



OPEN MEETING

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

**Wednesday, April 28, 2021 - 9:30 a.m.
Virtual On-line Meeting**

MEMBERS PRESENT: Carl Randazzo – Chair, Brian Gilmore, Diane Casey, Reza Bastani

MEMBERS ABSENT: None

ADVISORS PRESENT: Ken Deppe, Walt Ridley

OTHERS PRESENT: Elsie Addington, Sue Margolis, Juanita Skillman, Dick Rader

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

1. Call to Order

Chair Randazzo called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

Chair Randazzo noted that this meeting was broadcasting on Granicus and is being recorded.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of the Meeting Report – February 24, 2021

The meeting report was approved as written.

5. Chairman's Remarks

Chair Randazzo welcomed everyone to the M&C Committee meeting and remarked on the agenda items to be discussed today, these items require long term review such as the maintenance project log, updates to the chargeable services list, future EV charging station locations, and emergency roof repairs.

He reminded everyone to follow the safety protocols and wash your hands, do not touch your face, wear a mask in public, stay safe and try not to be a statistic.

6. Member Comments - (Items Not on Agenda)

- There were no member comments.

7. Department Head Update

Staff Officer Ernesto Munoz provided an update on staffing shortages, the 2022 budget preparation, an upcoming asbestos summit and a special meeting needed to review a contract award for Pushmatic Panel program installations.

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. Solar Production Report

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding tree trimming; maintenance costs; energy bill savings at end of year; how kilowatt hours are applied to the electric bill; time of use calculations; and the return on investment time frame.

Reports:

9. Revisions to Non-Emergency Maintenance Chargeable Services List

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

The Mutual performs repair services as provided under the General Conditions of the Occupancy Agreement. However, since 2004, the Mutual has provided non-emergency maintenance chargeable services as an added benefit to the Shareholders.

On March 10, 2020 the Board adopted Resolution 01-20-22 which, for the first time, allowed maintenance to be performed on certain alterations.

In January 2021, staff discovered that some non-emergency chargeable services were provided to members that weren't on the approved list. In order to provide an all-encompassing list of services, additional non-emergency maintenance chargeable

services have been added for appliances, electrical, carpentry, plumbing and painting, as referenced on the attached list.

Discussion ensued regarding burner pans; stove/oven heater coils; estimated costs; interior doors replacements; reasons for water shut off request and repair of broken valve replacements.

By consensus, staff was directed to amend the list of services to specify what interior doors can be replaced and to add a note at the bottom of the list to notify residents that costs are estimates only and may fluctuate.

A motion was made to recommend that the Board approve the revised list of non-emergency maintenance chargeable services and the updated Resolution 01-21-XX, as amended by the Committee.

By a vote of 3/1/0 (Director Bastani opposed), the motion passed.

10. 205-A Reimbursement Request for Heater Repair

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding breaker and wire sizes; alteration policy;

By consensus, staff was directed to clarify the report and forward it to the Board with a recommendation to deny the reimbursement request.

Items for Discussion and Consideration:

11. Paint Program Schedule with MS Project

Staff Officer Ernesto Munoz reviewed the 2022 schedule for the Exterior Paint Program and answered questions from the Committee.

Discussion ensued regarding work scheduled by cul-de-sac (CDS) and by building number; current progress updates are shown in the project log; MS Project does not show if CDS schedule was completed on time; PTP schedule not shown in conjunction with paint schedule; and that MS Project software is not the most efficient way to report program work progress.

Chair Randazzo mentioned that more discussion was needed on this item because he would like to see staffs tracking spreadsheet which would show if the PTP and Paint programs are on schedule; falling behind or are overlapping with each other.

12. EV Charging Station Locations for SCE Charge Ready 2 Program

Sr. Management Analyst Chris Naylor reviewed potential locations for EV charging station locations that would qualify the Mutual to take advantage of the rebate available through the SCE Charge Ready 2 Program.

Discussion ensued regarding using green space to add parking spaces for EV charging; how SCE will provide power to the infrastructure; maintenance costs for each station; upgrading the Level II charging stations in the future; SCE's electric rate charge and if the clothes line area (adjacent to the common area laundry rooms) can be used for EV parking spaces.

13. Project Log & Project Log Improvements

Staff Officer Ernesto Munoz reviewed each item on the project log and answered questions from the Committee.

Discussion ensued regarding gutters on Seville models; repurpose the existing Lexan building signs; estimated start and end dates to show status of work on the PTP and Paint Programs; and that annual program work is scheduled to be completed by the end of the fiscal year.

By consensus, staff was asked to save the small Lexan building address signs as they are removed from each building and store them until a decision is made on whether or not to reinstall these signs on the rear of the building. Additionally, staff was asked to show the estimated start & completion date and then the actual start and completion date for each CDS on the project log.

Chair Randazzo tabled the discussion on the suggested project log improvements and asked that this item be added to the June agenda.

14. Rain Leak Response by Roofers

Projects Division Manager Guy West addressed concerns related to the call out of the Mutual's roofing contractor for emergency leak investigations that may not be related to rain leaks from the roof.

Staff has requested that Resident Services reps ask specific questions when a resident calls in to report a stain on a ceiling, in order to determine if the stain could have been caused by another source or if it is related to a roof leak from the rain.

Per direction from President Margolis, if it hasn't rained in the 72-hour period prior to when a resident reports a wet or stained ceiling, then work orders created in Stellar for a wet/stained ceiling will be assigned to the Damage Restoration Division for a Moisture Intrusion inspection and not to the Projects Division/Roofing Contractor for a Rain Leak Investigation. Staff in the M&C Department and Resident Services will be apprised of this new way of doing business and this method will be implemented.

Investigation. Staff in the M&C Department and Resident Services will be apprised of this new way of doing business and this method will be implemented.

Items for Future Agendas:

- Suggested Project Log Improvements (June)
- Proactive Approach to Plumbing to Reduce Moisture Intrusion Events (added by President Margolis)
- Solutions for Clogged Gutters/Downspouts
- Develop a Responsibility Matrix for Residential Unit Components
- Drainage Improvements to Prevent Foundation Issues

Concluding Business:

15. Committee Member Comments

- Director Bastani commented on a resident who has an issue with the manor's alteration list provided after a resale inspection.

16. Date of Next Meeting: June 23, 2021

17. Recess: The meeting was recessed at 2:01 p.m.



Carl Randazzo, Chair