Golden Rain Foundation

ARCHITECTURAL DESIGN & REVIEW COMMITTEE

Agenda

Administration Conference Room B
Wednesday, January 23, 2019
1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff
      Linda Stone, GRF President
      Randy Ankeny, Executive Director
      Mark Weaver, Facilities Director
      Thomas Fileto, Recreation Manager
      Nataly Chigireva, Communications and Technology Director
      Corina Mancilla, Recording Secretary
   b. Rules of Order
   c. Chairs Report
4. **Approval of Minutes**
   a. Minutes of Regular Meeting Minutes, November 28, 2018 (pp. 1-5)
5. **Staff Reports**
   a. Facilities Director (pp. 6-7)
   b. Recreation Manager
   c. Executive Director
6. **Shareholder/Member Comments – Agenda Items Only**
   (Limited to 3 minutes per person)
7. **Correspondence**
   a. Previous Meeting (N/A)
   b. New Correspondence
      i. From B. Valor – LWSB Website Contact (p. 8)
      ii. From d. Repasi – Center Divider Landscaping (p. 9)
8. **Unfinished Business**
   a. Plant and Tree List – Update Revamp
   b. Landscape
      i. Tree Trimming Community Facilities (pp. 10-15)
         a. Test Trees
   c. Veterans Shade – Review
   d. Art Work – Trust Property Buildings
   e. Annual Color Replacement Sundial
   f. LW Mascot

g. Channel Fencing
h. Grass Relocation at the Globe
i. St. Andrews - Median Landscaping (pp. 16-19)
    i. Median #2
    ii. Closing a Project – St. Andrews (South/North)
    iii. Creating New Project – St. Andrews Medians
    iv. Approval of RFP
        a. Rocks
        b. Landscaping

9. New Business

a. Career Fair Participation and Recruitment/Marketing Documents (p. 20)
b. Landscape Reserves- Establish Project Areas
c. Holiday Decoration Critique
d. Corporate Image (pp. 21-27)
e. Admin Building, Hall Lobby Lighting (pp. 28)
f. Marquee Replacement

10. President's Comments

11. Shareholder Member Comments

(Limited to 3 minutes per person)

12. Committee Member Comments

13. Next Meeting

Wednesday, February 27, 2019 – 1:00 p.m.

Administration Conference Room B

14. Adjournment

ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES

November 28, 2018

The meeting of the Architectural Design & Review Committee (ADRC) was held on Wednesday, November 28, 2018 and was called to order at 1:00 p.m. by Chair Heinrichs in the Administration Conference Room A, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. I. Heinrichs, Chair	Ms. L. Findlay
	Ms. S. Hopewell, Vice Chair	Mr. B. Lukoff
	Ms. S. Fekjar	Ms. Stone, Ex-Officio

Also Present:
Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. T. Dodero, GRF Representative, Mutual Nine
Ms. M. Kmieciak, Recording Secretary
Three Shareholders/Members

Chair Heinrichs greeted and welcomed everyone to the Architectural Design & Review Committee meeting and introduced Foundation members, guests and staff.

CHAIR'S ANNOUNCEMENTS

Chair Heinrichs welcomed the Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny, Facilities Director Mark Weaver, and Recording Secretary Marcy Kmieciak.

APPROVAL OF MINUTES

The minutes of the October 26, 2018, regular meeting were approved, as presented.

STAFF REPORTS

Facilities Director

The Facilities Director provided his report, as presented, in the agenda packet.

After further discussion, Mr. Lukoff MOTIONED, seconded by Ms. Fekjar and carried unanimously-

DRAFT

TO relocate the smaller administration sign located on the front of the building to the first level to the left of the entrance, and leave the newly installed sign on the South side, facing St. Andrews, as is.

Recreation Manager

The Recreation Manager offered no report.

Executive Director

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

Shareholder/Member Comments

Two Shareholders/Members spoke on items on the agenda.

UNFINISHED BUSINESS

Murals

It was the consensus of the Committee to use molding #711255.17 in Barely Dawn for the framing of Clubhouse Four murals.

i. Administration

The Facilities Director provided an update on this project. No action was taken at the time of the meeting.

