



OPEN MEETING

REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL GARDEN VILLA RECREATION ROOM SUBCOMMITTEE

**Wednesday, March 13, 2024 – 1:30 PM
Laguna Woods Village Board Room
24351 El Toro Road
Laguna Woods, CA 92637**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings in person and virtually. To submit comments or questions virtually regarding the subcommittee meeting, please use one of the following options:

1. Join the subcommittee meeting via the Zoom link: <https://us06web.zoom.us/j/81242355176>
2. Email meeting@vmsinc.org any time before or during the meeting. Please use the subcommittee's name in the email subject line and include your name and unit number in the message.

NOTICE AND AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Approval of the Agenda
3. Approval of Meeting Report for November 1, 2023
4. Chair's Remarks
5. Member Comments - (Items not on the Agenda)

Items for Discussion

6. 2024 Garden Villa Recreation Room Non-Program Component Summary
7. 2024 Garden Villa Recreation Room Component Summary
8. 2024 Garden Villa Recreation Room Recommended Component Expenditures
9. Garden Villa Recreation Room Estimated Component Replacement Lifespan Schedule

Items for Future Agendas

- 2024 Garden Villa Recreation Room Component Progress Report

Concluding Business

- Subcommittee Member Comments
- Date of Next Meeting: July 24, 2024
- Adjournment

SK Park, Chair
Adam Feliz, Staff Officer
Telephone: 949-268-2074

This Page was Intentionally Left Blank



OPEN MEETING

**MINUTES OF THE REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL
GARDEN VILLA RECREATION ROOM SUBCOMMITTEE**

Wednesday, November 1, 2023 – 1:30 PM
Laguna Woods Village Board Room/Zoom Webinar
24351 El Toro Road, Laguna Woods, CA 92637

DIRECTORS PRESENT: S.K. Park – Chair, Moon Yun, Ralph Engdahl (Alternate)

DIRECTORS ABSENT: Cush Bhada (Excused)

ADVISORS PRESENT: Stuart Hack, Lynn Jarrett, Lorna Seung

ADVISORS ABSENT: None

STAFF PRESENT: Adam Feliz – Staff Officer
Chontelle Crite – Maintenance Operations Coordinator
Czarina Livelo – Senior Operations Specialist

1. Call to Order

Chair S.K. Park called the meeting to order at 1:34 p.m. and established that a quorum was present.

2. Approval of Meeting Agenda

Chair Park asked for a motion to approve the agenda.

Director Moon Yun made a motion to approve the agenda. Director Ralph Engdahl seconded.

Hearing no changes or objections, the agenda was approved by unanimous consent.

3. Approval of Meeting Report for July 5, 2023

Chair Park asked for a motion to approve the meeting report of July 5, 2023.

Director Yun made a motion to approve the report. Advisor Stuart Hack seconded the motion.

Hearing no changes or objections, the report was approved by unanimous consent.

4. Chair's Remarks

Chair Park commented that this is his first meeting as Chair of the subcommittee. He introduced and thanked all staff and subcommittee members.

5. Member Comments (Items Not on the Agenda)

None.

Items for Discussion

6. Garden Villa Recreation Room Projected Fund Balance Review

Staff Officer Adam Feliz presented the projected fund balance report. Questions from the subcommittee were addressed and noted by staff.

7. Third Mutual Epoxy Flooring, Heat Pump, and Water Heater Component Update

Staff Officer Feliz presented the update for informational purposes only. Questions from the subcommittee were addressed and noted by staff.

Director Yun requested a list of all buildings' components' completion status. Staff Officer Feliz suggested preparing a supplemental document for the Recreation Room Component Replacement Lifespan Schedule to present at the next meeting.

8. 2023 Garden Villa Recreation Room Expenditures Program Update

Staff Officer Feliz presented the update—no questions or requests from the subcommittee.

9. Recreation Room Carpet Replacement Update (Discussion Only)

Staff Officer Feliz presented the carpet replacement update, including the stockpiling plan. Questions from the subcommittee were addressed and noted by staff.

10. Recreation Room Component Replacement Lifespan Schedule

Staff Officer Feliz reviewed the schedule. He confirmed any “overdue” replacements were unnecessary to complete per staff inspections or building captain requests; all components will remain part of the biannual inspections regardless of when they were last replaced. Questions and requests from the subcommittee were addressed and noted by staff.

Advisor Hack inquired about other epoxy flooring options. Staff Officer Feliz referred the matter to the Maintenance and Construction Committee.

