



**OPEN MEETING**

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

**Monday, September 9, 2024 at 9:30 a.m.  
24351 El Toro Road, Laguna Woods, CA 92637  
Board Room and Virtual with Zoom**

**REPORT**

**MEMBERS PRESENT:** Brad Rinehart - Chair, Jim Cook, SK Park, David Veeneman (in for Reza Karimi)

**MEMBERS ABSENT:** Reza Karimi, Moon Yun

**STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia – Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Mat Aldaz – Maintenance Services Manager, Adam West – Maintenance Operations Manager, Angelo Ocampo – Operations Manager General Services, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

**1. Call Meeting to Order**

Director Rinehart called the meeting to order at 9:35 a.m.

**2. Approval of the Agenda**

Hearing no objection, the agenda was approved as written.

**3. Approval of the Meeting Report from July 1, 2024**

Hearing no objection, the meeting report was unanimously approved.

**4. Remarks of the Chair**

None.

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

None.

**6. Response to Member Comments**

None.

**7. Department Head Update**

- Gate 11 Seepage

Mr. Gomez provided an update on the underground water percolating up through the ground near Building 5185 and the scope of work that was given to the committee at a prior meeting. A field inspection was performed recently and exploratory borings were taken and are being evaluated. A report from the geotechnical consultant will be received by the end of this month and those findings and recommendations will be brought to the committee for review as appropriate.

- Rain Gutter Screens

Mr. Gomez informed the committee that the board authorized M&C to work with General Services to install rain gutter screens on 4 buildings as a pilot program which will be starting soon. Installations will be monitored for functionality and results provided to the committee prior to any further installations. Mr. Ocampo detailed the process of selecting the choice of screen options. The 2025 budget includes \$50,000 for future installations.

- Fence Repairs Along Calle Sonora (Gate 14)

Mr. Gomez informed the committee that the condition of the cinder block and wrought iron fence along Calle Sonora was brought to his attention. General Services will perform spot repairs to the portion of the fence within Third and work with GRF to address the remaining portion of the fence. Staff will work with the Finance Department to fund a fence maintenance program during the 2026 budget meetings.

- Pilot program for Washer/Dryer Replacement Program

Mr. Gomez mentioned that a potential vendor for the pilot program has been invited to make a presentation to the United M&C Committee at the Oct. 23, 2024 meeting and invited the Third M&C to attend.

**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

The project log was pulled for discussion. In response to questions about the asphalt and seal coat program, Mr. Gomez informed the committee that the board has decided to seal coat only in 2025 and reevaluate for 2026. Chair Rinehart suggested it might be helpful to investigate the possibility of replacing asphalt with concrete near trash enclosures to minimize damage to the asphalt by garbage trucks.

A motion was made and passed unanimously to approve the consent calendar.

**9. Items for Discussion and Consideration**

a. Building 3101 Walkway Realignment

Mr. Gomez summarized the history of the recommendation to realign the walkway in front of Building 3101. Discussion ensued regarding prior committee and board decisions; different options to address concern; ADA requirements for new construction and estimated costs. Staff's recommendation is to proceed with the original proposal for an outside vendor to realign the pathway at the mutual's expense.

A motion was made and unanimously approved to further research potential options in an effort to arrive at a less-costly solution which addresses the member's concerns.

b. Pilot Battery Storage System for EV Charging in 3-Story Buildings (Chair)

Chair Rinehart presented an option for a battery storage system to be used for EV charging. After discussion, Chair Rinehart requested this option be included in the 2025 Energy Study.

c. Water Pressure Valve RFP

Mr. Gomez provided background on the issue of water pressure testing in all buildings in Third Mutual and presented an RFP for the committee's review and discussion. The committee suggested staff include an estimated quantity of the sizes of the valves to be included in the RFP. The RFP will be revised and advertised.

d. External Paint RFP

Mr. Gomez provided background on the issue of utilizing an outside vendor to supplement in-house union staff for exterior painting and presented an RFP for 3 buildings to use as a price comparison. The RFP will be advertised as presented.

e. Miscellaneous Concrete Repair RFP

Mr. Gomez informed the committee that in-house staff is not able to perform repairs to concrete walkways in a timely manner and that the union has been consulted regarding contracting out the work. The RFP will be advertised as presented.

f. M&C Budget Update

- i. Contract Licensed Quality Control Inspectors
- ii. Staff Development Plan for Trade License/Certifications

Mr. Gomez informed the committee of the board's decision to add these two items to the 2025 budget in the amount of \$158,000 to contract with licensed quality control inspectors to focus on plumbing, electrical and roofing and to initiate a staff development plan to certify or license in-house staff where appropriate. Director Cook requested the qualifications listed on the posted job opportunities be reviewed. A report will be brought to the committee in the first quarter of 2025 outlining the program.

Mr. Gomez also provided an update on the prior request to add railings to the front entry walkways to Garden Villa Buildings and reported that the board did not approve a budget item for walkway railings. The committee requested that staff develop a cost estimate for hand railings on the stairs only and to investigate potential insurance savings if implemented and to bring those results back to the M&C and Finance Committees for consideration of utilizing discretionary funds.

**10. Future Agenda Items:** *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. Incentive to Upgrade Pipes and/or Dedicated Water Shut-Off Valves in Walls During Remodeling
- b. Incentive for Soundproofing Common walls

**11. Committee Member Comments**

- Director Cook thanked the committee and staff for their work and the committee's accomplishments as he ends his term on the committee.
- Director Veeneman recognized Director Cook for his service on the committee.

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12. **Date of Next Meeting:** Monday, November 4, 2024 at 9:30 a.m.

13. **Recess:** The meeting was recessed at 10:42 a.m.

Brad Rinehart

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Brad Rinehart, Chair

Signature: 

Brad Rinehart (Sep 11, 2024 15:01 PDT)

Brad Rinehart, Chair  
Manuel Gomez, Staff Officer  
Telephone: 949-268-2380