PHYSICAL PROPERTY COMMITTEE MINUTES
January 3, 2014

The re-scheduled meeting of the Physical Property Committee was called to order by Chair Blake at 1:00 p.m., on Friday, January 3, 2014, in Administration Conference Room, followed by the Pledge of Allegiance lead by Joy Reed, Mutual Four Director.

ROLL CALL

Present:	Mr. L. Blake, Chair	Ms. K. Rapp (left 4 p.m.)
	Mr. M. Michaelides, Ex-Officio (left 4 p.m.)	Ms. A. Seifert
	Ms. B. Coven	Mr. M. Supple
	Mr. P. Moore (1:12 pm)	
Absent:	Mr. T. Bolton	
Also Present:	Mr. R. Ankeny, Executive Director (left at 3:55 pm)	
	Mr. T. DeLeon, Recreation Supervisor	
	Mr. T. Garner, Project Coordinator/Building Inspector	
	Ms. L. Lubin, Recording Secretary	
	Mr. M. Stepien, Anderson Penna Partners	
	Mr. R. Martinez, Anderson Penna Partners	
	Mr. J. De Marco, GRF Representative, Mutual Two	
	Mrs. L. Stone, GRF Representative, Mutual Three	
	Mrs. B. Osborne, GRF Representative, Mutual Four	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mr. D. Craig, GRF Representative, Mutual Eleven	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Thirty Foundation Members	

MINUTES

Ms. Rapp MOVED, seconded by Ms. Coven and carried unanimously –

TO approve the regular meeting minutes of December 4, 2013

CHAIR'S ANNOUNCEMENTS

The Chair requested the draft of the minutes from today's meeting be completed for his review by 2 p.m. on Wednesday, January 8 and the draft of the agenda for the February 2014 meeting to be ready for review by 4:00 p.m. on Wednesday, January 29.

The Chair stated that the time of today's meeting was reported in the newspaper incorrectly due to a staff error.

FOUNDATION MEMBER COMMENTS

Foundation members spoke on the paving project, traffic study, striping plan and signage along Golden Rain Road.

CORRESPONDENCE

Striping Along Golden Rain Road: In response to an email from a Mutual President, who was present at the meeting, the requests for loading and unloading areas along Golden Rain Road were addressed in the Traffic Engineer's presentation and this issue will be discussed again in February.

Reconstructed ADA Ramp: In response to a letter from a Mutual President, the Project Coordinator/Building Inspector reported that the ramp that is located at the intersections of Golden Rain Road and Burning Tree Lane is being reviewed for pedestrian safety. Discussion points included: pedestrian ramps were not meant to be used as a roadway for carts, as a cart's turn onto the crosswalk is hard to make; carts can use the sidewalk from the point of origin to the closest driveway; a handicapped sticker is required to use designated parking spaces; and the slope of the ramp facilitates drainage. The Committee concurred to discuss this item at next month's meeting and to have staff present related GRF policies and Americans with Disabilities Act (ADA) codes for reference. A letter will be sent to the Mutual President noting that discussion will continue at the next meeting.

Loading and Unloading Along Golden Rain Road: In response to an email and a petition from a shareholder, who was present at the meeting, requesting loading and unloading areas and along Golden Rain Road were addressed in the Traffic Engineer's presentation and this issue will be discussed again at the February meeting.

STAFF REPORTS

Executive Director: The Executive Director provided an update on the following projects:

The Audible Pedestrian Signal to be installed at Golden Rain Road and St. Andrews Drive is awaiting the execution of the contract and is scheduled for installation by the end of February.

Work on Section R of the Perimeter Wall will begin next week.

The engineering firm is taking soil samples throughout the community for study during work on the development of the 10-year Paving Project Plan.

A new access bus was generously donated by the Golden Age Foundation and will be in use in the community in about three months.

Final documents and signatures are pending from the Orange County Water District (OCWD) for the easement for the installation of salt water intrusion monitoring wells.

The Administration Conference Room remodeling is complete pending completion of a few punch list items including the installation of wall clocks and seems to be mostly working as it should. The Executive Director thanked Committee members and shareholders for their patience during the month of December during the rescheduling and relocation of meetings.

The bids for the Pest Control project will be presented at the February Committee meeting.

Costs for the bus benches at the Health Care Center have been obtained at the Committee's request and are being reviewed. The Executive Director reported he may reach out to the landscape architect being used for the Main Gate Beatification project to see if rough sketches for a planter area

can be obtained as an option for increased safety and functionality.

Initial plant selections have been made for the Main Gate Beautification project. The Subcommittee plans to meet prior to next month's Committee meeting and will present a full set of landscape plans at the February meeting.

