



**SPECIAL OPEN SESSION**

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE  
UNITED LAGUNA WOODS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Monday, June 6, 2022 - 9:30 a.m.**  
24351 El Toro Road, Laguna Woods, California  
Hybrid Meeting

**NOTICE AND AGENDA**

The purpose of this meeting is to review the budget for the United Laguna Woods Mutual in accordance with *Civil Code §4930* and was hereby noticed in accordance with *Civil Code §4920*

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1. Call meeting to order / Establish Quorum – President Anthony Liberatore
2. State Purpose of Meeting – President Liberatore
3. Approval of Agenda
4. Chair Remarks
5. Open Forum (Three Minutes per Speaker)

At this time Members only may address the Board of Directors regarding items not on the agenda and within the jurisdiction of this Board of Directors. The Board reserves the right to limit the total amount of time allotted for the Open Forum. Members can join the Zoom Meeting by clicking on the link <https://us06web.zoom.us/j/92081839160> or call (669) 900-6833 or email [meeting@vmsinc.org](mailto:meeting@vmsinc.org) to request to speak

6. Responses to Open Forum Speakers
7. Review of the Proposed 2023 Business Plan – Version 1 – Maintenance Review
8. Adjournment

Anthony Liberatore, Chair  
Steve Hormuth, Staff Officer  
Telephone: 949-597-4201



## STAFF REPORT

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**DATE:** June 6, 2022

**FOR:** Board of Directors

**SUBJECT:** Proposed 2023 Business Plan – Version 1- Maintenance Review

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### **RECOMMENDATION**

Staff recommends that Board review the proposed 2023 service levels and provide direction for change or revision.

### **DISCUSSION**

On June 6, 2022 the Board will meet to review all components of the proposed operating and reserve expenditure budgets. A brief narrative for each of the budgetary line items is listed in order of appearance and changes resulting from the meeting will be incorporated into future versions of the 2023 business plan. Managers responsible for the programs will be in attendance and available to answer questions at the meeting.

### **FINANCIAL ANALYSIS**

In this version of the 2023 Business Plan, the operating portion of the M&C budget total \$4,735,249 for general maintenance services such as, plumbing, damage restoration, and carpentry (Attachment 1). This proposal reflects an increase of \$725,951 or 18% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$9.57 per manor per month as presented.

In this version of the 2023 Business Plan, the operating portion of the General Services budget totals \$1,109,882 for general maintenance services such as concrete, janitorial, and gutter cleaning (Attachment 1). This proposal reflects an increase of \$121,425 or 12% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$1.60 per manor per month as presented.

The planned reserve expenditures for M&C totals \$12,513,796, a decrease of (\$317,009) or (2%) (Attachment 2). A total of 27 reserve components cover large repair, remediation, or replacement programs such as painting, building structures, and appliance and fixtures. A decrease in planned reserve expenditures may impact the assessment. All reserve components will be evaluated within a 30-year reserves plan and presented for Board consideration at the July 15, 2022 business planning meeting.

The planned reserve expenditures for General Services totals \$82,426, a decrease of (\$3,359) or (4%) (Attachment 2). A total of 3 reserve components covers programs such as prior to paint, paving, and exterior walls. A decrease in planned reserve expenditures may impact the assessment. All reserve components will be evaluated within a 30-year reserves plan and presented for Board consideration at the July 15, 2022 business planning meeting.

**Prepared By:** Jose Campos, Assistant Director of Financial Services

**Reviewed By:** Steve Hormuth, Director of Financial Services

**ATTACHMENT(S)**

**Attachment 1:** Maintenance Expenditures by Program with Narratives

**Attachment 2:** Reserve Expenditures by Program with Narratives

ATTACHMENT 1

UNITED LAGUNA WOODS MUTUAL  
2023 PLAN  
Programs Report

DESCRIPTION	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 BUDGET	2023 BUDGET	ASSESSMENT	
						INCREASE/(DECREASE) \$	%
<b>OPERATING FUND - MAINTENANCE &amp; CONSTRUCTION</b>							
1 PLUMBING SERVICE	\$1,674,053	\$1,678,492	\$1,421,163	\$1,216,188	\$1,616,303	\$400,115	33%
2 DAMAGE RESTORATION	0	0	1,193,726	750,051	890,805	140,754	19%
3 CARPENTRY SERVICE	188,134	472,259	511,314	567,600	666,129	98,529	17%
4 INTERIOR PREVENTIVE MAINTENANCE	345,817	264,354	258,391	377,755	375,317	(2,438)	(1%)
5 ELECTRICAL SERVICE	315,789	314,055	380,555	372,361	374,527	2,166	1%
6 APPLIANCE REPAIRS	316,893	263,734	243,776	329,042	320,667	(8,375)	(3%)
7 PEST CONTROL	176,611	79,544	196,579	186,500	257,655	71,155	38%
8 COUNTERTOP/FLOOR/TILE REPAIRS	164,092	104,693	100,534	127,371	149,440	22,069	17%
9 FIRE PROTECTION	11,819	11,603	26,652	32,430	34,406	1,976	6%
10 ENERGY PROGRAM	28,285	18,020	19,060	25,000	25,000	0	0%
11 MISCELLANEOUS REPAIRS BY OUTSIDE SERVICES	27,017	21,389	21,031	25,000	25,000	0	0%
12 GUTTER CLEANING	140,566	30,596	(30,596)	0	0	0	0%
<b>TOTAL</b>	<b>\$3,389,076</b>	<b>\$3,258,737</b>	<b>\$4,342,183</b>	<b>\$4,009,298</b>	<b>\$4,735,249</b>	<b>\$725,951</b>	<b>18%</b>

Line 2 includes damage restoration cleanup costs moved from contingency in 2021.

Line 12 was moved to General Services in 2020.

