



OPEN MEETING

**REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, June 27, 2018 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

NOTICE and AGENDA

This Meeting May Be Recorded

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Approval of Meeting Report for April 25, 2018
5. Chair's Remarks
6. Member Comments - *(Items Not on the Agenda)*
7. Department Head Update

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.

8. Project Log
9. Maintenance Programs Reports
10. Expenditures Report & Variance Explanations
11. Toilet Replacement Report

Reports:

12. GFCI Outlet & Switch Covers (oral discussion)

Items for Future Agendas:

- Appliance Repair Cost Review for Staff & Vendor
- Copper Pipe Supply Line Leak Report (August, and December 2018)

Concluding Business:

Committee Member Comments

Date of Next Meeting – August 22, 2018

Adjournment

Don Tibbetts, Chair
Ernesto Munoz, Staff Officer
Telephone: 949-268-2281



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE UNITED LAGUNA WOODS
MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, April 25, 2018 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Don Tibbetts – Chair, Gary Morrison, Pat English, Juanita Skillman, Janey Dorrell, Carl Randazzo

MEMBERS ABSENT: Advisor Del Ng

ADVISORS PRESENT: Jack Bassler

STAFF PRESENT: Ernesto Munoz – Staff Officer, Guy West, Mark Stal, Siobhan Foster, Laurie Chavarria

1. Call to Order

Chair Tibbetts called the meeting to order at 9:06 a.m.

2. Acknowledgement of Media

Chair Tibbetts noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for February 28, 2018

The Meeting Report for February 28, 2018 was approved as written.

5. Chairman's Remarks

Chair Tibbetts remarked on the absent and added members to today's Committee meeting.

6. Member Comments - (Items Not on Agenda)

There were no member comments.

7. Department Head Update

Ernesto Munoz did not provide an update.

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.

- 8. Project Log
- 9. Maintenance Programs Reports
- 10. Expenditures Report & Variance Explanations
- 11. Toilet Replacement Report
- 12. Copper Pipe Supply Line Leak Report

The Project Log and Toilet Replacement Report were pulled for discussion. A motion was made and unanimously carried to approve all items listed in the Consent Calendar.

Item #3: Director Skillman commented on the project log descriptions and that some statuses needed to be updated.

Director Skillman commented on toilet and angle stop/valve replacements and asked if low flow toilets were being replaced upon resale.

Dick Rader (270-D) commented on interior preventive maintenance.

Ernesto Munoz briefly responded to all comments and questions.

Reports:

13. Appliance Disbursement Appeal for 2147-B

Chair Tibbetts summarized the report and asked for discussion. Directors Dorrell and Skillman commented on their knowledge of the Appliance Policy.

Mr. Michael Mehraim of 2147-B stated that he inquired about the disbursement in March, 2018 and was told by Resident Services that he did not qualify for disbursement due to his failure to return the Mutual owned appliances.

Mr. Mehraim, an advisor to the ACSC, requested staff review his disbursement request. Staff confirmed that although the appliances in his unit were beyond the

serviceable life, he did not meet the eligibility requirements of the policy, specifically his failure to return the Mutual owned appliances (§3.3 & 4.6), and subsequently denied his request. Mr. Mehraïn has appealed that decision

The following sections of the Appliance Policy state the qualifications for disbursement, and apply in this case:

§3.3 All Mutual owned appliances are required to be returned to the Mutual upon replacement.

§3.4 Appliances installed within the dwelling units by the Mutual remain the sole property of the Mutual.

§3.6 The Mutual will pick up any Mutual-owned appliance, at the Mutual's expense and at no charge to the Member.

§4.6 All Mutual owned appliances are required to be returned to the Mutual upon replacement. The Mutual will pick up a standard appliance upon request.

Cash Achrekar (201-E) commented on the residual value of the appliances.

A motion was made to recommend that the Board uphold staff's recommendation and deny the appeal. By a vote of 3/1/0 (Director Dorrell opposed), the motion carried.

14. Shepherd's Crook Installation for 2018

Ernesto Munoz and Guy West summarized the report and addressed questions from the Committee.

