



OPEN MEETING

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

**Wednesday, June 24, 2020 - 9:00 AM
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 May 15, 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. Expenditure Report & Variance Explanations
9. Copper Pipe Supply Line Leak Report

Items for Discussion:

10. Project Log
11. Program Delays due to COVID-19 (oral discussion)
12. When will Modified Operations Resume (oral discussion)
13. Perimeter Wall on Moulton Pkwy without Shepherd's Crook (oral discussion)

Items for Future Agendas:

- Strategic locations of electric vehicle charging stations in the Village
- Copper pipe supply line leak report (February, June & December)
- Develop a responsibility matrix for residential unit components
- Drainage Improvements to prevent foundation issues
- Continued review of Projects/Programs that are on hold due to COVID-19

Concluding Business:

14. Committee Member Comments
15. Date of Next Meeting – August 19, 2020
16. Adjournment



OPEN MEETING

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

**Friday, May 15, 2020 - 1:00 p.m.
Virtual On-line Meeting**

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

MEMBERS ABSENT: None

ADVISORS PRESENT: Ken Deppe, Walter Ridley

OTHERS PRESENT: Sue Margolis

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria, Leslie Cameron, Ian Barnette

1. Call to Order

Chair Randazzo called the meeting to order at 1:00 p.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 February 26, 2020

The Meeting Report for February 26, 2020, was approved as written.

5. Chairman's Remarks

Chair Randazzo welcomed everyone to the M&C Committee meeting since it had been a few months since the last meeting; he commented that certain maintenance work shouldn't be on hold for too long and can possibly be restarted per the Governor's approval; the handyman phases are approved but currently on hold. Chair Randazzo closed his remarks with the following thought for the day: Wash your hands, do not touch your face, wear a mask in public, stay safe and try not to be a statistic.

6. Member Comments - (Items Not on Agenda)

- None

7. Department Head Update

Staff Officer Ernesto Munoz stated that he will address concerns he's received from the Board Officer's during his review of the Project Log, as well as inform the Committee of the restrictions VMS is facing regarding the modified work plan for reopening.

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.

Staff Officer Ernesto Munoz pulled the Project Log from the Consent; discussed project/program statuses and answered questions from the Committee.

8. Project Log/Project Priorities for the Remainder of 2020

- Building Structures – Only emergency dry rot and drainage repairs are being performed at this time.
- Cul-de-Sac Signage – This project is currently on hold. The Committee would like this this work to move forward when possible.
- Pushmatic Replacements – This project is currently on hold. The Committee would like this work to remain on hold at this time.
- Walkway Lighting Program – The program to address a resident's request for additional lighting is currently on hold. The Committee would like this work to continue once the stay at home order is lifted. The walkway lighting survey proposal will be discussed during agenda item 12.
- Balcony & Breezeway Resurfacing – This program is currently on hold. Staff suggests this program continue as it is essential for inhibiting dry rot in elevated building components, which is crucial due to the future inspections per the SB326 requirement. The Committee would like this work to move forward when possible.
- Parkway Concrete Program, Asphalt Paving and Seal Coat – There are no changes to these programs at this time due to the future start date and the work performed is outdoors. The Committee would like this work to move forward when scheduled.

- Roofing – There are no changes to these programs at this time due to the future start date. The Committee would like this work to move forward when scheduled.
- Shepherd's Crook – This project is currently on hold. The Committee would like this work to remain on hold pending further discussion. Staff will inspect a 30 foot area on Moulton along the equestrian trail that may be in need of shepherd's crook and bring the information to the next Committee meeting.
- Epoxy Waterline and Wasteline Remediation – These projects are currently on hold. The Committee would like this work to remain on hold at this time. Further discussion will take place at the next Committee meeting.
- Pest Control for Termites – There are no changes to this program, which will resume in July.

Chair Randazzo asked staff to remove the Energy Consultant Services line item from the project log.

Items for Discussion:

9. Modified Work Plan for Resuming Operations (oral discussion)

Staff Officer Ernesto Munoz summarized the tentative work plan being developed by the General Manager's office and answered questions from the Committee. He described the challenges and requirements for both union and non-union staff returning to work. Not moving forward with the non-essential work this year will have minimal effect on the Mutual, as all emergency and necessary maintenance work is being addressed.

Discussion ensued in regards to the possibility of losing furloughed employees; the time frame of the furlough; safety protocols implemented to keep staff and residents safe; and the need for staff to remind the community that the paint program is currently postponed.

