PHYSICAL PROPERTY COMMITTEE MINUTES
May 8, 2017

The regular meeting of the Physical Property Committee was called to order at 2:00 p.m. by Vice-Chair Stone and was held on Monday, May 8, 2017, in the Administration Conference Room B, Building Five, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. L. Stone, Vice-Chair	Mr. R. Stone
	Ms. M. Greer	Ms. H. Tran
	Mr. P. Hood	Mrs. C. Damoci, Ex-Officio
	Ms. K. Rapp	
Absent:	Mr. B. Lukoff, Chair	
Also Present:	Mr. R. Ankeny, Executive Director	
	Ms. L. Perrotti, GRF Representative, Mutual One	
	Mr. P. Pratt, GRF Representative, Mutual Two	
	Mrs. J. Reed, GRF Representative, Mutual Four	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Mr. M. Weaver, Facilities Director	
	Mr. R. Gonzalez, Facilities Manager	
	Mr. D. Rudge, Project Coordinator / Building Inspector	
	Ms. K. Lukina, Recording Secretary	
	Ten Shareholders/Foundation Members	

CHAIR'S ANNOUNCEMENTS

There being no objections, Vice-Chair Stone declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Vice-Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Physical Property Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be

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conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Vice-Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in July, 2017.

RULES OF ORDER

Vice-Chair Stone asked everyone to turn off their cell phones, and wait for their turn to speak.

CHAIR'S REPORT

Vice-Chair Stone had no report to present at the time of the meeting.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of April 10, 2017, and special Committee meeting minutes of April 20, 2017, were approved, as presented.

SHAREHOLDER/ MEMBER COMMENTS

One shareholder/member spoke on the Mutual Six traffic control evaluation results.

CORRESPONDENCE

There was no correspondence to review at the time of the meeting.

OLD BUSINESS

Installation of Three Traffic Poles

The Committee reviewed the work proposal on replacement of traffic poles at the intersection of Golden Rain Rd. and St. Andrews Dr., as presented, by Siemens Industry Inc.

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Greer –

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> **TO** approve the replacement of four traffic poles at the intersection of Golden Rain Rd. and St. Andrews Dr. in the amount of $31,895.00, including labor, equipment, and material.

The motion was carried unanimously by Committee members present.

Mutual Six Traffic Control Evaluation

The Facilities Director spoke of the Mutual Six Traffic Control Evaluation, as previously requested by Mutual Six to be modified, and stated that Urban Crossroads, upon discussing it with CAMUTCD, recommended no changes to be made to the traffic control at the intersection of St. Andrews Dr. and Oakmont Rd., based on the analysis of traffic volumes, and accident history.

The Committee agreed to request Urban Crossroads to re-evaluate the analysis based on recent accident history at said intersection.

Following a discussion, it was the consensus of the Committee to have the Project Coordinator address presented data analysis with Urban Crossroads, per Committee's request, and provide more information at the next scheduled Committee meeting.

NEW BUSINESS

ADA Approved Ramp in the Back of the Amphitheater

The Facilities Director presented the pictures of the back of the Amphitheater, and spoke of the challenges that may prevent the installation of a handicap ramp compliant with ADA standards.

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Tran –

> **TO** postpone the installation of the ADA approved ramp in the back of Amphitheater to the next scheduled Committee meeting.

The motion was carried unanimously by Committee members present.

CalMet Services, Inc. Contract Extension

The Committee reviewed a contract extension request form CalMet Services, Inc. on solid waste and recycling services within the community, as presented.

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Tran –

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> **TO** deny CalMet Services contract extension request, and forward it to the Board for final approval.

The motion was carried unanimously by Committee members present.

Relocation of Stock Transfer, Distribution, and Administration Services Offices

The Committee reviewed the exhibits and costs for relocation/upgrades of Distribution, Recreation, Administration Services, and Stock Transfer Offices, as presented by the Facilities Director.

Following a discussion, Ms. Rapp MOTIONED, seconded by Mrs. Tran –

> **TO** approve the relocation of Distribution Office to Building Five (downstairs), accept the Stock Transfer additional cost, and install the sound suppression between Conference Rooms B and C in the total amount not to exceed $23,000 with in-house labor, estimated at approximately 220 hours, and forward it to the Finance Committee, and the Board for final approval as a Capital expense.

