PHYSICAL PROPERTY COMMITTEE MINUTES
November 14, 2016

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m. by Chair Lukoff and was held on Monday, November 14, 2016, in the Administration Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Mr. R. Stone
	Ms. M. Greer	Ms. L. Stone
	Mr. P. Hood	Ms. H. Tran
	Ms. K. Rapp	Mrs. C. Damoci, Ex-Officio

Also Present:
Mr. R. Ankeny, Executive Director
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. 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
Nine Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

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

The 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 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 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 December, 2016.

RULES OF ORDER

Chair Lukoff reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Chair Lukoff also respectfully requested the committee members and guests to turn off their cell phones.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of October 10, 2016, were approved with a correction.

SHAREHOLDER/ MEMBER COMMENTS

One shareholder/ member spoke on the items of the agenda.

CORRESPONDENCE

Chair Lukoff read a letter from Mutual Two residents, Rita and Don Price, regarding the parking issues next to their carport space on Merion Way, Building 29, Mutual Two.

After a brief discussion, Ms. Stone MOTIONED, seconded by Ms. Tran –

> **TO** have the Facilities Director paint the curb red on Merion Way, next to carport space in Building 29, Mutual Two, in the length of ten feet.

The motion was carried unanimously by Committee members present.

It was also brought to the Committee's attention that the curb on both sides of Northwood Road, coming out of Shawnee Lane carport, may need to be painted red as the vehicles parked on Northwood Road block the residents' view while leaving Shawnee Lane. The Committee members agreed to have the Facilities Director look into this matter.

OLD BUSINESS

Nassau Dr. Landscaping

The Facilities Director presented to Committee members the action request to approve the purchase and installment of 15 gallon Calliandra plants along the perimeter wall on Nassau Drive in Mutual Nine, per shareholder, Karen Oja request at the Committee's previous meeting. The Committee reviewed presented bid proposals for this scope of work, and agreed on a purchase and installation of a smaller size, 5 gallon Calliandra plants, instead of the proposed 15 gallon size plants.

After a discussion, Chair Lukoff advised the Facilities Director to obtain the cost for purchase and installation of 5 gallon Calliandra plants along the perimeter wall on Nassau Drive in Mutual Nine, and present the revised proposal at the next scheduled Committee meeting.

Paving Project. Year One

The Facilities Director presented the Paving Project plan for year one with bid proposals from Nelson, MJ Jurado, EBS and All American. The Committee members discussed the contractors' proposals and agreed on revising the current scope of work to be done in the amount not to exceed $600,000.00.

Per the Project Coordinator suggestion, it was the consensus of the Committee to have the Facilities Director and Project Coordinator present a revised paving project plan for year one that would reflect the costs of work to be done, not to exceed $600,000.00, excluding the contingency, at the next scheduled Committee meeting.

St. Andrews Gate. Movement Study. CAMUTCD

The Facilities Director informed Committee members that due to the current work being done in Mutuals, the RFPs for St. Andrews Gate and the Movement Study projects have been delayed, and will be sent out the week of November 20th, 2016.

NEW BUSINESS

Landscape Specifications Review

The Facilities Director spoke of presented General Specifications for Landscape Maintenance Service for GRF and the Golf Course, which hasn't been amended since 2014, and asked for the Committee's input on presented specifications prior to GRF sending out Requests for Proposals (RFP).

After a discussion, it was the consensus of the Committee to have the Facilities Director remove the following items: routine trimming and pruning, inspection of tree stakes, ties and guy wires, application of required insecticides, fungicides, and a fertilizer (items 2, 3, 4, 5, 6 and 8 under I. Trees), and present revised specifications at the next scheduled Committee meeting.

The Committee members also agreed on keeping the trees within the community under the care of an Arborist.

Replacement of Concrete at South Entry, Building Five

The Facilities Director presented to Committee members a partial scope of work from MJ Jurado Inc. on a current replacement of concrete at South Entry, Building Five.

Per the Executive Director suggestion, the Facilities Director will bring a complete scope of work on the replacement of concrete at South entry, Building Five, including trees, irrigation, and lighting to the next scheduled Committee meeting.