Discussion ensued regarding the wall height near Gate 5, fencing near Aliso Creek and the shopping center, priority locations for additional security, homelessness, the look and cost of Shepherd's Crook, alternatives to the standard Shepherd's Crook installation, statistics for the quality of the deterrent, the low wall and areas with no vegetation along Laguna Hills Drive, amount of linear feet of low walls, creation of a taskforce to review locations, alternatives and costs, and security patrols.

Dick Rader (270-D) – commented on a vegetation barrier in place of Shepherd's Crook.

Bill O'Dowd (761-B) – commented on areas of cut barbed wire along Gate 1 to Paseo de Valencia.

By consensus, staff was directed to evaluate options and bring back alternative deterrents to the next meeting.

15. Appliance Policy Revision

Mark Stal summarized the proposed revisions to the current policy, and addressed questions from the Committee.

During normal appliance replacement activities, staff encounters countertops or cabinets that have been altered by the resident. The current policy does not allow staff to install standard appliances where alterations are present. Staff is only allowed to drop off the new appliance for installation by the resident. This was a result of potential damage that could occur to the alteration countertops and cabinets during installation of the appliance.

Additionally, in order to provide more flexibility, some residents request that appliances be offered in various finishes. When residents have existing appliances of a certain finish they often wish to match the finish on the new appliance being installed.

Currently, the white and black finishes available are limited on certain appliances. This proposed policy revision will allow the resident to receive a standard appliance in white, black or stainless steel that will be maintained by the mutual, and match existing appliances.

Discussion ensued regarding the contract with GE, warranties, appliance manufacturers, and third party appliance repair.

A motion was made and unanimously carried to recommend that the Board approve the revisions to the appliance policy to allow standard Mutual appliances to be installed by staff with a signed waiver when alteration countertops & cabinets are present. In addition, allow standard appliances to be offered in white, black and stainless steel with the member paying any cost differential between the lowest cost finish and their chosen finish.

By consensus, staff was directed to provide the difference in cost for staff to repair and stock parts for multiple standard appliance brands versus the cost for an outside vendor to provide appliance repair. Staff will bring this information back to a future Committee meeting.

16. Pipe Leak Remediation (oral discussion)

Discussion ensued regarding waste line and supply line remediation, the total cost of the restoration from various types of leaks and angle stop replacement.

Ernesto Munoz spoke about leak trends, associated costs for waste lines, supply lines and other types of leaks and answered questions from the Committee.

Staff will provide costs during the upcoming budget meeting for possible replacement of angle stops during the supply line remediation by an outside

vendor, and the cost to complete the waste line remediation program in 7 years, which could possible include adding staff to monitor the enlarged scope of the program.

Chair Tibbetts stated that any changes to the waste line remediation program will be discussed at the budget meeting in May.

Items for Future Agendas:

- Copper Pipe Supply Line Leak Report (August, and December 2018)

Concluding Business:

Committee Member Comments

There were no Committee Member Comments.

Date of Next Meeting – June 27, 2018

Adjournment

The meeting was adjourned at 11:16 a.m.



Don Tibbetts, Chair

United Mutual Project Log (June 2018)