Updates on Community Facilities and Golf Course tree trimming, the lighted pavement cross walk, roofing consultant, Clubhouse Five painting and 1st floor carpeting, and Clubhouse Four flooring, will be given during the meeting.

The Chair stated the written report projected onto the new conference room screens was a useful tool and done well. In response to a Committee member, the Executive Director reported that department heads will submit a similar report at their Committee meetings. In the next few months the reports and agendas will be posted on the website on a regular basis and updated as needed.

Project Coordinator/Building Inspector: The change order summary for the paving project and engineering services that were approved by the Chair were included in the agenda for the Committee's review. It was reported that work will begin on Monday on the Perimeter Wall Section R, which runs from the Main Gate parallel to Seal Beach Boulevard and Mutuals Seventeen and One and continuing behind the Community Church on St. Andrews Drive and ends by Carport Four in Mutual One. While the vehicular and pedestrian traffic plans are being completed for the section along Seal Beach Boulevard, the City issued a permit and is allowing the contractor to begin work on the section behind the Community Church.

The engineering firm is developing a plan to improve pedestrian and vehicular traffic flow and safety at the St. Andrews Gate area. Recommendations include installing a raised sidewalk in front of the parked cars along the Perimeter Wall and a left turn pocket inside the St. Andrews Gate. The Chair requested a written recommendation for the best solution taking into account the community's special needs.

UNFINISHED BUSINESS

Pharmacy Entrance

The Project Coordinator/Building Inspector reported on the bus bench shelter option, price, and scope of work that the Committee asked staff to present at today's meeting. Three bus shelters, eight feet each, would cost about $26,000. The Executive Director reported on an option for a planter wall, removing the Oleander trees, enlarging the walkway, and redirecting pedestrian and scooter traffic which would give greater safety and cleaner aesthetic look.

Ms. Rapp MOVED, seconded by Mr. Moore and carried unanimously –

> **TO** request staff bring renderings to an upcoming meeting for the plan presented by the Executive Director.

Pest Control and Termite Inspector Services (#692-13)

The Project Coordinator/Building Inspector reported that the bid package was revised, sent out, and bids are due back on February 4th and will be opened at the next Committee meeting.

Striping Plan and Signage for Golden Rain Road

Ralph Martinez, Traffic Engineer, and Matt Stepien, Civil Engineer, PE and Senior Project Manager, from Anderson Penna were invited to explain the traffic study recommendations and answer questions and concerns from the Committee members. Mr. Stepien reported that the recommendation for all streets in the community and a single lane on Golden Rain Road came from a safety perspective and factors including capacity, street width, lane width, the Orange County Fire Authority (OCFA) letter and state fire department recommendations, and reviewing three years worth of traffic accident information.

For clarification, Mr. Martinez stated that parking is when a car is stopped and the driver is outside of the vehicle; and stopping is when the car is stopped but the driver remains in the vehicle. The fire department standard of no stopping and no parking is a state standard.

In response to the request to document a conversation with Assistant Fire Marshall Kevin Bass of the OCFA, obtain a variance, and concerns over liability regarding the loading and unloading and striping on Golden Rain Road, the consensus of the Committee is to have staff set up a meeting with Messrs. Bass, Stepien, Martinez, Blake, Ankeny, Weaver, and Garner.

In response to a question from a Committee member, Mr. Martinez stated that volume counts indicated a turn lane was feasible going west on Golden Rain Road due to larger traffic numbers than going east and it was not to say that eastbound lanes could not have a turn lane.

The issue will be discussed further in February. Messrs. Stepien and Martinez were excused at 2:21 p.m.

Trust Street Paving Project (#672-12)

The Project Coordinator/Building Inspector reported that the contractor has striped the Main Gate and Mutual Two cul-de-sac. The painting of the red curbs at the fire hydrants was delayed due to wet weather and will resume on Monday, January 6th. The parking lots will be closed again this weekend to apply a second coat of paint. The crosswalks will be painted with thermoplastic next week. Golden Rain Road will be closed for a day from El Dorado Drive to St. Andrews to repair the uneven sections of the road.

Tree Trimming – Community Facilities and Golf Course (#3333-13P)

The Recreation Supervisor reported that Mr. Ted Stamen, an arborist consultant, will present information on tree care and maintenance on January 31st. Mr. Stamen may be hired to draft tree care specifications to include in the Foundation's policies and bid packages.

Lighted Pavement Crosswalk at St. Andrews Drive and Swimming Pool (#701-13)

The Project Coordinator/Building Inspector reported that the specifications and bid packages will be sent out in the next couple of weeks.

