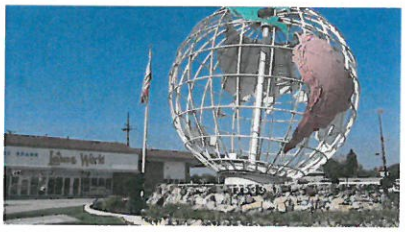
GOLDEN RAIN foundation SEAL BEACH

AGENDA
PHYSICAL PROPERTY COMMITTEE
Administration Conference Room
Friday, January 9, 2015 at 1:00 p.m.

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Introduction of Guests and Staff / Welcome Shareholders
4. Committee Rules
5. Approval of Meeting Minutes of December 12, 2014
6. Correspondence
7. Service Maintenance Supervisor Report
8. New Business
    a. Globe Repairs
9. Unfinished Business
    a. St. Andrews Gate (#723-14)
    b. Safety & Accessibility Proposals for Administration Building/Pharmacy Entrance
    c. Walking Trails
    d. Perimeter Wall Projects
    e. Sales Building
    f. RV Lot Soils Testing
10. Staff Reports
    a. Community Facilities Manager
    b. Project Coordinator
    c. Executive Director
11. Shareholder Comment Period
12. Committee Member Comments
13. President's Comments
14. Next meeting: Friday, February 13, 2015 – 1:00 p.m.
15. Adjournment

****Agenda is Subject to Change****

Front Entrance Globe / Big World Rehabilitation Project



Option A: Sandblast to bare metal only		
Western Sandblasting Co, Inc.	Sandblast the globe , lift, and disposal of sand and paint	$ 13,750.00
Western Sandblasting Co, Inc.	Scaffolding and Containment of sand/dust	$ 11,400.00
		$ 25,150.00
Option A1: Remove all continents, sandblast to bare metal, perform required repairs to structure, remove rotation gear and fix in place, prime and paint.		
United Riggers & Erectors, Inc.	Complete sandblast, containment, continent repairs, primer, paint.	$ 148,427.00
Option B: Option A with new continents		
United Riggers & Erectors, Inc.	Seeking a company to provide continents	$ -
Option C: Complete removal of globe and rotation gear & prepare ground for landscaping.		
United Riggers & Erectors, Inc.	Demo, haul away, and prepare for landscape	$ 34,033.00
Option D: Prep, Paint and Continent Repair		
United Riggers & Erectors, Inc.	Prep and overcoat paint procedure and continent repair	$ 93,882.00
Option E: New Stainless Steel Globe		
Bohl Iron Works	32' stainless steel framework globe with Corten steel continent overlay.	$ 275,000.00

RESALES BUILDING INSPECTION

Area	Description of repair needed	condition of item	inspector notes
entry door	ADA Compliant door opener	hard to open	heavy
all rooms	paint	stains, marks	very old
all rooms - flooring, vinyl, carpet	replace	holes, stains	very old
all rooms - moldings	replace	broken, cuts	very old
all rooms - window coverings *	replace	missing pieces	very old
all rooms - walls, nail holes	repair	gouges, scrapes	very old
all rooms - outlets, switches	replace	painted	old
all rooms - switch plates	replace	painted, mismatched	old
all rooms	add outlets to some offices	missing	
all rooms	add smoke detectors in corridors	missing	
all rooms	replace ceiling tiles	mismatched, stained	
all rooms	replace light lenses	cracked, yellowed	
Reception - counter top, desk	repair or replace	painted, scratches	old
bathrooms - toilets, sinks, faucets	replace	not water savings style, leaking	old
bathrooms - wall heater	repair or replace	noisy, dirty	old
bathrooms - soap dispenser, paper towel holder	replace	missing, broken	
bathroom - windows, louvered	replace	not sealing	old
bathroom - angle stops	replace	screw type	old
break room - counter top, cabinets	replace	scratched, mismatched	old
break room - outlets	add outlets at countertop	not enough for appliances	
break room - exhaust fan	repair or replace	very noisy	old
break room - sink and faucet	replace	scratched, mismatched	old
shelves - hallway, cabinets, storage	repair or replace	open storage	old