#	Type	Name	Description	Status	Estimated Completion/On-going Program	Budget
1	904 Maint Svc	Epoxy Wasteline Remediation	The Wastelines Program involves the installation of a seamless epoxy-based liner within the existing pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal plumbing issues, these are also investigated and addressed during the Wastelines program. The program addresses interior as well as exterior waste lines. The program commenced the lining of interior lines in 2017.	A three year contract was signed with Specialized Pipe Technologies, or SPT, the contractor who performed the epoxy lining work in 2017. Work began on January 15. 115 buildings are estimated to be completed during the year. 89 buildings have been completed in 2018. However, only 59 invoices have been received. The buildings currently scheduled for epoxy lining are: 496, 2011, 2007, 2009 & 2022.	December 2018 Annual	Budget: \$1,500,000 Invoiced: \$748,933.84 Balance: \$751,066.16
2	904 Maint Svc	Walkway Lighting Program	This program is dedicated to improving walkway lighting through additional fixture installation, or the upgrade of existing ones. Alternatives to the existing pagoda style fixtures are evaluated as needed. Requests for additional lighting are received from residents on an ongoing basis. Those requests are vetted and additional lighting is installed if it meets the program requirements.	Staff is processing additional lighting requests and began installations in late February. Nine additional lights have been added to date. The Committee awarded an "as needed" contract to US Energy for lighting consultant services. US Energy has performed an audit of the walkway lighting in Gates 5 and 6 and will deliver a report mid-May with proposals for walkway lighting improvements in this area. Staff will review proposals and bring a recommendation to a future M&C Committee meeting. 16 walkway lights have been installed to date.	December 2018 Annual	Budget: \$38,408 Invoiced: \$20,359.47 Balance: \$18,048.53
3	910 Maint Opr	2018 Prior to Paint Program	The prior to paint program prepares building surfaces for painting and includes repair and mitigation of Dry Rot, Decking and Welding repairs performed every 8 years in conjunction with the Exterior Paint Program.	Staff is currently at: CDS 13. The Cul-de-Sacs that are scheduled for 2018 are - 47, 48, 49, 12, 13, 91, 90, 80, 94, 95. CDS 47, 48, 49 & 12 have been completed.	December 2018 Annual	Budget: \$982,766 Invoiced: \$211,032 Balance: \$771,734
4	910 Maint Opr	2018 Exterior Paint Program	The Exterior Paint Program is on an 8-year cycle. The exterior components of each building are painted every 8 years. Components to be painted include the body, (stucco and/or siding and the trim (fascia boards, beams, overhangs, doors, closed soffits and structural and ornamental metal surfaces). Deck top coating, building address sign replacement as needed, and lead abatement activities are performed in conjunction with the Prior to Paint Program.	Staff is currently at CDS 47 then moving to CDS 48. The Cul-de-Sacs that are scheduled for 2018 are - 15, 24, 40, 47, 48, 49, 12, 13, 91, 90, 80, 94, 95. CDS 15, 24 & 40 have been completed.	December 2018 Annual	Budget: \$2,242,937 Invoiced: \$626,192 Balance: \$1,616,745

5	910 Maint Opr	2018 Pest Control for Termites	This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments and hotel accommodations during tenting.	29 buildings and 5 carports are in need of fumigation by tenting. The schedule has been confirmed with Newport Exterminating and the Ayres Hotel. The fumigation tenting program starts in May and is completed by November.	November 2018 Annual	Budget: \$230,370 Invoiced: \$5,414 Balance: \$224,956
6	920 Projects	Energy Consultant Services	An Energy Consultant will be used as needed in order to advance United's and the Community's future energy initiatives.	A recommendation to award a contract to The Energy Coalition, for a not to exceed amount of \$50,000 will be presented at the June M & C Committee meeting.	On-going	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000
7	920 Projects	2018 Roofing Program	This program is dedicated to replacing and maintaining United Mutual roofs. Built up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.	The program began in March. 40 buildings totaling 158,549 square feet comprise the roofing program this year. As of May 2018, 8 buildings have been re-roofed with a PVC cool roof system.	December 2018 Annual	Budget: \$1,180,000 Invoiced: \$346,787 Balance: \$833,213
8	920 Projects	2018 Roofing Emergency Repair and Preventative Maintenance Programs	This program is dedicated to Emergency and preventative roof repairs and is budgeted as a contingency item.	Emergency roof repairs are scheduled when resident requests are received and are ongoing all year. The 5 and 10 year old flat roof inspections and preventative repairs were completed in January. 55 buildings totaling 285,943 square feet were completed on 5 year old roofs and 42 buildings totaling 189,643 square feet were completed on the 10 year old roofs.	December 2018 Annual	Budget: \$152,376 Invoiced: \$95,257 Balance: \$57,119
9	920 Projects	2018 Gutter Cleaning Program	This program is for the annual cleaning of Mutual and alteration gutters.	Gutter cleaning begins in September and is completed in December.	December 2018 Annual	Budget: \$143,800 Invoiced: \$0 Balance: \$143,800
10	920 Projects	2018 Asphalt Paving Program and Parkway Concrete Replacement	This program is dedicated to preserving the integrity of the street paving. As part of this program, the asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 30 years. The 2018 program will consist of 25,511 square feet of paving replacement. Concrete paving needing work in the paved areas will also be replaced.	This program consists of 25,511 square feet of paving replacement in cul de sac 38 and concrete swale work in cul de sacs 38 and 10. Resident notifications in the affected areas were sent out in May. Work will commence in June.	July 2018 Annual	Budget: \$176,001 Invoiced: \$0 Balance: \$176,001
		2018 Seal Coat Program	This program is dedicated to extending the life of the asphalt paving by sealing asphalt cracks to prevent water intrusion and adding an asphaltic slurry coating to restore the oils in the pavement.	This program is scheduled to be completed in August.	September 2018 Annual	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000