Plant and Tree List – Update

The Vice Chair provided an update on the plant and tree list; the topic will be revisited at the January Committee meeting.

Landscape

i. Crosswalk Planter – Medical Center to Clubhouse Six

After a brief discussion, Ms. Fekjar MOTIONED, seconded by Ms. Hopewell and carried unanimously-

TO accept the donation by Anguiano Lawn Care as described on the attached.

ii. Medical Center

After a brief discussion, Hopewell MOTIONED, seconded by Ms. Findlay and carried unanimously-

DRAFT

TO approved the revised proposal from Anguiano Lawn Care for landscape at the Medical Center for a cost not to exceed $10,429 Capital Funding, pending Finance Committee review.

iii. Tree Trimming Community Facilities

a. Test Trees

The Facilities Director provided an update on this topic. No action was taken at the time of the meeting.

Medical Center

i. Stack Stone

It was the consensus of the Committee to discuss this topic at the January Committee meeting.

ii. Signage

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously-

TO approve the exterior signage/design as called out on drawing #C58773, requested by Optum Care.

Mission Park

i. Bench Donation – Cornerstone Church

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously-

TO approve the placement of two benches donated by Cornerstone Church in the Serenity Garden; one along the walking path and one placed against the back wall of Clubhouse Two.

Veterans' Plaza, Shade - Review

The Facilities Director provided an update on this project and was requested to bring back information on solar shade options.

(Chair Heinrichs called for a break between 2:30 p.m. - 2:45 p.m.)

Art Work – Trust Property Buildings

The Committee reviewed this topic. No actions was taken at the time of the meeting.

Annual Color Replacement at Sundial

DRAFT

It was the consensus of the Committee to discuss this topic at the next Committee meeting.

LW Mascot

It was the consensus of the Committee to discuss this topic at the next Committee meeting.

NEW BUSINESS

Channel Fencing

It was the consensus of the Committee to request the Facilities Director bring back cost for designated area.

Discretionary Funds

After a brief discussion, Ms. Fekjar MOTIONED, seconded by Ms. Hopewell and carried unanimously-

> **TO** request the Facilities Director purchase directional sign at Mission Park.

Grass Relocation at the Globe

It was the consensus of the Committee to discuss this topic at the next Committee meeting.

Median 3 LED Light Relocation

It was the consensus of the Committee to approve the purchase and installation of string lights for Serenity Garden, funding from the Operating portion of the budget.

POLICIES

Policy 5160-ADR, Architectural Design and Review Committee Charter

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously-

> **TO** accept Policy 5160-ADR, Architectural Design and Review Committee Charter, as reviewed, and recommend the Executive Coordinator review all GRF Committee Charters for consistency.

PRESIDENT'S COMMENTS

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

SHAREHOLDER COMMENTS

One Shareholder/Member spoke.

DRAFT

COMMITTEE MEMBERS COMMENTS

Five Committee members commented on the proceedings of the meeting.

ADJOURNMENT

Chair Heinrichs adjourned the meeting at 3:32 p.m.

_____
Irma Heinrichs, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

mk 11.28.18

DRAFT

Budget Variance Report - December 2018

Architectural Design Review - CC ## ADR

For Cost Center ADR there is a favorable variance of $60,775 through the month of December 2018. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
ADR	6438000	Other Professional Fees	5000	Favorable-None used YTD
ADR	6475100	Landscape Maintenance-Contract	32,284	Favorable-Contract less than budgeted
ADR	6475600	Landscape Maintenance-Extra	21,517	Favorable-Extras less than budgeted
		Total Explained Variances	58,801	of $60,775

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Architectural Design & Review			
6215000 ADR	Mileage - Architectural Design	0	120	120
6410000 ADR	Office Supplies - Architectural Design	0	300	300
6438000 ADR	Other Professional Services - Architectu	0	5,000	5,000
6475100 ADR	Landscape Maint. - Contract - Architectu	117,716	150,000	32,284
6475600 ADR	Landscape Maint. - Extras - Architectura	20,010	41,527	21,517
6481500 ADR	Community Entertainment - Architectural	23,890	25,000	1,110
6482000 ADR	Dues, Memberships & Books - Architectura	0	300	300
6951000 ADR	Committee Discretionary Expense - Archit	856	1,000	144
	Total Expenses	162,472	223,247	60,775
5330000 ADR	Income / Refund from Mutuals - Architect	223,247	223,247	0
	Total Cost Recovery	223,247	223,247	0
	Off Budget Items			
	Net Income/ (Expense)	60,775	0	60,775