COMMUNITY FACILITIES MANAGER
ACTION REPORT 12/24/2014

1. PHARMACY ENTRANCE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

a. Physical Property Committee agreed to look at the possibility of using Project Funds not used after the Pavement Project is completed to reduce risk in this area
b. Physical Property was asked to look at the cost to provide covered bus benches in front of the Pharmacy to prevent pedestrians from tripping over the curb
c. Estimate of $26,000 to install three bus shelters
d. Craig Webber looking into possible solution to the area
e. Solution to be presented to PPC in April 2014
f. Action by the Physical Property Committee at their April meeting to approve the plan for removing two trees replacing concrete and adding bollard options and to have staff send out a RFP bringing bids back to a future meeting
g. RFP scheduled to go out for bid mid July
h. At the July 10 PPC the committee asked staff to include a solution for the handicap parking in front of the Pharmacy
i. Review/Modification to RFP in process
j. Pharmacy entrance was given to the Architectural Design Review Committee for their input
k. At its September meeting PPC requested staff to contract with ADA Inspections Plus LLC to perform a circulation evaluation and ramp design for the Administration and Health care areas.
l. At its October meeting the PPC reviewed plans from ADA Inspections Plus and asked staff to make some changes and present them at the next meeting
m. PPC at its November meeting asked staff to send out an RFP for this project on plans approved at this meeting RFP in process

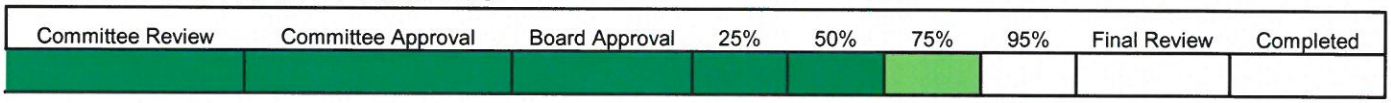
2. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST. ANDREWS DRIVE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

a. At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
b. Specifications for the Request for Proposal are complete
c. Bidders conference is 2/14/14 and bids are due back 3/3/14
d. Bids will be opened at March PPC meeting
e. One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
f. Recommendation from staff to go with LaneLight inpavement LED System with a 5 year warranty was suggested
g. Action by the Physical Property Committee to have staff work with a traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
h. Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk

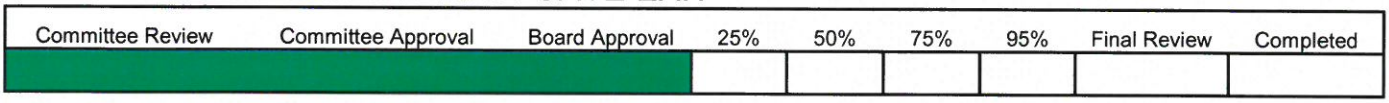
i. PPC asked staff to secure 2 additional quotes from engineering plans to install a concrete crosswalk with the Lighted Crosswalk System
j. Contract has been executed with JLS Engineering for a cost not to exceed $2,000, to prepare construction documents to go out to bid for the lighted crosswalk system
k. Received Construction documents RFP in process
l. Task to be included in the 2014 Paving Project
m. RFP sent out. Bidders Conference is on 9/18 and bids are due 10/7
n. At its meeting on October 10, 2014, the Physical Property Committee unanimously recommended a contract be awarded to Dynalectric for this work, this item is on the GRF agenda for October
o. GRF Board approved this project at its October 28, 2014 meeting, material have been ordered
p. Work started Dec 8.