12	920 Projects	2018 Pushmatic Electrical Panel Replacement	<p>This project is dedicated to replacing 2,750 Pushmatic electric panels over a 10 Year period. The Pushmatic panels are obsolete and their replacement parts are no longer manufactured or supported. The Board entered into a five year contract with Coastal Current Electric Corp. to install 1,375 Pushmatic electric panels. This contract expires in May 2021; at which time a new five year contract will be required to complete the remaining 1,375 electric panels.</p>	<p>In 2016 and 2017 a total of 387 Pushmatic panels were installed. The 2018 Pushmatic Replacement Program started January 2018 with 139 panels installed as of May 25, 2018.</p>	December 2018 Annual	<p>Budget: \$371,250 Invoiced: \$207,575 Balance: \$163,675</p>
13	920 Projects	2018 Lift Maintenance Program	<p>This is an annual program to provide maintenance and emergency services to 29 wheelchair lifts.</p>	<p>The wheelchair lifts are inspected and serviced at least once every (90) days. A full time elevator mechanic is on site to maintain and respond to immediate wheelchair lift and elevator needs.</p>	December 2018 Annual	<p>Budget: \$26,552 Invoiced: \$4,424 Balance: \$26,552</p>
14	920 Projects	2018 Building Structures	<p>This program is dedicated to replacing and repairing building structural components that are not performing as designed.</p>	<p>This is a reserve component designed to address building structures that are exhibiting deterioration and will be utilized on a contingency basis. Building structure repairs have been completed at manor 148-C and 665-B.</p>	December 2018 Annual	<p>Budget: \$300,000 Invoiced: \$14,459 Balance: \$285,541</p>
15	920 Projects	2018 Foundations Program	<p>This program is dedicated to replacing foundations showing signs of distress or impeding failure. These repairs or replacements are performed on an as needed basis.</p>	<p>As foundation issues are reported and inspection requests are received, staff schedules a structural engineer to field inspect and if required, provide a recommendation report for repairs. Staff is currently working at 45-H on a slab replacement due to root intrusion.</p>	December 2018 Annual	<p>Budget: \$75,000 Invoiced: \$0 Balance: \$75,000</p>
16	920 Projects	2018 Common Wall Replacement	<p>This is a contingency program dedicated to replacing damaged common walls as needed.</p>	<p>Inspection requests were received at building 774. Staff inspected the wall and found minor cosmetic damage, which will be repaired by maintenance through work request.</p>	December 2018 Annual	<p>Budget: \$20,000 Invoiced: \$0 Balance: \$20,000</p>
17	920 Projects	2018 Shepherds Crook Program	<p>As a part of the Conditional Use Permit 1135, Laguna Woods Village will remove and replace barbed wire on all perimeter walls with Shepherds Crook.</p>	<p>Security and Maintenance & Construction Departments are working together to identify and prioritize location for 2018 shepherds Crook installation. New alternatives and associated costs will be presented for consideration at the June M&C Committee meeting.</p>	December 2018 Annual	<p>Budget: \$142,608 Invoiced: \$0 Balance: \$142,608</p>