10. Moisture Intrusion - Associated Costs and Possible Ways to Reduce the Costs (oral discussion)

Staff Officer Ernesto Munoz provided a detailed explanation on the three types of leaks (rain leaks, plumbing leaks and miscellaneous leaks) that exceeded the projected contingency fund expenditures in the first quarter of the year.

He provided three cost saving measures that the Committee can consider to help reduce the overall expenditures to the contingency fund.

- Require new members carry an HO6 insurance policy.
- Rescind or modify the resolution that provides damage restoration allowance reimbursements.

- Rescind or modify the resolution that provides electrical use reimbursements.

Discussion ensued regarding continuous marketing articles to inform shareholders who may still have high water usage toilets that the Mutual will replace them at no cost; budgeting for proactive maintenance work; and revising the Preventive Maintenance Program Checklist.

11. Current Amount of Service Orders on Hold in Database (oral discussion)

Staff Officer Ernesto Munoz summarized the amount of non-emergency service orders that have been requested since the stay at home order went into effect on March 19, 2020. These service orders are for non-essential repairs, and they were placed on hold per county and state guidelines.

The plan is to address the existing service orders in the order received as soon as furloughed staff returns to work. As expected, this approach will create a delay in completing the backlog of non-essential repairs. However, if the decision is made to direct staff to catch up with the backlog, the Mutual would have to look into spending additional dollars for temporary labor.

Reports:

12. Review Proposal to Evaluate Existing Walkway Lighting

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding solar powered lights; the purpose of walkway lighting; landscaping challenges and the cost of the survey versus the benefit.

By consensus, the Committee agreed to table this item, and they would let staff know if they'd like to discuss this proposal in the future.

Items for Future Agendas:

- Perimeter wall on Moulton Pkwy. without Shepherd's Crook
- Develop a responsibility matrix for residential unit components
- Copper pipe supply line leak report (February, June & December)
- Strategic locations of electric vehicle charging stations in the Village
- Drainage Improvements to prevent foundation issues

Concluding Business:

Committee Member Comments

- Director Bastani asked about bringing staff back for dry rot inspections.
- Director Achrekar commented on the future locations of EV charging stations.

- Director Addington commented on the walkway lighting proposal.
- Director Gilmore appreciated the Moisture Intrusion update.
- Advisor Walter Ridley corrected his statement regarding the postponed paint program.
- Advisor Ken Deppe commented on protocols for field staff during the exterior paint program.
- Sue Margolis commented on bringing everyone back to work.

Date of Next Meeting: June 24, 2020

Adjournment

The meeting was adjourned at 3:58 p.m.