**OPERATING FUND - GENERAL SERVICES**

13 CONCRETE SERVICE	\$437,408	\$372,289	\$396,868	\$401,522	\$417,783	\$16,261	4%
14 JANITORIAL SERVICE	318,622	437,293	369,411	369,653	397,860	28,207	8%
15 GUTTER CLEANING	66,425	146,092	152,886	85,351	160,237	74,886	88%
16 WELDING	71,405	63,817	105,816	116,345	117,683	1,338	1%
17 TRAFFIC CONTROL	8,821	8,778	14,467	15,587	16,319	732	5%
<b>TOTAL</b>	<b>\$902,681</b>	<b>\$1,028,269</b>	<b>\$1,039,449</b>	<b>\$988,457</b>	<b>\$1,109,882</b>	<b>\$121,425</b>	<b>12%</b>

**UNITED LAGUNA WOODS MUTUAL  
2023 OPERATING EXPENDITURES  
MAINTENANCE & CONSTRUCTION**

General Maintenance includes the inspection, maintenance and repair of buildings including, but not limited to, manor interiors, building exteriors, carports, laundries, balconies, railings, stairs, and concrete and asphalt surfaces. Services are provided as planned programs as well as in response to service requests.

**1) Plumbing Service**

**\$1,616,303**

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Routine and emergency services include but are not limited to the following:

- Sink stoppages
- Basin stoppages
- Tub stoppages
- Main line stoppages
- In-wall leaks
- Faucet leaks
- Toilet leaks
- Water heater leaks
- Sink leaks
- Faucet repair
- Toilet repairs
- Shower valve repair

**Plumbing Repairs**

Main service categories include leak investigation, clearing of stoppages, remedial work related to plumbing leaks, and component repairs (faucets, toilets, garbage disposals, etc.). Beginning in 2014, plumbing technicians began to perform drywall and stucco cuts to expedite repairs. The technicians are certified to handle the removal and abatement of drywall. This allows for a single visit by one division to a manor for the cutout and repair process. Service levels for this category are based on historical averages of hours, materials, and outside services.

**2) Damage Restoration**

**\$890,805**

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**(A) Plumbing Leaks**

This line item funds restoration (dry down, environmental testing, abatement & misc. repairs) of units due to plumbing leaks from the under-slab, in-wall, supply line, drain line, toilet base, loose plumbing connections, tub/shower fixtures, angle stops, under fixture pipes, dishwashers, water heaters, garbage disposals, faucets, and toilet tanks, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

Damage Restoration staff coordinate repairs and restoration with in-house staff and outside contractors to minimize the inconvenience to members.

**(B) Plumbing Stoppages**

This line item funds restoration (dry down, environmental testing, abatement & misc. repairs) of units due to plumbing stoppages from main lines, internal lines, toilets, sink/basins, single fixture and multi-fixture stoppages that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

Damage Restoration staff coordinate repairs and restoration with in-house staff and outside contractors to minimize the inconvenience to members.

**(C) Miscellaneous**

This line item funds restoration (dry down, environmental testing, abatement & misc. repairs) of units with miscellaneous moisture intrusion from tub/shower enclosures, cracked tile, missing grout, humidity, irrigation, loose sink/countertop connections, alteration washing machines, foundations, window condensation, and mold, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

Damage Restoration staff coordinate repairs and restoration with in-house staff and outside contractors to minimize the inconvenience to members.

**(D) Rain Leaks**

This line item funds restoration (dry down, environmental testing, abatement & misc. repairs) of units due to roof leaks, deteriorated roof membranes, roof flashing/connections, windows, stucco walls atrium back-ups, gutter systems, rain flooding, and common area skylights, that may cause damage to Mutual property and will need repairs. If replacements are needed, those items will be funded from the Replacement/Reserve fund.

Damage Restoration staff coordinate repairs and restoration with in-house staff and outside contractors to minimize the inconvenience to members.

**(E) Damage Restoration Services**

This line item funds the emergency repairs due to damage from structure fires and vehicle accidents.

If replacements are needed, those items will be funded from the Replacement/Reserve fund.

Funding levels for this category are based on historical averages.

Part of this expenditure is reimbursed to the Mutual through hearings that review the circumstances of the moisture intrusion event in order to determine if the member should be held responsible for costs associated with the restoration.

### 3) Carpentry Service

\$666,129

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Carpentry and carpentry-related service work is provided on the Mutual's buildings, carports, and laundries, such as:

- Interior/exterior entry door repair
- Repair/replace entry locks
- Re-key locks
- Support scaffolding
- Window repair
- Building cracks and stucco repair
- Door/window re-screening
- Weather stripping
- In-wall animal removal
- Insect screen install/repair
- Mailbox door and lock repair
- Wardrobe closet door repair
- Board-up windows/shore up sites
- Sliding glass door repairs
- Carport repair
- Patio gate repair
- Drywall/texture repair
- Acoustic ceiling repair
- Carport cabinet repair
- Cabinet repair/modification for appliances
- Baseboard repair/replacement
- Bath accessory repair/replacement
- Skylight repair
- Medicine cabinet repair
- Patio door lock repair

The budget for this item is essential to maintain the expected service level and to complete all necessary maintenance concerns requested by residents for the services described above, in a timely manner. Included is non-paint related scaffolding work, where staff who are properly trained in setup of scaffolding and operating man-lift equipment perform that work on an as-needed basis for work functions such as prior-to-paint dry rot repairs, decking installation, and other miscellaneous needs.

### 4) Interior Preventive Maintenance

\$375,317

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#### (A) Manor Preventive Maintenance Program

The Interior Preventive Maintenance crew moves through the Mutual's manors on an approximate 3-year schedule. The following general items are addressed:

- Inventory appliances and note any alterations to update database
- Change exhaust fan filters
- Caulk sinks, basins, tub/shower enclosures, and tub/shower tile
- Lubricate and adjust window and sliding glass door rollers
- Remove, clean, lubricate, and reinstall bathroom exhaust fan
- Remove dust from the coils behind and beneath refrigerators
- Tighten and adjust closet door rollers
- Perform leak testing on toilets using blue tablets
- Inspect sink, toilet, and basin risers for leaks
- Inspect and test all valves and supply lines for signs of deterioration
- Report any service needs

**(B) Laundry Preventive Maintenance Program**

Implemented in 2011, this proactive program includes activities such as cleaning behind and under laundry equipment, replacing the dryer vent tubes and addressing or reporting other maintenance requirements on a semi-annual basis for each of the Mutual's 175 laundry rooms.

