



OPEN MEETING

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

**Monday, June 4, 2018 at 1:00 PM
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

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 7, 2018
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. Programs Report
9. Maintenance Expenditures and Variance Explanations
10. Project Log

Reports:

11. Updated Costs for 3-story Building Address Signs
12. Building Address Sign Locations for Gate 14 & CDS 212 (oral discussion)
13. Coin Operated Dryer Replacement (oral discussion)
14. 3-story Building Gutter Cleaning & Repair (oral discussion)
15. Commercial Dryer Replacement (oral discussion)
16. Laundry Room Equipment Vibration Absorption Cups (oral discussion)
17. Shepherd's Crook Update (oral discussion)
18. Solar Panel Cleaning (oral discussion)



Items for Future Agendas:

- Shepherd's Crook Alternatives (July)
- Programmable Drying Costs per Load (July)
- Copper Pipe Epoxy Lining Contract (July)
- Non-Emergency Chargeable Maintenance Services (July)
- Dry Rot Inspection Report (July)
- Vehicle Decal Policy Revisions
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Contract Award for Commercial Dryer Replacement Project (September)
- GV Inspection and Replacement of Receptacles in Garages
- GV Garage Cabinet Costs per Building

Concluding Business:

- Committee Member Comments
- Date of Next Meeting – July 2, 2018
- Adjournment

Bill Walsh, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281



OPEN MEETING

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

Monday, May 7, 2018 – 1:00 PM

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

MEMBERS PRESENT: Bill Walsh – Chair, Bunny Carpenter, John Frankel, Rosemarie di Lorenzo, Burt Baum, Roy Bruninghaus, Steve Parsons, Jules Zalon

MEMBERS ABSENT: James Tung, Advisor Steve Leonard

STAFF PRESENT: Ernesto Munoz – Staff Officer, Siobhan Foster, Brad Hudson, Guy West, Mark Stal, Laurie Chavarria

1. Call to Order

Chair Walsh called the meeting to order at 1:01 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 April 2, 2018

The meeting report from April 2, 2018 was approved as written.

5. Chair's Remarks

Chair Walsh remarked that the Southern California Edison was here to give a presentation and provide information relative to power outages.

6. Member Comments (Items Not on the Agenda)

- Kim Shirley (2395-1B) – commented on the GV Breezeway Recessed Area project and waterproofing of the planters.
- Lynn Jarrett (4010-1C) – commented on the completion of the GV Breezeway Recessed Area project.

Ernesto Munoz and Director Walsh briefly responded to the comments.

7. Department Head Update

Ernesto Munoz introduced Luis Lara from SCE to provide a presentation on power outages. Mr. Lara addressed questions from the Committee and the Residents.

Ernesto Munoz also provided an update on the street light acquisition project.

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 Project Log was pulled for discussion. A motion was made and unanimously carried to approve the rest of the Consent Calendar.

8. Programs Report

9. Maintenance Expenditures and Variance Explanations

10. Project Log

Item #5 Balcony & Breezeway Resurfacing: Director Baum asked if only 3-story buildings were scheduled for this program.

Item #6 GV Lobby Renovations: Director Carpenter commented on the schedule for lobby renovations.

Item #7 GV Mailroom Renovations: Director Carpenter asked when the mailrooms are scheduled to be completed.

Item #13 Roof Maintenance: Director Baum asked for clarification on this program.

Items #10, 18, 19, and 21: Director Carpenter asked if these projects have already gone out to bid.

Item #22 Dry Rot Program: Director Frankel asked when this report would be ready.

Item #28 Shepherd's Crook: Directors Frankel & di Lorenzo asked for an update.

Director Zalon commented on the reclamation project by ETWD.

Ernesto Munoz briefly responded to all questions and comments.

Reports:

11. Non-Emergency Chargeable Maintenance Services

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

Discussion ensued regarding adding a price list and estimated timeframe, reducing the suggested services, resident supplied materials, explanation of "limitations," billing rate, variety of maintenance requests and water heater warranties.

Bert Moldow (3503-A) – commented on different items to add, smoke detector, filters, weather stripping, hang cabinets, install LED light fixtures.

Lynn Jarrett (4010-1C) – commented on the water heater warranties.

By consensus, staff was directed to add an estimated cost and time frame to each offered service. Staff will also denote which items require materials to be supplied by the resident. Staff will bring a revised report and service list to the July meeting.

12. Departmental Policy for Exterior Chimney Inspections

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

Discussion ensued regarding trees overhanging chimneys, City requirements regarding wood burning, educating residents and resale requirements.

By consensus staff was directed to confirm if the City of Laguna Woods has a no burn policy for fireplaces; work with the Communications Department to get the word out to the residents to report trees that are overhanging chimneys; work with the Resale Division to require that missing spark arrestors be installed upon resale and instruct the Prior to Paint crew to perform visual chimney inspections. Missing spark arrestors will be installed by the Mutual's vendor, per the Departmental Policy.

