



OPEN MEETING

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

**Wednesday, December 28, 2022 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

MEMBERS PRESENT: Lenny Ross (Interim Chair for R. Bastani), Maggie Blackwell (for R. Bastani), Pearl Lee

MEMBERS ABSENT: Reza Bastani

OTHERS PRESENT: **GRF:** Juanita Skillman

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Sandra Spencer – Administrative Assistant, Josh Monroy – Manor Alterations Coordinator

REPORT

1. Call to Order

Director Ross called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

The meeting was being broadcast on Granicus and Zoom. No media was present.

3. Approval of Agenda

The agenda was amended to include a discussion of lighting improvements as Item 13. Hearing no objection, the agenda was unanimously approved as amended.

4. Approval of Meeting Report from October 26, 2022

Hearing no objection, the meeting report was unanimously approved as written.

5. Chair's Remarks

Director Ross wished the committee members and staff a Happy New Year and invited members of United to attend the meetings to let the committee know what issues are important to them.

6. Member Comments - (Items Not on the Agenda)

- A member requested an inspection of her roof for possible standing water; inquired about the roof inspection schedule; the gutter cleaning schedule; and a landscaping issue.

Mr. Gomez responded to the member's concerns. Staff will follow up with the member regarding her roof. Director Lee recommended the member attend the next meeting of the United Landscaping Committee and Resident Services Committee to discuss the landscaping concern.

7. Department Head Update

Mr. Gomez introduced Josh Monroy, the new Manor Alterations Coordinator, who recently joined VMS staff to support the Manor Alterations Department and ACSC Committees for United and Third mutuals.

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. Solar Production Report

The project log and solar production report were pulled for discussion. Staff answered questions from the committee and members. Director Lee confirmed the importance of reporting maintenance issues to Resident Services. A member commented on the future of EV charging within United. A motion was made and passed unanimously to approve the consent calendar.

Items for Discussion and Consideration:

10. 707-G Reimbursement Request

Mr. Gomez provided a summary of the request and answered questions from the committee. A motion was made and seconded to deny the reimbursement request. By a vote of 2/0/1 the motion passed (Director Ross recused himself).

11. Supplemental Funding for Shepherd's Crook Installation

Mr. Gomez updated the committee via a PowerPoint presentation on the Shepherd's Crook installation project and answered questions from the committee. A motion was made and unanimously approved to recommend the United Finance Committee approve a supplemental appropriation in the amount of \$40,000 to increase the number of linear feet to be completed in 2023 from approximately 300 l.f. to approximately 700 l.f. thereby completing the section fronting El Toro Road.

12. Solar System Payback

Mr. Mejia introduced the topic and shared data regarding the solar program costs, projected annual rate increases, and estimated savings over the course of 30 years. Staff answered questions from the committee and addressed a member's comment regarding sharing information with Third Mutual. After discussion, staff was directed to present the same information at the January 10, 2023 United Laguna Woods Mutual Board meeting.

13. Lighting Improvements

Director Ross asked staff to explain the application process and options available for additional lighting requests.

Mr. Gomez outlined the process for residents to submit an application to Resident Services if additional walkway lighting is requested. The application should include photos or a drawing of the requested location and be signed by adjacent members who may be affected by additional lighting. Those applications would then be reviewed and if approved, a quote from the vendor would be obtained, the work would be scheduled and the location added to the project log.

Staff was directed to provide copies of the application to President Ross so he may make them available at the United Town Hall meeting scheduled for January 13, 2023.

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.

- Options for Improving Delivery of Hot Water to Individual Manors
- Water Heater Replacement Policy

Concluding Business:

14. Committee Member Comments

- Director Blackwell commented that she was pleased to have resolved the issues regarding exterior/pathway lighting and Shepherd's Crook installations.
- Director Ross concurred with Director Blackwell, offered best wishes to all present for a Happy New Year and also thanked staff for their support.

15. Date of Next Meeting: Wednesday, February 22, 2023 at 9:30 a.m.

16. Adjournment: The meeting was adjourned at 11:06 a.m.



Lenny Ross, Director