Chair Park proposed increasing the lifespan of each component to save money. Discussion ensued among the subcommittee. Staff Officer Feliz suggested staff present lifespan recommendations at the next meeting.

11. 2023 Recreation Room Component Replacement List and Budget Review

Staff Officer Feliz reviewed the projected component replacement list and budget. Questions from the subcommittee were addressed and noted by staff.

Director Yun asked if the Garden Villa budget is separate from the Third Mutual budget. Advisor Hack and Advisor Lynn Jarrett confirmed it is a different “restricted reserved fund.”

Discussion ensued regarding the Program Report provided by the Accounting Department.

Staff Officer Feliz recommended removing the Program Report from future agendas, as the same data is provided in more detail on the Garden Villa Recreation Room Expenditures Summary from Agenda Item #8.

Hearing no changes or objections, the removal of the Program Report was approved by unanimous consent.

12. Garden Villa Recreation Room Inspection Schedule Review

Staff Officer Feliz reviewed the proposed inspection procedure and schedule, which will be completed in collaboration between the staff and building captains. Discussion ensued, and questions from the subcommittee were addressed and noted by staff.

Staff Officer Feliz confirmed that all component replacements scheduled for 2023 have been completed.

13. Items for Future Agendas

Did not discuss.

Concluding Business

Subcommittee Member Comments

Did not discuss.

Staff Member Comments

Did not discuss.

Date of Next Meeting

Did not discuss.

Adjournment

The meeting was adjourned at 2:43 p.m.


S.K. Park, Chair

S.K. Park, Chair
Adam Feliz, Staff Officer
Telephone: 949-268-2074

This Page was Intentionally Left Blank

2024 Garden Villa Recreation Room Non-Program Component Summary

Funding Source: Third Laguna Hills Mutual Budget

EPOXY FLOORING	
Building	Comment
R5517	
Total Available Funding \$ 5,710	

HEAT PUMP	
Building	Comment
	No planned replacements for 2024
Total Available Funding \$ 2,389	

WATER HEATER	
Building	Comment
B2389	
B2399	
Total Available Funding \$ 3,004	

WINDOW REPLACEMENT	
Building	Comment
R969	
R2404	
R3421	
R5510	
R5515	
Total Available Funding \$ 60,000	

