



OPEN MEETING

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

**Monday, May 1, 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)

STAFF PRESENT: Manuel Gomez, Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, 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 add Electrical Reimbursement Policy Discussion as Item 9h. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 6, 2023

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

4. Remarks of the Chair

The Chair will comment on individual agenda items.

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

- A member commented on asbestos testing during demolition and renovation.
- A member commented on recent maintenance projects at their building including roofing and paint.
- A member commented on prior request for installation of a rain gutter.
- A member commented on in-house fabrication and work center staffing.

6. Response to Member Comments

Staff responded to the member comments and will follow up individually, as appropriate.

7. Department Head Update

- Garden Villa Rec Room Subcommittee Staff Liaison

Mr. Gomez commented that Adam Feliz, Maintenance Operations Manager, will be the staff liaison to that subcommittee.

- Garden Villa Building 2399 Trash Area Door Replacement

Mr. Gomez commented that the trash area door has been replaced and the project is complete.

- Rubber Feet Installation on 3-Story Buildings' Washers and Dryers

Mr. Barnette commented that there is no program in place to install the rubber feet/pads but they are replaced as requested or when other work is performed on the machines. Discussion ensued and staff was directed to draft a proposal to include staff availability and the estimated cost to replace the rubber feet/pads as part of a separate program for review by the committee at future meeting.

- Contract for Pressure Regulator Valve Installations

Mr. Barnette commented that no contractor bids have been received to date for this budgeted program. Discussion ensued regarding staff availability to perform inspections and potential committee volunteers to check building water pressure readings. Staff was directed to provide the committee with the RFP for potential revisions and the list of approximately 650 buildings which potentially need the valve installed.

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.*

The Solar Production Report was pulled for discussion. The remainder of the consent calendar was approved unanimously.

- a. Project Log
- b. Solar Production Report

Mr. Mejia answered questions from the committee regarding staff time spent preparing the Solar Production Report for inclusion in the agenda packet. A motion was made and unanimously approved to provide the report annually, instead of bi-monthly, and to provide status updates on the solar panel maintenance, as appropriate. The committee will direct staff as to the information to be provided on the annual report as that date approaches.

9. Items For Discussion and Consideration

a. Non-Standard Electrical Use Reimbursement Request

Mr. Gomez introduced the member's request and answered questions from the committee. A motion was made and approved by a vote of 4/1/0 (Director Laws opposed) to recommend the board reimburse the member \$64.71 for electrical usage due to a moisture intrusion event.

b. Review M&C Committee Charter

Chair Engdahl introduced the charter and after a short discussion of possible revisions, the committee agreed to table the item until all the committee members were provided with the same version for review.

c. Mailbox Replacement Options for Buildings 3434-3438

Mr. Barnette introduced the report and answered questions from the committee regarding options and costs. A motion was made and approved by a vote of 3/2/0 (Directors Laws and Park opposed) to recommend the board approve the installation of three pedestal-style mailboxes for five buildings in CDS 344 at an estimated cost of \$15,800.

d. Laundry Appliance (Washers) Replacement

Mr. Barnette provided information via a PowerPoint presentation and answered questions from the committee and members. Discussion ensued regarding the need to replace the current brand; and the style, features and warranty of the recommended replacement brand. Staff was directed to begin purchasing Speed Queen and continue to research other potential styles and brands.

e. Gate 11 Seepage Update – Verbal Report

Mr. West provided an update regarding resolution of ground water seepage at three locations within Gate 11. Discussion ensued regarding the scope of work; contractor bid due dates; committee and board approval schedule; and project commencement. The committee suggested Landscaping and General Services review the entire community for other potential areas of oversaturation.

f. Replace Windows in Rec Rooms Status Update – Verbal Report

Mr. Barnette commented that non-repairable rec room windows are replaced as needed. Discussion ensued regarding prior replacement estimates; number of windows; and current estimates for replacements. Staff was directed to prepare a proposal to replace 258 windows for review by the board as part of the 2024 budget process.

A member commented that a request for a rec room window replacement at Building 2404 has not been addressed. Staff will reinspect Building 2404.

g. Shepherd’s Crook Alternatives for 2024 – Verbal Report

Mr. Gomez provided background on the program, suggested material options, and potential program changes via PowerPoint presentation. Discussion ensued regarding the Conditional Use Permit “CUP” with the City of Laguna Woods; direction provided by GRF and United for 2024; and future options for the program. A motion was made and unanimously approved to discontinue replacing barbed wire with Shepherd’s Crook and to add the item for consideration at the Third Board’s budget meeting.

h. Electrical Reimbursement Policy Discussion

The committee discussed the current policy of reimbursing owners \$32 per room, if requested, for electrical usage due to a moisture intrusion event. Discussion ensued regarding variables used to create the formula for the reimbursement amount; number of moisture intrusion events where a reimbursement was requested; and staff time to process a reimbursement request.

A motion was made and approved by a vote of 3/2/0 (Chair Engdahl and Director Laws opposed) to revise the reimbursement policy. Staff was directed to draft a proposal of the new policy for review by the committee at a future meeting.

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. Under 32 SF and Under 100 SF Asbestos Abatement To Be Performed As Chargeable Service
- b. Incentive to Upgrade Pipes/Dedicated Water Shut-Off Valves in Walls During Remodeling
- c. Minimize Water Waste While Waiting for Water to Heat
- d. Garden Village Garage Leaks

Staff was directed to move items 10a, 10b, and 10d to Items for Discussion on the next Third M&C Committee meeting agenda.

11. Committee Member Comments

- Director Moon commented on Resident Services' staff training, completed maintenance work sign-off procedures, utilization of members as volunteers, and availability of close-of-escrow inspection reports to members.

12. Date of Next Meeting: Monday, July 3, 2023 at 1:30 p.m.

13. Adjournment - The meeting was adjourned at 5:30 p.m.


Ralph Engdahl, Chair

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Manuel Gomez, Staff Officer
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