



PHYSICAL PROPERTY COMMITTEE MINUTES
April 6, 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 Wednesday, April 6 2016, in the Administration Conference Room followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Mr. P. Moore
	Mrs. C. Damoci, Vice Chair	Ms. P. Snowden
	Ms. Mary Greer	Ms. L. Stone
	Mr. S. McGuigan	Ms. R. Winkler, Ex-Officio

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator / Building Inspector
- Mrs. L. Whitlock, Recording Secretary
- Mr. P. Hood, GRF Representative, Mutual Five
- Mrs. L. Perrotti, GRF Representative, Mutual One
- Mr. P. Pratt, GRF Representative, Mutual Two
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. R. Stone, GRF Representative, Mutual One
- Ms. M. Wood, GRF Representative, Mutual Six
- Hon. S. Massa-Lavitt, Mayor, City of Seal Beach
- Eighteen 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 four 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 May, 2016.

APPROVAL OF MINUTES

The Minutes from the Special Meeting of January 29, 2016 and the regularly scheduled meeting of March 2, 2016, were approved as written.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

Eight shareholders/members commented on items on the agenda.

CORRESPONDENCE

The Committee received eight pieces of correspondence, four of which were related to the St. Andrews Repaving Project. Chair Lukoff stated that the St. Andrews Repaving Project has been shelved for an indefinite amount of time; therefore, no voting on this project will be necessary.

Other correspondence received and read from Shareholders:

1. Lance Ferm – Bridging Annandale & the Golden Rain Intersection
Facilities Director reported it would cost approximately \$800,000 to \$1,000,000 to bridge Annandale. Resolved that a reply will be sent to Mr. Ferm acknowledging receipt of his correspondence.
2. John Heide – Gate Proposal, Mutual Fifteen
Chair Lukoff stated that the most northern part of Del Monte would be a possibility for the placement of a gate; however, Mutual Fifteen clearly opposes the placement of any gate on their private property. A Committee member suggested that maybe a gate be placed at the end of either Mutual Eleven or Sixteen, as an option.

It is the recommendation of the Committee that Mr. John Heide of Mutual Eleven contact his Mutual Board and suggest the placement of a gate at the north-end of their Mutual. No action taken.

3. Phil Hood – Two Loading Zone on Cedar Crest Lane, Mutual Five
Facilities Director stated that this was not brought to their attention in the traffic study; therefore, it would be up to the Committee to do anything on Trust property.

After a brief discussion, the Executive Director suggested that this item be brought back to next month's meeting under "New Business" and have staff report back to the Committee with cost for painting the proposed loading zone in Mutual Five on Cedar Crest Lane "yellow," along with pictures. No action taken.

4. Mutual Ten Board – Extension of Red Curb on St. Andrews from Seaview Lane

After a brief discussion, Chair Lukoff directed staff to research this issue and provide the Committee of an update of cost and options at the next scheduled meeting. No action taken.

OLD BUSINESS

2016 Paving Project – Bid Opening

The Project Coordinator opened the sealed bids received for the 2016 Paving Project. He stated that he would like to schedule meetings with each contractor to further discuss the details of this project. It is the consensus of the Committee that the Project Coordinator provide an update on the 2016 Paving Project at the next scheduled meeting.

Perimeter Wall, Sections J & K (#591-01B J-K)

Facilities Director reported that permits with the County has been pulled to continue with this project; however, there are possibly extras that may come up, such as: encroachment; relocate propane tank; relocation of power; RV lot and the placement of footing on the Trust property. He also reported that extensive graffiti is being placed on the west-end of the wall. The issue of graffiti may be addressed by applying a “Graffiti Repellent,” coating which would cost approximately \$58,000.00.

Ms. Stone stated that she would like to recommend to the Finance Committee and the Board of Directors to postpone this project until 2017. After a brief discussion, Ms. Stone MOTIONED, seconded by Ms. Greer and unanimously carried –

TO recommend to the Finance Committee and the Board of Directors to postpone the Perimeter Wall Project, Sections J & K (#591-01B J-K) until 2017.

The Committee also requested of the Facilities Director to research the cost of lights, cameras and graffiti repellent for the Perimeter Wall, Sections J & K and report back to the Committee at an upcoming meeting.

Perimeter Wall, Sections L & M (#591-01B LM)

Facilities Director reported that the estimated cost for this project is \$800,000 - \$900,000; including wall contingencies. Ms. Stone stated that \$900,000 has been allocated in the Reserves for this project.

