

Third Mutual Project Log (December 2018)						
#	Type	Name	Description	Status	Estimated Completion/On-going Programs	Budget
1	904 MaintSvc	Laundry Equipment Improvements	This project involves replacement of all the existing residential dryers with commercial, coin operated machines. It also includes raising the level of the machines by placing them on pedestals for easier use. Finally, the venting of the dryers in three story buildings will be altered to be ducted to the exterior.	Staff has brought several reports to the Board regarding the costs and benefits of dryer replacement. After much discussion, the M&C Committee directed staff to gather bids for the needed scope of work. The venting improvements in GV buildings have been researched and the 18 buildings that have exterior venting will be connected to the new dryers. Three bids for dryer and pedestal installation were received, and staff recommended to move forward with CSC Service Works. The M&C Committee recommended that the Board award a contract for the purchase and installation of dryers and laundry pedestals at the October 16, 2018 Board meeting. The vendor informed staff the pedestals for the Speed Queen machines are only offered in black. Staff then specified a different machine and sent out for bids. On December 13, bids were received and CSC Service Works was the low bidder. The revised bids will be reviewed at the December 18th Board meeting. Staff will move forward once a contract is executed.	2019	Funding will be appropriated from the Laundry Replacement Fund
2	910 Bldg. Maint	2018 Prior to Paint Program (PTP)	The Mutual has a 10 year full cycle exterior paint program. Prior to paint dry rot and decking repairs will be performed every 10 years to prepare building surfaces for painting.	Staff is working in CDS 224. The following cul-de-sacs have been scheduled for inspection and repair during the 2018 PTP Program: 214, 225, 223, 220, 218, 216, 224, 222 and 221. CDS 214, 225, 223, 220, 218 & 216 have been completed. We are 70% complete with the 2018 Prior to Paint scheduled work.	December 2018 Annual	Budget: \$857,243 Invoiced: \$883,010 Balance: \$-25,767
3	910 Bldg. Maint	2018 Exterior Paint Program	The Mutual has a 10-year full cycle exterior paint program. All exterior components of each building are to be painted every 10 years. The painted components include the body (stucco/siding) as well as the following list in regard to the trim: fascia boards; beams; overhangs; doors; closed soffits; structural and ornamental metal surfaces. Decks are top coated and damaged building address signs replaced. Lead abatement activities are performed in conjunction with the Exterior Paint Program.	Staff is painting in CDS 216 (which includes 77 buildings, carports and laundry rooms), and will continue in this CDS for the entire month of December. The following cul-de-sacs have been scheduled for painting and resurfacing during the 2018 Paint Program: CDS 214, 225, 223, 220, 218, 216, 224, 222, and 221. CDS 214, 225, 223, 220 & 218 have been completed. We are 60% complete with the 2018 Exterior Paint Program.	December 2018 Annual	Budget: \$1,602,744 Invoiced: \$1,231,804 Balance: \$370,940

4	910 Bldg. Maint	2018 Gutters - Replacement and Repair	Gutter replacement is performed on original construction building rain gutters and downspout systems that are exhibiting deterioration. The Board authorized replacement using a "seamless" gutter system in conjunction with the Mutual's exterior painting of the building. This program also addresses gutter repairs performed by VMS staff.	The 2018 program included gutter and downspout replacement which has been completed at Buildings 2369, 2370, 2381, 2400, 2402, 2403, 2404 and 2405. Funds have also been budgeted for repairs by in-house staff on an as-needed basis throughout 2018.	December 2018 Annual	Budget: \$137,118 Invoiced: \$131,900 Balance: \$5,218