Roofing Consultant for Mutuals

The Project Coordinator/Building Inspector reported on prices obtained from three independent roofing consultant vendors for the Mutual re-roofing projects as per the Foundation's recommendation to the Mutuals. The Executive Director reported that the purpose of the consultants is to reduce

liability to the Foundation and Mutuals and ensure a roofing expert is managing the project. Building inspectors would do spot checks of the consultant's progress on the work. The recommendation for consultants, based on price per building, will be presented to the Mutuals. The Executive Director reported that funding for the consultant is being explored and discussed. The Committee thanked the Project Coordinator/Building Inspector for his efforts.

Fire Stop Devices (cook top suppressors)

The Project Coordinator/Building Inspector reported that the Community Facilities Manager will do a presentation on this topic at the February meeting.

Clubhouse Five Painting – Interior and Exterior (#694-13)

As reported in December, eight bid packages were sent out and five bid packages were received for the painting of the exterior and interior of Clubhouse Five. The bids are as follows:

Bidder	Price	Days to Complete
Hi-Tech Painting	$15,525	30
Pilot Painting	$19,900	17
Prime Co. Painting	$19,985	15
Hutton Painting	$23,285	15
Ferris Painting	$36,974	100

After lengthy discussion regarding the quality of work of the painting vendors, the bidding process, site visits to previous work sites, and previous work in the community, Ms. Coven MOVED, seconded by Mr. Moore and carried with two no votes (Coven, Blake) –

> **TO** recommend the GRF Board approve Prime Co. Painting for Clubhouse Five Interior and Exterior Painting using budgeted funds of $19,985 from the Trust Improvement Fund and authorize the President to sign the contract.

The Chair called for a recess from 3:10 p.m. to 3:25 p.m.

Clubhouse Five Floor Covering for 1st Floor (#700-13)

The Project Coordinator/Building Inspector reported that three bids were received for the first floor carpet replacement in Clubhouse Five. The flooring is similar in color, style, and product as the carpeting installed in the Administration Conference Room. The bids are as follows:

Bidder	Bid Amount
Golden State Surfaces	$20,200
Bixby Carpets & Flooring	$25,749
D & G Flooring	$32,694

Ms. Coven MOVED, seconded by Mr. Moore and carried unanimously –

> **TO** recommend the GRF Board award a contract to Golden State Surfaces in the amount of $20,200 to remove and replace the flooring in Clubhouse Five on the first floor, prepare the surface, install Mannington

carpet tiles in the style Portela and color Crox 3411 and install a four-inch cove base and authorize the President to sign the contract.

Clubhouse Four Floor Tile Replacement (#695-13) – Bid Opening

The Project Coordinator/Building Inspector reported that thirteen bid packages were sent out, three contractors attended the bid conference, and three bids were received for the floor tile replacement in Clubhouse Four. The bids are as follows:

Bidder	Bid Amount	Days to Complete
Old Town Flooring	$29,324	None stated
Bixby Plaza Carpets & Flooring	$36,000	30
Smoothstone Construction	$38,550	19

The bathrooms are not included because they were recently tiled when remodeled, the kitchen will remain as concrete flooring, and the lapidary is not included.

The Committee concurred to have staff determine the best contractor for the job and to determine the color and tile pattern.

Mr. Moore MOVED, seconded by Mr. Supple and carried unanimously –

TO request staff review the bids and come back to the next meeting with analysis and recommendation.

Emergency Preparedness

Approval to form an Emergency Preparedness Subcommittee was given at the December 2013 meeting of the Committee. Ms. Rapp developed a list of participants and stated the list needs to be approved by the Executive Committee and the GRF Board. The list of members presented will include Kathy Rapp as Chair; GRF staff members: Randy Ankeny, Mark Weaver, Jaime Guerrero, Grant Winford, and Eloy Gomez; GRF Board members: Larry Blake and Ron Kravitz; and Planning for Emergency Preparedness (PEP) members: Ann Pepper, Edie Hugo-Kirman, Mike Clairmont, and Geneva Potepan.

The purpose of the Subcommittee is to join the GRF with the existing grassroots PEP efforts in the community to develop a plan and protocols for using the available facilities and resources during emergency situations that may occur while staff is not on duty.

Ms. Rapp MOVED, seconded by Mr. Supple and carried with one abstention (Blake) –

TO approve the list of members as presented for the Emergency Preparedness Standing Committee and forward to the Executive Committee and GRF Board for approval.

After discussion, Mr. Supple MOVED, seconded by Ms. Coven and carried unanimously –

TO revise the motion from Standing Committee to Subcommittee.