DRAFT - UNSIGNED

Carl Randazzo, Chair

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2020**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2020		%		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED			\$	%
RESERVE FUND - MAINTENANCE & CONSTRUCTION										
REPLACEMENTS										
BUILDING STRUCTURES	\$7,060	\$55,793	\$181,610	\$223,172	\$670,009		27%		\$41,562	19%
CDS SIGNAGE	0	4,166	0	16,664	50,000		0%		16,664	100%
ELECTRICAL SYSTEMS	0	38,290	118,507	153,160	459,495		26%		34,653	23%
EXTERIOR WALKWAY LIGHTING	715	6,254	3,571	25,015	75,121		5%		21,443	86%
FOUNDATIONS	0	3,653	150	14,612	43,836		0%		14,462	99%
GUTTER REPLACEMENT	2,547	8,180	22,271	32,718	98,289		23%		10,448	32%
PAINT - EXTERIOR	115,764	156,036	562,984	624,136	1,876,061		30%		61,152	10%
PRIOR TO PAINT	0	83,425	263,265	333,695	1,003,518		26%		70,430	21%
PAVING	23,912	33,052	23,912	132,208	396,628		6%		108,296	82%
ROOF REPLACEMENTS	12,418	77,565	88,189	310,260	930,804		9%		222,071	72%
WALL REPLACEMENT	0	13,750	0	55,000	165,000		0%		55,000	100%
WASTE LINE REMEDIATION	176,214	191,666	545,147	766,664	2,300,000		24%		221,517	29%
WATER LINE - COPPER PIPE REMEDIATION	0	16,666	123,209	66,664	200,000		62%		(56,545)	(85%)
WINDOW/SLIDING SCREEN DOOR	0	9,948	11,811	39,793	119,518		10%		27,982	70%
SUPPL. APPROPRIATIONS	0	0	3,889	3,889	3,889		100%		0	0%
SUB-TOTAL	\$338,629	\$698,444	\$1,948,514	\$2,797,650	\$8,392,168		23%		\$849,135	30%
APPLIANCE AND FIXTURE REPLACEMENTS										
COOKTOPS	\$0	\$5,923	\$23,077	\$23,688	\$71,112		32%		\$611	3%
DISHWASHERS	0	7,119	22,392	28,472	85,523		26%		6,080	21%
BASINS/SINKS/TOILETS	1,578	19,871	49,155	79,479	238,679		21%		30,323	38%
GARBAGE DISPOSALS	3,448	9,606	25,885	38,419	115,440		22%		12,534	33%
HOODS	0	2,970	3,579	11,877	35,681		10%		8,298	70%
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	43,312	115,917	254,231	463,668	1,392,191		18%		209,437	45%
OVENS	1,278	9,256	44,985	37,020	111,112		40%		(7,965)	(22%)
RANGES	0	1,037	2,968	4,148	12,469		24%		1,180	28%
REFRIGERATORS	2,378	18,969	37,153	75,868	227,754		16%		38,715	51%
WATER HEATERS & PERMITS	42,737	62,554	57,903	250,195	751,503		8%		192,291	77%
DRYERS	0	2,977	123	11,908	35,735		0%		11,785	99%
WASHING MACHINES	0	7,562	13,194	30,245	90,773		15%		17,051	56%
SUB-TOTAL	\$94,731	\$263,760	\$534,647	\$1,054,988	\$3,167,971		17%		\$520,341	49%
TOTAL RESERVE FUND	\$433,360	\$962,204	\$2,483,161	\$3,852,637	\$11,560,139		21%		\$1,369,476	36%

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2020**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2020		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING EXPENDITURES - MAINTENANCE & CONSTRUCTION								
1 PLUMBING SERVICE	\$148,911	\$114,892	\$551,342	\$459,484	\$1,382,295	40%	(\$91,858)	(20%)
2 CARPENTRY SERVICE	78,827	41,064	218,282	164,253	494,100	44%	(54,029)	(33%)
3 ELECTRICAL SERVICE	38,778	34,045	118,489	136,146	409,634	29%	17,657	13%
4 APPLIANCE REPAIRS	22,515	25,646	95,401	102,544	308,507	31%	7,143	7%
5 INTERIOR PREVENTIVE MAINTENANCE	0	28,794	88,592	115,145	346,454	26%	26,552	23%
6 PEST CONTROL	1,395	18,830	6,785	75,320	225,980	3%	68,535	91%
7 COUNTERTOP/FLOOR/TILE REPAIRS	12,593	10,679	45,696	42,716	128,480	36%	(2,981)	(7%)
8 ENERGY PROGRAM	0	2,083	491	8,332	25,000	2%	7,841	94%
9 MISC. REPAIRS BY OUTSIDE SERVICE	129	2,083	12,035	8,332	25,000	48%	(3,703)	(44%)
10 FIRE PROTECTION	0	1,058	373	4,232	12,700	3%	3,859	91%

