



OPEN MEETING

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

Monday, September 9, 2019 – 1:00 PM

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

MEMBERS PRESENT: Cush Bhada – Chair, Lynn Jarrett (in for Bunny Carpenter), Steve Parsons (in for Rosemarie diLorenzo), Annie McCray (in for John Frankel who left at 1:30pm), Jon Pearlstone, and Advisor: Steve Leonard

MEMBERS ABSENT: Bunny Carpenter, Rosemarie diLorenzo, John Frankel

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria

1. Call to Order/Establish a Quorum

Chair Bhada called the meeting to order at 1:05 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

The agenda was approved as written.

4. Approval of Meeting Report for July 1, 2019

The meeting report from July 1, 2019 was approved as written.

5. Chair's Remarks

Chair Bhada made a motion that was unanimously approved, to change the meeting time for all future Third M&C Committee meetings to 1:30pm and mentioned that he would prefer to keep the meeting to a two hour maximum.

6. Member Comments (Items Not on the Agenda)

- Clive Gurwitz (2129-B) commented on the painting cycle for his building.

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

By consensus staff will follow up Mr. Gurwitz regarding the paint cycle for his building and resolve all concerns, where possible.

7. Department Head Update

Staff Officer Guy West provided an update on:

- The second street light LED fixture conversion pilot project: The contractor has ordered the fixtures and installation is expected to take place in early November.
- Wasteline Remediation Program: This work has successfully seen a reduction in the number of stoppages reported by buildings that were lined.
- CDS & Building Number Signs: The CDS address signs are on track to be completed this year. Funding has been approved for building address signs in 2020.
- Non-emergency Maintenance Chargeable Services: Staff recommends that no chargeable services should be removed from the list at this time. Staff will continue to monitor usage of each service. Estimated costs reflecting the 2020 Bill Rate will be adjusted on the list for Resident Services, in order to provide more accurate costs to residents next year.
- PVC Cool Roofs: The 2020 budget includes replacement of built-up roofs with a PVC cool roofing system. The roof underlayment needs augmentation (roof cricket) to reduce ponding areas to allow water to flow toward the drains.

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.

A motion was made to approve all items on the Consent Calendar.

Items for Discussion:

- 8. Programs Report**
- 9. Maintenance Expenditures and Variance Explanations**

10. Project Log

Reports:

11. Carport Condensation Panel Repairs as a Chargeable Service

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

Discussion ensued regarding the total number of alteration carport condensation panels; the variance request process for alterations; maintaining alteration panels; rust on underside of carport roofs; and the process for repair or removal.

A motion was made to recommend the Board approve a revision to Resolution 03-18-140, Schedule for Non-Emergency Chargeable Maintenance Services, to include repairs to and removal of existing carport condensation panels as a chargeable service.

By a vote of 4/1/0 (Chair Bhada Opposed), the motion carried.

12. Garden Villa Mailroom and Elevator Flooring Assessments

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

Discussion ensued regarding the cost of flooring options; the life cycle of various flooring options; unpolished porcelain; and possible color choices of flooring.

By consensus, staff was directed to bring back costs and samples for the unpolished porcelain flooring material to the next meeting.

13. 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.

Martina Mangan (3363-3E) commented on a notification board that is needed to enhance the building and provide a place for notices.

Discussion included options and criteria for selecting an exterior bulletin board cabinet.

By consensus, staff was directed to select an enclosed bulletin board cabinet for replacement at all LH-21 buildings that was no larger than 36"x36"; rated for exterior use; and came with an unlocked single door. In addition, staff was asked to keep 3 additional bulletin boards in stock in case a replacement was needed.

Items for Future Agendas:

- Bulky Item Pick Up Solutions (General Services)
- Garden Villa Mailroom Flooring Options
- Supplemental Funding for the Replacement of LH-21 Enclosed Bulletin Board Cabinets

Concluding Business:

Committee Member Comments

- There were no Committee Member Comments

Date of Next Meeting – November 4, 2019

Adjournment – The meeting was adjourned at 2:35 PM.



Cush Bhada, Chair



Bunny Carpenter, Co-Chair