ADRC APPROVED TASKS		
ADRC #'S	JOB TITLE/LOCATION	STATUS
1	St. Andrews Island #3	Completed
2	CH3 Juniper Triagle	Completed
3	CH3 Ease Side (Dolphin) Addl't Plants	Completed
4	CH3 Vets Park Tree Wells/Book Store	Completed
5	CH3 Vets Park/Superwire Irrigation	Completed
6	Mission Bell Island (By Library)	Completed
7	CH2 Mission Park 8 New Tire	Completed
8	CH4 Fountain Install (Not JLS)	Completed
9	Median #3	Completed
10	CH4 West Side Landscape Install	Completed
11	CH4 De-Hatch Front Lawn	Completed
12	CH4 De-Hatch Flag Pole Lawn	Completed
13	CH2 Serenity Garden Revamp	Completed
14	CH2 to CH4 Corners (St. Andrews/Golden Rain)	Completed
15	Main Gate/Security Bldg Pots	Completed
16	Median #2	Completed
17	Medical Center	Completed
18	Bus Depot CH4 Left Side	Completed
19	Bus Depot CH4 Right Side	Completed

From: Webmaster <webmaster@lwsb.com>
Sent: Monday, December 10, 2018 7:31 AM
To: Mark Weaver <markw@lwsb.com>; David Rudge <davidr@lwsb.com>
Subject: FW: LWSB Website Contact

From: Beth e. Valor <bev7067@yahoo.com>
Sent: Sunday, December 09, 2018 5:24 PM
To: Webmaster <webmaster@lwsb.com>
Subject: LWSB Website Contact

Name:	Beth e. Valor
Email:	bev7067@yahoo.com
Message:	Not understanding why the Leisure World Front entrance landscaping, looks like a bunch of overgrown weeds. I hope LW did not actually pay someone for the Landscaping job, because it is horrible looking ! The only thing nice is the tall palm trees, everything else looks like dead weeds. Could you at least take the lights of the small trees that look like dead overgrown weeds, and maybe replace those small trees (desert weeds) with something nice (ANYTHING) but those ugly desert weed trees you have in the front entrance. Add something tropical (we live by the beach, or put some color into the area! Those small weed trees are hideous. Our 2 cents !

From: Dennis Repasi
To: ADRCommittee
Subject: Center Divider Landscaping
Date: Wednesday, January 9, 2019 2:59:31 PM

Just wanted to say that we LOVE the landscaping on south St. Andrews (divider). The plants/rocks reflect the California topography, and it all looks just super!

Thanks for the good job!!!

Dennis, Pat and Sparky dog!

COMMITTEE ACTION REQUEST

TO: ARCHITECTURAL DESIGN AND REVIEW COMMITTEE
FROM: MARK WEAVER FACILITIES DIRECTOR
SUBJECT: COMMUNITY FACILITIES TREE TRIMMING
DATE: JANUARY 11, 2019
CC: FILE

