



OPEN MEETING

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

**Wednesday, March 13, 2024 – 1:30 P.M.
Laguna Woods Village Community Center
Laguna Woods Village Board Room / Zoom Webinar
24351 El Toro Road, Laguna Woods, CA 92637**

REPORT

DIRECTORS PRESENTS: S.K. Park – Chair, Moon Yun

DIRECTORS ABSENT: Reza Karimi

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 Meeting to Order

Chair S.K. Park called the meeting to order at 1:35 P.M. and established that a quorum was present.

2. Approval of the Agenda

Chair Park asked for a motion to approve the Agenda. Director Moon Yun made a motion to approve the Agenda as written. Advisor Stuart Hack seconded.

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

3. Approval of the Meeting Report for November 1, 2023

Chair Park asked for a motion to approve the meeting report. Director Yun made a motion to approve the report as written. Advisor Hack seconded.

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

4. Remarks of the Chair

None.

5. Member Comments (Items not on the Agenda)

None.

Items for Discussion and Consideration

6. 2024 Garden Villa Recreation Room Non-Program Component Summary

Staff Officer Adam Feliz presented updates for informational purposes only. Discussion ensued, and Staff addressed and noted questions from the Subcommittee.

Staff Officer Feliz agreed to provide epoxy flooring color samples at the next meeting for the Subcommittee's review and approval, per Advisor Hack's request.

Per Chair Park's proposal for ceiling tiles in all recreation rooms, Staff will inspect the status of rooms needing replacements. Staff Officer Feliz referred the matter of requesting funding to the Maintenance and Construction Committee.

Per Advisor Lynn Jarrett's request, Staff will inspect for ceiling modifications like that in Building 969. Staff Officer Feliz clarified that the ceilings are painted if the building is on the Paint Program schedule.

7. 2024 Garden Villa Recreation Room Component Summary

Staff Officer Feliz presented the history of completed component replacements and subsequent cost projections for 2024 onward. Staff addressed and noted questions from the Subcommittee.

Staff Officer Feliz specified that the 2024 Projected Reserves Balance includes all components listed in Agenda Item #9 due for replacement this year, resulting in a deficit. However, per the Subcommittee's previous direction, Staff schedules actual replacements upon inspection, allowing them to come in under budget, as shown in Agenda Item #8.

8. 2024 Garden Villa Recreation Room Recommended Component Expenditures

Staff Officer Feliz presented the recommended expenditures and timeline for 2024, including off-cycle items requiring replacement earlier than anticipated. Staff addressed and noted questions from the Subcommittee.

Discussion ensued regarding responsibility for the associated costs of replacing components before their estimated lifespan due to resident misuse of property.

Advisor Hack noted Advisor Jarrett's suggestion to include explicit resident and building captain responsibilities at the upcoming building captain workshop in April.

Staff Officer Feliz will proceed with the billiard table insert replacement at Building 2369. In the meantime, Staff will reinspect the insert, research the resolution regarding responsibility, and report the findings before the next meeting. Advisor Hack also committed to looking for the relevant resolution.

Staff Officer Feliz assured that no expenditures have been made as the Subcommittee has yet to approve the work proposal. For clarity, he also agreed to Advisor Hack's request to change the nomenclature in the Budget Summary section ("Reserve Expenditures" to "Reserve for Projected Expenditures" and "Total Expenditures" to "Actual Planned Expenditures").

Chair Park asked for a motion to approve the Staff-recommended expenditures. Advisor Hack made a motion to approve the expenditures as proposed. Advisor Lynn seconded. Hearing no changes or objections, the planned expenditures were approved by unanimous consent.

9. Garden Villa Recreation Room Estimated Component Replacement Lifespan Schedule

Staff Officer Feliz specified that the schedule shows the estimated lifespan and next anticipated replacement of each component. Staff addressed and noted questions from the Subcommittee. Discussion ensued regarding carpet replacements.

Maintenance Operations Coordinator Crite confirmed that after installing carpet tiles in the last eight rooms next year, only partial replacements of individual carpet tiles will be necessary moving forward.

Staff Officer Feliz noted that Staff will complete all proposed work for 2024 by the next meeting in July, as shown in the timeline in Agenda Item #8.

Advisor Hack requested that the Subcommittee share the schedule with the building captains. Staff Officer Feliz advised sending notices about two weeks before scheduled work in their building, as it may fluctuate throughout the year.

10. Future Agenda Items

- 2024 Garden Villa Recreation Room Component Replacement Progress Report
- Ceiling Tile Status Investigation
- Building 2369 Billiard Table Insert Status and Resolution Report
- Epoxy Flooring Samples

11. Subcommittee Member Comments

Subcommittee members acknowledged the Staff's and Chair Park's contributions.

Staff Officer Feliz confirmed that the Subcommittee manages all budget decisions unless they require additional funding from Maintenance & Construction.

Advisor Lorna Seung commented on the storage and removal of unauthorized personal property, such as furniture and food, in the recreation rooms, and discussion ensued. Advisor Hack will share the resolution passed by Third Mutual, which allows residents to call Security for violations of appropriate recreation room use.

If a building lacks a captain to address complaints or enforce resolutions, Staff Officer Feliz recommended that residents contact Security to initiate a report. If necessary, the issue can escalate to Compliance who may notify all building residents. Residents may also file anonymous complaints with Advisor Hack so that he may pursue the proper course of action.

At Chair Park's request, Advisor Hack will email all building captains to enforce the proper use of recreation rooms and conduct a clean-up to prevent the need to escalate issues.

12. Staff Member Comments

Senior Operations Specialist Czarina Livelo commented on the post-meeting process of the meeting minutes.

13. Date of Next Meeting

Wednesday, July 24, 2024 at 1:30 P.M.

14. Adjournment

The meeting was adjourned at 2:19 P.M.



S.K. Park, Chair

S.K. Park, Chair
Adam Feliz, Staff Officer
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