13. Non-Wood Alternatives

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

Discussion ensued regarding T1-11 siding, and vinyl material requirements for resident alterations.

14. 3-story Building Address Signs Update

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

Discussion ensued regarding the recently installed address marker posts & slats, the oval building number signs, pole height, painting addresses on curbs, the use of a consultant, the number of each type of building model, and the variety of address signs needed per location.

Bert Moldow (3503-A) – commented on the different pole heights for cul-de-sac signs.

Lynn Jarrett (40101C) – suggested that the large oval address signs be installed on the buildings first, then staff could work on the cul-de-sac and street signs.

By consensus, staff was directed to provide a list of how many buildings there are for each model, along with a map of the buildings in Gate 14 and CDS 212. Directors di Lorenzo and Bruninghaus will decide building address sign locations for each of the buildings in these two areas and will bring this information back to the next meeting.

Staff was directed to stop the address marker pilot program and to remove all the posts and slats that were installed.

15. Copper Pipe Epoxy Lining Report

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

Discussion ensued regarding leak rate analysis, epoxy warranty, budget recommendations, the number of buildings that need to be lined this year and moisture intrusion restoration costs.

Staff will come back to the next meeting with a closed session contract award for a copper pipe epoxy lining contractor.

16. Wasteline Remediation Report

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

Discussion ensued regarding cost trends, interior/exterior pipe lining, proposed funding and program length.

17. Mailroom Renovations Update

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

18. Shepherd's Crook Update (oral discussion)

CEO Brad Hudson provided suggestions for a more simple design with a cleaner look for the Shepherd's Crook. Mr. Hudson also provided an update on the brush removal.

Discussion ensued regarding various wall heights, fabricating different heights for Shepherd's Crook, increased security patrols, costs for rebuilding the perimeter walls and other alternatives for shepherd's crook.

Staff will look at other applications of Shepherd's Crook in the area and return with a recommendation.

Items for Future Agendas:

- Vehicle Decal Policy Revisions
- Programmable Drying Costs per Load (June)
- Dry Rot Inspection Report (June/July)
- Alteration Flooring Replacement Disbursement (due to moisture intrusion)
- Contract Award for Commercial Dryer Replacement Project (September)
- GV Inspection and Replacement of Receptacles in Garages
- GV Garage Cabinet Costs per Building

Concluding Business:

- **Committee Member Comments**

There were no Committee Member Comments.

- **Date of Next Meeting – June 4, 2018**

Adjournment

The meeting was adjourned at 4:27 PM.


Bill Walsh, Chair

**THIRD LAGUNA HILLS MUTUAL
2018 PRIOR TO PAINT PROGRAM REPORT**

Through April 30, 2018

Shown below is the cost breakdown for structures completed through the reporting period:

2018 PROGRAM SCOPE				
	Budget	Planned	Complete	% Complete
Buildings (Dry Rot)	108	108	54	34%
Carport Structures	32	32	14	44%
Laundry Buildings	15	15	11	73%
Buildings (Decking)	59	59	39	81%

COMPLETIONS - PTP PROGRAM				
Item	Budget	Projected to Date	Actual Expenditures	Variance % Fav / (Unfav)
A98100 Dry Rot Repairs PTP	\$ 643,731	\$ 214,042	\$ 320,617	-50%
A98101 Decking Repairs PTP	\$ 202,190	\$ 67,224	\$ 91,448	-36%
A98103 Welding Repairs PTP	\$ 10,947	\$ 3,643	\$ 184	95%
A98102 Lead Abatement PTP	\$ 375	\$ 124	\$ 500	-303%
Total Repairs Prior To Paint:	\$ 857,243	\$ 285,034	\$ 412,749	-45%

Shown below is the cost breakdown for total expenditures through the reporting period. These figures include costs associated with the above-referenced completions and work in progress:

TOTAL 2018 PROGRAM EXPENDITURES				
Item	Completions	2017 Work Completed in 2018	Work in Process	Total Expenditures
A98100 Dry Rot Repairs PTP	\$ 320,617	\$ -	\$ -	\$ 320,617
A98101 Decking Repairs PTP	\$ 91,448	\$ -	\$ -	\$ 91,448
A98103 Welding Repairs PTP	\$ 184	\$ -	\$ -	\$ 184
A98102 Lead Abatement PTP	\$ 500	\$ -	\$ -	\$ 500
Total Repairs Prior To Paint:	\$ 412,749	\$ -	\$ -	\$ 412,749

*** Outside Services includes lift rentals, city permits, repairs by contractors

**THIRD LAGUNA HILLS MUTUAL
2018 EXTERIOR PAINT PROGRAM REPORT**

Through April 30, 2018

Shown below is the cost breakdown for structures completed through the reporting period:

2018 PROGRAM SCOPE					
	Planned	Complete	Sq Ft Planned	Sq Ft Complete	Sq Ft % Complete
Buildings	136	56	2,131,393	503,481	24%
Carport Structures	32	7	74,254	4,048	5%
Total Carport Stalls	155	54			
Laundry Buildings	15	4	12,135	5,660	47%

COMPLETIONS - PAINT PROGRAM				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 180,960	\$ 60,320	\$ 49,567	17.8%
Lead Paint Testing	\$ 35,616	\$ 11,872	\$ -	100.0%
Labor	\$ 1,292,145	\$ 429,826	\$ 460,841	-7.2%
Total Cost	\$ 1,508,721	\$ 502,018	\$ 510,409	-1.7%

COMPLETIONS - TOP COATING				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 17,664	\$ 5,888	\$ 2,901	50.7%
Labor	\$ 65,131	\$ 21,666	\$ 8,511	60.7%
Total Cost	\$ 82,795	\$ 27,554	\$ 11,413	58.6%

COMPLETIONS - LEXAN SIGNS				
Item	Budget	Projected Expenditures	Actual Expenditures	Variance % Fav / (Unfav)
Materials	\$ 11,228	\$ 3,740	\$ 3,297	11.8%

Shown below is the cost breakdown for total expenditures through the reporting period. These figures include costs associated with the above-referenced completions and work in progress:

TOTAL 2018 PROGRAM EXPENDITURES				
Item	Completions	2017 Work Completed in 2018	Work in Process	Total Expenditures
Materials	\$ 55,766	\$ -	\$ -	\$ 55,766
Labor	\$ 469,353	\$ -	\$ -	\$ 469,353
Lead Paint Testing	\$ -	\$ -	\$ -	\$ -
Total Cost	\$ 525,119	\$ -	\$ -	\$ 525,119

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
REPLACEMENT FUND								
ALARM SYSTEMS	\$0	\$0	\$0	\$0	\$0	0%	\$0	0%
BUILDING NUMBERS	0	2,830	1,134	11,320	33,970	3%	10,186	90%
BUILDING STRUCTURES	75,709	262,618	459,383	1,050,468	3,152,327	15%	591,086	56%
ELECTRICAL SYSTEMS	0	4,586	1,950	18,344	55,046	4%	16,394	89%
ENERGY PROJECTS	0	4,166	(0)	16,664	50,000	0%	16,664	100%
EXTERIOR LIGHTING	234	41,666	446	166,664	500,000	0%	166,218	100%
FENCING	5,407	0	21,576	0	0	0%	(21,576)	0%
GARDEN VILLA LOBBY	22,390	9,505	71,383	38,022	114,126	63%	(33,362)	(88%)
GARDEN VILLA MAILROOM	9,459	1,967	53,309	7,866	23,649	225%	(45,443)	(578%)
GARDEN VILLA RECESSED AREA	0	16,250	0	65,000	195,000	0%	65,000	100%
GV REC ROOM WATER HEATER/HEAT PUMP	0	1,500	1,318	6,000	18,000	7%	4,682	78%
GUTTER REPLACEMENTS	1,582	11,422	26,464	45,687	137,118	19%	19,223	42%
LANDSCAPE MODERNIZATION	0	20,833	0	83,333	250,000	0%	83,333	100%
MAILBOXES	0	1,612	15	6,447	19,389	0%	6,431	100%
PAINT PROGRAM - EXTERIOR	149,837	133,331	525,119	533,312	1,602,744	33%	8,193	2%
PRIOR TO PAINT	76,490	71,260	412,749	285,034	857,243	48%	(127,716)	(45%)
PAVING	0	0	0	0	597,000	0%	0	0%
ROOF REPLACEMENTS	103,600	174,119	307,196	379,215	1,598,050	19%	72,019	19%
TREE MAINTENANCE	94,782	68,464	421,962	276,001	826,476	51%	(145,960)	(53%)
WALL REPLACEMENTS	0	6,250	0	24,999	75,000	0%	24,999	100%
WASTE LINE REMEDIATION	81,270	62,500	98,202	250,000	750,000	13%	151,798	61%
WATER LINES - COPPER PIPE REMEDIATION	0	8,333	(1,000)	33,332	100,000	-1%	34,332	103%
OTHER - INVESTMENT EXPENSE	16,857	0	5,278	5,278	5,278	100%	0	0%
TOTAL REPLACEMENT FUND	\$637,617	\$903,211	\$2,406,483	\$3,302,985	\$10,960,415	22%	\$896,501	27%
ELEVATOR REPLACEMENT FUND								
ELEVATOR REPLACEMENT	\$0	\$27,515	\$0	\$110,060	\$330,189	0%	\$110,060	100%
OTHER - INVESTMENT EXPENSE	0	0	597	597	597	100%	0	0%
TOTAL ELEVATOR REPLACEMENT FUND	\$0	\$27,515	\$597	\$110,657	\$330,786	0%	\$110,060	99%
LAUNDRY REPLACEMENT FUND								
LAUNDRY APPLIANCES	\$11,074	\$2,056	\$15,220	\$8,223	\$24,714	62%	(\$6,997)	(85%)
LAUNDRY COUNTERTOP/FLOOR/TILE REPAIRS	14,712	2,886	19,730	11,546	34,688	57%	(8,184)	(71%)
OTHER - INVESTMENT EXPENSE	0	0	291	291	291	100%	0	0%
TOTAL LAUNDRY REPLACEMENT FUND	\$25,786	\$4,942	\$35,240	\$20,059	\$59,693	59%	(\$15,181)	(76%)

