



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

**Wednesday, February 28, 2024 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Alison Bok – Chair, Mickie Choi Hoe (in for Pearl Lee),
Ellen Leonard

MEMBERS ABSENT: Pearl Lee

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director,
Ian Barnette – Maintenance & Construction Assistant
Director, Bart Mejia - Maintenance & Construction
Assistant Director, Chuck Holland – Information &
Resident Services Director, Guy West – Projects Division
Manager, Laurie Chavarria - Senior Management
Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Bok called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

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

3. Approval of Agenda

Hearing no objection, the agenda was unanimously approved as written.

4. Approval of Meeting Report from January 17, 2024

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

5. Chair's Remarks

Director Bok informed the committee that Ralph Magid will be joining the committee as an advisor and provided a brief summary of his qualifications. Other comments included consideration of reviewing the committee charter and exterior paint color options.

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

- A member commented on potential causes of dry rot.

7. Department Head Update

SCE Proposed Rate Increase for 2025

Mr. Gomez commented that staff attended a recent city council meeting where SCE was scheduled to discuss rate increases. Unfortunately, the SCE presentation did not cover the proposed pricing for 2025. Staff will continue to advertise the dates that the public utilities commission will be taking comments.

Electric Vehicle Charging in Carports

Mr. Mejia provided a brief history of the program in which residents can purchase a permit to charge golf carts and electric vehicles in carports. Charging multiple vehicles simultaneously has caused an increased number of electrical interruptions in some areas. Members are encouraged to coordinate charging times amongst themselves and to contact Resident Services if the circuit breaker requires resetting. It is not recommended that members attempt to reset breakers since, if done incorrectly, can cause unintended consequences.

Building 419 Plumbing Service Orders Update

Mr. Barnette provided an update on the plumbing work being performed at Building 419 and answered questions from the committee and various residents at Building 419.

Automated Service Order Notifications for Washer/Dryer Repairs

Mr. Barnette provided the committee with an update regarding the number of repair orders recently closed, remaining to be completed, and the goal of completing repairs within 5 days of receiving the service order. Discussion also included laminated cards that should be placed on a broken machine to indicate that the problem was reported as well as the automated email that is sent to residents within the vicinity of a laundry room with a pending repair request.

8. Project Log

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

Items for Discussion and Consideration:

9. Laundry Appliances Conversion to Card Reader System

Mr. Holland discussed technology options associated with updating laundry facilities that would allow residents to pay via app instead of coins and answered questions from the committee.

Staff was directed to draft a Scope of Work for the committee to review with the goal being the implementation of a volunteer pilot program to determine costs and benefits of converting laundry appliances to a different type of payment option. Staff was also directed to provide the number of existing in-manor laundry facilities at a future meeting.

Mr. Gomez informed the committee that staff is investigating the option of using an outside vendor for laundry appliance repairs.

10. Roof Leak Repairs Update

Mr. West provided an update via PowerPoint on the number and types of roof leaks in United and answered questions from the committee. Discussion included inspection methods, the inspection cycles, drainage, rain gutters, and types of roofs.

11. 2024 Roof Replacement Program

Mr. West provided an overview of the program via PowerPoint and answered questions from the committee. Discussion included the time required to replace a roof, the roof replacement rating system, and the 2024 schedule and budget for roof replacements.

Mr. Gomez asked the committee to consider any changes to these parameters for the 2025 budget. Staff was directed to include the number of roofs rated between 60-91 with the budget presentation.

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.*

- Explore Cost Sharing Incentives to Upgrade Pipes and/or Install Dedicated Water Shut-off Valves in Walls During Remodeling
- Attic/Wall Insulation Materials

- Water Leak Detection Devices
- Pilot Program for Updating Laundry Appliance Payment Options
- Charter Review
- Building Color Palette Review

Concluding Business:

12. Committee Member Comments

- Director Choi Hoe commented that the meeting was interesting and thanked staff.
- Chair Bok thanked the staff for their professionalism and knowledge.

13. Date of Next Meeting: Wednesday, April 24, 2024 at 9:30 a.m.

14. Adjournment: The meeting was adjourned at 11:30 a.m.



Alison Bok, Chair