**5) Electrical Service**

**\$374,527**

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This item includes maintenance, repair and replacement of all lighting and electrical systems and fixtures, including:

- Doorbells / Thermostats
- Light fixtures / Heaters / Fans
- Electrical service panels
- Street/ Carport / Walkway lighting
- Interior bulb / Ballast replacement
- Electrical outlets
- Low voltage lighting systems
- Walkway lighting installations
- Underground wiring
- Relamping of exterior fixtures

This item also includes funding for load calculations on electrical service panels by a certified electrical engineer prior to any additional walkway light installations, as required to comply with permit requirements by the City of Laguna Woods. City permit fees are also included in this item. The service level for this category is based on historical averages of hours and materials.

**6) Appliance Repairs**

**\$320,667**

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This item includes repairs to the Mutual's manor and laundry room appliances. In each category, both historical averages of labor, materials and outside services as well as recent trends in service requirements are used as a budgetary basis.

**(A) Oven Repair**

Door gaskets, thermostats, control panels, and heating elements are examples of oven components that require repair or replacement. These parts are repaired or replaced as required for proper operation. Many service calls are for calibration of the thermostat.

**(B) Dishwasher Repair**

Heating elements, pumps, baskets, and door seals are examples of dishwasher components that require repair or replacement. These parts are repaired or replaced as required for proper operation.



**(C) Refrigerator Repair**

Door seals, shelving, thermostats, and compressors are examples of refrigerator components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(D) Range/Cook Top Repair**

Heating elements and electrical connections are examples of range/cook top components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**(E) Laundry Washer/Dryer Repair**

Washers: Repairs to washing machines often result from the high volume of usage experienced by the units. Frequent washing machine service calls include reports of water not draining, washtubs not spinning, and non-operation of the machine. Repairs or replacements are undertaken as required for proper operation.

Dryers: Repairs to dryers often result from the high volume of usage experienced by the units. Heating elements, thermostats, and control switches are typical dryer components that require repair or replacement. These parts are repaired or replaced as required for proper operation.

**7) Pest Control**

**\$257,655**

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A licensed pest control contractor provides the Mutual with pest control services for termite eradication and bee removal services.

The budget is typically developed based on historical trends and the existence of termites as identified by the Mutual's pest control contractor. A staff inspector and a representative of the contractor conduct inspections in response to all reported evidence of live termites and upon request at the time a manor is resold. Based on the results of those inspections, a list of buildings requiring fumigation is compiled. Whenever possible, localized treatments of the infested areas will be performed for dry wood termites to minimize the fumigation requirements. Subterranean termites are also treated at the localized point of infestation.

The buildings listed for fumigation typically are scheduled for the following fiscal year and worked into the budget. Fumigation costs are based on a pre-determined contract value per building type.

The projected costs are budgeted in four categories, Local Pest Control Treatments; Fumigation - Tenting; Fumigation - Landscaping (for plant removal); and Fumigation - Lodging. Although not required by the Davis-Stirling Act, Mutual policy provides lodging for two nights while the whole structure fumigation is in process.

The lodging budget is based on the number of units contained in each of the buildings to be fumigated and the contracted rate in place with a local hotel.

The budget for whole structure tenting is based on a weighted average of each building type with costs applied to those buildings based on a pre-determined contract value per building type.

This approach is used to determine budgetary estimates for the Business Plan, as the full list of actual buildings that will require treatment are often not known until after the preparation of a given year's Business Plan.

## **8) Countertop/Floor/Tile Repairs**

**\$149,440**

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This item includes minor repairs to kitchen and bathroom countertops, kitchen and bathroom vinyl floors, bath shower and tub wall surround tiles, and shower floor tiles.

In 2013, due to increasing need for replacement of bathtub and shower wall tile surrounds, major tile repairs and replacements were moved to the Replacement Fund, resulting in the tile-related scope of this item including only re-grouting of tiled shower walls and floors and minor tile repairs (i.e. those that do not involve complete replacement of tub/shower surrounds or shower floors).

Labor and materials for the in-house repair of shower and tub glass enclosures is based on historical averages.

Outside contractors perform repairs to chipped bathtubs and as-needed glazing of bathtubs and shower wall tiles which are needed for color matching when new tiles do not match the color of existing tiles.

## **9) Fire Protection**

**\$34,406**

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### **(A) Smoke Detector Service**

Effective 2021, the majority of the budget for smoke detector repairs/replacements was moved from the Security Department to the M&C Department.

### **(B) Fire Extinguisher Service**

This service, provided through an outside contractor, covers the required annual inspection, maintenance, repair and replacement of the 1,024 fire extinguishers located throughout the Mutual. Specifics of the service include (1) annual inspection; (2) tear down and rebuilding when required; (3) hydrostatic testing when required; (4) proper tagging of extinguishers to indicate date of service and certification; (5) replacement of irreparable or missing extinguishers and extinguishers that must be replaced in accordance with Fire Authority regulations, and (6) repair of extinguisher cabinets.

**(C) Chimney Cleaning**

This contingency budget includes chimney cleanings and removal of ashes from ash pits at the contract pricing for that service.

**10) Energy Program**

**\$25,000**

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This item provides Operation & Maintenance (O&M) to the Mutual's photovoltaic systems as described below:

- Remote monitoring and diagnostics
- Monthly kilowatt production reports
- Monitor overall system performance and production
- Product warranty administration
- Inverter inspections and preventative maintenance
- Thermal imaging and thermal reporting
- Communication system inspection
- IV curve trace testing
- Array, balance of systems inspection
- Module and solar site visual inspection 2x per year
- Report shading of PV panels
- Preventative maintenance service reports
- PV panel cleaning 2x per year
- Annual system performance report summary
- Power quality analysis and reporting
- Warranty management & service logs of maintenance

**11) Miscellaneous Repairs by Outside Services**

**\$25,000**

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This funding is used to address items that are typically repaired by outside contractors. This item also includes funding for other repairs that do not fit into one of the categories below.

As these items are emergent in nature, budgets are based on historical averages, trends and on planned program scopes of work.

**(A) Glass / Broken Window**

This item includes the replacement of broken glass, glazing strips, handles and locks on windows and sliding glass doors. When frames and tracks become worn, damaged or separate from the glass, replacement of the window in its entirety with a retrofit or new construction type window is required. Replacements are performed out of the Window Replacement line item of the Reserve Expenditures - Replacement Fund section of the Business Plan.

**(B) Sliding Glass Door Track**

This item covers the bottom track of the sliding glass doors. Generally, there are two reasons for replacing these tracks. Through normal use, the weight of the dual-pane glass door wears down the door rollers and wears down the guiding fin. Over time the door will no longer stay in the track. Deterioration of the track due to moisture also necessitates its replacement. Placement of a plastic plate between the track and the stucco serves to mitigate potential deterioration of the new track.

