



OPEN MEETING

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

Monday, March 4, 2019 – 1:00 PM

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

MEMBERS PRESENT: Cush Bhada – Chair, Bunny Carpenter, John Frankel, Rosemarie di Lorenzo, Jon Pearlstone, and Advisor: Steve Leonard

MEMBERS ABSENT: None

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:04 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

Items 9 and 10 were pulled from the Consent Calendar for discussion.

The agenda was approved as amended.

4. Approval of Meeting Report for January 7, 2019

The meeting report from January 7, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada remarked about keeping the M&C Committee on a bi-monthly meeting schedule. He would like to concentrate on the current programs and projects already budgeted for this year and not add new projects for staff. Chair Bhada also noted that the

Bulky Item Pick-up Program needs to be reviewed to see if cost saving measures can be implemented.

6. Member Comments (Items Not on the Agenda)

- Julie Neilson (3213-D) commented on her variance request and exterior draining issues.
- Ed McGill (2390-2C) commented on the rinse cycle and balanced load problems that have been occurring with the washing machines at his building.
- Stuart Hack (2393-3D) commented on dryer replacement project, mailbox replacements, overflowing gutters and tankless water heaters.
- Virginia Kajikawa (2366-A) commented on carport condensation panels.
- Joan Milliman (969-3E) commented on problems with downspouts, mailbox replacement in her mailroom.
- Ed Pagenkopp (2394-1E) commented on maintenance response time, a laundry room moisture intrusion event and the drying time of the new commercial dryers.
- Bill Walsh (3162-C) commented on the gate renovation project, water heater replacement, and ponding on flat roofs.

Staff Officer Ernesto Munoz, Chair Bhada, Advisor Leonard and Director di Lorenzo replied to the Member Comments.

Staff will look into concerns about drainage, washing machine cycles, gutters; the timeline for water heater replacement requests, and alteration carport condensation panels. These topics will either be added to Items for Future Agendas or updates will be provided via email to the Committee.

7. Department Head Update

Staff Officer Ernesto Munoz commented on the new Maintenance Services Manager that just started and provided an update on the following projects/programs:

- Upgraded Mailbox Replacements
- Slope Failure near Building 3359
- Pricing for Main Line Cleanout Program by Outside Vendors

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 9 and 10 were pulled from the Consent Calendar for discussion. A motion was made and unanimously carried to approve the remainder of the Consent Calendar.

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

Chair Bhada asked that the expenditure report that was just distributed by the Finance Department for month ending January 31, 2019 be reviewed.

Director diLorenzo questioned a credit for supplemental appropriations, the overage for Carpentry Services and asked about split rail fencing work she saw in January that is not listed on the expenditure report.

Director Pearlstone questioned expenditures for Building Structures and asked if changes can be made to the monthly budget amount to accurately reflect the estimated expenditures.

Staff Officer Ernesto Munoz briefly responded to all questions and comments and will send an email to the Committee with an update.

10. Project Log

Staff Officer Ernesto Munoz provided an update on the Street Light Pilot Program. Installation of the pilot will start on the week of March 18th. Director Carpenter commented on having before and after pictures of the area on Avenida Sosiega where the pilot will take place.

Discussion ensued regarding a special committee for street lights, details of the pilot to be installed, the lighting kelvins to be used, the Siemen's contract deliverables, and communication between the Village Energy Task Force and M&C Committee,

Staff Officer Ernesto Munoz briefly responded to all questions and comments. Staff will send an email to the Board Members when pilot is complete and the lighting is ready to be viewed.

By consensus, the Committee decided to create a list of action items for staff and will gather discussion topics that can be addressed by Siemens in a public forum that may be held in April, regarding the LED street light fixtures pilot project.

Reports:

11. 2019 Program for GV Breezeway Recessed Area Renovations

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

Discussion ensued regarding a the length of time it would take to renovate the remaining 50 Garden Villa buildings, benefits of this project, and alternatives products for this project.

A motion was made and unanimously approved to reject staff's recommendation and direct staff to present project alternatives at a future Committee meeting.

12. Costs to Remove the Old Cul-de-sac Signage

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

Discussion ensued regarding pole height, removal of additional signage, building address signs and the timeframe for the project.

By consensus staff was directed to install 122 new cul-de-sac signs and not remove any additional signage.

13. Revisions to Fumigation Program Notification

Staff Officer Ernesto Munoz provided an update on the revised Fumigation Program notification and answered questions from the Committee.

The Communication Division was asked to review all communication pieces that are sent or supplied to residents of buildings scheduled to be fumigated. The goal is to simplify the message and the amount of information a resident has to review and understand when preparing for the fumigation process. The 2019 Fumigation Program will resume in May.

By consensus, the Committee approved of the new notification letter as written and directed staff to use this revised notification for the Fumigation Program.

14. Supplemental Funding for Fumigation Program

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

Discussion ensued regarding high priority designations for building fumigations, the number of buildings that can be completed within the adopted budget, other uses for supplemental appropriations and the length of the fumigation program each year.

A motion was made and unanimously approved to reject staff's recommendation and move forward with fumigating as many buildings as the adopted budget would allow.

Items for Future Agendas:

- Alteration Standard for Carport Condensation Panels
- Street Light Pilot Discussion with Siemens

- Bulky Item Pick Up Solutions with General Services
- Gutter/Downspout Installation Update
- Water Heater Installation Backlog
- Dryer Replacement Project Update
- GV Breezeway Recessed Area Project Alternatives
- Lightweight Tile Roof Replacement
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Mailroom Flooring Replacement Program


Concluding Business:

Committee Member Comments


- Director Pearlstone commented on Governance, shared personal experiences, maintenance budgets, and the length of Committee meeting.
- Director diLorenzo commented on communication regarding the Street Light Pilot project.
- Director Carpenter commented the number of leaks reported during the recent rains.
- Chair Bhada thanks staff for their hard work.

Date of Next Meeting – May 6, 2019

Adjournment – The meeting was adjourned at 5:24 PM.



Cush Bhada, Chair



BUNNY CARPENTER - Co Chair