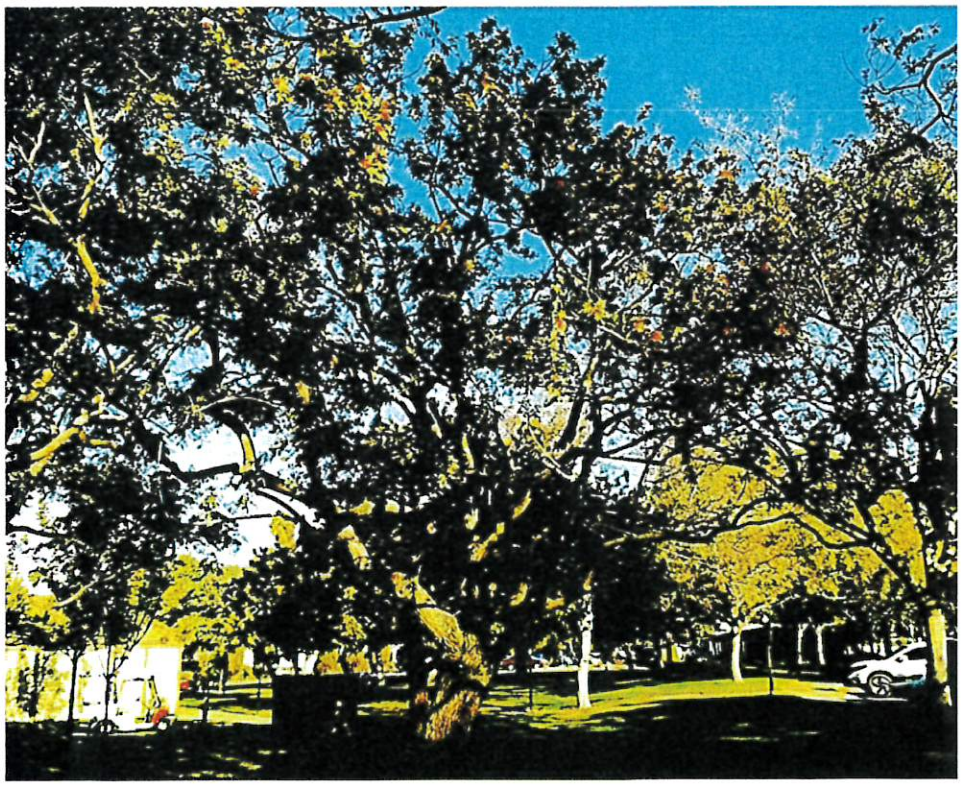
It was determined to send the Community Facilities Tree Trimming project back to the Architectural Design and Review Committee, to re-evaluate the cost of this project. The Committee asked staff to have the remaining bidding contractors sample their work and trim similar trees. Attached is before and after pictures of trees pruned by the tree bidding contractors. Also attached is the board action request and bids obtained from the RFP

I move to recommend the GRF Board award a contract to _____, to maintain the Community Facilities tree inventory, for a two (2) year term, 2019-2020, in an amount not to exceed $_____, Operating funding.