**(C) Weather Stripping Replacement**

Replacement of weather stripping through outside services is limited to the occasions when the particular type of weather stripping requires glass removal or other special circumstances.

**(D) Phone Line Repairs**

This item covers repairs associated with the Mutual's responsibility for providing a working telephone line to each manor.

**(E) Lead Paint Testing**

In 2010, new EPA regulations went into effect requiring special procedures and handling when performing Renovation, Repair and Painting (RRP) of building components where lead based paint is present. The presence of lead paint must be determined before proceeding with work that qualifies under the regulations. Determination of the presence of lead paint must be performed a Certified Lead Inspector/Risk Assessor. This budget is included to pay for the costs of lead testing performed by a Certified Lead Inspector/Risk Assessor on projects that will be completed by an outside service.

**Item 12 (Gutter Cleaning) was moved from Maintenance and Construction to General Services.**

**UNITED LAGUNA WOODS MUTUAL  
2023 OPERATING EXPENDITURES  
GENERAL SERVICES**

This section covers the inspection, maintenance and repair of breezeways and common areas for multi-story buildings, carports, laundry rooms, concrete, rain gutters, railing and stairs, and traffic control striping and signage. Primarily, these maintenance items are in response to resident service requests, although many items are planned program work.

**13) Concrete Service**

**\$417,783**

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Services provided include the repair or replacement of all concrete slabs, walkways and driveways. Concrete repairs include crack filling and grinding-down of walkways that have created a tripping hazard. Replacement of concrete occurs when lifting exceeds the two-inch grinding capability. Repairs to block trash enclosures or laundry room walls are also addressed under this budget item.

**14) Janitorial Service**

**\$397,860**

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Services provided in this category include scheduled janitorial services for breezeways and common areas of multi-story buildings, free-standing laundry buildings, miscellaneous janitorial services in Mutual common areas, and carport cleanings based on the following established service levels:

<u>Description</u>	<u>Quantity</u>	<u>Times/Year</u>	<u>Hours/Visit</u>
● Free-Standing Laundry Rooms	175	13	1.40
● Restrooms at Free-Standing Laundry Rooms	40	52	0.25
● Multi-Story Building Breezeways	375	10	1.00
● Carport Stall Cleanings	6,514	03	N/A

**15) Gutter Cleaning**

**\$160,237**

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This item provides for the cleaning of building and carport rain gutters to ensure their proper function and drainage.

The budget includes funding for an outside service to clean the gutters of multi-story buildings and single story homes and carports once during the fourth quarter of the year.

The leaf/debris removal program was implemented to remove built-up debris, mostly leaves and pine needles, from the roofs and patio covers prior to the winter season. This preventive measure serves to reduce the potential for water backups on roofs during the rainy season.

The scope of the leaf/debris removal program also includes buildings with sloped roofs that are subject to leaf/debris accumulation; therefore, an additional 558 buildings are part of this program. The leaf/debris removal program is coordinated with the gutter cleaning program to increase the efficiency of this work.

## **16) Welding**

**\$117,683**

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Welding services include the repair/replacement of railings, gates, fences, and steel step rails. Budgeting is based on historical averages and trends for hours and materials, and includes lead testing and abatement, required due to EPA lead handling regulations.

In 2013, the Board chose to include Stair Tread Replacements in this line item, to address the increase of stair tread deterioration within the Mutual. This work is completed in response to service ticket requests placed by residents or staff.

## **17) Traffic Control**

**\$16,319**

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This item addresses the installation and maintenance of devices required to facilitate traffic safety and circulation throughout the Community. This includes parking lot and street striping, replacement of directional and vehicular control signage, and curb painting. The 2022 budget includes funding to repaint red and yellow curbs on a 5-year cycle or approximately 5,000 lineal feet.

## ATTACHMENT 2

**UNITED LAGUNA WOODS MUTUAL  
2023 PLAN  
Programs Report**

DESCRIPTION	2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 BUDGET	2023 BUDGET	ASSESSMENT	
						INCREASE/(DECREASE) \$	%
<b>RESERVE FUND - MAINTENANCE &amp; CONSTRUCTION</b>							
25 BUILDING STRUCTURES	\$600,963	\$1,235,622	\$979,064	\$1,492,903	\$1,318,796	(\$174,107)	(12%)
26 CDS SIGNAGE	0	29,078	0	0	0	0	0%
27 ELECTRICAL SYSTEMS	447,860	319,500	418,938	660,595	509,495	(151,100)	(23%)
28 EXTERIOR WALKWAY LIGHTING	36,202	7,671	30,711	75,635	75,568	(67)	(0%)
29 FOUNDATIONS	41,608	0	18,910	43,436	43,436	0	0%
30 GUTTER REPLACEMENT	67,711	83,051	68,558	126,889	115,833	(11,056)	(9%)
31 PAINT - EXTERIOR	1,920,691	1,224,288	1,635,609	1,739,285	1,774,058	34,773	2%
32 PLUMBING REPLACEMENT	0	0	276,882	646,769	345,496	(301,273)	(47%)
33 PRIOR TO PAINT	938,463	776,863	701,954	882,584	1,035,064	152,480	17%
34 PAVING	392,760	368,865	510,630	389,319	398,371	9,052	2%
35 ROOFS	814,112	927,506	841,632	1,020,439	1,041,301	20,862	2%
36 WALLS	151,736	24,600	27,928	35,000	35,000	0	0%
37 WASTE LINE REMEDIATION	2,126,216	1,349,975	2,502,222	2,300,000	2,300,000	0	0%
38 WATER LINE - COPPER PIPE REMEDIATION	245,552	169,746	62,049	100,000	100,000	0	0%
39 WINDOW/SLIDING SCREEN DOOR OTHER SUPPL. APPROPRIATIONS	60,896 915,107	71,372 6,389	108,699 0	133,896 0	142,951 0	9,055 0	7% 0%
APPLIANCE AND FIXTURES:							
40 COOKTOPS	106,637	55,479	58,719	70,442	70,016	(426)	(1%)
41 DISHWASHERS	93,094	52,993	66,351	97,526	96,484	(1,042)	(1%)
42 FIXTURES - BASINS/FAUCETS/SINKS/TOILETS	255,597	133,986	155,000	232,333	226,572	(5,761)	(2%)
43 GARBAGE DISPOSALS	110,654	74,176	115,475	117,647	120,253	2,606	2%
44 HOODS	21,474	10,264	18,470	40,005	39,592	(413)	(1%)
45 KITCHEN/BATH COUNTERS, FLOORS, MISC.	992,888	550,095	878,164	1,363,867	1,467,907	104,040	8%
46 OVENS	130,533	98,684	116,546	134,125	133,699	(426)	(0%)
47 RANGES	10,628	4,474	8,907	12,613	12,371	(242)	(2%)
48 REFRIGERATORS	185,323	97,109	158,863	223,841	222,321	(1,520)	(1%)
49 WATER HEATERS & PERMITS	1,205,084	282,448	479,830	762,029	759,972	(2,057)	(0%)
50 DRYERS - LAUNDRY	3,551	1,152	9,151	38,247	38,126	(121)	(0%)
51 WASHING MACHINES - LAUNDRY	2,717	64,094	42,691	91,380	91,114	(266)	(0%)
TOTAL APPLIANCE AND FIXTURES	\$3,118,181	\$1,424,955	\$2,108,168	\$3,184,055	\$3,278,427	\$94,372	3%
<b>TOTAL</b>	<b>\$11,878,056</b>	<b>\$8,019,480</b>	<b>\$10,291,951</b>	<b>\$12,830,805</b>	<b>\$12,513,796</b>	<b>(\$317,009)</b>	<b>(2%)</b>

