



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Monday, November 4, 2019 – 1:30 PM

**Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Cush Bhada – Chair, Bunny Carpenter, John Frankel,
Jon Pearlstone, Craig Wayne (left at 2:37 pm)

MEMBERS ABSENT: None

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:33 PM and stated that the meeting is being held pursuant to notice duly given and established that a quorum of the Committee was present.

2. Acknowledgement of Media

The media was not present.

3. Approval of the Agenda

Chair Bhada added Drying Time Settings to the agenda as Item #15.

The agenda was approved as amended.

4. Approval of Meeting Report for September 9, 2019

The meeting report from September 9, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked on the work being performed in his cul-de-sac. He thanked staff for getting this much needed work completed.

6. Member Comments (Items Not on the Agenda)

- Lorna Seung (5510-3C) commented on her petition to make this building a non-smoking building and for adding screening to prevent bird intrusion.
- Pong Paul Chao (3353-A) commented on the roof replacement schedule for his building.
- Barbara Monteiro (5510-1F) commented on the janitorial duties for cleaning the first floor breezeway.
- Bill Walsh (3162-C) commented on the solar production report; timers on 3-story buildings; epoxy flooring in laundry rooms; emergency lighting in 3-story buildings; laundry revenue; external landscape drains; wooden trellis removal; and chimney spark arrestors.
- Clive Gurwitz (2129-D) commented on the denial to repaint his building. Staff will reassess the building and bring back costs to see if this building can be added to an upcoming paint cycle.

Staff Officer Guy West and various Committee members replied to the Member Comments.

7. Department Head Update

Staff Officer Guy West provided an update on the second street light LED fixture conversion pilot project. The lights have been received and will be installed this week. Staff will work with Marketing to inform the community.

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.

Items 8 and 9 were pulled for discussion.

A motion was made to approve the remaining item on the Consent Calendar.

8. Programs Report

By consensus, staff was directed to only provide this report three times a year – March, July and November.

Director Pearlstone asked about the expenditures versus the projected to date figures.

9. Maintenance Expenditures and Variance Explanations

Director Pearlstone commented on operating expenditures.

10. Project Log

Reports:

11. Bulky Item Pick Up Solutions by General Services (oral discussion)

The Senior General Services Manager, Chris Laugenour provided a handout then summarized the bulky item pick up process and answered questions from the Committee.

Chair Bhada will contact Mr. Laugenour to discuss the previous procedure for bulky item pick up.

12. Walkway Lighting Request from 3034-P

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding bulk lighting installations; lighting efficiencies; directional lighting; setting a precedence for installation requests and an overall lighting improvement project.

By consensus staff was directed to install a new walkway light at the transition from the wooden bridge to the concrete sidewalk in front of building 3034 Via Vista. This light installation work in the approximate amount of \$1,700 will be funded from the Exterior Lighting Reserve Replacement Fund.

13. Garden Villa Mailroom Flooring Options

The Maintenance Operations Manager summarized the report and answered questions from the Committee.

Discussion ensued regarding tile cleaning; current flooring material; warranty and frequency of replacement.

A motion was made and unanimously approved to recommend the Board approve glazed ceramic tile as the flooring replacement material to be used as necessary during future mailroom renovations.

14. Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

The Maintenance Operations Manager summarized the report and answered questions from the Committee.

A motion was made and unanimously approved to recommend the Board authorize a supplemental appropriation in the amount of \$12,585 to be funded from the Unappropriated Expenditures Fund, for the replacement of LH-21 enclosed bulletin board cabinets.

15. Drying Time Settings

Chair Bhada summarized the issues with the current drying time.

Discussion ensued commercial drying usage; what items to dry at one time; and how long it should take to dry a normal load of laundry.

By consensus, staff was directed to come back with a cost to reset all the new commercial dryers from 20 minutes per quarter, to 30 minutes of drying time per quarter.

Items for Future Agendas:

- Building/Carport Lighting Timers
- Costs to Revise Dryer Settings


Concluding Business:

Committee Member Comments

- There were no Committee Member Comments

Date of Next Meeting – January 6, 2020

Adjournment – The meeting was adjourned at 3:36 PM.



Cush Bhada, Chair