



OPEN MEETING

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

**Monday, May 6, 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

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, Mathew Aldaz – Maintenance Services Manager, Laurie Chavarria – Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call Meeting to Order

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

2. Approval of the Agenda

A request was made to move Agenda Item 8.a Project Log to Agenda Item 9. Items for Discussion and Consideration as new Item 9.e. Hearing no objection, the agenda was approved as amended.

3. Approval of the Meeting Report from March 4, 2024

Hearing no objection, the meeting report was unanimously approved.

4. Remarks of the Chair

None.

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

- A member commented on exterior paint colors to match powder coated rain gutters, positioning of concrete splash pads under downspouts, frequency of the gutter inspection program, and potted plants on balconies.

6. Response to Member Comments

Staff responded to the member's comments and will follow up as appropriate.

7. Department Head Update

- 2025 Budget Issues

Mr. Gomez provided a preview of recommendations from M&C which will be presented at the Third Mutual budget meeting on May 23, 2024. Recommendations include an increase in funding for pest control, gutter screen program, paving, emergency roof repairs and roof replacements, dry rot repairs, washing machine replacements, and elevator refurbishments. Other items that will be presented for board review include funding for a consultant to address renewable energy options and contracting a licensed Quality Control Supervisor to oversee work completed by outside vendors and staff.

- 2131-H Gutter Waiver Refusal

Staff reported on the request of the owner to not have gutters installed on their manor in exchange for signing a waiver accepting responsibility should any damage occur due to lack of gutters. The owner elected not to sign the waiver. Staff will proceed with the gutter installation.

- Street Light and Walkway Light Maintenance Responsibility

Mr. Gomez reported on the responsible parties for various types of exterior lighting within the mutual and estimated response times. Staff is exploring the possible addition of an auto-reply email to provide updates on reported outages. Discussion ensued regarding solar alternatives for walkway lighting and using LED bulbs where possible.

- 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. Annual Solar Production Report/Return on Investment (ROI) Update

The project log was moved to Agenda Item 9.e. for discussion.

The remainder of the consent calendar was unanimously approved.

9. Items for Discussion and Consideration

- a. Ramp Request in Front of Building 3500

Mr. Mejia provided an overview of the request for ramps at various locations at Building 3500. Discussion ensued regarding the estimated costs, budget, and existing standard which allows owners to install ramps at owner's expense according to established guidelines.

A motion was made and seconded to recommend the board direct staff to add diagonal pavement striping at the curb cut at the south end of the building to designate a drop-off area. The motion passed unanimously.

Discussion followed regarding curbs at nearby corners on Bahia Blanca West which lack curb cuts. Staff explained that those curbs are the property of GRF and there is no program to add curb cuts. Committee members suggested discussing the item with the GRF Board at the upcoming 2025 budget meetings.

- b. 2024 Asphalt/Seal Coat Program Update

Mr. West provided an overview of the 2024 paving program via PowerPoint Presentation and answered questions from the committee.

- c. Supplemental Budget Appropriation for Emergency Roof Repairs

Mr. West provided an explanation of the request and answered questions from the committee.

Director Park made a motion to recommend the board approve a supplemental appropriation from the reserve fund in the amount of \$300,000 to Letner Roofing for emergency roofing repairs completed and projected for the remainder of 2024. The motion passed unanimously.

d. Reimbursement Request for Annual Golf Cart Charging Fee

The committee discussed the request for a prorated reimbursement of the annual golf cart carport charging fee of \$155 as the owner is no longer charging his golf cart in the carport.

Director Cook made a motion to recommend the board reimburse the member the prorated amount of \$116.25 for the remainder of 2024. The motion passed by a vote of 2/1/0 (Director Park opposed).

e. Project Log

Staff answered questions from the committee.

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

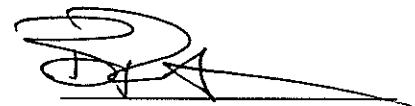
The committee suggested staff prepare a policy offering a reimbursement amount equal to the cost to reline the manor water lines.

11. Committee Member Comments

- Director Park commented on the progress of eliminating ground water seepage within areas of Gate 11.
- Director Cook made suggestions for the RPF for the Quality Control Supervisor.

12. Date of Next Meeting: Monday, July 1, 2024 at 1:30 p.m.

13. Recess: The meeting was recessed at 3:25 p.m.



Brad Rinehart

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