(1) REPAIRS PRIOR-TO-PAINT

SUMMARY OF COSTS FOR COMPLETIONS:						
Item	Budget	Projected To Date	Actual To Date	Variance Fav/(Unfav)		
JA98100 Dry Rot Repairs PTP	\$ 771,289	\$ 256,538	\$ 206,896	\$		19%
JA98101 Decking Repairs PTP	\$ 199,228	\$ 66,252	\$ 2,933	\$		96%
JA98103 Welding Repairs PTP	\$ 9,419	\$ 3,134	\$ -	\$		100%
JA98102 Lead Abatement PTP	\$ 2,820	\$ 940	\$ 1,204	\$		-28%
Total Repairs Prior To Paint:	\$ 982,756	\$ 326,864	\$ 211,033	\$		35%
SUMMARY OF TOTAL EXPENDITURES:						
Item	Completions	2017 Work in 2018	In Process	Total		
JA98100 Dry Rot Repairs PTP	\$ 206,896			\$ 206,896		
JA98101 Decking Repairs PTP	\$ 2,933			\$ 2,933		
JA98103 Welding Repairs PTP	\$ -			\$ -		
JA98102 Lead Abatement PTP	\$ 1,204			\$ 1,204		
Total Repairs Prior To Paint:	\$ 211,033	\$ -	\$ -	\$ 211,033		

(2) PAINT PROGRAM

	Budget	Projected	Complete	% Complete
# Buildings	123	123	48	39%
# Carport Stalls	432	432	310	72%
# Laundries	21	21	5	24%
Square Feet	1,826,851	1,826,851	555,368	30%

SUMMARY OF COSTS FOR COMPLETIONS:				
Item	Total Budget	Total Projected	Total Actual	Variance Fav/(Unfav)
Materials	\$ 325,601	\$ 108,532	\$ 86,790	\$ 20%
Labor	\$ 1,881,695	\$ 625,938	\$ 532,222	\$ 15%
Lead Paint Abatement	\$ 30,713	\$ 10,236	\$ 7,107	\$ 31%
Lexan Signs	\$ 4,928	\$ 1,640	\$ 73	\$ 96%
Total Cost	\$ 2,242,937	\$ 746,346	\$ 626,192	\$ 16%

SUMMARY OF TOTAL 2018 EXPENDITURES:				
Item	Program Completions	Work In Progress	2017 Work in 2018	Total
Materials	\$ 86,790			\$ 86,790
Labor	\$ 532,222			\$ 532,222
Lead Paint Abatement	\$ 7,107			\$ 7,107
Lexan Signs	\$ 73			\$ 73
Total Cost	\$ 626,192	\$ -	\$ -	\$ 626,192

United Laguna Woods Mutual
 Appliances Program Report
 Through April 30, 2018
(1) APPLIANCE & FIXTURE REPLACEMENTS

ITEM	Annual Budgeted Units	YTD Actuals Complete	Pending Requests
APPLIANCES:			
Refrigerators	78	77	16
Ranges (Cooktops)	39	76	18
Hoods	86	43	12
Dishwashers	255	85	24
Washers - Laundries	29	-	2
Dryers - Laundries	35	-	1
Ovens	285	66	11
FIXTURES:			
Water Heaters - Manors	933	333	6
Water Heaters - Laundries	14	-	3
Garbage Disposals	395	181	1
Sinks	158	73	12
Basins	193	137	6
Toilets	1,815	140	39
Faucets	447	153	20

(2) COUNTERTOP & FLOOR REPLACEMENTS

ITEM	Annual Budgeted Units	YTD Actuals Complete	Pending Requests
COUNTERTOPS:			
Kitchen-Replaced by Mutual	175	71	22
Kitchen-Reimbursed by Mutual*	130	24	-
Bath-Replaced by Mutual	326	134	24
Bath-Reimbursed by Mutual*	127	14	-
FLOORS:			
Kitchen-Replaced by Mutual	56	22	8
Kitchen-Reimbursed by Mutual*	59	18	-
Bath-Replaced by Mutual	413	32	12
Bath-Reimbursed by Mutual*	69	15	-

* Pending Requests for Reimbursements are made up of items qualified for replacement and on hold pending action

ROOF REPLACEMENTS

The 2018 budget for Roof Replacements totals \$1,039,610 for work on 40 structures.