Anguiano Lawn Care

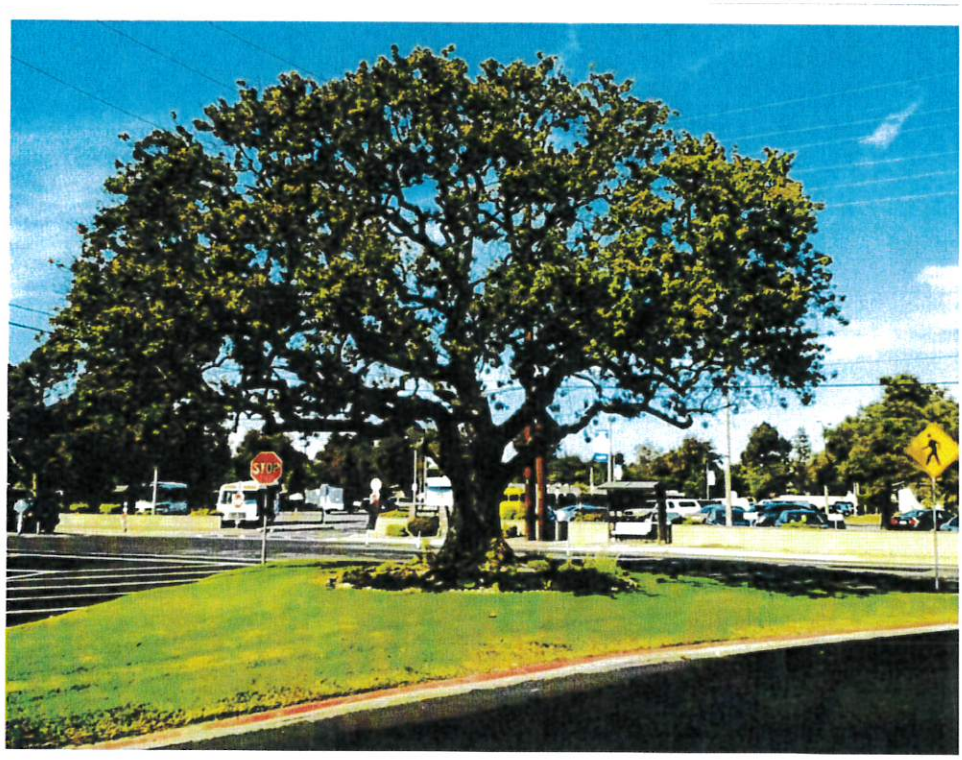
Before

After

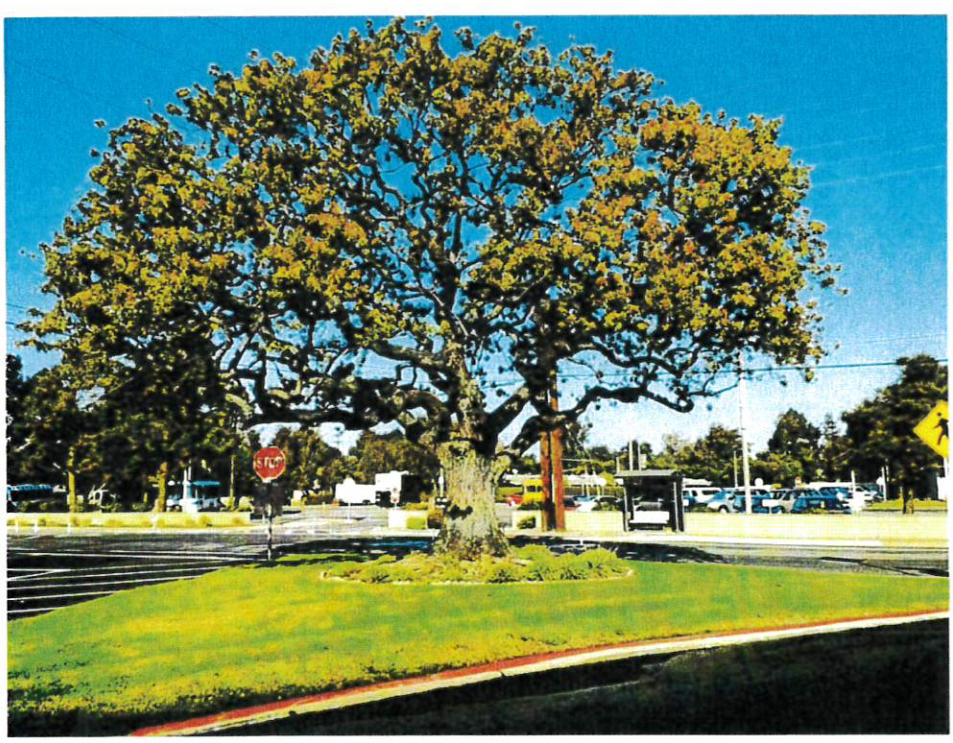


Peterson's Tree Works

Before



After



Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: ARCHITECTURAL DESIGN & REVIEW COMMITTEE (MW)
SUBJECT: COMMUNITY FACILITIES TREE TRIMMING
DATE: AUGUST 6, 2018
CC: FILE

The Physical Property Department sent out a Request for Proposal (RFP) to six contractors and held a bidders' conference with four bidders attending. At its March 12, 2018 meeting the ADR Committee reviewed sealed bids from the four contractors . The Committee requested information on all contractors and discussed their qualifications over the next few meetings. (see exhibit A)

At its regularly scheduled meeting on August 1, 2018, the Architectural Design and Review Committee duly moved and approved to recommend to the GRF Board of Directors, award a contract to Peterson Tree Works to maintain the Community Facilities trees for a period of 2 ½ years for a total cost not to exceed $307,090 pending review by the Finance Committee for funding.

Funding for this service is as follows:

2018 $54,935
2019 $122,400
2020 $129,755

At its regular meeting on August 20, 2018, the Finance Committee reviewed available funding for this service, and unanimously resolved funding is available

I move to to award a contract to Peterson Tree Works to maintain the Community Facilities tree inventory for a 2 1/2 year term 2018-2020, as requested by the Architectural Design and Review Committee in an amount not to exceed $307,090 operation cost over the term (2018-$54,935, 2019-$122,400, and 2020-$129,755) and authorize the President sign the contract.