**UNITED LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of April 30, 2020**

1	PLUMBING SERVICE Unfavorable variance:	-	(\$91,858)	YTD	(\$34,019)	April	A little less than half of the plumbing division was sent home due to the COVID-19 pandemic. The unfavorable variance is due to the accrued sick and vacation hours that were paid to furloughed employees. Although employees were sent home in March, some of their wages and expenses related to wages continued to get paid in April, such as medical insurance. In addition, more than 3,700 service orders have been completed since the beginning of the year.
2	CARPENTRY SERVICE Unfavorable variance:	-	(\$54,029)	YTD	(\$37,763)	April	The unfavorable variance is due to the accrued sick and vacation hours that were paid to furloughed employees. Although the employees were sent home in March, some of their wages and expenses related to wages continued to get paid in April, such as medical insurance.
3	ELECTRICAL SERVICE Favorable variance:	-	\$17,657	YTD	(\$4,733)	April	Only emergency electrical repairs were completed in March and April due to the COVID-19 pandemic. The unfavorable variance is due to the accrued sick and vacation hours that were paid to furloughed employees.
4	APPLIANCE REPAIRS Favorable variance:	-	under 10% variance	YTD	\$3,131	April	This category is within normal budget variances, however the expenditures in April are due to the accrued sick and vacation hours that were paid to furloughed employees.
5	INTERIOR PREVENTATIVE MAINTENANCE Favorable variance:	-	\$26,552	YTD	\$28,794	April	This program is currently on hold and staff members have all been furloughed. The expenditures in April are due to the accrued sick and vacation hours that were paid to furloughed employees.
6	PEST CONTROL Favorable variance:	-	\$68,535	YTD	\$17,435	April	Although this expenditure item encompasses both the localized treatment of pests as well as fumigation by whole structure tenting, the bulk of this line item is allocated to fumigation, which typically begins in May and runs through October. The fumigation program was delayed due to the pandemic but will begin in July. The amount of the variance is due to the even spread of the program funding through 12 months of the year. This will be corrected in 2021.
7	COUNTERTOP/FLOOR/TILE REPAIRS Unfavorable variance:	-	under 10% variance	YTD	(\$1,914)	April	This program is currently on hold and staff members have all been furloughed. The expenditures in April are due to the accrued sick and vacation hours that were paid to furloughed employees.
8	ENERGY PROGRAM Favorable variance:	-	\$7,841	YTD	\$2,083	April	This budget is used to pay the O&M contract for the solar photovoltaic system. Invoices have not yet been received.
9	MISC. REPAIRS BY OUTSIDE SERVICE Favorable variance:	-	(\$3,703)	YTD	\$1,954	April	Only essential work is allowed at this time and minimal funds have been expended in April. The unfavorable YTD variance is due to a large number of window and sliding glass door replacements that required high reach equipment.
10	FIRE PROTECTION Favorable variance:	-	\$3,859	YTD	\$1,058	April	Only expenditures for smoke detector replacements have occurred so far this year. Chimney cleaning remains on hold and fire extinguisher inspections start mid year.



STAFF REPORT

DATE: June 24, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Copper Pipe Supply Line Leak Report

RECOMMENDATION

Receive and file.

BACKGROUND

M&C Department staff tracks the leak rates of copper supply line pipes within the Mutual's buildings. The tracking allows staff to make program decisions and provide annual funding recommendations to the Board for the Water Line – Copper Pipe Remediation Program.

DISCUSSION

Staff analyzes leak data regularly to efficiently direct work efforts, and the data analysis indicates a decrease in the number of total interior copper pipe leaks from 2012 to 2016. However, there was an increase in the number of leaks reported in 2017 which has slowly tapered off due to timely repairs and proper maintenance of the existing lines.

Staff graphs the numerical data, and the attached charts indicate the total interior copper leaks recorded and repaired from 2012 through 2020 (Attachment 1-3).

Staff monitors the leaks on an ongoing basis and addresses repairs after detail analysis is conducted specific to each occurrence. An outside annual epoxy-lining contract was awarded by the Board which staff utilizes to adequately and timely address the epoxy lining of pipes meeting specific lining criteria. The 2020 budget of \$200,000 adequately funded five buildings 237, 580, 658, 2003 and 2096 which include 28 individual units. Four buildings have been completed this year. On March 19, 2020, the program was placed on hold due to the COVID-19 pandemic.

Out of 1,124 buildings within United Mutual, only twenty-nine have necessitated epoxy lining of their copper lines to date.

On May 15, 2020 the M&C Committee directed staff to keep the copper pipe epoxy lining project on hold until the stay at home order is lifted.

FINANCIAL ANALYSIS

There is no fiscal impact associated with this report.

Prepared By: Christopher Naylor, Senior Management Analyst

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

ATTACHMENT(S):