This Page was Intentionally Left Blank

2024 Garden Villa Recreation Room Component Summary

	Component	Kitchen Renovation	Full Painting: Kitchen	Microwave Replacement	Refrigerator Replacement	Countertop Resurfacing: Women's Restroom	Mirror Replacement: Women's Restroom	Mirror Replacement: Men's Restroom	Full Painting: Game Room	Window Coverings	Carpet (Tiles)	Billiard Table Re-felt	Billiard Table Misc. Accessories	Billiard Table Covers & Inserts	Billiard Table Cue Replacement	Card Table Chairs	Contingency	Projected Renovations Total Cost	Projected Reserves Balance	Projected Fund Balance
	Work Center	917 / 932	912 / 932	917	917	910	910/912/932	910/912/932	912 / 932	910	910	910	910	910 / 912	910	910	As Needed			
	Lifespan (Years)	30	10	10	20	10	10	10	10	10	10	10	25	25	15	30				
	Quantity (Bldgs)	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53	53			
	Cost per Unit	\$ 4,136	\$ 548	\$ 490	\$ 139	\$ 700	\$ 327	\$ 177	\$ 1,405	\$ 1,888	\$ 7,800	\$ 1,450	\$ 75	\$ 110	\$ 360	\$ 600	\$ 5,000			
	Total Cost	\$ 219,211	\$ 29,044	\$ 25,970	\$ 7,367	\$ 37,100	\$ 17,331	\$ 9,381	\$ 74,465	\$ 100,064	\$ 413,400	\$ 76,850	\$ 3,975	\$ 5,830	\$ 19,080	\$ 31,800	\$ 265,000			
	Replace Factor	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
Quantity Completed	2019	1	11	9	7	9	14	6	10	6	2	5	12	50	50	6				
	2020	3	3	3	5	5	5	5	5	6	5	5	17	0	12	2				
	2021	4	0	0	0	4	0	0	0	0	3	0	0	0	0	44				
	2022	4	0	3	2	3	0	3	7	7	6	9	11	0	0	0				
	2023	5	5	5	1	0	3	3	6	7	5	4	10	0	11	0				
Projected Costs	2024	\$ 5,431	\$ 3,836	\$ 490	\$ -	\$ 9,800	\$ 2,289	\$ 531	\$ 9,835	\$ 16,992	\$ 54,600	\$ 8,700	\$ 1,500	\$ 110	\$ 3,240	\$ -	\$ 5,522	\$ 122,876	\$ (26,000)	\$ 85,405
	2025	\$ -	\$ 2,192	\$ 980	\$ -	\$ 700	\$ -	\$ -	\$ 1,405	\$ 5,664	\$ 15,600	\$ 1,450	\$ -	\$ -	\$ -	\$ -	\$ 5,688	\$ 33,679	\$ 63,197	\$ 174,602
	2026	\$ -	\$ 2,740	\$ 2,450	\$ -	\$ 2,100	\$ 2,289	\$ 531	\$ 11,240	\$ 13,216	\$ 15,600	\$ 7,250	\$ -	\$ -	\$ -	\$ -	\$ 5,858	\$ 63,274	\$ 33,602	\$ 145,007
	2027	\$ -	\$ 2,740	\$ 2,450	\$ -	\$ 2,800	\$ 2,289	\$ 3,009	\$ 8,430	\$ -	\$ 54,600	\$ 8,700	\$ -	\$ -	\$ -	\$ -	\$ 6,034	\$ 91,052	\$ 5,824	\$ 117,229
	2028	\$ -	\$ 3,288	\$ 2,450	\$ 278	\$ 3,500	\$ 2,289	\$ -	\$ 1,405	\$ 1,888	\$ 15,600	\$ 13,050	\$ -	\$ -	\$ -	\$ -	\$ 6,215	\$ 49,963	\$ 46,913	\$ 158,318
	2029	\$ -	\$ 1,096	\$ 3,430	\$ 556	\$ 6,300	\$ 4,578	\$ 1,062	\$ 11,240	\$ 9,440	\$ 15,600	\$ 5,800	\$ -	\$ -	\$ 2,880	\$ -	\$ 6,402	\$ 68,384	\$ 28,492	\$ 139,897
	2030	\$ -	\$ 1,644	\$ 980	\$ 139	\$ 3,500	\$ 1,635	\$ 885	\$ 8,430	\$ 11,328	\$ 39,000	\$ -	\$ -	\$ -	\$ 720	\$ -	\$ 6,594	\$ 74,855	\$ 22,021	\$ 133,426
	2031	\$ -	\$ 2,740	\$ 1,960	\$ 417	\$ 2,800	\$ -	\$ -	\$ -	\$ 5,664	\$ 23,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,791	\$ 43,772	\$ 53,104	\$ 164,509
	TOTAL	\$ 5,431	\$ 20,276	\$ 15,190	\$ 1,390	\$ 31,500	\$ 15,369	\$ 6,018	\$ 51,985	\$ 64,192	\$ 234,000	\$ 44,950	\$ 1,500	\$ 110	\$ 6,840	\$ -	\$ 49,103	\$ 547,855		

Contribution per Manor		Projected Fund Balance (2024)	
Monthly Assessment	\$ 6.50	Beginning Balance	\$ 111,474
Months	12	Interest Income	\$ 557
Number of Manors	1242	Contributions	\$ 96,876
Annual Contribution per Manor	\$ 78	Projected Expenditures	\$ (97,502)
Total Annual Contribution	\$ 96,876	Ending Balance	\$ 111,405

This Page was Intentionally Left Blank

2024 Garden Villa Recreation Room Recommended Component Expenditures

Kitchen Renovation		
Building	Comment	Cost
R4008	Range	\$ 1,295.35
R5517	Full Kitchen	\$ 4,136.06
Total Expenditures		\$ 5,431.41

Full Painting: Kitchen		
Building	Comment	Cost
R2369		No work needed
R2393		No work needed
R2394		No work needed
R2398		No work needed
R3241		No work needed
R4008		\$ 548.02
R5370		\$ 548.02
R5517		\$ 548.02
Total Expenditures		\$ 1,644.06

Microwave Replacement		
Building	Comment	Cost
R2398		No work needed
Total Expenditures		\$ -

Refrigerator Replacement		
No planned replacements for 2024		

Full Painting: Game Room		
Building	Comment	Cost
R2384	No Accent	\$ 1,279.11
R2392	No Accent	\$ 1,279.11
R3242	No Accent	\$ 1,215.84
R3420	No Accent	\$ 1,556.89
R4007	Accent Remove	\$ 1,405.65
R5500	No Accent	\$ 1,405.65
Total Expenditures		\$ 8,142.25