NEW BUSINESS

Library Seal Garden – Donation from Leisure World Garden Club

After discussion and many thanks, Ms. Seifert MOVED, seconded by Mr. Moore and carried unanimously –

> **TO** recommend the GRF Board accept the very generous donation of the Seal Garden landscaping to beautify the Library area.

The Garden Club president and one of its members thanked the Committee and said the donation is a celebration of 50 years of the club in the community. The Chair thanked the Garden Club for their unsolicited donation.

Clubhouse Five Modification for Vending Machines

Chair Blake announced that he had spoken with the Health Care Center Administrator about their interest in putting a small café in the unused optometry room, about 2,000 square feet, which would serve hot food and is modeled after a similar café in the Los Alamitos Medical Center (LAMC). The Health Care Center's contract is managed by the Executive Committee and their lease increased $2,000 per month in December and LAMC is considering giving up the space. Lengthy discussion took place regarding subleases, treatment of major tenants, Committee overlaps, Physical Property Committee authority, and Subcommittees overstepping their authority.

After discussion, Ms. Coven MOVED -

> **TO** ask staff obtain bids based on the recommendation of the Café Subcommittee of the Recreation Committee to build the vending machine area on the first floor of Clubhouse One.

The motion died due to lack of a second.

After further discussion, Mr. Supple MOVED and Ms. Rapp seconded -

> **TO** revisit discussion of this item next month and give staff time to work with the Health Care Center on their interest and the viability of a full service café and if no deal is going on there, to move forward with the vending machines.

After discussion, Ms. Coven MOVED –

> **TO** commit this item to the Recreation Committee.

The motion died due to lack of a second.

After lengthy discussion, Mr. Supple called the question. With no objection to the end of debate, the main motion passed with two no votes (Seifert, Coven)

ADDITIONAL FOUNDATION MEMBER COMMENTS

Foundation members spoke on topics such as: bus ridership in the community, the size of the buses needed, traffic study, large turnout for support of traffic study variances, roofing consultant, arborist presentation, covering the channel along Golden Rain Road, Café, Health Care Center Advisory Board, and loading and unloading zones.

CHAIR'S COMMENTS

Chair Blake stated that he concurred with a Board member in the audience who stated the real solution to the traffic study is to obtain the money needed to cover the channel along Golden Rain Road, if possible or plausible. He also stated that if the liability issue is addressed to the satisfaction of the OCFA and California state regulations, he would support the cause.

He also stated that the better solution for the café project was given by the Health Care Center when they offered to use a vacant room as a cafeteria serving hot food. He stated his objection to members of the Café Subcommittee not obtaining bids for the project.

COMMITTEE MEMBER COMMENTS

In response to a Committee member's question, staff clarified that a roofing consultant has not been hired and that the option is being investigated to see if it's feasible.

A Committee member stated that many shareholders feel the loading and unloading along Golden Rain Road is being taken away unjustly and stated that she had in her possession signed petitions and gave a recap of the Café Subcommittee's actions and history.

ADJOURNMENT

Chair Blake adjourned the meeting at 4:47 p.m.

Larry Blake

Larry Blake, Chair
PHYSICAL PROPERTY COMMITTEE

ll 01/10/14

MOTIONS

Approve the regular meeting minutes of December 4, 2013.

Recommend the GRF Board approve Prime Co Painting for Clubhouse Five Interior and Exterior Painting using budgeted funds of $19,985 from the Trust Improvement Fund and authorize the President to sign the contract.

Recommend the Committee award a contract to Golden State Surfaces in the amount of $20,200 to remove and replace the flooring in Clubhouse Five on the first floor, prepare the surface, install Mannington carpet tiles in the style Portela and color Crox 3411 and install a four-inch cove base and to forward this request to the GRF Board for approval.

Approve the list of members, as presented, for the Emergency Preparedness Subcommittee and forward to the Executive Committee and GRF Board for approval.

Recommend the Board accept the very generous donation of the Seal Garden landscaping from the Leisure World Garden Club to beautify the Library area.

ACTION ITEMS

Draft of today's meeting minutes be completed for Chair's review by 2 p.m. on Wednesday, January 8

Draft of the agenda for the February 2014 meeting to be ready for Chair's review by 4:00 p.m. on Wednesday, January 29.

Recording Secretary to send out thanks for attending the meeting letters.

Executive Director reported that department heads will submit a project update at the meetings.

Staff to present related GRF policies and ADA codes for reference in regard to golf cart access on pedestrian ramp at CH1 overflow parking lot.