5	910 Bldg. Maint	2018 Gutter Cleaning Program	This program is for the annual cleaning of Mutual-owned and alteration gutters.	The gutter cleaning program started in September and is scheduled to be completed by the end of December.	December 2018 Annual	Budget: \$139,364 Invoiced: \$57,000 Balance: \$82,364
6	920 Projects	Trash Chute Repairs - Three Story Buildings	This project is dedicated to repairing the discharge room and trash chutes in all three story buildings.	Currently one three-story building is being retro-fitted and completed each business day. 46 of the 81 buildings have been completed and this project is scheduled to be completed in February 2019.	2019	Supplemental \$336,680 Invoiced: \$164,637 Balance: \$172,043
7	920 Projects	2018 Roofing Replacement Program	This program is dedicated to replacing and maintaining Third Mutual roofs. Built-up roofs are inspected 15 years after installation. Roofs determined to have reached the end of their serviceable life are scheduled to be replaced with a new PVC cool roof system.	51 buildings totaling 177,215 square feet are scheduled to be re-roofed with new PVC cool roof systems in 2018. The re-roofing work started in March and 47 of the 51 buildings have been completed through the month of November.	December 2018 Annual	Budget: \$1,392,954 Invoiced: \$1,086,711 Balance: \$306,243
8	920 Projects	2018 Emergency Roof Repair Program	This program is dedicated to preserving the serviceable life of roofs by completing emergent requests for roof repairs as they are received.	Emergency requests for roof repairs are completed as they are received throughout the year.	December 2018 Annual	Budget: \$290,000 Invoiced: \$181,288 Balance: \$108,712
9	920 Projects	2018 Foundations Program	This program is funded to replace foundations showing signs of distress or impending failure. These repairs or replacements are performed on an as needed basis. As requests for foundation inspections are received, staff performs field observations, and if required, a structural engineer is then scheduled to inspect the foundation and provide a recommendation.	Nine Garden Villas locations (2388, 2389, 2390, 2392, 2393, 2399, 2402, 2403, & 4011) were inspected and recommended for repairs. Repair plans were submitted and the bidding process was completed in April. The contract was fully executed in June, construction work started in late August and is on schedule to be completed before the end of December.	December 2018	Budget: \$207,000 Invoiced: \$2,560 Balance: \$204,440
10	920 Projects	2018 Building Address Signs	This program was intended to replace building address signs on 1,405 buildings over a ten year period beginning in 2016. However, more recently, the M&C Committee determined that the 82 three-story buildings required a more visible sign. Staff was directed to develop new three-story building signs that are larger than those currently installed. Sign placement was to be determined by building configuration.	Cul de sac signs are being fabricated for the inside of Gate 14 and along Via Mariposa East and West in Gates 5 and 6. Staff is working with the sign company to schedule the installation to start on December 19th.	December 2018	Budget: \$33,970 Invoiced: \$18,512 Balance: \$15,458

11	920 Projects	2018 Building Structures	This program is dedicated to replacing and repairing building structural components that are not performing as designed.	<p>Several structural repair requests have been received for minor repairs and/or building settlement issues.</p> <p>Repairs are either scheduled or in progress at the following building locations:</p> <p>Buildings 2258, 2267, 2280, 2328 - Pedestrian Walkways</p> <p>Repairs have been completed at the following building & manor locations: 967 - Pedestrian Bridges, 2323, 4007, 2170-A, 5193, 5500-1G, 5330-Q, 2404-3A, 4020, 2127-O, 5503-A, 2384, 4006-3D, 4004-3G, 5579-A, 5589-B, 2315, 2301, 2332-C, 3203-B, 122-C, B5246, B5359, B5371, B5069, B5088, B5185, B5302.</p>	December 2018 Annual	Budget: \$750,000 Invoiced: \$512,610 Balance: \$237,390