**THIRD LAGUNA HILLS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		TOTAL BUDGET	% EXPENDED	VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET			\$	%
OPERATING FUND								
1 APPLIANCE REPAIRS	\$8,584	\$7,803	\$34,450	\$31,197	\$93,901	37%	(\$3,253)	(10%)
2 BALCONY/BREEZEWAY RESURFACING	15,823	34,165	42,628	136,656	411,008	10%	94,028	69%
3 BUILDING REHAB/DRY ROT	9,685	26,665	28,945	106,657	320,666	9%	77,712	73%
4 CARPENTRY SERVICE	33,680	30,837	107,350	123,345	370,816	29%	15,994	13%
5 CONCRETE REPAIR/REPLACEMENT	44,976	23,103	174,954	92,410	277,636	63%	(82,544)	(89%)
6 CURB CUT/SIDEWALK RAMPS	0	1,666	0	6,664	20,000	0%	6,664	100%
7 ELECTRICAL SERVICE	8,868	11,827	36,839	47,292	142,279	26%	10,454	22%
8 FIRE PROTECTION	23,782	8,398	28,009	33,592	100,820	28%	5,583	17%
9 GUTTER CLEANING	1,165	2,283	7,575	9,130	166,799	5%	1,555	17%
10 GV MAILROOM RENOVATIONS	29	0	29	0	0	0%	(29)	0%
11 JANITORIAL SERVICE	69,720	65,440	277,911	262,015	785,925	35%	(15,896)	(6%)
12 MISC REPAIRS BY OUTSIDE SERVICE	3,043	5,505	26,509	22,020	66,061	40%	(4,488)	(20%)
13 PAINT - TOUCH UP	12,306	9,816	72,724	39,263	118,034	62%	(33,462)	(85%)
14 PAVING MAINTENANCE & REPAIRS	2,753	13,628	13,751	54,509	163,751	8%	40,759	75%
15 PEST CONTROL FOR TERMITES	750	24,912	9,506	99,648	298,968	3%	90,142	90%
16 PLUMBING SERVICE	55,655	46,731	232,100	186,889	562,159	41%	(45,211)	(24%)
17 ROOF REPAIRS	57	24,166	90,568	96,664	290,000	31%	6,096	6%
18 SOLAR MAINTENANCE	1,926	3,333	5,034	13,333	40,000	13%	8,300	62%
19 STAIR TREAD REPLACEMENTS	270	702	1,083	2,807	8,431	13%	1,724	61%
20 TRAFFIC CONTROL	4,067	2,474	10,945	9,896	29,721	37%	(1,049)	(11%)
21 WELDING	2,557	5,542	21,825	22,168	66,615	33%	344	2%
TOTAL MAINTENANCE PROGRAMS	\$299,695	\$348,995	\$1,222,732	\$1,396,156	\$4,333,590	28%	\$173,423	12%

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
VARIANCE EXPLANATIONS
As of April 30, 2018**

1. APPLIANCE REPAIRS – April: (\$781), YTD: (\$3,253)

YTD variance is still slightly above expected levels due to needed washer and dryer repairs.

2. BALCONY/BREEZEWAY RESURFACING – April: \$18,342, YTD: \$94,028

Costs are associated with minor repairs. Mid-cycle program work will start later in the year

3. BUILDING REHAB/DRY ROT – April: \$16,980, YTD: \$77,712

Lower amount of non-program service orders than projected.

4. CARPENTRY SERVICE – April: (\$2,843), YTD: \$15,994

Lower amount of carpentry service orders than projected.

5. CONCRETE REPAIR/REPLACEMENT – April: (\$21,873), YTD: \$(82,544) <BH>

Crew completed higher volume of concrete repair per month than budgeted.

6. CURB CUT/SIDEWALK RAMPS – April: \$0, YTD: \$0

No demand so far this year.

7. ELECTRICAL SERVICE – April: \$2,959, YTD: \$10,454

Expenditures are within expected monthly variation, for this contingency work.

