



OPEN MEETING

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

**Wednesday, August 23, 2023 - 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Lenny Ross – Chair, Alison Bok

MEMBERS ABSENT: Vidya Kale

OTHERS PRESENT: **United:** Maggie Blackwell

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division Manager, Jay Allen – Damage Restoration Manager, Adam Feliz – Maintenance Operations Manager, Laurie Chavarria - Senior Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order

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

2. Acknowledgement of Media

The meeting was being broadcast on Zoom only; Granicus was not available for this meeting. No media was present.

3. Approval of Agenda

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

4. Approval of Meeting Report from June 28, 2023

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

5. Chair's Remarks

Chair Ross commented that he is aware that Damage Restoration is making progress on resolving the backlog of moisture intrusion cases.

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

- A member commented on a plumbing issue at their manor.
- A member commented on the timeline of work provided by an outside vendor.

Staff responded to the member's comments and will follow up directly with the member as needed.

7. Department Head Update

Mr. Gomez updated the committee on the status of the following items:

- 933-B Alteration Patio Cover Nuisance Water Complaint – Staff was directed to review the complaint and provide a cost estimate to modify the alteration to improve the roof drainage at the next meeting of the committee.
- 673-B Downspout Drain Complaint – Staff was directed to send a letter to the shareholder of 673-B asking for voluntary compliance to install and maintain splashpads at the end of the downspouts of the alteration rain gutters. (HOA to ins def)
- 39-C Walkway Lighting Request Update – The requested additional walkway lighting has been installed.
- Change to Solar Production Report Frequency – This report will no longer be provided at each committee meeting but will be provided annually or upon request.

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

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

Items for Discussion and Consideration:

9. Pushmatic Electrical Panel Replacement Update

Mr. West provided an overview of the Pushmatic panel replacement process via PowerPoint presentation and answered questions from the committee.

10. Electricity Usage Reimbursement Policy (Resolution 01-18-33)

Mr. Allen presented a staff report and answered questions from the committee. Discussion ensued regarding the prior policy of reimbursing owners \$32 per room for electricity consumption related to the dry-down of manors as a result of moisture intrusion events that are the responsibility of the mutual.

A motion was made and unanimously approved to recommend the board approve staff's recommendation to revise the reimbursement amount based on the average amount of the member's electricity bill for the month prior and the month following the event.

11. Exterior Paint Program Update

Mr. Feliz provided an overview of the Exterior Paint Program via PowerPoint presentation and answered questions from the committee.

12. Chargeable Service for Painting Alterations

Mr. Barnette detailed the process for painting various exterior alterations and suggested adding the service to the Non-Emergency Chargeable list. Discussion ensued regarding the exterior paint program limitations and the potential types of alterations that would be included on the revised list.

A motion was made and unanimously approved to recommend the board adopt a revised list which would include painting of certain exterior alterations.

13. Laundry 51 Ramp Request

Mr. Gomez provided an overview of the request and answered questions from the committee. A motion was made and approved unanimously to proceed with the construction of a concrete ramp at the entrance of Laundry 51 by VMS staff as detailed.

A member commented on the design of the exterior of Laundry 154. Staff was directed to visit the facility to determine if any improvements are needed.

Concluding Business:

14. Committee Member Comments

None.

15. Date of Next Meeting: Wednesday, October 25, 2023 at 9:30 a.m.

16. Recess - The meeting was recessed at 11:13 a.m.



Lenny Ross, Chair

Lenny Ross, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380