The motion was carried unanimously by Committee members present.

It was the consensus of the Committee to revise the costs for relocation of the Recreation Department, and Administration Services at the next scheduled meeting.

Tree Removal, Sewer Repair at the Library

The Committee reviewed the action request on removal of two trees, and repair of the sewer line at the Library, as presented by the Facilities Director.

Following a brief discussion, Ms. Rapp MOIONED, seconded by Mr. Hood –

> **TO** approve the trees removal, and sewer repair at the Library in the amount not to exceed $8,909 and the additional $5,000 for landscaping, and send the sewer repair project to the Finance Committee for approval as a non-budgeted operational expense, and proceed with the removal of the trees and landscape replacement as the Reserves project.

The motion was carried unanimously by Committee members present.

POLICIES

Rescind:

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Policy 1350-70, Community Grounds and Maintenance Service

Ms. Rapp MOTIONED, seconded by Mr. Hood –

> **TO** rescind Policy 1350-70, Community Grounds and Maintenance Service.

The motion was carried unanimously by Committee members present.

Policy 3310.1-70, Special Project Procedure

It was the consensus of the Committee to review Policy 3310.1-70, Special Project Procedure, at the next scheduled meeting.

Policy 3330-70, Health Care Center Maintenance

Ms. Rapp MOTIONED, seconded by Mr. Stone –

> **TO** mark Policy 3330-70, Health Care Center Maintenance as reviewed.

The motion was carried unanimously by Committee members present.

Policy 5042-70, Foundation Equipment

Mr. Hood MOTIONED, seconded by Ms. Rapp –

> **TO** rescind Policy 5042-70, Foundation Equipment.

The motion was carried unanimously by Committee members present.

Policy 5506.1-70, Bidding Exceptions

Mr. Hood MOTIONED, seconded by Ms. Rapp –

> **TO** rescind Policy 5506.1-70, Bidding Exceptions.

The motion was carried unanimously by Committee members present.

Policy 5506.2-70, Bidding Exceptions

Mr. Hood MOTIONED, seconded by Ms. Rapp –

> **TO** rescind Policy 5506.2-70, Bidding Exceptions.

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The motion was carried unanimously by Committee members present.

Policy 5506.3-70, Bidding Exceptions

Mr. Hood MOTIONED, seconded by Ms. Rapp –

TO rescind Policy 5506.3-70, Bidding Exceptions.

The motion was carried unanimously by Committee members present.

Policy 5506.5-70, Bidding Exceptions

Mr. Hood MOTIONED, seconded by Ms. Rapp –

TO rescind Policy 5506.5-70, Bidding Exceptions.

The motion was carried unanimously by Committee members present.

Policy 5512-70, Bidding Procedure

The President stated that Policy 5512-70, Bidding Procedure, has already been done.

Review:

Policy 5130-70, Physical Property Committee

Ms. Rapp MOTIONED, seconded by Mr. Stone –

TO approve Policy 5130-70, Physical Property Committee, as a Charter, and as re-written.

The motion was carried unanimously by Committee members present.

Policy 5350-70, Project Construction

Ms. Rapp MOTIONED, seconded by Mr. Hood –

TO approve Policy 5350-70, Project Construction, as re-written.

The motion was carried unanimously by Committee members present.

Policy 5504-70, Insurance Requirements for Independent Contractors

Mr. Hood MOTIONED, seconded by Ms. Rapp –

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> **TO** approve Policy 5504-70, Insurance Requirements for Independent Contractors, as amended.

The motion was carried unanimously by Committee members present.

Policy 5504.1-70, Insurance Requirements for Vendors

Ms. Rapp MOTIONED, seconded by Mrs. Greer –

> **TO** approve Policy 5504.1-70, Insurance requirements for Vendors, as amended.

The motion was carried unanimously by Committee members present.

STAFF REPORTS

Facilities Director

The Facilities Director went over Cost Centers' variance report, current contracts associated with the Cost Centers, and provided the Committee with the updates on an ongoing and completed projects throughout the community.

The Facilities Director also spoke of the bids received from Empire for a sewer drain cleaning services for the next three years, which exceeded the budgeted amount.