12	920 Projects	Dry Rot Program	This program is dedicated to developing and implementing a systematic approach to eradicating wood rot throughout Third Mutual.	A contract was awarded to B. Foster Construction at the November 29th Board meeting. Notifications were distributed to residents affected by the repair. Work will start in late December.	December 2018 Annual	Budget: \$1,025,000 Invoiced: \$165,409 Balance: \$859,591
13	920 Projects	2018 Elevator Tile Floor Replacement	This program replaces the elevators ceramic tile flooring with a high grade vinyl tile when the existing tile flooring is reported as damaged.	As elevator floors are reported to have broken tiles, flooring will be replaced with new high grade vinyl selected and approved by the Board. Building 2393 was replaced in 2018. New installations will be scheduled in 2019.	December 2018 Annual	Budget: \$17,083 Invoiced: \$2,146 Balance: \$14,937
14	920 Projects	Exterior Lighting	<p>In 2018 funding for this program will be allocated towards the purchase of the Southern California Edison street light infrastructure. a contract with Siemens in the amount of \$843,857 was executed. The scope of work is to assist with the street light acquisition, retrofit of the existing lighting fixtures, and to perform the operations and maintenance of the asset for three years. Additionally, it will offset the cost of consulting services to assist with the acquisition, and the upgrade of other exterior lighting.</p> <p>This program also includes funding for walkway lighting needs.</p>	<p>Street Lights: On May 30, the CPUC approved the sale and transfer of streetlights from SCE to Third. The Siemens team will be working with SCE during the transfer process of surveying, tagging, and auditing the assets that will be purchased from SCE (street light pole, lighting fixtures, above-ground equipment). Once the assets have been identified SCE will invoice Third Mutual. The transfer process was originally scheduled to be completed in November 2018; however, SCE has recently informed our consultant that the process will be extended into January 2019, and the invoice will be sent out immediately thereafter. Once the SCE audit is approved and the invoice is paid by Third the transfer of assets will be completed. After the transfer staff will implement a pilot program to evaluate the selected pilot LED fixtures. After fixtures are selected, the LED retrofit of 788 fixtures will be scheduled.</p> <p>Walkway Lighting: A contract was awarded for walkway lighting upgrades in Gates 5, 6, 7 & 8. During the installation process an additional 34 bollards were identified that were not on the original map. There were fewer concrete bases that needed to be replaced than estimated, and thus the additional bollards were able to be replaced within the original budget. The project was recently completed.</p>	2019	<p>Budget: \$500,000 Invoiced: \$64,656 Balance: \$435,344</p> <p>Supplemental walkway lighting budget: \$124,907 Invoiced: \$124,508 Balance: \$399</p>

15	920 Projects	2018 Common Wall Replacement	Funding for this program is allocated as a contingency to replace damaged common walls as needed. As request for inspection or repairs are received, staff inspects and repairs are made as needed.	No repair requests have been received regarding common walls within the Third Mutual.	December 2018 Annual	Budget: \$25,000 Invoiced: \$0 Balance: \$25,000
16	920 Projects	Shepherd's Crook	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, The Mutual will remove and replace barbed wire on all perimeter walls with Shepherd's Crook on a phased approach.	Vegetation removal and fabrication of the shepherd's crook began late September. The installation is in progress and is scheduled to be completed in early 2019.	2019	Budget: \$50,000 Supplemental: \$250,000 Invoiced: \$0 Balance: \$300,000
17	920 Projects	Energy Consultant Services	An Energy Consultant will be used as needed in order to advance Third's and the Community's future energy initiatives.	Under the direction of the Village Energy Task Force, TEC and staff finalized the work plan. TEC was directed to move forward with an assessment of the Mutual's electric infrastructure, focusing on carports and Garden Villa garages, and to develop a strategy for electric vehicle charging station installations.	December 2018	Budget: \$50,000 Invoiced: \$2,996 Balance: \$47,004
