



OPEN MEETING

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

**Wednesday, February 22, 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, Mary Simon

MEMBERS ABSENT: None

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia - Maintenance & Construction Assistant Director, Guy West – Projects Division 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 Granicus and Zoom. No media was present.

3. Approval of Agenda

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

4. Approval of Meeting Report from December 28, 2022

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

5. Chair's Remarks

Chair Ross commented on a recent meeting with the other board presidents regarding various M&C projects which face cost increases due to inflation and that some of those vendors would be requesting price increases. The boards' presidents have agreed to review those contracts individually to either accept the increases or to negotiate the terms.

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

None.

7. Department Head Update

Mr. Gomez introduced Adam Feliz, Maintenance Operations Manager, who will be responsible for various maintenance operations work centers including carpentry and painting. Mr. Feliz will oversee approximately 90 staff members as well as the termite fumigation and elevator maintenance programs. Mr. Feliz spoke briefly about his experience and answered questions from the committee about his background.

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 was pulled for discussion. Staff answered questions from the committee. Chair Ross suggested the notice which is sent to the residents in advance of the epoxy wasteline remediation work include verbiage indicating that the project could take longer than anticipated; that the water could be turned off longer than anticipated; and that staff should let owners know if there will be delays. Additionally, Chair Ross asked staff to provide a cost estimate for removing the replacement of address signs from the painting program and creating a separate program. Mr. Gomez recommended this be included in the 2024 budget discussions. Chair Ross also commented that the additional installation of Shepherd's Crook fencing be included in the budget discussions. Director Simon requested staff provide an estimate of the dollar value for solar production in 2022.

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

Items for Discussion and Consideration:

10. 707-G Reimbursement Request (reagendized from December 28, 2022)

Mr. Gomez presented the staff report and provided background on the reimbursement request. The owner of Manor 707-G was present and answered questions from the committee. After discussion, the committee suggested the reimbursement request be heard by the full board at the March 14, 2023 meeting. The owner was encouraged to attend to answer questions or provide further information, if needed.

11. 2023 Asphalt Seal Coat Program (verbal update)

Mr. West provided a presentation via PowerPoint of the Seal Coat Program and answered questions from the committee. Staff will present a recommendation for a contract award for this item in closed session.

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:

12. Committee Member Comments

- Chair Ross requested that either Director Bok or Director Simon attend an operations meeting in his place scheduled for February 23, 2023.
- Chair Ross also commented on adding another vendor to speed up the appliance replacement process.
- Director Simon commented on the water heater replacements being tied to the 10-year warranty.

13. Date of Next Meeting: April 26, 2023

14. Recess: The meeting was recessed at 10:48 a.m.



Lenny Ross, Chair

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