Line 25 includes major damage restoration construction costs moved from contingency in 2021.

Line 32 was moved from operations in 2021.

**RESERVE FUND - GENERAL SERVICES**

52 PRIOR TO PAINT - WELDING	\$0	\$0	\$8,350	\$9,565	\$10,006	\$441	5%
53 PAVING	33,890	21,379	61,713	60,820	57,020	(3,800)	(6%)
54 WALLS	0	0	0	15,400	15,400	0	0%
<b>TOTAL</b>	<b>\$33,890</b>	<b>\$21,379</b>	<b>\$70,063</b>	<b>\$85,785</b>	<b>\$82,426</b>	<b>(\$3,359)</b>	<b>(4%)</b>

**UNITED LAGUNA WOODS MUTUAL  
2023 RESERVE EXPENDITURES  
MAINTENANCE & CONSTRUCTION**

This section covers the inspection, maintenance and repair of structures including, but not limited to, manor interiors, building exteriors, carports, and laundry rooms. These maintenance items are in response to resident service requests, and planned program work.

**25) Building Structures**

**\$1,318,796**

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**Building Structures (Projects):** This reserve component is designed to address building structures that are exhibiting deterioration and funding will be utilized on a contingency basis. It is assumed that full replacement of this component would never be required. The unit cost is a contingency estimate for a typical building structure repair.

**Building Structures (Maint Ops/Carpentry):** This reserve component is designed to address building structures that are exhibiting deterioration and to eradicate dry rot through a systematic and proactive approach utilizing an aggressive inspection process designed to address all buildings in United Mutual to include both architectural and structural components through outside services and in-house staff.

This includes but is not limited to balcony replacements, trellis structure replacements, beam replacements, walkway replacements, bridge replacements, interior doors, exterior doors, corbel end removals, cannon and peeler post removals/replacements, stucco, drywall systems, lead and asbestos testing and abatement cost, associated engineering cost and City building permit application and inspection fees.

Replacements are qualified and generated on both a reactive and a proactive basis (Non-Program and Program).

**Building Rehab/Dry Rot (General Maintenance):** Dry rot is reported by residents, contractors and staff working in the Community. Additionally, staff top coats elevated deck surfaces on a mid-cycle program. When the crews review the existing condition of deck surfaces, in some cases dry rot is found, necessitating repairs. The dry rot crew completes the work as part of the overall Building Rehab/Dry Rot line item.

**Smoke Alarm Installation (Maintenance Services):** Smoke detectors are to be replaced every 10 years. Budgeting for this item will not be needed until 2024.

Funding for all building structure expenditures is based on the historical replacement quantities, anticipated useful life, and current estimated cost of materials and labor adjusted for inflation, as well as prior year actuals.

As part of the 2023 building structure repairs, staff will proactively assess buildings for drainage issues that could lead to building settlement. Staff will identify areas that are displaying drainage issues and implement the necessary modifications.



On programs such as decking topcoat and prior-to-paint, staff no longer allows the “patch and paint” practices, which has resulted in a reduction in dry rot repairs. Staff now replaces compromised wooden sections with properly primed and painted materials, resulting in a higher life expectancy.

**Damage Restoration Services:** This reserve component is for reconstruction of manors/buildings resulting from rain leaks, plumbing leaks, plumbing stoppages, and other moisture intrusion events. During the 2021 Business Planning Meeting, the Board asked that all costs related to the reconstruction or replacement of mutual owned components, be moved from the Contingency Fund to the Replacement/Reserve Fund. It should be noted that restoration costs exceeding \$25K will be submitted to the Mutual’s insurance carrier.

**Balcony Inspections:** Senate Bill 326 states that a statistically significant sample of all of the mutual's exterior elevated elements are to be inspected once every 9 years, and that the inspection report is to be incorporated into the reserve study. The report includes detailed information of each inspected element's condition, expected future performance and the remaining useful life, and repair/ replacement recommendations. VMS will be contracting with a licensed structural engineer or architect to inspect (216 buildings) of exterior elevated elements for which the association has maintenance or repair responsibility.

The first inspection shall be completed by January 1, 2025, and then every nine years thereafter in coordination with the reserve study inspection pursuant to Section 5550.

A report will be generated from the inspections and shall include detailed information on the condition of each inspected element; expected future performance; remaining useful life; and any repair/replacement recommendations.

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## 26) CDS Signage

\$0

The cul-de-sac signage project was completed in 2020.

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## 27) Electrical Systems

\$509,495

**Electrical Panel Maintenance:** This reserve component is a contingency to address emergency panel repairs or replacements due to failure.

**Pushmatic Panel Upgrades:** This reserve item funds the upgrade of electrical systems in the manors (replacement of obsolete Pushmatic electrical panel’s and conductors).