Following a brief discussion, it was the consensus of the Committee to address this topic at the upcoming Committee meeting.

Facilities Manager

The Facilities Manager spoke of his reports, as presented, and informed the Committee of new staff addition to the Service Maintenance Department – two electricians, plumbers, and general maintenance. The Facilities Manager also provided the Committee with the updates on SROs, repair of water lines, re-piping, Smart Burners replacement, smoke detectors, and sewers scope inspection.

Project Coordinator

The Project Coordinator provided the Committee with the information on the Streets Project, the Perimeter Wall Project Section J&K, and stated that the number of ongoing projects is higher than originally anticipated on.

Executive Director

The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting.

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PRESIDENT'S COMMENTS

The President commented on agenda items throughout the meeting, and stated that it has been an interesting year in the role of GRF President.

The President also stated that Mrs. Tran will lead the Pledge of Allegiance at the next GRF Board meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

One shareholder/member spoke on the items pertaining to the Committee's area of purview.

COMMITTEE MEMBER COMMENTS

Five Committee members spoke on the items pertaining to the Committee's area of purview. The Committee also thanked everyone, and the President for a productive year.

Following a brief discussion, the Committee also considered looking into adding a "dump fee" to any permitted project to be done in the community, and to shareholders selling their unit.

ADJOURNMENT

Chair Lukoff adjourned the meeting at 3:15 p.m.

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Linda Stone, Vice-Chair
PHYSICAL PROPERTY COMMITTEE

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RECAP OF MOTIONS AND ACTIONS TAKEN AT THE PHYSICAL PROPERTY COMMITTEE MEETING

MOTIONS

- There being no objections, Vice-Chair Stone declared the reading of the Quorum Notification to be dispensed with by unanimous consent;

- Minutes from the April 10, 2017, and April 20, 2017 meetings were approved, as presented;

- **TO** approve the replacement of four traffic poles at the intersection of Golden Rain Rd. and St. Andrews Dr. in the amount of $31,895.00, including labor, equipment, and material;

- **TO** postpone the installation of the ADA approved ramp in the back of Amphitheater to the next scheduled Committee meeting;

- **TO** deny CalMet Services contract extension request, and forward it to the Board for final approval;

- **TO** approve the relocation of Distribution Office to Building Five (downstairs), accept the Stock Transfer additional cost, and install the sound suppression between Conference Rooms B and C in the total amount not to exceed $23,000, with in-house labor, estimated at approximately 220 hours, and forward it to the Finance Committee, and the Board for final approval as a Capital expense;

- **TO** approve the trees removal, and sewer repair at the Library in the amount not to exceed $8,909 and the additional $5,000 for landscaping, and send the sewer repair project to the Finance Committee for approval as a non-budgeted operational expense, and proceed with the removal of the trees and landscape replacement as the Reserves project;

- **TO** rescind Policy 1350-70, Community Grounds and Maintenance Service;

- **TO** mark Policy 3330-70, Health Care Center Maintenance as reviewed;

- **TO** rescind Policy 5042-70, Foundation Equipment;

- **TO** rescind Policy 5506.1-70, Bidding Exceptions;

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- **TO** rescind Policy 5506.2-70, Bidding Exceptions;
- **TO** rescind Policy 5506.3-70, Bidding Exceptions;
- **TO** rescind Policy 5506.5-70, Bidding Exceptions;
- **TO** approve Policy 5130-70, Physical Property Committee, as a Charter, and as re-written;
- **TO** approve Policy 5350-70, Project Construction, as re-written;
- **TO** approve Policy 5504-70, Insurance Requirements for Independent Contractors, as amended;
- **TO** approve Policy 5504.1-70, Insurance requirements for Vendors, as amended;
- Meeting adjourned at 3:15 p.m.

ACTIONS

- It was the consensus of the Committee to have the Project Coordinator address presented data analysis with Urban Crossroads, per Committee's request, and provide more information at the next scheduled Committee meeting;
- It was the consensus of the Committee to review Policy 3310.1-70, Special Project Procedure, at the next scheduled meeting;
- It was the consensus of the Committee to address the bids for a sewer drain cleaning services at the upcoming Committee meeting.

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