Per the President's request, the Facilities Director will also look into an uneven pavement by the Administration Building, in front of the Distribution office.

POLICIES

There were no policies to review at the time of the meeting.

STAFF REPORTS

Facilities Director

The Facilities Director reviewed his reports, as presented to the Committee, and explained the variances in Cost Centers 70, 74, and 79. He also provided Committee members with updates on the Westminster Wall project sections J&K, sections L&M, Sales Office upgrades, St. Andrews Gate Design, and the Community Wide Movement Study. He also stated that the materials for Sewer Lift Station Repairs project are scheduled to be received first week of December, 2016, and will be installed soon.

The Facilities Director also provided the updates on Amphitheater restrooms that are ready to be re-painted by the Maintenance Department, and the flag pole at the Main Gate, which has been ordered and is expected to arrive, and be installed in December of 2016.

Facilities Manager

The Facilities Manager spoke of his report as presented to the Committee, provided the updates on extensive Mutual orders in various Mutuals, and informed the Committee of ongoing attic inspections, and finding and repairing of active leaks in one of the Mutual Buildings.

The Facilities Director also stated that Service Maintenance Department has been receiving a number of calls from shareholders for Pest Control, which are being taken care of by Fenn Termite and Pest Control.

Project Coordinator

The Project Coordinator provided updates on various projects throughout the meeting.

Executive Director

The Executive Director provided information and updates throughout the meeting.

He also updated Committee members on the City of Seal Beach Grant request for the Westminster Wall area. In response to Mr. Lukoff's request to forward this project to the Finance Committee for a possible funding, the Executive Director stated that the Committee will be facing a year-end wrap-up in December, in terms of the budget, and there will be no additional budget in Capital Funding in the first quarter of 2017, based on SPAH 10 Year Project Plan, unless it is an emergency.

PRESIDENT'S COMMENTS

The President provided information and updates throughout the meeting, and stated that voting on the Parking Policy will take place this month, whereas standard "No overnight parking" signs will need to be installed. The violators of the Parking Policy will be fined $25.00.

SHAREHOLDERS/ MEMBERS COMMENTS

One shareholder expressed her appreciation to the Committee for restoring the globe, the astro globe by the Administration Building, and for removing the quotation marks off the Leisure World Sign by the Main Gate.

COMMITTEE MEMBER COMMENTS

Seven Committee members spoke on the proceedings and accomplishments of today's committee meeting.

It was also brought to the Committee's attention that the Pedestrian Gate project off North Gate Road has been left out of discussion, and was scheduled for a follow-up

based on the funding approval by the Finance Committee, and its re-direction to the Physical Property Committee, as follows, to determine the exact location.

After a discussion, the Executive Director on behalf of Committee members, asked the Facilities Director to present a complete package for this project including prices on the pedestrian gate, key entry system, camera, electricity, and lighting, not to exceed $30,000.00 from Capital Funding, at the next scheduled Committee meeting.

Chair's Comments

Chair Lukoff thanked the Committee members, shareholders, and staff present for attending and participating in today's the meeting.

ADJOURNMENT

Chair Lukoff adjourned the meeting at 1:55 p.m.

Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

kl 11.14.16

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

MOTIONS

- There being no objections, Chair Lukoff declared the reading of the Quorum Notification to be dispensed with by unanimous consent;
- Minutes from the October 10, 2016 meeting were approved with a correction;
- **TO** have the Facilities Director paint the curb red on Merion Way, next to carport space in Building 29, Mutual Two, in the length of ten feet.
- Meeting adjourned at 1:55 p.m.

ACTIONS

- It was the consensus of the Committee to have Facilities Director and Project Coordinator present a revised paving project plan for year one that would reflect the costs of work to be done, not to exceed $600,000.00, excluding the contingency, at the next scheduled Committee meeting;
- It was the consensus of the Committee to have the Facilities Director remove the following items: routine trimming and pruning, inspection of tree stakes, ties and guy wires, application of required insecticides, fungicides, and a fertilizer (items 2, 3, 4, 5, 6 and 8 under I. Trees), and present revised specifications at the next scheduled Committee meeting.