The City of Laguna Woods no longer allows the installation of new 110-volt receptacle outlets in panels without arc-fault protection, citing the 2013 California Electrical Code 210.12. Knowing that critical repairs could no longer take place when needed, the Board

took a proactive approach to replace the 2750 Pushmatic electrical panels over a phased period of time.

**Alternate Heat Source Installation:** United Mutual is responsible for providing a heat source in the bedroom and living/dining room areas of its manors. At the time of original construction, the provided heat source was in-ceiling radiant heat systems. If an original in-ceiling radiant heat system fails or requires replacement as the result of some maintenance activity, the Mutual must provide a replacement heat source. The Mutual replaces failed heat systems with an appropriate and cost effective type unit for the room being heated. Typically that is a wall heater in the bedrooms and a through the wall heat pump in the living/dining rooms. The type of unit used is contingent on several factors, the most important being the BTU's required to heat the area being heated.

This is contingency funding that will replace up to 3 heat pumps and 3 wall heaters per year.

## 28) Exterior Walkway Lighting

\$75,568

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This budget funds as-needed consultant services for exterior lighting projects, as well as the maintenance or upgrade to the Mutual's walkway lighting system, including the addition of new lights. Funding assumes a contingency for the installation of 18 new walkway light fixtures per year.

**Exterior Lighting:** This budget funds as-needed consultant services for exterior lighting projects, and the maintenance and upgrade of the Mutual's existing walkway lighting system.

**Additional Walkway Lights:** Additional lighting requests submitted by members is reviewed by staff, and installation is scheduled if the criteria approved by the Board is met.

**History:** The United Board replaced the existing pagoda lights with LED bulbs within the entire community in 2015.

## 29) Foundations

\$43,436

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This reserve component is designed to address building foundations that are exhibiting deterioration. It is assumed that full replacement of this component would never be required.

This program assumes that approximately 7 buildings would require repair every year.

Staff will proactively assess buildings for drainage issues that could lead to undermining of building foundations which may cause differential settlement and other damage. Staff will identify areas with drainage deficiencies and implement corrective action if contingency funding from this program is available.

### 30) Gutter Replacement

\$115,833

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**Gutter Repairs:** The existing gutter systems are constructed of galvanized metal pieces joined together in ten-foot-long sections or less. Typically, original gutter systems corrode at the joints and fail, which result in leaks. The funding for this work is reactive and based on resident requests. Work is performed by in-house staff.

**Gutter Replacement:** This reserve item is designed to address the replacement of the original rain gutters, and downspout systems on all of the Mutual's buildings that are no longer repairable. Work is performed by in-house staff or outside contractors.

**New Gutter System Installation:** Starting in 2020, \$50,000 was added to the budget for new gutter installations annually in conjunction with the Exterior Paint Program, in order to address drainage issues and to prevent foundation erosion. Work is performed by outside contractors.

### 31) Paint – Exterior

\$1,774,058

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After the 2021 Business Planning Meeting, the Mutual elected to change the exterior paint program from a 10-year to a 15-year paint cycle for the 15,741,601 square feet of exterior building surfaces. All exterior components of each building are now to be painted every 15 years. The building components 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 topcoat resurfacing, replacement of reflective address building numbers, lead testing and Lead RRP (Renovation, Repair and Painting) activities are performed in conjunction with the exterior paint program.

Funding also includes interior and exterior touch-up painting which was moved from Operating to Reserves in 2019.

Planned expenditures are based on the square footage for the number of buildings planned for 2023 with a 15-year exterior paint cycle in place.

### 32) Plumbing Replacement

\$345,496

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This reserve component will address routine and emergency plumbing component replacements.

During the 2021 Business Planning Meeting, the Mutual elected to move plumbing replacements and major plumbing repair work performed by in-house staff and outside contractors from the Operating Fund to the Replacement/Reserve Fund.

Services will include but are not limited to the following:

- Valve Replacements
- Hose Bib Replacements
- In-wall leaks
- Underground Leaks
- Under slab Leaks
- Shower mix-it valve replacements
- Tub Spout Replacements
- Building service valve replacements

Underground leaks are addressed through outside services due to CAL-OSHA shoring requirements and asbestos cement pipe (Transite) repair and abatement issues.

### 33) Prior to Paint

\$1,035,064

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**Prior to Paint:** The reserve component for prior to paint repairs will prepare building surfaces for painting and includes repair and mitigation of dry rot, balcony and breezeway decking repairs performed every 15 years in conjunction with the exterior paint program.

**Top Coat Resurfacing:** The reserve component for is designed to provide a waterproof topcoat sealant to the elevated balcony and breezeway deck surfaces and inspections/repairs of the deck structures every 7.5 years, which is mid-way between the 15-year exterior paint cycle.

Planned expenditures are based on the square footage of the number of buildings planned for that fiscal year.

Funding also includes costs related to asbestos and lead testing with the abatement of dry rotted components.

## 34) Paving

\$398,371

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**Parkway Concrete:** Each year staff inspects the Mutual sidewalks to receive paving work for potential tripping hazards, and areas are identified for replacement. This helps to eliminate the long waiting periods for concrete repairs that are addressed by the General Services Department. Staff also identifies all damaged drainage gutters in the area and includes their replacement cost in this budget item. This program works in conjunction with the current paving program.

**Asphalt Repairs:** As part of the Mutual's asphalt repaving program, each year all asphalt pavement in the community is inspected and rated for wear. When the pavement rating justifies replacement, the work is budgeted for the upcoming year. For the purpose of reserve planning, an estimated life of 25 years is used.

**Seal Coat:** The application of a seal coat over asphalt is necessary to extend the useful life of pavement. Asphalt receives a seal coat 5 years after paving and also on a continuous 7-year cycle thereafter. This type of preventive maintenance is considered the most efficient and cost-effective method of extending the serviceable life of asphalt paving. The scope of work for 2023 includes all those asphalt areas last paved or sealed in 2016 (377,310 square feet).

## 35) Roofs

\$1,041,301

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Funding is provided to identify and replace roof systems which have reached their serviceable life prior to failure. Three roof systems are maintained and replaced in the Mutual with this budget item; Built-up roofs (BUR), Composition Shingle Roofs; and Tile Roofs.