8. FIRE PROTECTION – April: (\$15,384), YTD: \$5,583

Costs are associated with Fire Alarm Inspections performed by Security Dept.

9. GUTTER CLEANING – April: \$1,117, YTD: \$1,555

Costs are associated with service request tickets. Program work starts in the 3rd quarter of the year.

10. GV MAILROOM RENOVATIONS – N/A

This budget was moved to Reserves.

11. JANITORIAL SERVICE – April: (\$4,280), YTD: (\$15,896) <BH>

High volume of discarded item pickup work which is charged to Miscellaneous under Janitorial Service. This trend will continue through remainder of the year.

**THIRD LAGUNA HILLS MUTUAL
MAINTENANCE PROGRAMS
VARIANCE EXPLANATIONS
As of April 30, 2018**

12. MISC REPAIRS BY OUTSIDE SERVICE – April: \$2,463, YTD: (\$4,488)

YTD variance will be adjusted by Finance for Trash Chute Cleaning. The Supplemental Appropriation was not added to the budget to account for this expenditure.

13. PAINT/TOUCH UP – April: (2,490), \$68,459, YTD: (\$33,462)

More hours required for exterior touch up painting over repairs, than anticipated.

14. PAVING MAINTENANCE & REPAIRS – April: \$10,875, YTD: \$40,759 <BH>

The priority has been placed on Concrete Repairs over Paving Repairs at this time.

15. PEST CONTROL – April: \$24,162, YTD: \$90,142

Program work is scheduled to start in May.

16. PLUMBING SERVICE – April: (\$8,924), YTD: (\$45,211)

A high level of plumbing repairs has resulted in above average costs.

17. ROOF REPAIRS – April: \$24,109, YTD: \$6,096

Year to date Emergency Roof Repair costs are within the expected range.

18. SOLAR MAINTENANCE – April: \$1,407, YTD: \$8,300

Some invoices coded to wrong account by mistake. This will be corrected by Finance.

19. STAIR TREAD REPLACEMENTS – April: \$432, YTD: \$1,724 <BH>

No demand so far this year.

20. TRAFFIC CONTROL – April: (1,593), YTD: (\$1,049) <BH>

Within \$5,000 variance year to date.

21. WELDING – April: \$2,985, YTD: \$344

Within project budget.

Third Mutual Project Log (May 2018)							
Priority Rating	#	Type	Name	Description	Status	Estimated Completion/On-going Programs	Budget
	1	904 Maint Svc	2018 Waste line Remediation	The Waste lines Program involves the installation of a seamless liner within the existing pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the waste line program. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011. Starting in 2017 both, interior and exterior lines are receiving an epoxy liner.	The Board awarded a three-year contract to Specialized Pipe Technologies (SPT), to perform epoxy waste lining services for the Mutual. Work for the 2018 program resumed February 20th in the Gate 11 area. Lining began at buildings 5219-5223. Buildings currently scheduled for epoxy lining are: 3366, 3105, 3113, 5109, 5110, 5111, 5112 & 5113. 114 buildings have been completed to date. 67 have been invoiced. 150 buildings are estimated to be completed during the year.	December 2018 Annual	Budget: \$750,000 Invoiced: \$333,480 Balance: \$416,520
	2	904 Maint Svc	2018 Electrical Systems	This program is dedicated to repairing or replacing electrical equipment as needed.	Funding is provided for this program as a contingency to address electrical panel failures. One replacement has occurred at manor 3366-1F.	December 2018 Annual	Budget: \$50,000 Invoiced: \$1,950 Balance: \$48,050
	3	910 Maint Opr	2018 Prior to Paint Program (PTP)	The Mutual has a 10 year full cycle exterior paint program. Prior to paint dry rot and decking repairs will be performed every 10 years to prepare building surfaces for painting.	Staff is currently working in CDS 216. All buildings within the followings cul-de-sacs have been scheduled for inspection and repair with the 2018 PTP program as follows: 214, 225, 223, 220, 218, 216, 224, 222 and 221. CDS 214, 225, 223, 220 & 218 have been completed. We are 60% complete with the 2018 Prior to Paint scheduled work.	December 2018 Annual	Budget: \$857,243 Invoiced: \$336,259 Balance: \$520,984
	4	910 Maint Opr	2018 Exterior Paint Program	The Mutual has 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 regard to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs replaced. Lead abatement activities are performed in conjunction with the Exterior Paint Program.	Staff is currently painting in CDS 220. All buildings within the followings cul-de-sacs have been scheduled for painting and resurfacing with the 2018, Paint Program: CDS 214, 225, 223, 220, 218, 216, 224, 222, and 221. CDS 214, 225 & 223 have been completed. We are 33% complete with the 2018 Exterior Paint Program.	December 2018 Annual	Budget: \$1,602,744 Invoiced: \$375,282 Balance: \$1,227,462

