



OPEN MEETING

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

**Monday, March 6, 2023 at 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Ralph Engdahl - Chair, Jim Cook, Mark Laws, SK Park, Moon Yun

MEMBERS ABSENT: None

OTHERS PRESENT: **Third:** Andy Ginocchio (Alternate)
Peter Henschel and Judith Troutman, Advisors

STAFF PRESENT: Manuel Gomez, Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Adam Feliz – Maintenance Operations Manager, Guy West, Projects Division Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

Chair Engdahl called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

The agenda was amended to remove Item 9a and add items to Future Agendas previously on the Third Architectural Controls and Standards Committee agenda. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from January 9, 2023

Hearing no objection, the meeting report was approved by unanimous consent.

4. Remarks of the Chair

Chair Engdahl requested the committee members review the provided suggested changes to the M&C Committee Charter and be prepared to discuss at the May 1, 2023 meeting of this committee.

5. Member Comments – (Items Not on the Agenda)

- Two members commented on the mailbox replacement options not being on the current agenda.
- A member commented on water intrusion event procedures and washer/dryer repair delays.
- A member commented on rain gutters.

Director Yun arrived at 1:35 p.m.

6. Response to Member Comments

- Chair Engdahl indicated that additional mailbox replacement options will be presented at a future M&C committee meeting.
- Advisor Troutman commented on mailbox location options.
- Mr. Gomez offered to provide advance notice to members in buildings 3434-3438 of the May 1, 2023 committee meeting.
- Mr. Gomez shared the process for reporting water intrusion and offered to provide additional details to the member.
- Mr. Barnette commented on the shortage of repair parts for washer/dryers.
- Mr. Gomez will have staff inspect the manor requesting rain gutters.

7. Department Head Update

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who is responsible for various maintenance operations work centers including carpentry and painting and oversees the termite and fumigation programs. Mr. Feliz spoke briefly about his construction experience and expressed his enjoyment in working with VMS for the past few weeks.

Mr. Gomez introduced Bart Mejia, Maintenance & Construction Assistant Director, who gave a brief summary of his recent meeting with the Garden Villa Association regarding potential individual washer/dryer installations in three-story buildings. Results of upcoming discussions will be presented to the Third M&C Committee at a future meeting.

8. 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. Project Log
- b. Solar Production Report

The Project Log was pulled for discussion. Director Laws asked for a status update on the installation of water pressure regulator valves and for that item to be added to the project log.

Hearing no objections, the motion to approve the Consent Calendar was passed by unanimous consent.

9. Items For Discussion and Consideration

a. Review M&C Committee Charter

This item was removed by the Chair in order to provide time for the committee to review suggested edits to the Charter. Staff was directed to add this item to a future agenda.

b. 2023 Asphalt Seal Coat Program – Verbal Report

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the seal coating process. Staff will present a recommendation for this item in closed session.

c. Annual Termite Inspection Program – Verbal Report

Mr. Barnette presented the topic and answered questions from the committee regarding the process for residents to report concerns; confirmed that carports and laundry rooms are included; and the contract includes inspections only, no repairs. Staff will present a recommendation for this item in closed session.

d. Garden Villa Building 2399 Trash Area Door Replacement

Mr. Gomez presented the topic and answered questions from the committee. The committee unanimously recommended staff proceed with replacing the rolling door with a metal swinging door, estimated at less than \$15,000, in Building 2399.

10. Items for Future Agendas: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- a. Shepherd's Crook Alternatives for 2024
- b. Mailbox Replacement Options for Buildings 3434-3438
- c. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As Chargeable Service
- d. Incentive to Upgrade Pipes/ in Walls During Remodeling/Possible Sharing Cost of Repiping During Renovation
- e. Adding Dedicated Potable Water Isolation (Shut-Off) Valve to a Manor and Possible Cost Sharing With Owner Desiring To Do So
- f. Methods to Minimize Water Waste While Waiting For Hot Water
- g. Washer/Dryers Parts Supply Status Update
- h. Garden Village Garage Leaks Status Update
- i. Replace Windows in Rec Rooms Status Update

11. Committee Member Comments

- Director Moon suggested establishing a priority system for responding to water intrusion events.

- Director Cook suggested the Security staff be trained to turn off water at the valve in the event of an after-hours water intrusion event.
- Advisor Troutman thanked the committee for allowing her to participate.

12. Date of Next Meeting: Monday, May 1, 2023 at 1:30 p.m.

13. Recess

The meeting was recessed at 3:03 p.m.



Ralph Engdahl, Chair

Ralph Engdahl, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380