After a brief discussion, Ms. Stone MOTIONED, seconded by Mr. Moore and unanimously carried –

TO recommend to the Board and the Finance Committee to approve Dantuma's contract for the Perimeter Wall Project, Sections L & M (#591-01B L-M), which is not to exceed \$900,000, which includes contingencies for removing plants along the wall, etc.

Perimeter Wall Project, Section B

Facilities Director reported that the demo is nearly completed and project will be moving forward pretty quickly. Project Coordinator reported that he will obtain a completion date from the contractor and will provide an update to the Committee at the next scheduled meeting.

Amphitheater Seating, Bid Opening

Chair Lukoff stated that the Committee could review the bids for this project; however, as our Amphitheater Season is fast approaching, he would like to suggest that we table this item until the end of the Amphitheater Season.

Facilities Director reported that five RFPs were sent out and received only one bid from M.J. Jurado. After a brief review of the bid by the Project Coordinator, Chair Lukoff directed staff to provide pictures of the various options and a cost breakdown of this project at the next scheduled meeting for the Committee's review.

After a brief discussion, Mrs. Damoci MOTIONED, seconded by Mr. Moore and unanimously carried –

TO table this item until the end of this year's Amphitheater Season and recommend to the Board and the Finance Committee that this project be added to the 2017 Budget as a Capital Improvement Project.

NEW BUSINESS

Access Inspection – Clubhouse 4

Executive Director reported that a Certified Access Specialist conducted an Access Inspection with ADA Compliance. The Specialist was directed to a specific area for inspection and submitted a very detailed report within the scope-of-work area and throughout the Clubhouse. The Executive Director reviewed the Specialist's report with the Committee and stated that many of the items listed are already scheduled for replacement under Clubhouse Four's Remodeling Project and suggested that the Facilities Director send out for bid the other items not included in the Specialist's report.

The Executive Director also noted that he is working with the Recreation Manager on repairing the stage lift and preparing proper signage.

Heat Pump Replacement – Clubhouse 2

Facilities Director reported that heat pumps #1 and #9 in Clubhouse Two have non-repairable compressors. The Physical Property Department sent out an RFP to the following three contractors:

Contractor	Bid Amount
Alpine Heating and Air	\$10,800
Greenwood Heating and Air	\$12,000
Associated Heating and Air*	\$8,728

* For One (1) Unit Only

After a brief discussion by the Committee, Mr. Moore MOTIONED, seconded by Ms. Greer and unanimously carried –

TO recommend that Alpine Heating and Air be awarded the contract to replace two heat pumps, units #1 and #9, at Clubhouse Two; Asset ID #0403 and #0404 at a cost not to exceed \$10,800, which is to be funded from the Reserves. Forwarding to the Finance Committee and the Board for final approval.

BREAK

Chair Lukoff called a recess at 2:16 p.m. Meeting reconvened at 2:26 p.m.

NEW BUSINESS (Continued)**Multi-Use Court**

Executive Director stated that in an effort to increase outdoor activities and amenities in our Community, he gave a preliminary presentation of the possible placement of a multi-use court system. The FAR Committee provided a concept of possibly using an under-utilized land asset near Clubhouse Two, where the lawn bowling and the old shuffleboard pavilion are located for a multi-use court system.

Executive Director also stated that if this concept were approved and done in conjunction with the Perimeter Wall Project, Sections J & K, the Community would realize a tremendous cost savings.

It is the consensus of the Committee to forward the concept of the multi-use court system near Clubhouse Two, where the lawn bowling and the old shuffleboard pavilion are located to the Recreation Committee. No action taken.

STAFF REPORTS**Facilities Director**

Facilities Director reported that on March 2, 2016, the Physical Property Committee recommended the contract for replacing the flooring in Clubhouse Six be awarded to Bixby Plaza Carpet:

After a brief discussion, Ms. Snowden MOTIONED, seconded by Mrs. Damoci and unanimously carried by the Committee members present –

TO request that the Finance Committee and the Board approve the Committee's recommendation to select Bixby Plaza Carpets & Flooring to replace the upstairs flooring in Clubhouse 6, Asset ID #0701 (approx. 5000 sf), excluding the Exercising area, and use the flooring approved by the ADRC – Johnson Navial LVT flooring, Color – Jet.

Since then, Bixby stated that the flooring originally selected is no longer available with padding. After a brief discussion by the Committee, it is the consensus of the Committee that this item is forwarded back to the ADR Committee for the selection of an alternate flooring material for Clubhouse Six.

Facilities Director also provided variance reports for his department and project status updates during the meeting.