	Bldgs Planned	Bldgs Complete	Retention Due	Annual Budget	Actual To Date
Comp Shingle	0	0	\$ -	\$ -	\$ -
Capistrano Tile	0	0	\$ -	\$ -	\$ -
BUR-PVC Cool Roof	40	8	\$ 15,669	\$ 1,180,000	\$ 208,916
Totals	40	8	\$ 15,669	\$ 1,180,000	\$ 208,916
	Sq. Ft Planned	Sq. Ft. Complete	Replacement Cost	Plywood & Other Costs	Total Costs
Comp Shingle	-	-	\$ -	\$ -	\$ -
Capistrano Tile	-	-	\$ -	\$ -	\$ -
BUR-PVC Cool Roof	158,549	31,416	\$ 208,916	\$ -	\$ 208,916
Totals	158,549	31,416	\$ 208,916	\$ -	\$ 208,916

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2018		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
REPLACEMENTS								
BUILDING STRUCTURES	\$6,480	\$69,728	\$35,733	\$278,911	\$837,306	4%	\$243,178	87%
ELECTRICAL SYSTEMS	35,748	31,345	158,378	125,380	376,146	42%	(32,998)	(26%)
EXTERIOR WALKWAY LIGHTING	12,447	4,029	18,670	16,115	48,408	39%	(2,555)	(16%)
FOUNDATIONS	0	6,250	0	25,000	75,000	0%	25,000	100%
GUTTER REPLACEMENT	4,798	3,122	10,603	12,489	37,538	28%	1,886	15%
LANDSCAPE RENOVATION	0	20,833	0	83,332	250,000	0%	83,332	100%
PAINT - EXTERIOR	174,777	186,590	626,192	746,345	2,242,937	28%	120,154	16%
PRIOR TO PAINT	67,438	81,718	211,032	326,864	982,766	21%	115,832	35%
PAVING	0	0	0	0	226,001	0%	0	100%
ROOF REPLACEMENTS	149,205	147,500	195,511	147,500	1,180,000	17%	(48,011)	(33%)
TREE MAINTENANCE	8,168	41,453	69,647	167,111	500,408	14%	97,464	58%
WALL REPLACEMENT	0	13,550	0	54,200	162,608	0%	54,200	100%
WASTE LINE REMEDIATION	145,665	125,000	520,536	500,000	1,500,000	35%	(20,536)	(4%)
WATER LINE - COPPER PIPE REMEDIATION	0	20,833	0	83,332	250,000	0%	83,332	100%
WINDOW/SLIDING SCREEN DOOR	21,488	2,513	63,031	10,053	30,185	209%	(52,977)	(527%)
SUB-TOTAL	\$626,214	\$754,465	\$1,909,333	\$2,576,632	\$8,699,304	22%	\$667,300	26%
APPLIANCE AND FIXTURE REPLACEMENTS								
COOKTOPS	\$7,547	\$4,237	\$28,722	\$16,945	\$50,881	56%	(\$11,777)	(69%)
DISHWASHERS	11,606	5,978	43,274	23,906	71,801	60%	(19,369)	(81%)
BASINS/SINKS/TOILETS	32,801	43,001	118,342	172,001	516,602	23%	53,659	31%
GARBAGE DISPOSALS	13,874	6,780	50,681	27,118	81,434	62%	(23,562)	(87%)
HOODS	3,260	2,611	15,289	10,440	31,366	49%	(4,849)	(46%)
COUNTER TOPS/FLOORS/SHOWER ENCLOSURES	136,133	68,748	371,198	274,988	825,950	45%	(96,210)	(35%)
OVENS	13,374	5,829	49,603	23,316	69,982	71%	(26,288)	(113%)
RANGES	1,048	2,185	2,702	8,738	26,245	10%	6,037	69%
REFRIGERATORS	20,290	12,886	76,338	51,535	154,735	49%	(24,804)	(48%)
WATER HEATERS & PERMITS	81,941	113,905	225,946	455,576	1,368,580	17%	229,630	50%
DRYERS	0	1,614	0	6,453	19,376	0%	6,453	100%
WASHING MACHINES	0	3,355	230	13,420	40,287	1%	13,190	98%
SUB-TOTAL	\$338,208	\$287,462	\$990,693	\$1,092,804	\$3,265,605	30%	\$102,111	9%
TOTAL RESERVE FUND	\$964,422	\$1,041,928	\$2,900,025	\$3,669,436	\$11,964,909	24%	\$769,411	21%