EXHIBIT A
TREE TRIMMING AND REMOVALS
FOR COMMUNITY FACILITIES
PROJECT # 803-17

BIDDER	Year Two	Year Three	Revised TOTAL – 2 Years
BrightView Tree Care Services	**$45,789.**	**$37,607.**	**$83,396.**
Anguiano Lawn Care	**$43,870.**	**$43,770.**	**$87,640.**
Peterson's Tree Works	**$122,400.**	**$129,755.**	**$252,155.**
Tree Pros	**$47,995.**	**$47,995.**	**$95,990.**
Great Scott Tree Service	$No Bid	$No Bid	$No Bid
Tree Smith Enterprises	$No Bid	$No Bid	$No Bid

2019 approved Budget

5			2019
6	GL Account	GL Name	Total
7			
8		**Expenses - ADRC**	
9			
10	6215000 ADR	Mileage - ADRC	120
11	6410000 ADR	Office Supplies - ADRC	300
12	6438000 ADR	Other Professional Fees - ADRC	5,000
13	6475100 ADR	Landscape - Contracts - ADRC	189,516
14	6475600 ADR	Landscape - Extras - ADRC	26,500
15	6475605 ADR	Landscape - Tree Trimming - ADRC	52,400
16	6481500 ADR	Holiday Decorations - ADRC	25,000
17	6482000 ADR	Dues, Memberships & Books -ADRC	300
18	6951000 ADR	Non Bud Exp for Comm - ADRC	1,000
19		**Total Operating Expenses**	**300,136**
20		**Total Cost Center Expenses**	**300,136**

COMMITTEE ACTION REQUEST

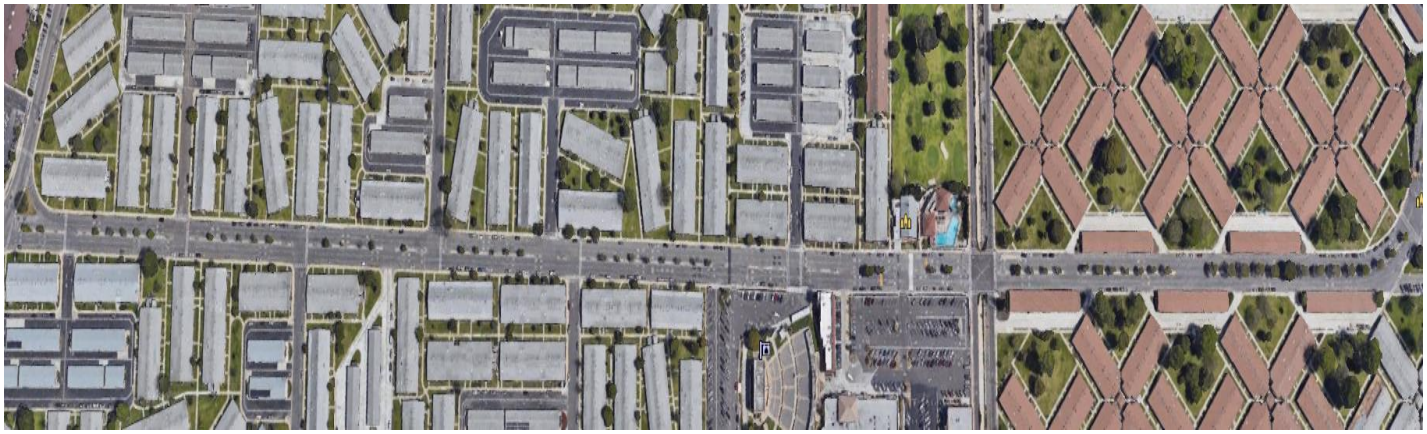
TO: ARCHITECTURAL DESIGN & REVIEW COMMITTEE
FROM: MARK WEAVER, FACILITIES DIRECTOR
SUBJECT: ST. ANDREWS MEDIAN LANDSCAPE
DATE: JANUARY 7, 2019
CC: FILE