	904 MaintSvc	2018 Waste line Remediation	The Waste Line Remediation Program involves the installation of a seamless liner within the existing waste pipes to mitigate future root intrusion as well as to resolve and prevent future back up problems related to compromised pipes. If there are consistent internal issues, these are also investigated and addressed during the waste lines program. The program addresses interior as well as exterior waste lines. The program to line exterior pipes commenced in 2011. Starting in 2017, both, interior and exterior lines are receiving an epoxy liner. 93 buildings were completed in 2018	COMPLETED	December 2018 Annual	Budget: \$750,000 Invoiced: \$455,957 Balance: \$294,043
	904 MaintSvc	2018 Electrical Systems	This program is dedicated to repairing or replacing electrical equipment as needed. Two replacements have occurred this year at Buildings 3366 and 3242. It has been determined by staff that the grounding at some Garden Villa panels are not up to code and should be improved for safety reasons. Staff has performed grounding improvements to the panels at 20 GV buildings. The remaining 33 GV buildings will be completed in 2019.	COMPLETED	December 2018 Annual	Budget: \$50,000 Invoiced: \$32,977 Balance: \$17,023

	910 Bldg. Maint	2018 Garden Villa (GV) Mailroom Renovations	<p>This program is funded to renovate GV mail rooms. The scope of work includes removing existing paneling and adding drywall, trim, installation of new light diffusers, installation of new mailboxes; and complete painting of walls, ceilings and doors. Starting with the 2018 program ten GV mailroom lobbies will be renovated annually.</p> <p>*Staff was directed to complete 10 mailrooms for 2018 after the budget was adopted , which is the reason for the variance.</p> <p>The 10 mailrooms renovated in 2018 are: 2355, 2384, 3499, 5499 ,5370, 3242, 2398, 2396, 2394 and 2397.</p>	<p style="text-align: center;">COMPLETED</p>	<p style="text-align: center;">May 2018 Annual</p>	<p style="text-align: center;">Budget: \$23,469 Invoiced: \$50,000 Balance: \$ (26,531)</p>
	910 Bldg. Maint	2018 Garden Villa Laundry Room Flooring Renovations	<p>This program is funded to replace the GV and LH-21 style buildings laundry room floors with epoxy flooring when existing vinyl flooring is damaged. The list of laundry room floors that will receive epoxy coating in 2018 are as follows: 2392, 2389, 3243, 4001, 4013 and 5515.</p>	<p style="text-align: center;">COMPLETED</p>	<p style="text-align: center;">May 2018 Annual</p>	<p style="text-align: center;">Budget: \$28,444 Invoiced: \$28,444 Balance: \$0</p>
	910 Bldg. Maint	2018 Garden Villa (GV) Lobby Renovations	<p>This program addresses the replacement of the existing acoustic ceiling, wallpaper and carpet in GV lobbies. All walls, ceilings and doors are patched and painted and carpet is replaced. The 2018 Program renovated the following 10 GV lobbies: 2370, 3499, 2353, 2354, 2393, 5517, 969, 2400, 3241 and 2399 at an average cost of \$11,412 each.</p>	<p style="text-align: center;">COMPLETED</p>	<p style="text-align: center;">July 2018 Annual</p>	<p style="text-align: center;">Budget: \$114,126 Invoiced: \$114,126 Balance: \$0</p>
	910 Bldg. Maint	2018 Pest Control for Termites	<p>This program is dedicated to eradicating dry wood termites from inaccessible areas by tenting buildings for fumigation. The budget also includes funding for local termite treatments on an as needed basis and hotel accommodations during tenting. 46 Buildings were fumigated in 2018</p>	<p style="text-align: center;">COMPLETED</p>	<p style="text-align: center;">November 2018 Annual</p>	<p style="text-align: center;">Budget: \$298,968 Additional funds: \$10,000 New Budget:308,968 Invoiced: \$229,433 Balance: \$79,535</p>