**Preventive and Emergency roof repairs:** For the Preventive Roof Repairs, the budget is based on the square footage of roofing installed 10 years before the current year. For 2023 budget the roofing work in 2013 was 276,068 square feet. Emergency Roof Repairs are generated through service calls to the Resident Services Desk or as requested by other Departments. Each service request is qualified by staff and the contracted roofing company is directed to make the necessary repairs. Items addressed include water intrusion problems; severe weather damage to Mutual roofs; water tests; repair of damaged roof tiles/shingles and flashings; skylight leaks; standing water reports; roof repairs related to the prior to paint program; and miscellaneous requests by residents. In 2019, this line item was moved from operating to reserves.

**Roofs - Built-Up (BUR):** All roofs 15 years of age and older are visually inspected and a query of all reported rain leaks for the subject buildings is generated. After this information has been documented, the roofs are ranked and the roofs with the worst overall performance are slated for replacement. Therefore, not all roofs are replaced upon expiration of their anticipated 16-year serviceable life. To eliminate spikes in future year expenditures staff has leveled out the roofing replacement square footage over the next

through 2028. Starting in 2009 all BUR roofs are re-roofed with PVC Cool Roofs. The new PVC roofs have a serviceable life of 25 years.

**Roofs - Comp Shingle:** The Composition Shingle Replacement Program was designed to replace roof systems that have reached their serviceable life prior to failure. The next composition shingle roof replacements are due in the year 2024.

**Roofs - Tile:** Beginning with the 2004 Business Plan, the board elected to initiate the Capistrano Tile Replacement program to address premature failure of Capistrano tile roofs that were originally constructed with plywood sheathing. Inspections of buildings constructed with plywood confirmed that the organic felt underlayment had significantly deteriorated and was causing a significant number of leaks into the manors.

The Capistrano Tile Roof program was completed over a 12 year period and completed 278 buildings and has an estimated life of 40 years. Capistrano Tile roofs are not due for replacement until 2044.

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### 36) Walls

\$35,000

Funding is provided to upgrade the security and aesthetics of the Mutual's perimeter walls by replacing existing barbed wire with shepherd's crook. In 2017, Conditional Use Permit-1135 was approved by the City of Laguna Woods for the installation of Shepherd's Crook.

300 linear feet of wall and security fencing replacement and vegetation removal is scheduled for 2023.

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### 37) Waste Line Remediation

\$2,300,000

In 2006, the Board established a reserve line item for Waste Lines. The program provides for the evaluation of waste lines and the implementation of an epoxy-lining program to extend the life of the existing waste pipes and reduce the leaks and back-ups associated with an aging waste system.

This program uses a combination of a reactive and proactive approach for the repair of waste lines. Reactively staff addresses backups as they arise and proactively all waste pipes in the surrounding units are epoxy lined.

This program will fully epoxy-line all waste pipes (interior and exterior pipes) in the Mutual.

The "As Built" plan for the pipes in the community is not accurate and as such a true completion horizon is difficult to estimate. However, during the implementation of the program information is being gathered on the different building types to help estimate a project completion date. While this data collection is on-going staff recommends a funding level of \$2,300,000 until 2035, once enough data has been collected the project completion date can be adjusted to a more accurate timeline.

### **38) Water Line – Copper Pipe Remediation**

**\$100,000**

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This budget item funds the epoxy lining of failed copper water supply lines in the Mutual. Buildings are selected as candidates for epoxy-lining based on a leak criteria and the frequency of leaks in a given building. Staff tracks leaks associated with the copper lines, and criteria-based calculations are made to identify the candidate building.

The program is reactive as well as proactive. When a manor meets the epoxy-lining criteria, the entire building where the manor is located is epoxy-lined.

### **39) Windows/Sliding Screen Door**

**\$142,951**

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Resolution U-01-09 (2/17/01) sets forth the following regarding the Mutual's Window Replacement Policy: "Windows will not be replaced at the expense of United Laguna Woods Mutual for any reason other than structural or mechanical malfunction and/or failure of the windows. Residents are free to replace windows at their own expense, following established procedures."

This reserve component funds the replacement of windows and sliding screen doors in need of replacement due to structural or mechanical malfunction. Residents are also free to replace windows at their own expense, following established procedures.

### **40) Cooktops**

**\$70,016**

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With the exception of rings, pans, and burners, it is often more cost effective to replace an older unit than it is to repair it. Following current direction from the Board, cooktops 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 20 year estimated life for each appliance.

Funding is also included for disbursements to residents who furnish their own cooktops.

### **41) Dishwashers**

**\$96,484**

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Dishwashers are typically replaced due to rusting of the metal tubs and doors. New units are made using fiberglass tubs and have a longer serviceable life. Following current direction from the board, a dishwasher 12 years and older will be replaced at the request of the Mutual member.

Funding is also included for disbursements to residents who furnish their own dishwashers.

## 42) Fixtures – Basins/Faucets/Sinks/Toilets

\$226,572

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**Bathroom Basins:** Bathroom basins are replaced for several reasons, most commonly due to rusting and normal wear and tear. The old basins are cast iron, whereas the new basins are porcelain. Costs for standard basins are an average based on type (over counter/under counter) with varying prices for types and colors. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**Toilets:** Toilets are replaced for many reasons, such as cracks in the bowl and/or tank, and various non-functioning components. The Mutual standard replacement includes 14" round and 18" elongated toilets which vary in cost. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**Kitchen Sinks:** Kitchen sinks are replaced due to normal wear and tear resultant from everyday use and due to chipping and flaking of the enamel finish (often due to corrosion). Approved standard kitchen sinks are now stainless steel (single or double). All vary in costs based on size and color. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**Faucets:** Faucets are replaced due to normal wear and tear. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

## 43) Garbage Disposals

\$120,253

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Garbage disposals are typically replaced due to age and wear. The serviceable life of a garbage disposal is currently 12 years. The plumbing division follows a reactive replacement policy, replacing the units only upon non-reparability. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 12-year useful life, current estimated cost of materials and labor plus inflation.

Garbage disposals are also changed when a countertop is replaced along with the sink and faucet as a proactive measure to prevent leaks.

## 44) Hoods

\$39,592

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Hoods are comprised of an exhaust fan and light fixture and work in conjunction with the ranges/cooktops. This reserve component funds the replacement of hoods which are generally replaced in conjunction with the cooktop for functionality reasons (some are connected to the control panel for the range) and occasionally to standardize the appearance (so that the cooktop and hood match).



Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own hoods.

#### 45) Kitchen/Bath Counters, Floors, Misc.

\$1,467,907

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This reserve component funds the replacement of kitchen and bath countertops, shower pans, bathtub and shower surround tile, vinyl flooring, shower and tub enclosures, and mirrors.

These components are reviewed and qualified for replacement in response to resident requests and during resale inspections. Replacements are made on a reactive basis and reserves are based on replacement at the end of the estimated life.

This budget also includes provision for abatement of lead and asbestos containing materials associated with vinyl and tile replacement.

**Kitchen Counters:** Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes the replacement of countertop, the garbage disposal, and the sink along with the faucet. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 30-year useful life, current estimated cost of materials and labor plus inflation.

**Bath Counters:** Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes the replacement countertop, the basin, along with the faucet. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

**Laundry Counters:** Countertops are replaced due to worn laminate surfaces, swelling of wood substructure, and laminate separation from wood substructure. Countertops are currently replaced as-needed. The number of countertops range from 1 to 4 per laundry room. The replacements of the countertop will include the sink and faucet.

**Kitchen Floors:** Vinyl floors are replaced due to normal wear and tear, non-repairable curling, discoloration from the subsurface, or areas on the floor that are worn through the surface. Floors in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes, disconnect and relocate appliances, abatement of the existing flooring materials, asbestos clearance, and installation of the new vinyl flooring along with cove base and the re-installation of the appliance. Although actual replacements are made on a reactive basis, the reserves

plan is based on replacement at the end of the 25-year estimated life. This program assumes that only 50% of the planned units would require replacement annually.

**Bath Floors:** Vinyl floors are replaced due to normal wear and tear, non-repairable curling, discoloration from the subsurface, or areas on the floor that are worn through the surface. Floors in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The scope of work includes removal of the toilet(s), abatement of the existing flooring material, asbestos clearance, and installation of new vinyl flooring along with cove base and re-installation of the toilet(s). Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 25-year estimated life.

**Bath Mirrors:** Bathroom mirrors are reviewed and qualified for replacement in response to resident requests and during resale inspections. The primary reason mirrors are replaced is de-silvering around the mirrors edges and/or when the mirror detaches from the wall or breaks. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the 30-year estimated life.

**Bath Shower/Tub Enclosures:** Shower and tub enclosures in manors are reviewed and qualified for replacement in response to resident requests and during resale inspections. Tub enclosures are replaced for several reasons. The glass shatters from tension on the frame or from closing the door too hard. The frames of these enclosures rust, develop hard water deposits, and develop scaling. These factors may compromise the integrity of the enclosure, causing leaks to form in the corners. The life of these enclosures varies dependent upon resident care and cleaning methods and is estimated at 25 years.

**Bath Tile Replacements:** Bathtub and shower surround tiles are replaced due to settlement cracking, loose wall tiles and moisture damage behind the tiles.

This budget also includes provision for abatement of lead and asbestos containing materials associated with tile replacement, as the glazing on the shower tiles has been found to contain lead and the backing board on the shower walls has been found to contain asbestos. Each of those materials must be removed following appropriate abatement practices.

#### 46) Ovens

\$133,699

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The ovens within the Mutual include both standard ovens and self-cleaning ovens. Following current direction from the board, an oven 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, the reserves plan is based on replacement at the end of the estimated life for each appliance.

Funding is also included for disbursements to residents who furnish their own ovens.

#### 47) Ranges

\$12,371

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With the exception of rings, pans, and burners, it is often more cost effective to replace an older unit than it is to repair. Following current direction from the board, ranges 20 years and older will be replaced at the request of the Mutual member.

Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own ranges.

#### 48) Refrigerators

\$222,321

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Refrigerators are replaced upon age (if requested) or inability to repair. Following current direction from the board, a refrigerator 20 years and older will be replaced at the request of the Mutual member. Although actual replacements are made on a reactive basis, planned expenditures are based on the anticipated 20-year useful life, current estimated cost of materials and labor plus inflation.

Funding is also included for disbursements to residents who furnish their own refrigerators.

#### 49) Water Heaters & Permits

\$759,972

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**Residential Water Heaters:** Reserves for water heaters are based on an estimated life of 10 years. The Mutual currently replaces water heaters on a proactive basis, replacing units during their tenth year in service.

Planned expenditures are based on the anticipated useful life and current estimated cost of materials and labor plus inflation.

**Laundry Water Heaters:** There are 175 20-gallon, high efficiency water heaters in the Mutual's laundry rooms and were last replaced in 2016. The Mutual currently replaces water heaters on a proactive basis, replacing units during their tenth year in service, which will start in 2026.

There is a small budget as a contingency for failures. The manufacturer's warranty doesn't cover labor and miscellaneous parts.

#### 50) Dryers - Laundry

\$38,126

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Funding in this component is used to replace laundry room dryers upon failure or non-reparability. These industrially-used units suffer wear and tear primarily to the heating elements, thermostats and control panels.

## 51) Washing Machines - Laundry

\$91,114

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Funding in this component is used to replace washing machines in laundry rooms upon failure or non-reparability, on a reactive basis. Washers are currently replaced with a front-loading machine.

**UNITED LAGUNA WOODS MUTUAL  
2023 RESERVE EXPENDITURES  
GENERAL SERVICES**

This section covers the inspection, maintenance and repair of metal work (prior to paint), paving and concrete, and repair to common and perimeter walls. Primarily, these maintenance items are in response to resident service requests, although many items are planned program work.

**52) Prior to Paint – Welding**

**\$10,006**

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Beginning in 2021, the Mutual began a 15-year full exterior paint program. This budget item includes a contingency for railing welding repairs on the buildings scheduled for the 2023 exterior paint program.

**53) Paving**

**\$57,020**

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Funding provided in this section is used to fund general asphalt repair work, excavation related to mainline repair, and crack filling work that is completed in conjunction with Maintenance and Construction's planned slurry seal program.

**54) Walls**

**\$15,400**

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This is a contingency for both perimeter and common wall replacements.

Funding is provided in this item to address common area walls, as well as the Mutual's perimeter walls. A contingency amount is included to address the repair or replacement of damaged common walls. This program assumes that an average of 1% of the walls would require repair every year.