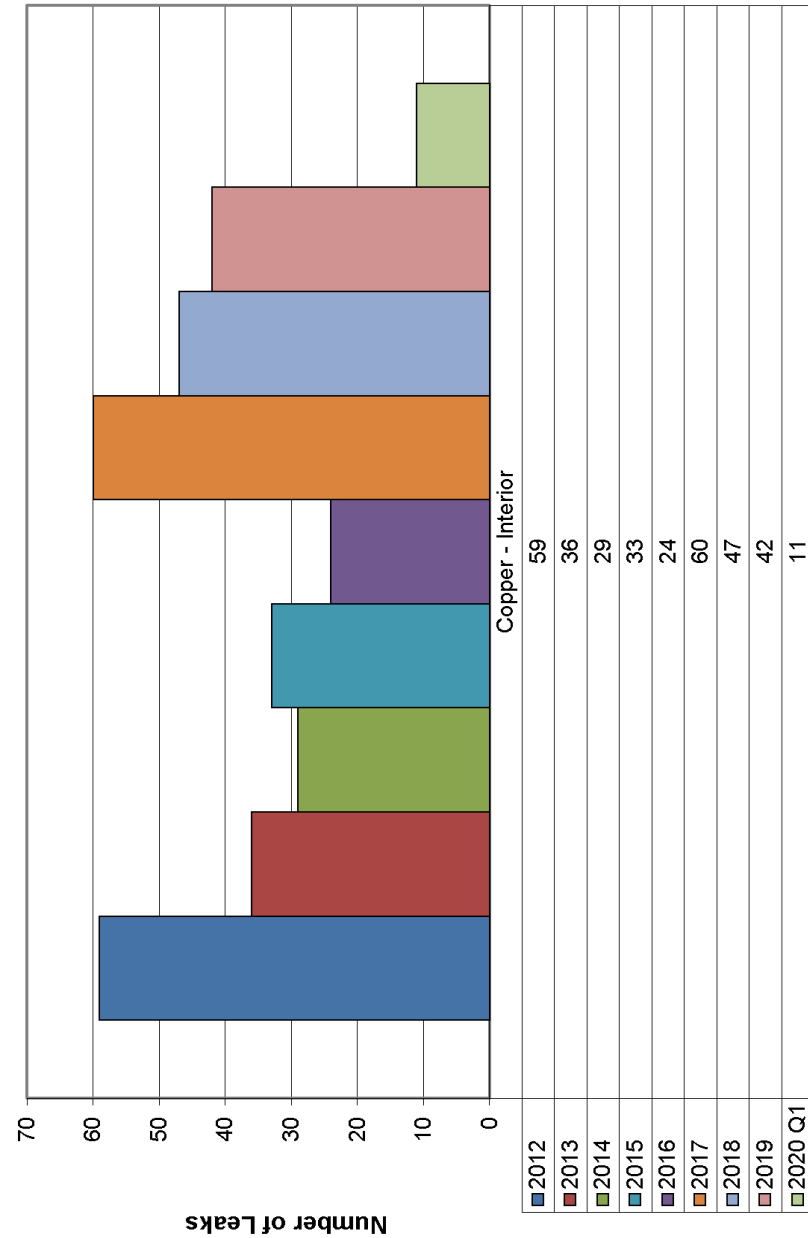
Attachment 1 - Copper Leak Repairs, 2012 to 2020 Q1