3. TRUST STREET PAINTING



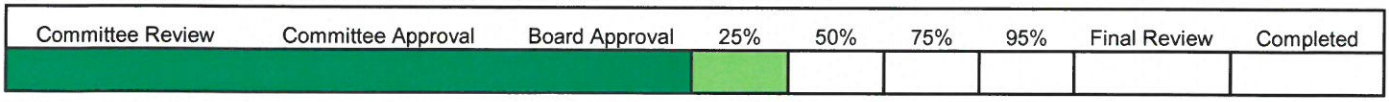
a. RFP sent out mid August. Bids due back September 8 and opened at the PPC September meeting
b. To be included in the 2014 Paving Project
c. At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended a contract be awarded to PCI for this work, this item is on the GRF agenda for September
d. GRF Board approved this project at its October 2, 2014 meeting. Start date is November 3, 2014 work in process

4. AUTOMATIC GATE AT MAIN GATE EXIT



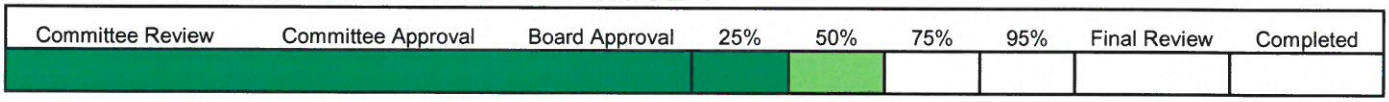
a. Action by the SBT Committee to have Physical Property Department send out RFP was made
b. Physical Property Department developed RFP
c. Physical Property Department received 3 bids
d. Contract executed on 1/21/14
e. Gate will be installed after Perimeter Wall is complete.
f. Physical Property Staff working with the contractor to set equipment for the gate
g. The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options will be presented at the November PPC.
h. This item is on the GRF Board agenda for November to approve installation of an Vortex Gate not to exceed $15,000 installed
i. Contract in draft phase

5. PERIMETER WALL PROJECT 2014 SECTION A



a. Action by the Physical Property Committee at its February meeting to inspect the condition of the remaining walls and bring back to the Committee 3 options to replace section L and M was requested at its Feb meeting
b. Inspections in process Information presented at March PPC Meeting
c. Physical Property Committee at its March meeting asked staff send out RFP for grading plans at Perimeter Wall section L and M with wall to be moved to the outer edge of property
d. RFP in process (need soil sample first)
e. Action by the Physical Property Committee to have staff provide cost for soil sample at section L and M and to have staff obtain a cost for removal and replacement of sections I, J and K from the current contractor. Cost from current contractor was discussed
f. Physical Property Committee at its May meeting asked staff send out RFP for replacement of J and K having wall sections broke down and include a cost for section I
g. At the May PPC budgeted funds of 8,500 were approved to have staff obtain soil samples for the property along wall sections L and M
h. Soil Samples collection from section L and M conducted July 5, results came back clean
i. Staff is working with OCFC to determine property line access requirements, drainage details and gate requirements at C/H 2 for Sections J and K
j. OCFC has no record of property line. Quotes are being collected for the cost of a survey
k. At the August PPC Meeting the Committee directed staff to focus on replacement of Section A in place of Section J and K. Cost will be presented at the September PPC Meeting
l. At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended the Board award a contract to Dantuma Masonry for the replacement of Perimeter Wall Section A, this item is on the September GRF Board agenda
m. GRF Board approved Perimeter Wall Section A at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014, work in process. Meet with Mutual 15 Board on project flow
n. Block Wall, Tree and landscape removal to start 11/19/2014 along section A. Work in process

