair/replacement of concrete slabs, walkways and driveways
- Concrete repairs include grinding down walkways that have lifted 2 inches or less
- Replacement occurs when lifting exceeds grinding capability, pooling exceeds ½ inch, or cracks present structural integrity issues



## Operating: Concrete Services



### 2023 Tickets Received:

Description	Tickets
Concrete Repair/Replaced	224
Masonry Work	59
Concrete Grinding Completed	86
Paving Misc. Service	11

3

## Operating: Concrete Services



2023 Actual	\$389,970
2024 Adopted	\$421,764
2025 (Prelim)	\$443,045
Increase/(Decrease)	\$21,281
% Increase/(Decrease)	5%

4

## Operating: Janitorial Services



Funds various janitorial services for various facilities in United Mutual

UNITED MUTUAL	FREQUENCY
Laundry rooms	Every 3 weeks
Laundry restrooms	1x week
Stairways/Breezeways (two-story Casa Blanca, Catalina, Majorca)	Every 3 weeks
Miscellaneous tickets	Weekly
<b>PROGRAMS</b>	
Carport cleaning	3x year
Breezeway lifters	1x year

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## Operating: Janitorial Services



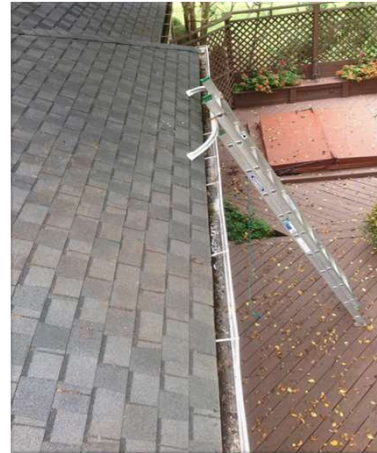
2023 Actual	\$381,532
2024 Adopted	\$524,467
2025 (Prelim)	\$519,467
Increase/(Decrease)	(\$5,000)
% Increase/(Decrease)	(1%)

6

## Operating: Gutter Cleaning Service



- Provides for cleaning of building rain gutters to ensure proper function and drainage
- Majority of work is completed during fourth quarter, prior to winter
- Cleaning gutters of multiple- and single-story buildings performed by an outside contractor
- Leaf debris is removed from sloped roofs and patio covers



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## Operating: Gutter Cleaning Service



2023 Tickets Received:

Description	Units
Single Story	421
Multi-Story	338
Sloped Roofs	595
Patio Covers	2,134

8

## Operating: Gutter Cleaning Service



2023 Actual	\$138,233
2024 Adopted	\$169,679
2025 (Prelim)	\$178,282
Increase/(Decrease)	\$8,603
% Increase/(Decrease)	5%

9

## Operating: Welding Service



Funds various welding services that are mutual's responsibility, which include:

- Walkway and stair railings
- Gate and fence repair
- Patio railings
- Chain link repair
- Other various welding needs

936 Streets and Sidewalks receives approximately 90 welding tickets per year for United



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## Operating: Welding Service



2023 Actual	\$99,843
2024 Adopted	\$126,053
2025 (Prelim)	\$139,978
Increase/(Decrease)	\$13,925
% Increase/(Decrease)	11%

11

## Operating: Traffic Control



Addresses installation and maintenance of devices required to facilitate traffic safety and circulation throughout community, including:

- Parking lot and street striping
- Red and yellow curb painting
- Replacing directional and vehicular control signage



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## Operating: Traffic Control



### 2023 Tickets Received:

Description	Tickets
Signage Repaired or Replaced	20
Traffic Control Work Completed	7

13

## Operating: Traffic Control



2023 Actual	\$15,018
2024 Adopted	\$15,863
2025 (Prelim)	\$16,766
Increase/(Decrease)	\$903
% Increase/(Decrease)	6%

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# 2025 Business Plan United Laguna Woods Mutual

General Services  
Business Planning Meeting - Reserve Fund  
May 23, 2024

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## Reserves: Prior to Paint

Mutual 15-year full exterior paint program includes contingency for railing, stairway metal work, balcony railing and other welding repairs on buildings scheduled for 2025 exterior paint program

936 Streets & Sidewalks will need to address metal issues in about 15% of the buildings in United



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## Reserves: Prior to Paint



2023 Actual	\$9,043
2024 Adopted	\$10,933
2025 (Prelim)	\$11,478
Increase/(Decrease)	\$545
% Increase/(Decrease)	5%

17

## Reserves: Paving/Concrete



Funds general asphalt repair, excavation work related to mainline repair and crack-filling work completed in conjunction with Maintenance and Construction planned slurry seal program

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## Reserves: Paving/Concrete



2023 Actual	\$52,874
2024 Adopted	\$55,590
2025 (Prelim)	\$58,138
Increase/(Decrease)	\$2,548
% Increase/(Decrease)	5%

19

## Reserves: Exterior Walls



Contingency funding addresses common area and perimeter wall repair; assumes that an average of 1% of walls require repair every year:

- Common area walls: Provides contingency funding for improvements to mutual common interior walls
- Perimeter walls: Perimeter walls enhance security; program replaces walls as needed due to damage or deterioration

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## Reserves: Exterior Walls



2023 Actual	\$0
2024 Adopted	\$15,400
2025 (Prelim)	\$7,700
Increase/(Decrease)	(\$7,700)
% Increase/(Decrease)	(50%)

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## Questions

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