Attachment 2 - Copper Repair Plumbing Repair Costs, 2012 to 2020 Q1

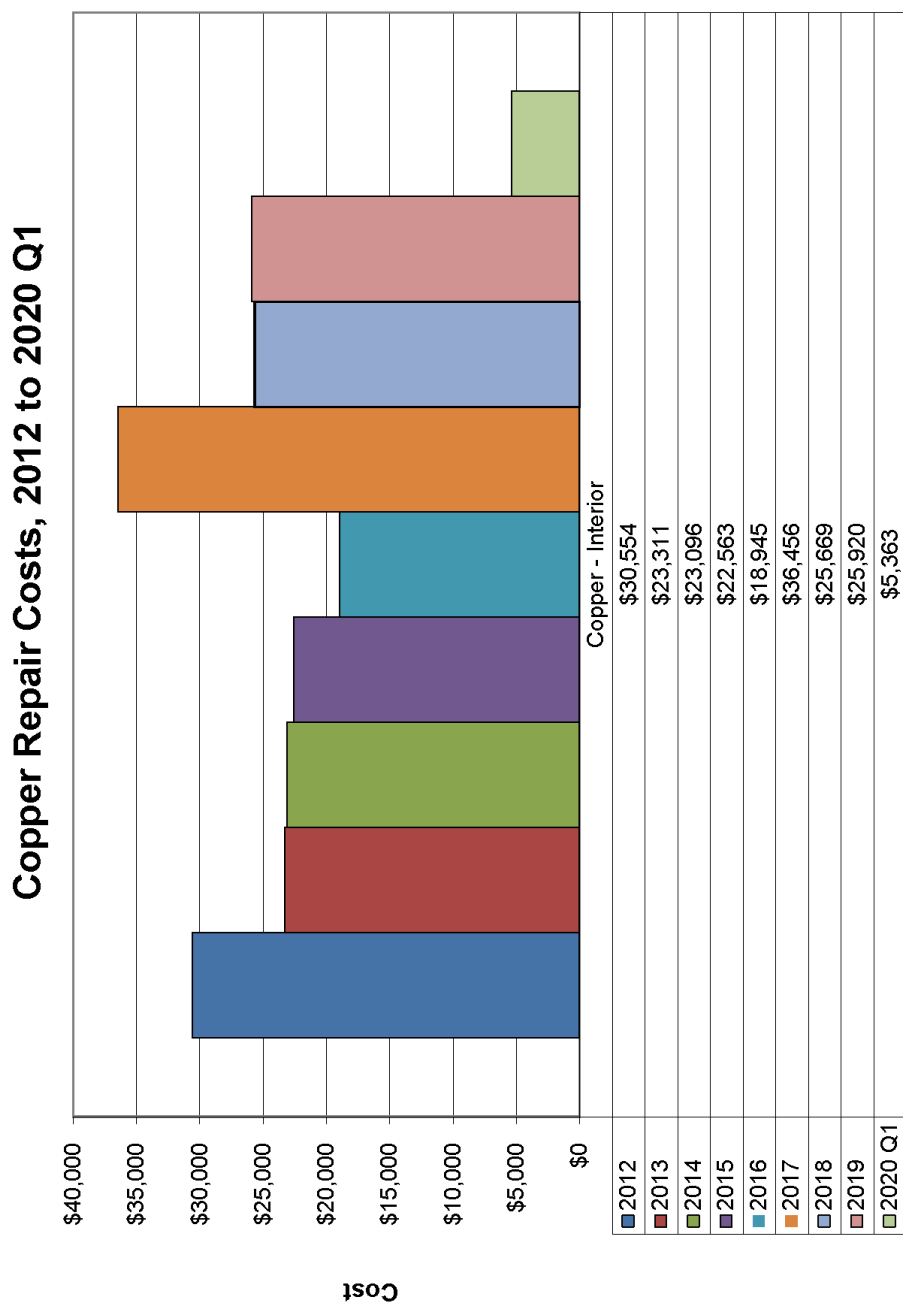
Attachment 3 - Copper Repair Plumbing Staff Hours, 2012 to 2020 Q1