5	910 Maint Opr	2018 Balcony & Breezeway Resurfacing	This program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces midway between exterior paint cycles. 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 potential safety hazards or dry rot problems.	This program is scheduled to start in June. There are 56 buildings on the schedule for this year.	December 2018 Annual	Budget: \$411,008 Invoiced: \$26,804 Balance: \$384,204
6	910 Maint Opr	2018 Garden Villa (GV) Lobby Renovations	This program addresses the replacement of the existing acoustic ceiling, wallpaper and carpet in GV lobbies. All walls, ceilings and doors are patched and painted and carpet is replaced. As of 2018, this program will include 10 GV lobbies to be renovated annually.	Ten lobby renovations are scheduled for 2018. The lobbies to be renovated are as follows: 2370, 3499, 2353, 2354, 2393, 5517, 969, 2400, 3241 and 2399. Staff began work in lobby 2370 in January, and it is anticipated all lobbies will be completed in July 2018. Lobbies Completed: 2370, 3499, 2353, 2354, 2393, 5517 & 969. The average cost of each lobby renovation is \$11,412.	July 2018 Annual	Budget: \$114,126 Invoiced: \$79,884 Balance: \$34,242
7	910 Maint Opr	2018 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 on an as needed basis and hotel accommodations during tenting.	The fumigation program starts May 7, 2018 and is typically completed by November. There are 44 buildings scheduled to be fumigated this year.	November 2018 Annual	Budget: \$298,968 Additional funds added: \$10,000 New Budget: 308,968 Invoiced: \$8,756 Balance: \$300,212
8	910 Maint Opr	2018 Gutters - Replacement and Repair	Gutter replacement will be performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized replacement using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building. This program also addresses gutter repairs performed by VMS staff.	Complete gutter and downspout replacement will take place at Buildings 2369, 2370, 2381, 2400, 2402, 2403, 2404 and 2405 in 2018. Staff is assessing the buildings and will create a scope of work and a schedule for the outside vendor. Funds have also been budgeted for repairs by in-house staff on an as needed basis throughout the year.	December 2018 Annual	Budget: \$137,118 Invoiced: \$24,882 Balance: \$112,236
9	920 Projects	Trash Chute Repairs - Three Story Buildings	This project is dedicated to repairing the discharge room and trash chutes in all three story buildings.	On March 20, 2018 the Board approved the contract award to Terra Pacific Waste Management in the amount of \$336,680 to repair trash chutes in all LH-21 and Garden Villa buildings. The repairs are scheduled to start in June.	December 2018	Supplemental Appropriation: \$336,680 Invoiced: \$0 Balance: \$336,680

10	920 Projects	2018 Roofing Replacement Program	This program is dedicated to replacing and maintaining Third 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.	50 buildings totaling 177,215 sf are scheduled to be re-roofed in 2018. The reroofing work started at the end of March. As of May 1st, 4 of 50 buildings have been completed and invoiced.	December 2018 Annual	Budget: \$1,392,954 Invoiced: \$103,600 Balance: \$1,289,354
11	920 Projects	2018 5 & 10 year-old Roof Maintenance and Emergency Repair Program	This program is dedicated to preserving the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly. Also emergent requests for roof repairs are completed as received.	The 5 & 10 year roof maintenance program was started and completed during the month of January. There were 57 buildings totaling 163,159 sf at the 5 year age and 105 buildings totaling 569,740 sf at the 10 year age. Emergency repairs are as needed.	December 2018 Annual	Budget: \$550,100 Invoiced: \$296,391 Balance: \$253,709
12	920 Projects	2018 Asphalt Paving Program	This program is dedicated to preserving the integrity of Cul-de-sac street paving. As part of this program asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2018 program will consist of 108,293 square feet of paving replacement.	The Asphalt Paving work is scheduled to begin in May and be completed in July. The 2018 program will consist of 90,500 square feet of pavement replacement. The scheduled cul-de-sacs include: 315, 316, 322, 323, 366, 3150 and 3317. The original cul-de-sacs planned for 2018 were changed to the above cul-de-sacs due to ETWD Reclaimed Water project scheduling conflicts. Resident notifications for work to be completed in June/July will be sent out in May.	August 2018 Annual	Budget: \$375,000 Invoiced: \$0 Balance: \$375,000
13	920 Projects	2018 Parkway Concrete Program	This program is funded to replace and repair damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.	The concrete replacement is scheduled to start in May and completed in July. Resident notifications in the affected areas will be sent out in May.	July 2018 Annual	Budget: \$150,000 Invoiced: \$0 Balance: \$150,000
14	920 Projects	2018 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 Seal Coat program work is scheduled to start in August and finish in September. 30 cul de sac/street areas totaling 599,359 SF of pavement will be seal coated in 2018.	September 2018 Annual	Budget: \$72,000 Invoiced: \$0 Balance: \$72,000
15	920 Projects	2018 Gutter Cleaning Program	This program is for the annual cleaning of Mutual Owned and Alteration Gutters.	The gutter cleaning program will start in September and finish in December.	December 2018 Annual	Budget: \$139,364 Invoiced: \$0 Balance: \$139,364