Facilities Manager

Facilities Manager provided his report for the month of March and stated that three new hires have been added to the Facilities Maintenance team. He also reported that in one of the Mutuals there were frequent drain line stoppages and hired an outside contractor to ascertain the problem. It was discovered that an actual 2" x 4" x 8' piece of wood was found in the drain line. He also updated other items at the meeting.

In response to a question from Chair Lukoff regarding increase number of calls for roofs; Facilities Manager reported that due to the rain, some roofs were secured and reported to Physical Properties, where outside contractors were utilized to assist with roof repairs.

In response to a question from Chair Lukoff regarding type of calls received from shareholders; Facilities Manager stated that they receive calls such as, how to use their remote controls; why is the water too warm or if they could assist with moving furniture. Chair Lukoff suggested that Facilities Manager place an article in our newspaper with a list of things Facilities Maintenance "can" and "cannot do" in our Community.

(Facilities Manager was excused from the meeting at 1:24 p.m.)

Project Coordinator

Project Coordinator provided an update of the progress of the Globe. He stated that it is a very unique project and the elements of materials used and the stretch-forming process caused delays in the completion of this project. The new proposed date for completion is Memorial Day. He also provided other project updates in the meeting.

Shareholder Member Comments

Four shareholders spoke on various items pertaining to the Committee's area of purview.

Committee Member Comments

Five Committee members spoke on the proceedings of the Committee meeting.

Chair's Comments

Chair Lukoff thanked the Committee members, shareholders, and staff present for attending and participating in today's the meeting. Next meeting scheduled for the Physical Property Committee will be held on **Wednesday, May 4, 2016, at 1:00 p.m., in the Administrative Conference room.**

ADJOURNMENT

Chair Lukoff adjourned the meeting at 4:10 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

**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 be dispensed with by unanimous consent.
- The Minutes from the Special Meeting of January 29, 2016 and the regularly scheduled meeting of March 2, 2016, were approved as written.
- **TO** recommend to the Finance Committee and the Board of Directors to postpone the Perimeter Wall Project, Sections J & K (#591-01B J-K) until 2017.
- **TO** recommend to the Board and the Finance Committee to approve Dantuma's contract for the Perimeter Wall Project, Sections L & M (#591-01B L-M), which is not to exceed \$900,000, which includes contingencies for removing plants along the wall, etc.
- **TO** table this item until the end of this year's Amphitheater Season and recommend to the Board and the Finance Committee that this project be added to the 2017 Budget as a Capital Improvement Project.
- **TO** recommend that Alpine Heating and Air be awarded the contract to replace two heat pumps, units #1 and #9, at Clubhouse Two; Asset ID #0403 and #0404 at a cost not to exceed \$10,800, which is to be funded from the Reserves. Forwarding to the Finance Committee and the Board for final approval.
- Chair Lukoff called a recess at 2:16 p.m. Meeting reconvened at 2:26 p.m.
- It is the consensus of the Committee to forward the concept of a multi-use court system near Clubhouse Two, where the lawn bowling and the old shuffleboard pavilion are located to the Recreation Committee. No action taken.
- It is the consensus of the Committee that the Project Coordinator provide an update on the 2016 Paving Project at the next scheduled meeting.
- It is the consensus of the Committee ADR Committee select alternate flooring material for Clubhouse Six.
- Meeting adjourned at 4:10 p.m.

ACTIONS

- Facilities Director reported it would cost approximately \$800,000 to \$1,000,000 to bridge Annandale. Resolved that a reply will be sent to Mr. Ferm acknowledging receipt of his correspondence.
- It is the recommendation of the Committee that Mr. John Heide of Mutual Eleven contact his Mutual Board and suggest the placement of a gate at the north-end of their Mutual. No action taken.
- Executive Director suggested that the item of creating a yellow-painted Loading Zone in Mutual Five on Cedar Crest Lane be brought back to the Committee at next month's meeting under "New Business," allowing staff time to report cost for this project. No action taken.
- Chair Lukoff directed staff to research this issue of extending the red curb on St. Andrews from Seaview Lane and provide the Committee with an update, cost for project and options at the next scheduled meeting. No action taken.
- Items listed in the Specialist's Report regarding the Access Inspection with ADA Compliance are already scheduled for replacement under Clubhouse Four's Remodeling Project and suggested that the Facilities Director send out for bid the other items listed in the Specialist's Report that is not included in the Remodeling Project.
- Project Coordinator reported the new proposed completed date for the Globe is Memorial Day.