Attachment 1: Copper Leak Repairs, 2012 to 2020 Q1

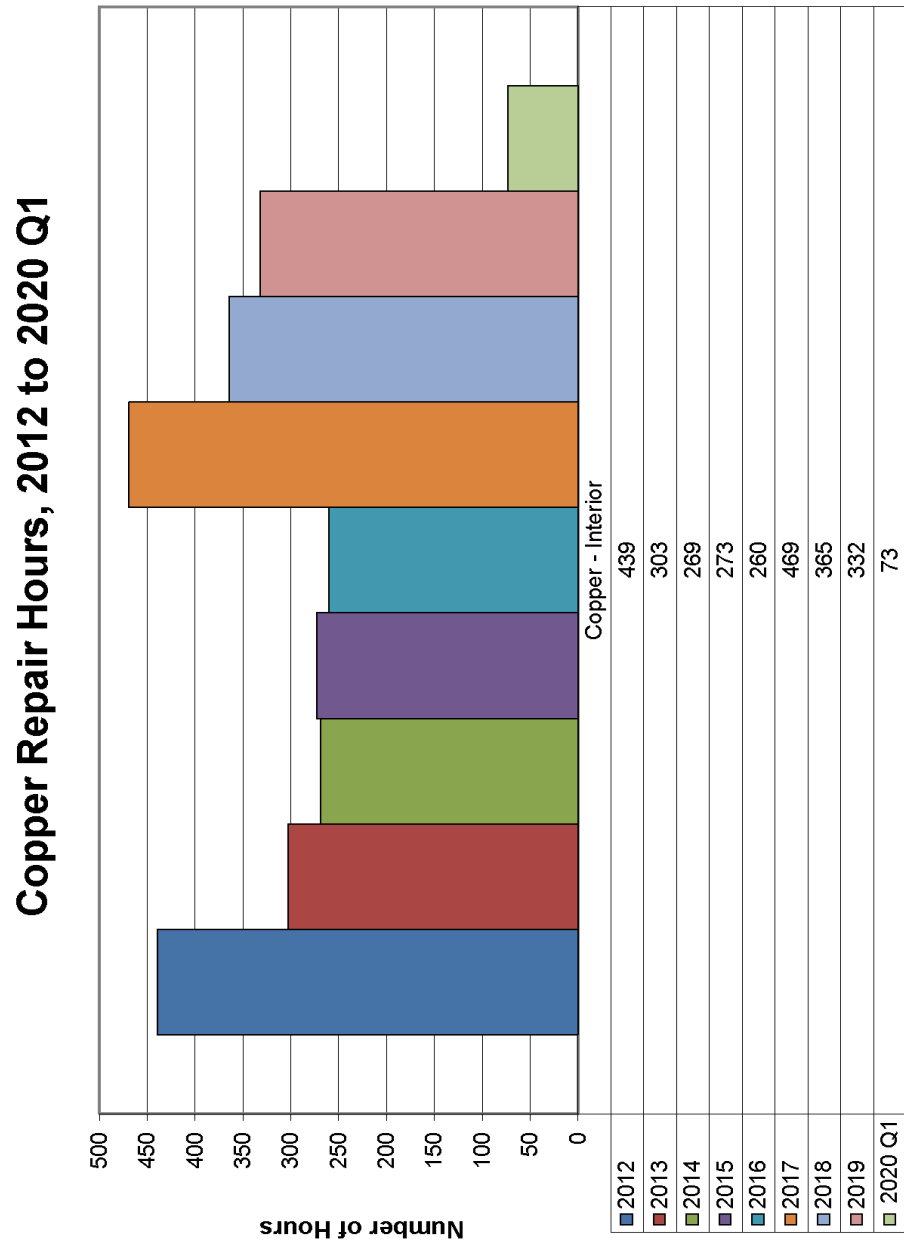
Copper Leak Repairs, 2012 to 2020 Q1



Attachment 2: Copper Plumbing Repair Costs, 2012 to 2020 Q1



Attachment 3: Copper Repair Plumbing Staff Hours, 2012 to 2020 Q1



United Mutual Project Log (June 2020)						
#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
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.	December 2020	Budget: \$134,880 Exp: \$6,769 Balance: \$128,111
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.	The contractor has started the installation of the cul-de-sac signs. 50 of 98 signs have been installed so far this year.	December 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. On May 15th the M&C Committee directed staff to keep this project on hold until the stay at home order is lifted.	ON HOLD	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 This proram has been restarted and is now continuing to address resident requests for additional lighting. On May 15th the M&C Committee directed staff to table US Energy's proposal to perform a walkway lighting investigation to address future walkway lighting concerns.	December 2020 Annual	Budget:\$50,121 Exp: \$2,856 Balance: \$47,265

5	910 Bldg. Maint	Gutters - Replacement and Repair	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.	Funds have been budgeted for repairs to existing gutter systems. This work is performed by in-house staff and takes place on an as-needed basis throughout the year. There are currently 57 open tickets for Gutter Repair/Replacement. As of 3/19/2020, this program is on hold until further notice. The installation of new seamless gutter systems will be completed by an outside vendor and this work will be conducted in conjunction with the paint program. Buildings 914, 915, 916, 918, 932 and 936 have been determined to have drainage issues and have qualified for gutter installation. On May 15th the M&C Committee directed staff to move forward with new seamless gutter installations when possible.	December 2020 Annual	Budget: \$98,289 Exp: \$22,271 Balance: \$76,018
6	910 Bldg. Maint	Exterior Paint Program	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.	All buildings within the following cul-de-sacs were scheduled for painting and resurfacing during the 2020 Exterior Paint Program: 61, 62, 63, 64, 65, 66, 67, and 204. As of 3/19/2020, this program is on hold until further notice. Work was suspended while in CDS 61, which includes 13 buildings, 6 carports, and 2 laundry rooms.	ON HOLD	Budget: \$1,876,061 Exp: \$562,984 Balance: \$1,313,077
7	910 Bldg. Maint	Prior to Paint Program	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.	All buildings within the following cul-de-sacs were scheduled for inspection and repair during the 2020 PTP Program: 61, 62, 63, 64, 65, 66, 67, and 204. CDS 61, 62 and 63 have already been completed. As of 3/19/2020, this program is on hold until further notice. Work was suspended while in CDS 64.	ON HOLD	Budget: \$1,003,518 Exp: \$263,265 Balance: \$740,253
8	910 Bldg. Maint	Balcony & Breezeway Resurfacing	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.	The CDS's that were scheduled for the 2020 Balcony & Breezeway Resurfacing Program are: 1, 2, 3, 4, 17, 18, 28, 29, 38, 45, 46, 50, 56, 57, and 59. CDS 1, 2, 3 and 17 have been completed. As of 3/19/2020, this program is on hold until further notice. Work was suspended while in CDS 18.	ON HOLD	Budget: \$62,816 Exp: \$19,587 Balance: \$43,229