16	920 Projects	2018 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. As requests for foundation inspections are received, staff performs field observations, and if required, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	Nine Garden Villas locations (B2388, B2389, B2390, B2392, B2393, B2399, B2402, B2403, & B4011) were inspected and recommended for repairs. Repair plans were submitted and the bidding process was completed in April. The contract award is pending and work will be scheduled to start in August.	December 2018 Annual	Budget: \$207,000 Invoiced: \$0 Balance: \$207,000
17	920 Projects	2018 Parapet/Stucco Wall Repairs	Several Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year.	Staff received contractor pricing and is reviewing proposals and will present a contract award recommendation at the June M&C Committee meeting.	December 2018 Annual	Budget \$230,000 Invoiced: \$0 Balance: \$230,000
18	920 Projects	2018 Building Address Signs	This program was funded to replace building address signs on 1,405 buildings over a ten year period beginning in 2016. However, more recently, the M&C Committee determined that the 82 three-story buildings required a more visible sign. Staff was directed to develop new three-story building signs that are larger than those currently installed. Sign placement was to be determined by building configuration.	The pilot program for address posts was halted by the Committee. The focus is now on large oval building address signs. Once locations are selected by the M&C staff will have the signs fabricated and installed.	TBD	Budget: \$33,970 Invoiced: \$0 Balance: \$33,970
19	920 Projects	2018 Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	Several building repair requests have been received and repairs are in progress at buildings: B4007, 2170-A, B5193, B967, 5500-1G, 5330-Q, 2404-3A, and B2395.	December 2018 Annual	Budget: \$750,000 Invoiced: \$141,178 Balance: \$608,822
20	920 Projects	Dry Rot Program	This program is dedicated to developing and implementing a systematic approach to eradicating wood rot throughout Third Mutual.	The Dry Rot Consultant provided draft copies of the final report including plans, specifications, and estimates for staff review and comments. The consultants' report will be presented at a future M&C Committee meeting.	December 2018 Annual	Budget: \$1,025,000 Invoiced: \$65,779 Balance: \$959,221
21	920 Projects	2018 Elevator Replacement Program	This program is dedicated to elevator maintenance and replacement of worn equipment. In addition ten elevator cars are scheduled for interior renovations.	The building elevators scheduled for replacement in 2018 include: 2381, 2355, 2390, 2394, 2397, 2402, 2399, 2369, 4001 and 4005. Notifications will be mailed in advance to the residents/owners in each building. Buildings 2381 and 2355 have been completed. Building 2394 will begin construction May 7, 2018, and be completed May 24, 2018.	December 2018 Annual	Budget: \$330,189 Invoiced: \$0 Balance: \$330,189

22	920 Projects	2018 Elevator Tile Floor Replacement	This program replaces the elevators ceramic tile flooring with a high grade vinyl tile when the existing tile flooring is reported as damaged.	On April 24, 2018, the elevator tile was replaced at Building 2393.	December 2018 Annual	Budget: \$17,083 Invoiced: \$2,145 Balance: \$17,083
23	920 Projects	2018 Water Lines - Copper Pipe Remediation	This program is intended to extend the life of copper pipes in all buildings which experience a high frequency of copper pipe leaks.	Staff is currently reviewing previous leak rate reports to determine what manors will be candidates for the 2018 program. Once the buildings are identified, staff will bring a report to the M&C Committee for consideration.	December 2018 Annual	Budget: \$100,000 Invoiced: \$0 Balance: \$100,000
24	920 Projects	Exterior Lighting	In 2018 funding for this program will be allocated towards the purchase of the Southern California Edison street light infrastructure. Additionally, it will offset the cost of consulting services to assist with the acquisition, and the upgrade of other exterior lighting. This program also includes funding for walkway lighting needs.	Street Lights: On 4/03/18 the contract with Siemens in the amount of \$843,857 was executed. The scope of work is to assist with the street light acquisition, retrofit of the existing lighting fixtures, and to perform the operations and maintenance of the asset for three years. A kick-off meeting with Siemens was conducted on April 24. Siemens is currently coordinating with SCE to have the acquisition agreement executed with the California Public Utilities Commission (CPUC) scheduled in mid-June. The transfer process of surveying, tagging, and invoicing for the assets will be complete in November 2018. The pilot program to select the LED fixtures for the retrofit will start in September 2018. The LED retrofit of 688 street light fixtures will be completed in March 2019. Walkway Lighting: Supergreen Solutions installed 6 pilot bollards in cul-de-sac 202. These bollards were viewed at night by several Directors and a member from staff. The Directors were pleased with the bollards and gave direction to move forward with an RFP for replacement of all fixtures with these bollards. Staff had a pre-bid meeting on April 26th with 4 contractors in attendance and viewed the site. Bid submission deadline is May 10th, after which staff will review the bids and present a recommendation for contract award at the next M&C meeting.	December 2018	Budget: \$500,000 Invoiced: \$0 Balance: \$500,000
25	920 Projects	2018 Common Wall Replacement	Funding for this program is allocated as a contingency to replace damaged common walls as needed. Field staff observes the conditions of requested walls and repairs or replaces the walls as needed.	No complaints have been received regarding common walls within the Third Mutual. If no complaints are received by June, staff will perform field inspection to determine if any action needs to be taken to repair or replace any wall sections found to be damaged or compromised.	December 2018 Annual	Budget: \$25,000 Invoiced: \$0 Balance: \$25,000