The Median Landscape projects have been completed and the following actions are requested:

a. Action - Request to accept median #2 as completed

b. Action - Request to close the St Andrews South median projects #2 and #3

c. Action - Request to open a new project, St Andrews Median 1 through 16 (excluding 2 and 3) and to recommend approval of funding to the Finance and Board of Directors, the following to expedite the project:



i. Capital funding for Boulder Installation, in an amount not to exceed the project estimated of $51,296 (see exhibit A).

ii. Capital funding for Plants and irrigation, in an amount not to exceed the project estimated of $228,008. (see exhibit B)

Note: The Physical Property Department will send out an RFP for Boulder/Landscaping work as described in median #2.

I move to close the St. Andrews South median projects #2 and #3; open a new project St. Andrews Median 1 through 16 (excluding 2 and 3) and to recommend approval of funding from the Finance Committee and Board Of Directors, Capital funding for Boulder Installation in an amount not to exceed the project estimate of $51,296 and Capital funding for Plants and irrigation, in an amount not to exceed the project estimate of $228,008, for a total project cost not to exceed $279,304

Golden Rain Foundation - Leisure World Seal Beach								
St Andrews Medians								
	Each	#	$ per #	Price	Sub Total	Tax		
D1 = Large Size +/- 48" x 36"	52	0	$-	$200.00	$ 10,400.00	$ 0.0775	$ 806.00	$ 11,206.00
D2 = Medium Size +/- 36" x 30"	146	0	$-	$150.00	$ 21,900.00	$ 0.0775	$1,697.25	$ 23,597.25
D3 = Small Size +/- 24" x 18"	146	0	$-	$ 45.00	$ 6,570.00	$ 0.0775	$ 509.18	$ 7,079.18
Small Rocks +/- 6"								$ 1,500.00
Delivery								$ 3,250.00
								$ 46,632.43
Contingency							10%	$ 4,663.24
								$ 51,295.67

		Median feet per boulder		
		D1	D2	D3
South Medians		64	23	23
	Length			
1	220	3	10	10
2 - Next to complete	195	0	0	0
3 - Complete	135	0	0	0
4	200	3	9	9
5	345	5	15	15
Total Length	1095	12	33	33
North Medians				
6	183	3	8	8
7	155	2	7	7
8	118	2	5	5
9	153	2	7	7
10	22	0	1	1
11	430	7	19	19
12	35	1	2	2
13	332	5	14	14
14	103	2	4	4
15	245	4	11	11
16	347	5	15	15
17	320	5	14	14
18	145	2	6	6
Total Length	2588	40	113	113
St Andrews Median Length Total	**3,683**	52	146	146

PRELIMINARY MEDIAN BUDGET

EXHIBIT B

Plants					$ 106,596.00					
Planting/irrigation					$ 121,412.13					
Boulders					$ 51,295.67					
					$ 279,303.80					
				10%	$ 27,930.38					
TOTAL PLANTS					$ 307,234.18					
PODICARPUS ELONGATES 'MONMAL ICEE BLUE®'	5	0	93	$ 570.00	$ 53,010.00					
BOUTELOUA GRACILIS "BLONDE AMBITION"	21	0	369	$ 18.00	$ 6,642.00					
CAESALPINIA PULCHERRIMA "MEXICAN BIRD OF PARADISE"	2	0	44	$ 30.00	$ 1,320.00					
CONVOLVULUS MAURITANICUS BUSH MORNING GLORY	26	0	454	$ 18.00	$ 8,172.00					
GREVILLEA LANIGERA 'MT TAMBORITHA'	7	0	128	$ 30.00	$ 3,840.00					
ANIGOZANTHOS KANGAROO PAW "PINK JOEY"	9	0	164	$ 30.00	$ 4,920.00					
ANIGOZANTHOS KANGAROO PAW "BUSH TANGO"	9	0	164	$ 30.00	$ 4,920.00					
HESPERALOE PARVIFORA 'DESERT FLAMENCO' RED YUCCA	13	0	232	$ 30.00	$ 6,960.00					
LANTANA SPECIES 'NEW GOLD'	33	0	574	$ 18.00	$ 10,332.00					
SALVIA GREGGI HYBRID 'CONCORD GRAPE SAGE'	12	0	216	$ 30.00	$ 6,480.00					
Total					$ 106,596.00					

