



**OPEN MEETING**

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

**Wednesday, December 22, 2021 - 9:30 a.m.  
Board Room and Virtual On-line Meeting**

**MEMBERS PRESENT:** Pat English - Chair, Anthony Liberatore, Diane Casey

**MEMBERS ABSENT:** None

**ADVISORS PRESENT:** Ken Deppe

**OTHERS PRESENT:** Juanita Skillman, Dick Rader

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Baltazar Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Koh Shida – Maintenance Operations Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer, Administrative Assistant

**1. Call to Order**

Chair English called the meeting to order at 9:33 a.m.

**2. Acknowledgement of Media**

Chair English noted that the meeting was broadcasting on Granicus and being recorded. There were no media present and the meeting was not televised.

**3. Approval of the Agenda**

The agenda was approved as written.

**4. Approval of the Meeting Report – October 27, 2021**

The meeting report for October 27, 2021 was approved as written.

**5. Chair's Remarks**

Chair English remarked that she was happy to be at the meeting and thanked staff for the Christmas card.

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

A member commented on the issue of installing solar panels in designated areas on their two-story manor. The member had questions about whether or not solar panels would reduce their electricity bills, why United prohibits the leasing of solar panels, and if staff knows the approximate number of residents who have solar panels at this time.

Staff was directed to provide a report on the issue of solar panel installation, leasing, and usage within the mutual and share this information at a future committee meeting.

A member inquired about the conversion of common-area lighting to LED. Staff responded that all common area lighting (except for those owned by SCE) has been converted to LED including breezeways, walkways, and laundry rooms.

#### **7. Department Head Update**

Mr. Gomez updated the committee on an October 2021 agenda topic regarding electrical usage reimbursement for dry-down services after a moisture intrusion event. The item was forwarded to the Governing Docs Committee questioning whether a flat fee per room should be adjusted to reflect higher electricity rates. The Governing Docs Committee took no action but directed staff to monitor the issue for 12 months and bring back any information at that time which would be relevant.

#### **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.*

The Solar Production Report was pulled for discussion. The remainder of the consent calendar was approved unanimously.

#### **8. Solar Production Report**

Mr. Mejia answered questions from the committee. A discussion ensued regarding existing solar panels producing electricity which goes into the grid; the recent presentation on hydrogen as a potential energy source in the future; the overall use of solar energy throughout the village; the benefits and cost of solar energy; and the benefits to individuals and the mutual in general.

By consensus, staff was directed to review the policy for solar panel installation and return to the committee with information at a future meeting.



## **9. Project Log**

### **Items for Discussion and Consideration:**

#### **10. Use of Virtual Meetings for the M&C Committee**

Mr. Gomez confirmed that committee must offer virtual meetings at this time and for the foreseeable future. Discussion ensued about directors and residents being able to participate via Zoom. Chair English stressed the importance of keeping meetings businesslike and without interruptions.

Staff was directed to bring back any new information regarding the need for virtual meetings at a future date.

#### **11. Appliance Update – Purchasing, Inventory and Delivery Delays (Verbal Presentation)**

Mr. Barnette provided an update to the committee including information about delays in delivery of appliance repair parts due to the pandemic and the increase in cost of materials. Discussion ensued regarding GE as the preferred vendor; the ability to continue stocking parts, and that staff has already been trained on the repair of GE appliances. Mr. Barnette referenced a Purchasing Agreement signed by the Boards on 1/1/21 giving rights to continue with GE as preferred vendor.

Director Casey commented on whether or not particular styles have been discontinued and Mr. Barnette confirmed that a dishwasher was replaced with a different model and a GE refrigerator model was changed out for a smaller size. Staff is continuing to repair appliances as needed instead of replacing them in order to keep current stock in reserve.

Staff was requested to inspect the oven vent at manor 521-B and repair as needed.

#### **12. Solutions for Clogged Gutters/Downspouts (General Services)**

Mr. Shida informed the committee that General Services is responsible for cleaning the gutters while new installations are handled by the M&C division. If a service ticket is submitted to Resident Services, General Services will clean out a clogged gutter. Between October and December, a vendor cleans all the gutters in United. If General Services can't clear a clog, then Maintenance Operations will clean, repair, or replace as necessary.

Staff was requested to inspect the gutters at manor 2022-D and repair as needed.

**Items for Future Agendas:**

- Virtual Meeting Requirements
- Discussion on Solar Panel Usage in United

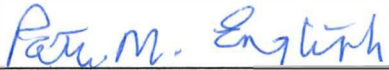
**Concluding Business:**

**13. Committee Member Comments**

- Directors Liberatore and Casey commented that the meeting went well and thanked staff for the information that was provided. Chair English and Mr. Gomez wished everyone Merry Christmas.

**14. Date of Next Meeting:** February 23, 2022

**15. Adjournment:** The meeting was adjourned at 10:20 a.m.

  
Pat English, Chair

Pat English, Chair  
Manuel Gomez, Staff Officer  
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