Send a letter to the shareholder (Kurt Bourhenne) noting that discussion of the ADA ramp at CH1 parking lot will continue at the next meeting.

Send a letter to the shareholders (Margarita Bahr, Margie Meigs) in response to their emails about concerns over the loading and unloading areas along Golden Rain Road and the discussion will continue at next month's meeting.

Request staff bring renderings to an upcoming meeting for the plan presented by the Executive Director.

Revisit discussion of this item next month and give staff time to work with the Health Care Center on their interest in the viability of a full service café and if no deal is going on there, to move forward with the vending machines.

Audible Pedestrian Signal installed at Golden Rain Road and St. Andrews is awaiting the execution of the contract and is scheduled to be installed by the end of February.

The engineering firm is taking soil samples throughout the community for study during work on the development of the 10-year Paving Project Plan.

Final documents and signatures are pending from the Orange County Water District (OCWD) and should arrive shortly.

The Pest Control project bids will be brought to the Committee at the February meeting.

Initial plant selections have been made for the Main Gate Beautification project and the Subcommittee will meet prior to next month's meeting to present a full set of landscape plans to the February meeting.

The City issued a permit and is allowing the contractor to begin work on Perimeter Wall Section R behind the Community Church while the vehicular and traffic plans are being completed for the section along Seal Beach Boulevard.

Staff and the Traffic Engineer to provide a written recommendation of what would be the best solution for the special needs of this community to improve pedestrian and vehicular traffic flow at the St. Andrews Gate area.

Staff to bring quotes to next month's meeting for the plan that the Executive Director presented for the planter wall concept for the front of the Health Care Center.

The Pest Control and Termite Inspection Services bid package was revised, sent out, and are due back on February 4th and will be opened at the February Committee meeting.

Staff to set up a meeting with Messrs. Bass (of OCFA); Stepien and Martinez, Blake, Ankeny, Weaver, and Garner. The Chair denied a request from Ms. Seifert to attend the meeting and then continue the discussion further next month.

The cross walks along Golden Rain Road will be painted with thermoplastic next week.

Golden Rain Road will be closed for a day from El Dorado Drive to St. Andrews Drive to repair the bumpiness of the road.

Arborist consultant Ted Stamen will give a presentation on tree care and maintenance on January 31. Mr. Stamen will also draft tree care specifications to include in the GRF's policies & bid packages.

Specifications for the Lighted Pavement Crosswalk at St. Andrews Drive and Swimming Pool (#701-13) will be sent out in the next week or two pending review by staff.

Funding for the roofing consultant for Mutual re-roofing projects is being explored and discussed.

The Community Facilities Manager will do a presentation on the Fire Stop devices in February.

Staff to review the bids for the Clubhouse Four Floor Tile Replacement (#695-13) that were opened at the meeting and come back to the next meeting with analysis and recommendation.

Staff was directed to meet with the Health Care Center on their interest in the viability of a full service café in the unused optometry room, as expressed to the Chair and the Executive Director. And if no deal is going on there, the Committee will move forward with the vending machines project.

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER
FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR RG
SUBJECT: SUPERVISOR REPORT FOR DEC. 2013
DATE: 01/02/14

	DEC. 2013		DEC. 2012	
CATEGORY	**SHRHLDR**	**COMM. FAC.**	**SHRHLDR**	**COMM. FAC.**
1. PLUMBING	1,047	25	1,009	14
2. ELECTRICAL	970	58	1,030	49
3. CARPENTRY	468	42	470	11
4. LAUNDRY	170	N/A	146	N/A
5. CONCRETE	24	4	14	0
6. ROOF	14	0	55	0
7. PREV. MAIN.	40	30	5	7
8. OTHER MISC.	122	21	121	24
9. ESC. SELLER	236	N/A	327	N/A
10. ESC. MUT.	98	N/A	146	N/A
11. SUB TOTAL	**3,189**	**180**	**3,323**	**105**
12. PEST CONTROL	55	1	55	1
13. INFO. CALLS	1,225	N/A	1,500	N/A
14. SUB TOTAL	**1,280**	**1**	**1,555**	**1**
15. SUB TOTAL LINE 11	**3,189**	**180**	**3,323**	**105**
16. GRAND TOTAL	**4,469**	**181**	**4,878**	**106**

STOPPAGES

SINK STOPPAGE: 86
BK / BK STOPPAGE: 167
TOILET STOPPAGE: 112
BLDG. STOPPAGE: 31

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 89 HRS.
GRF – 67 HR.

APPOINTMENTS: 85

SATISFACTION SURVEYS:
POSITIVE: 22
NEGATIVE: 3