



**OPEN MEETING**

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

**Wednesday, October 23, 2019 - 9:00 a.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Carl Randazzo – Chair, Juanita Skillman (in for Cash Achrekar) Andre Torng (in for Brian Gilmore), Elsie Addington, Reza Bastani

**MEMBERS ABSENT:** Cash Achrekar, Brian Gilmore

**ADVISORS PRESENT:** Walter Ridley, Ken Deppe, Janey Dorrell

**OTHERS PRESENT:** None

**STAFF PRESENT:** Guy West – Staff Officer, Laurie Chavarria, Chris Naylor

**1. Call to Order**

Chair Randazzo called the meeting to order at 9:02 a.m.

**2. Acknowledgement of Media**

Chair Randazzo 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 August 28, 2019**

The Meeting Report for August 28, 2019 was approved as written.

**5. Chairman's Remarks**

Chair Randazzo remarked on items to be discussed in today's meeting. The Chair ended his remarks with a thought for the day by Woodrow Wilson "I not only use all the brains that I have, but all I can borrow."

## **6. Member Comments - (Items Not on Agenda)**

- Xun Su (333-C) commented on his alteration electrical panel replacement.

Various Directors and Staff Officer Guy West responded to the member comment.

## **7. Department Head Update**

Staff Officer Guy West had no 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.*

A motion was made and unanimously carried to move the remaining items on the Consent Calendar.

## **8. Project Log**

## **9. Maintenance Programs Reports**

## **10. Expenditures Report & Variance Explanations**

## **11. Solar Production Report**

### **Reports:**

## **12. Parking Space Striping inside Cul-de-sac 45**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the seal coat program; costs for off-program striping; parking enforcement; and a previous parking study. The Committee also discussed that some cars in CDS 47 where the striping was already in place, did not park between the designated lines.

By consensus, staff was directed to table this request and address cul-de-sac striping at the upcoming 2021 Business Planning Meeting. In addition, if a previous study that may have been conducted on red curbs in United Mutual is available, staff should present this as well for review at the 2021 Business Planning Meeting.

## **13. Countertop Replacement Efficiencies Due to New Equipment**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the cost of the equipment and the number of countertop replacements completed each year.

#### **14. 2020 Building & CDS Address Sign Installation Program**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the color of the building address signs.

#### **15. Revisions to the United M&C Committee Charter 01-14-133**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding architectural review; and that the Committee no longer oversees Architectural Standards and Manor Alteration Requests. A Scribner's correction will be made to change the word "liaison" to relationship in the fourth paragraph of the resolution.

On May 9, 2017, the Board established the Architectural Control and Standards Committee as a standing committee separate from the M&C Committee. The Maintenance and Construction Committee's charter has now been revised to reflect the current focus of this standing committee. The Committee shall maintain a working relationship with the Maintenance & Construction Department of the Managing Agent's organization to ensure that the real property and fixtures owned and managed by United Laguna Woods Mutual are maintained, reconditioned, improved or augmented as necessary or desired to meet the policies established by the Board of Directors, or as required by government agencies that have standing in establishing public policy.

A motion was made and unanimously approved to recommend the Board approve revisions to the United Maintenance and Construction Committee Charter which reflects the current needs of the standing committee.

#### **16. Supplemental Funding for Solar PV Materials**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the funding source for the materials.

By consensus, staff was directed to purchase the solar PV materials as spare parts to keep on hand, using the current Energy Program allocation from the Operating Fund.

#### **17. Shepherd's Crook Behind ALDI Grocery Store**

Staff Officer Guy West summarized the report and answered questions from the Committee.

Discussion ensued regarding the various wall heights; the height of the Shepherd's Crook fencing; the use of this security measure as a deterrent only; the current area for Shepherd's Crook installation in 2019; and the CUP requirements for the amount of linear footage replacement each year.

The Committee agreed that changing the existing six foot high section of fencing to a seven foot high section would not significantly add to the deterrence, therefore the six foot section will remain as is.

By consensus, staff was asked to determine if the 660 linear feet of Shepherd's Crook fencing that has already been fabricated for El Toro Road fencing can be used in another area of United Mutual.

#### **18. Consultant to Manage Solar PV Analysis (oral discussion)**

The Senior Management Analyst provided an update on the analysis of the JCI report and solar generation and answered questions from the Committee.

Discussion ensued regarding the angle for the solar panels; the frequency of cleaning for the solar panels; the solar production guarantee by JCI; the 14% increase of solar production in July, August and September of 2019, when compared to 2018; and the solar panel drawings that are now available on the website.

Chair Randazzo requested that a meeting be set up with JCI to discuss the terms of the contract and the lack of solar production in the first two years.

#### **19. Walkway Lighting Request Process (oral discussion)**

Staff Officer Guy West summarized the walkway lighting request process and answered questions from the Committee. It was brought to the Committee's attention that lights will only be added to a walkway when they designate a change in direction or elevation.

Discussion ensued regarding walkway lighting upgrades; street lights owned by the city; and lighting to designate changes in direction or elevation only.

Director Addington stated that she will place an article in the breeze regarding the walkway lighting request process.

**Items for Future Agendas:**

- Electrical Infrastructure Improvements by TEC
- Copper Pipe Supply Line Leak Report (February, April, August & December)
- Drainage Improvements to Prevent Foundation Issues (Ken Deppe & a future consultant)

**Concluding Business:**


**Committee Member Comments**

- Advisor Dorrell commented on the protocol for answering resident questions.
- Advisor Deppe asked to see the Topographical maps related to drainage.
- Advisor Ridley commented on the frequency of carport cleaning.
- Director Bastani asked about SCE's infrastructure upgrades.
- Director Torng commented on Pushmatic panel replacement for alterations.
- Director Addington thanked staff for their patience.

Date of Next Meeting – February 26, 2020

**Adjournment**

The meeting was recessed at 11:42 a.m.

  
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Carl Randazzo, Chair