	910 Bldg. Maint	2018 Balcony & Breezeway Resurfacing	<p>This program provides for the waterproof topcoat sealing of balcony and breezeway deck surfaces mid-way between exterior paint cycles. This waterproofing process protects the deck substructure against future dry rot and improves the aesthetics of the deck surface. Prior to applying topcoat, crews conduct an inspection of the deck structure to locate any potential safety hazards or dry rot problems. 67 buildings were completed in 2018.</p>	<p style="text-align: center;">COMPLETED</p>	<p style="text-align: center;">December 2018 Annual</p>	<p style="text-align: center;">Budget: \$411,008 Invoiced: \$393,882 Balance: \$17,126</p>

920 Projects	2018 Elevator Replacement Program	This program is dedicated to elevator maintenance and replacement of worn equipment. In addition ten elevator cars are scheduled for interior renovations.	COMPLETED	December 2018 Annual	Budget: \$330,189 Invoiced: \$286,973 Balance: \$43,216
920 Projects	2018 Garden Villa Breezeway Recessed Areas	This pilot project which began in March, 2018 will fill in the Garden Villa breezeway recessed areas at Buildings 2384, 2385 & 2386 with light weight concrete to match the existing walkway surface. This work will eliminate existing uneven surfaces in recessed areas to eliminate tripping hazards. The work performed will reduce maintenance costs.	COMPLETED	July 2018	Budget: \$150,000 Invoiced: \$146,152 Balance: \$3,848
920 Projects	2017 Parapet/Stucco Wall Repairs	Several Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year. B5193, 5212, 5219, 5265, 5312 were started in December 2017 and completed in March 2018.	COMPLETED	April 2018 Annual	Budget \$230,000 Invoiced: \$180,453 Balance: \$49,547
920 Projects	2018 - 5 & 10 year old Roof Maintenance Program	This program is dedicated to preserving the serviceable life of the roofs through a 5 and 10-year inspection cycle. Roofs are inspected and maintained accordingly.	COMPLETED	January 2018	Budget: \$205,100 Invoiced: \$205,096 Balance: \$4
920 Projects	2018 Parkway Concrete Program	This program is funded to replace and repair damaged concrete parkways in conjunction with the asphalt paving program. Parkways are inspected for damage and other deficiencies are repaired or replaced accordingly.	COMPLETED	July 2018 Annual	Budget: \$150,000 Invoiced: \$149,561 Balance: \$439
920 Projects	2018 Asphalt Paving Program	This program is dedicated to preserving the integrity of Cul-de-sac street paving. As part of this program asphalt paving is inspected and rated for wear annually. The life for asphalt paving is estimated at 20 years. The 2018 program will consist of 108,293 square feet of paving replacement.	COMPLETED	July 2018 Annual	Budget: \$375,000 Invoiced: \$303,614 Balance: \$71,386
920 Projects	2018 Seal Coat Program	This program is funded to extend the life of the asphalt paving by sealing asphalt cracks and applying a bituminous slurry seal to the asphalt surface preventing water intrusion and protecting the asphalt from deterioration.	COMPLETED	September 2018 Annual	Budget: \$72,000 Invoiced: \$65,304 Balance: \$6,696

	920 Projects	2018 Water Lines - Copper Pipe Remediation	This program is intended to extend the life of copper pipes in all buildings which experience a high frequency of copper pipe leaks. Five buildings within the Mutual have been epoxy lined as part of this year's 2018 Copper Epoxy Lining Program. Work started on September 24th and was completed on October 31st. Staff is evaluating the qualified buildings for the 2019 program.	COMPLETED	December 2018 Annual	Budget: \$100,000 Invoiced: \$16,612 Balance: \$83,388
	920 Projects	2018 Parapet/Stucco Wall Repairs	Several Villa Paraisa and Casa Grande style homes in the Gate 11 area have had parapet wall leaks causing wood rot and wall damage. A phased program to remove these parapet walls was adopted by the Board to remove five walls per year.	COMPLETED	December 2018 Annual	Budget \$230,000 Invoiced: \$212,479 Balance: \$17,521

- Work Center 904: Maintenance Services
- Work Center 910: Building Maintenance
- Work Center 920: Projects Division