**UNITED LAGUNA WOODS MUTUAL
FUND EXPENDITURES REPORT
AS OF APRIL 30, 2018**

DESCRIPTION	CURRENT MONTH		YEAR-TO-DATE		2018		VARIANCE	
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	EXPENDED	\$	%
OPERATING EXPENDITURES								
1 PLUMBING SERVICE	\$111,139	\$98,863	\$467,467	\$395,378	\$1,189,331	39%	(\$72,089)	(18%)
2 CARPENTRY SERVICE	50,578	31,566	206,388	126,261	362,992	57%	(80,126)	(63%)
3 CONCRETE REPAIR/REPLACEMENT	24,779	28,474	151,603	113,893	342,175	85%	(37,710)	(33%)
4 ELECTRICAL SERVICE	28,858	34,390	117,735	137,521	413,657	28%	19,786	14%
5 APPLIANCE REPAIRS	22,602	21,893	101,399	87,528	263,430	38%	(13,871)	(16%)
6 INTERIOR PREVENTIVE MAINTENANCE	26,829	24,914	116,983	99,621	299,773	39%	(17,361)	(17%)
7 BLDG. REHAB/DRY ROT	2,270	24,641	5,097	98,560	296,403	2%	93,463	95%
8 JANITORIAL SERVICE	30,867	20,581	122,220	82,404	247,185	49%	(39,816)	(48%)
9 PEST CONTROL FOR TERMITES	500	19,196	5,414	76,784	230,370	2%	71,370	93%
10 ROOF REPAIR	0	7,008	85,431	96,308	152,376	56%	10,877	11%
11 BALCONY/BREEZEWAY RESURFACING	36,613	15,825	107,583	63,298	190,391	57%	(44,285)	(70%)
12 GUTTER CLEANING	2,158	2,283	16,073	9,130	171,235	9%	(6,943)	(76%)
13 COUNTERTOP/FLOOR/TILE REPAIRS	12,060	11,511	55,319	46,043	138,493	40%	(9,276)	(20%)
14 PAINT-TOUCHUP	13,739	10,809	66,669	43,236	129,970	51%	(23,434)	(54%)
15 WELDING	14,483	6,819	49,572	27,276	84,743	58%	(22,296)	(82%)
16 ENERGY PROGRAM	2,972	4,582	5,203	18,328	55,000	9%	13,125	72%
17 PAVING MAINTENANCE & REPAIRS	982	7,009	18,454	28,037	84,247	22%	9,582	34%
18 MISC. REPAIRS BY OUTSIDE SERVICE	402	5,851	1,235	23,404	70,212	2%	22,169	95%
19 TRAFFIC CONTROL	1,737	1,265	4,796	5,060	15,214	32%	264	5%
20 FIRE PROTECTION	98	788	210	3,152	9,479	2%	2,942	93%
TOTAL MAINTENANCE PROGRAMS	\$383,666	\$378,268	\$1,704,851	\$1,581,222	\$4,746,675	36%	(\$123,629)	(8%)

UNITED LAGUNA WOODS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of April 30, 2018