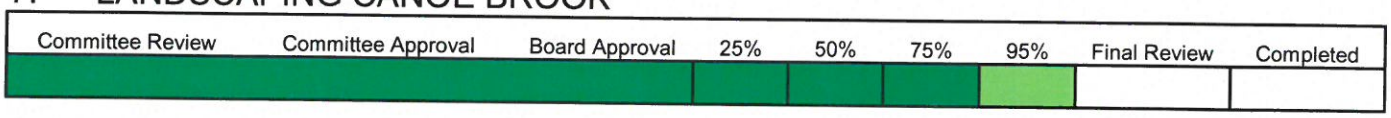
6. ROOF REPLACEMENT CLUBHOUSE 1



a. Action by the PPC at their April meeting to send out an RFP to re roof Clubhouse 1 and have staff provide options for skylights and materials was made
b. Direction was given to staff at the May PPC meeting to send out an RFP to re roof Clubhouse 1 and not include an option for skylights
c. RFP sent out bids due back August 26 and will be opened at the PPC September meeting
d. At its meeting on September 12, 2014 the Physical Property Committee unanimously voted to recommend the Board award a contract to Adco Roofing & Weather Proofing for the replacement of the A-Frame and lower portion roofs of Clubhouse One, this item is on the September GRF Board agenda
e. Architectural Review Committee chose the color of the roof (hickory)

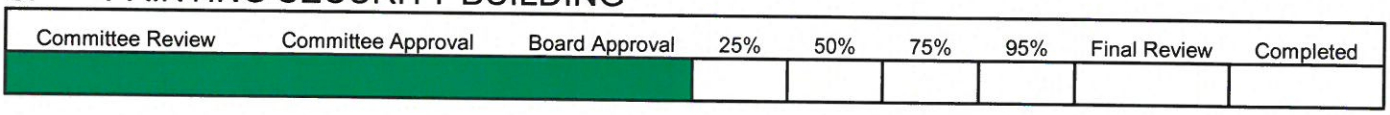
f. GRF Board approved this project at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014,work in process
g. Original color choice Autumn Brown is not available on the West Coast, alternate color is Golden Cedar chosen by the ADRC work in process

7. LANDSCAPING CANOE BROOK



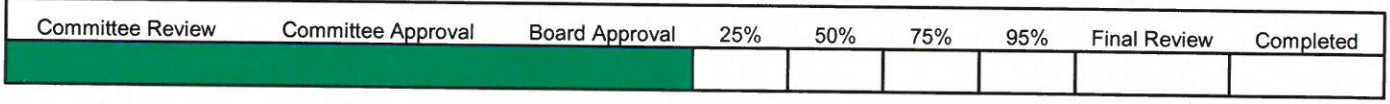
a. Physical Property Committee tasked staff to send out RFP for landscape and irrigation replacement on Canoe Brook Drive. RFP out to bid
b. At its meeting on October 10, 2014, the Physical Property Committee unanimously recommended a contract be awarded to Johns Landscape for this work, this item is on the GRF agenda for October
c. GRF Board approved this project at its October 28, 2014 meeting. Start date is November 3, 2014 work in process

8. PAINTING SECURITY BUILDING



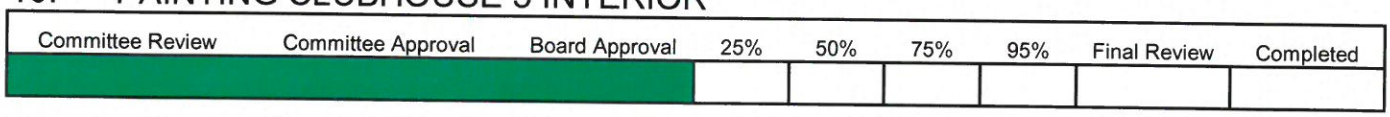
a. At its November 14th meeting the PPC opened 5 bids and selected Hutton Painting to paint the Security building. Work tentatively scheduled for start date early spring 2015
b. Physical Property Department looking into next lowest bidder due to start date
c. PPC at its December meeting approved Certa Pro Painters for $6,850 to paint the Security Building this work is scheduled to start 12/29/14