Window Coverings		
Building	Comment	Cost
R2386		No work needed
R2401	Door Blinds	\$ 289.37
R2404		No work needed
R3421	Door Blinds	\$ 289.96
R3499		\$ 1,888.56
R5370		\$ 1,881.30
R5499		\$ 1,888.56
R5500		\$ 1,888.56
R5510		\$ 1,888.56
Total Expenditures		\$ 10,014.87

Card Table Chairs		
No planned replacements for 2024		

Countertop Resurfacing: Women's Restroom		
Building	Comment	Cost
R2381		No work needed
R2389		No work needed
R2396		No work needed
R2397		No work needed
R2398		No work needed
R2399		No work needed
R2401		No work needed
R2405		\$ 700.00
R3241		\$ 700.00
R3242		\$ 700.00
R3243		\$ 700.00
R5370		\$ 700.00
R5371		\$ 700.00
R5372		\$ 700.00
Total Expenditures		\$ 4,900.00

Mirror Replacement: Women's Restroom		
Building	Comment	Cost
R2393	Women's	\$ 322.70
R3420	Women's	\$ 327.70
R4010	Women's	\$ 322.70
R5372	Women's	\$ 347.70
R5499	Women's	\$ 327.70
R5500	Women's	\$ 327.70
R5515	Women's	No work needed
Total Expenditures		\$ 1,976.20

Mirror Replacement: Men's Restroom		
Building	Comment	Cost
R2393	Men's	\$ 177.70
R4006	Men's	\$ 177.70
R4010	Men's	\$ 177.70
Total Expenditures		\$ 533.10

Carpet (Tiles)		
Building	Comment	Cost
R969		\$ 7,800.00
R2369		\$ 7,800.00
R2404		\$ 7,800.00
R3420		\$ 7,800.00
R3421		\$ 7,800.00
R4010		\$ 7,800.00
R5372		\$ 7,800.00
Total Expenditures		\$ 54,600.00

Billiard Table Re-Felt		
Building	Comment	Cost
R2388	Repair	\$ 385.00
R2404	Re-felting	\$ 1,450.00
R2405	Repair	\$ 635.00
R3242	Repair	\$ 875.00
R3243	Re-felting	\$ 1,450.00
R5519	Re-felting	\$ 1,150.00
Total Expenditures		\$ 5,945.00

Misc. Billiard Accessories		
Building	Comment	Cost
R5517	Ball Set	In stock
R2405	Bridge Stick	\$ 49.99
R5499	Bridge Stick	\$ 49.99
R2355	Brush	\$ 29.99
R2385	Brush	\$ 29.99
R2387	Brush	\$ 29.99
R2389	Brush	\$ 29.99
R2392	Brush	\$ 29.99
R2396	Brush	\$ 29.99
R2401	Brush	\$ 29.99
R3244	Brush	\$ 29.99
R3499	Brush	\$ 29.99
R4006	Brush	\$ 29.99
R4007	Brush	\$ 29.99
R4008	Brush	\$ 29.99
R4011	Brush	\$ 29.99
R5372	Brush	\$ 29.99
R5499	Brush	\$ 29.99
R5500	Brush	\$ 29.99
R4009	Chalk	\$ 75.00
R4006	Missing Cues (3)	\$ 179.97
R5499	Missing Cues (4)	\$ 239.96
R2384	Re-tip (3)	\$ 105.00
R2388	Re-tip (2)	\$ 60.00
R2400	Re-tip (3)	\$ 105.00
R2405	Re-tip (3)	\$ 105.00
R3242	Re-tip (2)	\$ 60.00
R3243	Re-tip (3)	\$ 105.00
R4006	Re-tip (2)	\$ 60.00
R5519	Re-tip (5)	\$ 150.00
R2403	Triangle	\$ 39.99
R5519	Triangle	\$ 39.99
Total Expenditures		\$ 1,904.73

Billiard Table Covers & Inserts		
Building	Comment	Cost
R2369	Insert	\$ 194.00
Total Expenditures		\$ 194.00

BUDGET SUMMARY	
2024 Reserve Expenditures	\$ 97,502.00
Total Expenditures	\$ 95,285.62
Remaining Amount	\$ 2,216.38

This Page was Intentionally Left Blank