1. **PLUMBING SERVICE - April: (\$12,276), YTD: (\$72,089)**
More hours and materials required for Plumbing Service Tickets than anticipated.
2. **CARPENTRY SERVICE - April: (\$19,012), YTD: (\$80,126)**
More hours and materials required for Carpentry Service Tickets than anticipated.
3. **CONCRETE REPAIR/REPLACEMENT - April: \$3,695, YTD: (\$37,710)**
Concrete repairs were the priority in the first two quarters, resulting in higher than expected expenditures. Crew have shifted to traffic sign repair and crosswalk painting, which will bring expenditures back on target.
4. **ELECTRICAL SERVICE - April: \$5,532, YTD: \$19,786**
Fewer hours and materials required for Electrical Service Tickets than anticipated.
5. **APPLIANCE REPAIRS - April: (\$709), YTD: (\$13,871)**
More hours and materials required for Appliance Repair/Replacement Tickets than anticipated.
6. **INTERIOR PREVENTIVE MAINTENANCE - April: (\$1,915), YTD: (\$17,361)**
More hours and materials required for Preventive Maintenance Tickets than anticipated.
7. **BLDG. REHAB/DRY ROT- April: \$22,371, YTD: \$93,463**
Fewer hours and materials required for Dry Rot Repair Tickets than anticipated.
8. **JANITORIAL SERVICE- April: (\$10,286), YTD: (\$39,816)**
High costs entirely due to the unbudgeted Bulky Item Pickup program.
9. **PEST CONTROL FOR TERMITES- April: \$18,696, YTD: \$71,370**
The Program work is scheduled to start in May.
10. **ROOF REPAIR- April: \$7,008, YTD: \$10,877**
Fewer hours and materials required for Roof Repair Tickets than anticipated.
11. **BALCONY/BREEZEWAY RESURFACING - April: (\$20,788), YTD: (\$44,285)**
The Balcony/Breezeway Resurfacing Program is over budget because the Decking Topcoat Program which required more materials and labor than was anticipated but the Decking Topcoat program is completed for the year.

UNITED LAGUNA WOODS MUTUAL
MAINTENANCE PROGRAMS
OPERATING FUND VARIANCE EXPLANATIONS
As of April 30, 2018

12. **GUTTER CLEANING - April: \$125, YTD: (\$6,943)**
Unfavorable Variance: Work is based upon requests. Higher than expected expenditures should resolve themselves, as no further cleaning will be performed until the contract work in the fall.
13. **COUNTERTOP/FLOOR/TILE REPAIRS- April: (\$549), YTD: (\$9,276)**
More hours and materials required for Fixture Repair/Replacement Tickets than anticipated.
14. **PAINT-TOUCHUP - April: (\$2,930), YTD: (\$23,434)**
More hours and materials required for Paint Service Tickets than anticipated.
15. **WELDING- April: (\$7,664), YTD: (\$22,296)**
Higher than normal welding requests have resulted in the variance. This may resolve itself by year's end, depending on future requests from other work centers.
16. **ENERGY PROGRAM- April: \$1,610, YTD: \$13,125**
The JCI Measurement and Verification is not invoiced until July and will be paid in full.
17. **PAVING MAINTENANCE & REPAIRS - April: \$6,027, YTD: \$9,582**
18. **MISC. REPAIRS BY OUTSIDE SERVICE- April: \$5,449, YTD: \$22,169**
Lag in invoicing.
19. **TRAFFIC CONTROL - April: (\$472), YTD: \$264**
20. **FIRE PROTECTION- April: \$690, YTD: \$2,942**
Contractual and change order invoicing has not been processed.

UNITED TOILET REPLACEMENTS (MANORS AND LAUNDRY ROOMS)

Year/Fund	Quantity	Labor	Material	Total \$ Cost
2014				
Replacement Fund	97	\$10,803	\$14,935	\$25,738
Chargeable Services	34	\$2,729	\$6,080	\$8,809
2014 Total	131	\$13,532	\$21,015	\$34,547
2015				
Replacement Fund	1,989	\$175,337	\$247,513	\$422,849
Chargeable Services	25	\$3,493	\$2,470	\$5,963
2015 Total	2,014	\$178,830	\$249,982	\$428,812
2016				
Replacement Fund	1,484	\$139,237	\$176,191	\$315,428
Chargeable Services	26	\$2,197	\$2,492	\$4,689
2016 Total	1,510	\$141,434	\$178,683	\$320,117
2017				
Replacement Fund	613	\$62,964	\$91,881	\$154,846
Chargeable Services	34	\$3,737	\$4,208	\$7,945
2017 Total	647	\$66,701	\$96,089	\$162,790
2018				
Replacement Fund	98	\$13,640	\$17,744	\$31,384
Chargeable Services	7	\$541	\$614	\$1,155
2018 Total	105	\$14,181	\$18,358	\$32,539
Grand Total	4,407	\$414,679	\$564,127	\$978,806