9. PAINTING SALES BUILDING



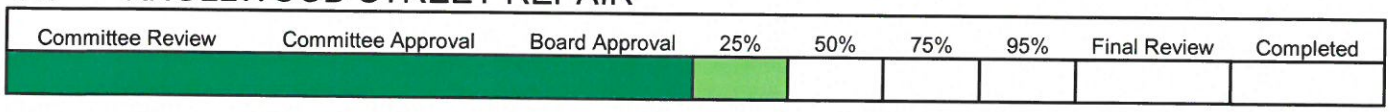
a. At its November 14th meeting the PPC opened 2 bids and selected Hutton Painting to paint the Security building. Work tentatively scheduled for start date early spring 2015
b. Physical Property Department looking into next lowest bidder due to start date
c. PPC at its December meeting approved Advanced Custom Painting to paint the Sales Building work scheduled to start the last week of December

10. PAINTING CLUBHOUSE 3 INTERIOR



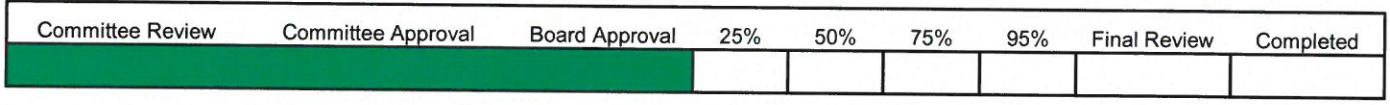
a. At its November 14th meeting the PPC opened 4 bids and asked staff to analyze the bids and bring a recommendation back to the next meeting
b. After further review, the PPC at its December meeting, recommend the GRF Board award a contract to General Coatings for $29,950, to paint Clubhouse 3 this item is on the December GRF agenda
c. GRF Board awarded this contract to General Coatings for $29,950

11. KNOLLWOOD STREET REPAIR



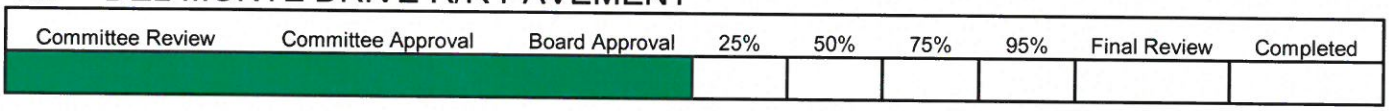
a. The PPC at its November meeting reviewed 3 bids and recommended the GRF Board award a contract to MJ Jarado for $15,544 to remove and replace aprox 1943 square feet of roadway with concrete
b. At its November meeting the GRF Board awarded a contract to to MJ Jarado for $15,544 for this work
c. Work is scheduled to started December 15, work in process

12. TAM O'SHANTER IMPROVEMENTS



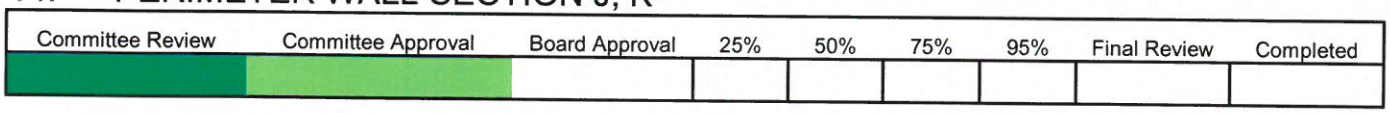
a. The PPC at its December meeting reviewed 1 bids and recommended the GRF Board award a contract to MJ Jarado for $49,400 to align Tam O' Shanter with the Amphitheater Exit as per RFP
b. This item is on the December GRF Board agenda
c. GRF Board awarded this contract to MJ Jarado for $49,400

13. DEL MONTE DRIVE R/R PAVEMENT



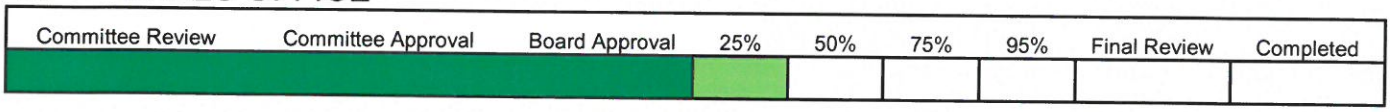
a. The PPC at its December 2014 meeting reviewed 3 bids and recommended the GRF Board award a contract to Nelson Paving and Sealing not to exceed $154,234 for the grind and overlay of Del Monte road from Northwood to Golden Rain
b. This item is on the December Board agenda
c. GRF Board awarded this contract to Nelson Paving and Sealing not to exceed $154,234