9	920 Projects	Parkway Concrete Program	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.	The parkway concrete program is on schedule to begin in July and be complete in August. This program is scheduled in conjunction with the asphalt paving work. Work will be completed at CDS 27, 92, and 94. Drainage repair work at CDS 4 has been completed.	August 2020	Budget: \$150,000 Exp: \$23,912 Balance: \$126,088
10	920 Projects	Asphalt Paving Program	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.	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.	October 2020	Budget: \$185,724 Exp: \$0 Balance: \$185,724
11	920 Projects	Seal Coat Program	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. The 2020 program will consist of 14 cul-de-sacs.	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.	September 2020	Budget: \$60,904 Exp: \$0 Balance: \$60,904
12	920 Projects	Roofing Emergency Repair & Preventative Maintenance Programs	This program is dedicated to emergency and preventive maintenance roof repairs and is budgeted as a contingency item.	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.	December 2020	Budget: \$138,052 Exp: \$95,719 Balance: \$42,333
13	920 Projects	Roofing Program	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.	The 5 & 10-year old preventive roof maintenance has been completed. Seven buildings totaling 70,091 SF are scheduled for roofing replacement this year.	October 2020	Budget: \$792,752 Exp: \$0 Balance: \$792,752
14	920 Projects	Shepherd's Crook Installation	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. Estimated Project Completion: Year 2031	To date a total of 2,966 linear feet out of 21,000 linear feet of Shepherd's Crook has been installed. On March 10th the Board unanimously voted to defund the Shepherds Crook Program by \$125,000. The remaining budget amount of \$40,000 can be used to fabricate and install a minimum of 300 linear feet of fence. On May 15th the M&C Committee directed staff to keep this project on hold pending further discussion. Staff is currently reviewing a 30 foot section of fence along the equestrian trail that may be in need of Shepherd's Crook and will present its findings at the June 24, M&C Committee Meeting.	December 2020	Reduced Budget: \$40,000 Exp: \$0 Balance: \$40,000 Cumulative Expenditures 2012 through 2019: \$281,205

15	904 Maint Svc	Epoxy Wasteline Remediation	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.	Total number of buildings in United Mutual: 1124 Number of buildings left to complete: 813 27 buildings have been completed in 2020 As of 3/19/2020, this program has been postponed until further notice. On May 15th the M&C Committee directed staff to keep this project on hold until the stay at home order is lifted.	ON HOLD	Budget: \$2,300,000 Exp: \$539,463 Balance: \$1,760,537 Cumulative Expenditures 2008 through 2019: \$8,036,901
16	920 Projects	Water Lines - Copper Pipe Remediation	This program started in 2008 as a pilot program, and staff was directed to epoxy line buildings on an as-needed basis. 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. The 2020 Program includes the lining of buildings 237, 580, 658, 2003 and 2096.	A total of 24 buildings have been epoxy lined to date since 2008. The following five buildings were scheduled to be epoxy lined in 2020: 237, 580, 658, 2003 and 2096. The epoxy lining in four buildings, 237, 580, 2003 and 2096 has been completed. As of 3/19/2020, this program has been postponed until further notice. On May 15th the M&C Committee directed staff to keep this project on hold until the stay at home order is lifted.	ON HOLD	Budget: \$200,000 Exp: \$141,053 Balance: \$58,947
17	910 Bldg. Maint	Pest Control for Termites	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.	Local termite treatments and the removal of bees/wasps are performed as-needed throughout the year. The fumigation program is scheduled to begin in July and is typically completed in November.	December 2020 Annual	Budget: \$225,980 Exp: \$13,625 Balance: \$212,355
	920 Projects	Foundations Program	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.	CANCELLED On March 10th the Board unanimously voted to defund the Foundations Program for the 2020 fiscal year in the amount of \$43,686.	December 2020	Budget: \$43,836 Exp: \$150 Balance: \$43,686