	26	920 Projects	<p>Shepherd's Crook</p>	<p>As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, The Mutual will remove and replace barbed wire on all perimeter walls with Shepherd's Crook on a phased approach.</p>	<p>This project was placed on hold while the security fence options are considered in lieu of the shepherds crooks. Staff will review and recommend options at a future M & C Committee meeting.</p>	December 2018	<p>Budget: \$50,000 Supplemental: \$250,000 Invoiced: \$0 Balance: \$300,000</p>
	27	920 Projects	<p>2018 Garden Villa Breezeway Recessed Areas</p>	<p>This pilot project will fill in the Garden Villa breezeway recessed areas with light weight concrete to match the existing walkway surface. This work will eliminate existing uneven surfaces in recessed areas to eliminate tripping hazards. The work performed will reduce maintenance costs, increase dry rot repair and prevention of mold.</p>	<p>On September 19, 2017, the Board awarded a contract to B. Foster Construction to complete buildings 2384, 2385 and 2386. Building 2384 began construction on March 19, 2018 and all demo, weep screed, stucco and drain repairs have been completed. The installation of light weight concrete is scheduled for the first week of May 2018. Building 2385 began construction April 20, 2018.</p>	December 2018	<p>Budget: \$178,721 Invoiced: \$0 Balance: \$178,721</p>
	28	920 Projects	<p>Energy Consultant Services</p>	<p>Funding was allocated to advance energy initiatives to reduce the Mutual's energy footprint. These efforts will include partnering with all Boards to pursue an overall energy strategy for the community. The following are a few of the topics Board Members have expressed an interest in investigating and a desire to obtain professional guidance on: Community Choice Aggregation (CCA); energy generation during power outages; battery storage facilities to help regulate energy flow; Residential Application of Fuel Cell technology; upgrade of the Community's aging electric infrastructure; time of use strategies; Performance Management Services to ensure accurate billing rates from SCE; and infrastructure upgrades for Electric Vehicle Charging Stations.</p>	<p>A consultant will be retained on an on-call basis for a not to exceed contract amount. The costs associated with any work performed by the consultant would be included with each individual project cost, and would not have an impact on any existing budgets. Proposals have been received and interviews conducted. Staff is reviewing the results and will bring a report to future Energy and M&C Committee meetings.</p>	December 2018	<p>Budget: \$50,000 Invoiced: \$0 Balance: \$50,000</p>



STAFF REPORT

DATE: June 4, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Updated Costs for 3-story Building Address Signs

RECOMMENDATION

Purchase and install 100 building address signs at those buildings and locations as directed by the Committee.

BACKGROUND

At the May 7, 2018, Maintenance and Construction Committee meeting, staff received direction to cease the address marker pilot program and remove all posts and slats installed for this pilot. In addition, staff was directed provide pricing to install the large oval signs used during the 2017 three-story building sign pilot program. Directors di Lorenzo and Bruninghaus will determine the sign locations for the buildings in Gate 14 and CDS 212, which will be presented to the committee for discussion.

DISCUSSION

Staff obtained an estimate to fabricate and install 16.5 inch x 36 inch oval signs, as shown in Attachment 1, composed of .063 inch aluminum with a black vinyl background and 3M white reflective numbers.

The estimated cost to fabricate and install the signs is as follows:

Quantity	Total cost	Savings
4 or less	\$294 per sign	\$0.00
5 -20	\$255 per sign	\$39
21-100	\$243 per sign	\$51
100 or more	\$232 per sign	\$62

FINANCIAL ANALYSIS

Sufficient funding is available for the fabrication and installation of building signs from the 2018 Building Numbers Replacement Fund. There is a remaining balance of \$32,876 in the Fund.

Prepared By: Rodger Richter, Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P. E. Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 - Oval Sign Photo

ATTACHMENT 1
Oval Sign Photo