14. PERIMETER WALL SECTION J, K



a. RFP was sent out in November by the Physical Property Department to 11 contractors 1 Bid was opened and reviewed by the Committee from Dantuma Masonry $495,029. Committee asked staff to bring back information to a future meeting

15. SALES OFFICE



a. The GRF Board approved funds up to $70,000 to replace components at the Sales Office and will be processed through the Physical Property Committee
b. Minor repairs to the electrical system are scheduled

Budget Variance Report - November 2014
Community Facilities - CC ## 70,74,75 and 79

For Cost Center 70 there is a positive total variance of $148,904 through the month of November. The variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
70	61000	Salaries and Wages	78,194.00	Positive variance due to open inspector positions
70	64100	Materials and Supplies	(1,481.00)	Addition of new employees
70	64440	Equipment Rental	3,938.00	Line Item was used for Copy Machine expense...now under Service Contracts
70	64200	Electricity	(3,493.00)	Addition of Café and hotter then normal summer
70	64890	Uncollectible Accounts	-1,752	Damage repairs made to a shareholders vehicle from the paving project during detour from road closure (s/b 64890)
70	64940	Service Contracts	-2,173	New Line Item for copy machine
70	5385..	Other Income	34,826	Permit Income: Increase in remodeling of Shareholders apts.
		Total Explained Variances	108,059	

For Cost Center 74 there is a positive total variance of $191,405 through the month of November. The variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
74	61000	Salaries and Wages	129,143	Open positions during the year creating positive variance
74	61400	Payroll Taxes	15,393	Same as Salaries and Wages
74	61420	Worker Comp	19,814	Same as Salaries and Wages
74	61430	Group Insurance Medical	53,285	Same as Salaries and Wages
74	64100	Materials and Supplies	25,493	Expenditures expected to be made later in the year
74	64700	Equipment Repair and Maintenance	(15,490)	Un expected repairs to Cushman vehicle ,Lift and other small equipment
74	59600	SRO Labor Cost Recovery	(43,375)	Lag in labor recognition due to open work orders, three open positions, and Increase of work on Trust Property

		Total Explained Variances	184,263	

For Cost Center 75 there is a total negative variance of $(8,038) through the month of November. The variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
75	61000	Salaries and Wages	16,672	One staff member on disability
75	61420	Worker Comp	1,122	Same as Salaries and Wages
75	61430	Group Insurance Medical	3,440	Same as Salaries and Wages
75	64100	Materials and Supplies	3,334	Office Furniture scheduled for replacement later in the year
75	64750	Empl. Recruitment/Temp. Fees	(34,653)	Temporary employee filling in for disabled staff member
		Total Explained Variances	(10,085)	

For Cost Center 79 there is a positive total variance of $199,262 through the month of November. The variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
79	64200	Electricity	3491	Over budgeted for Electricity
79	64240	Trash Collection	6,783	December 2013 accrued twice and reversed in January
79	64730	Landscape Maintenance	10,175	Recovered expenses from NuVision FCU & HCC tenants
79	64735	Landscape Maintenance Extras	(1,911)	Tree Removal St Andrews, Color St Andrews Gate
79	64975	Sewer Maintenance	23,525	Work scheduled November/ December
79	64970	Street Repair and Maintenance	(5,706)	Pavement Evaluation and Recommendations from Anderson Penna GRF Board approved for funds to come from 2014 operating budget, passed November 2013
79	81000	Depreciation	162,012	Projects not capitalized
		Total Explained Variances	198,369	