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

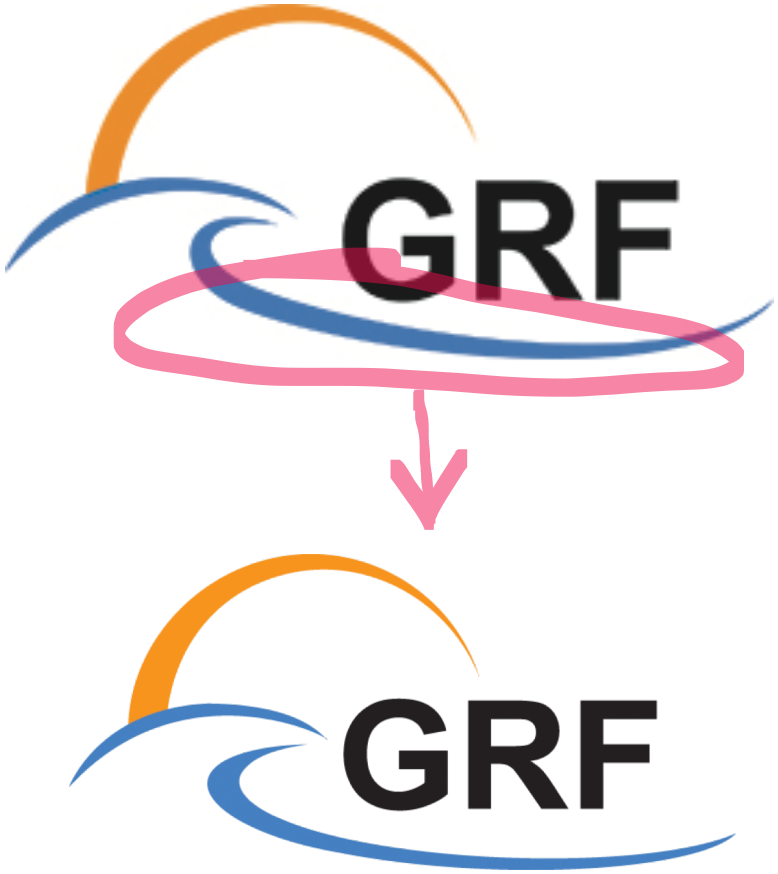
TO: ARCHITECTURAL DESIGN AND REVIEW COMMITTEE
FROM: EXECUTIVE COMMITTEE (CF)
SUBJECT: CAREER FAIR PARTICIPATION AND RECRUITMENT/MARKETING DOCUMENTS
DATE: JANUARY 14, 2019
CC: FILE

At its regularly scheduled meeting on December 14, 2018, the Executive Committee (EC) duly moved and approved to recommend the Architectural Design and Review Committee (ADRC), approval of the design for materials, for Golden Rain Foundation's (GRF) participation in local job fairs, to further the organization's goals of attracting quality employees.

I moved to recommend ADRC review the proposed material colors, for the design of marketing materials for GRF's participation in upcoming job fairs.

CORPORATE BRANDING

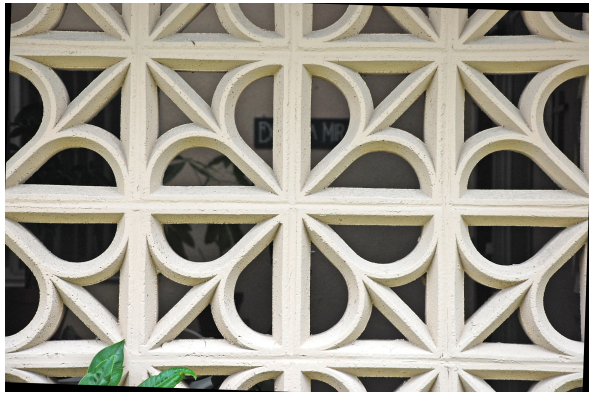
LOGO CHANGES

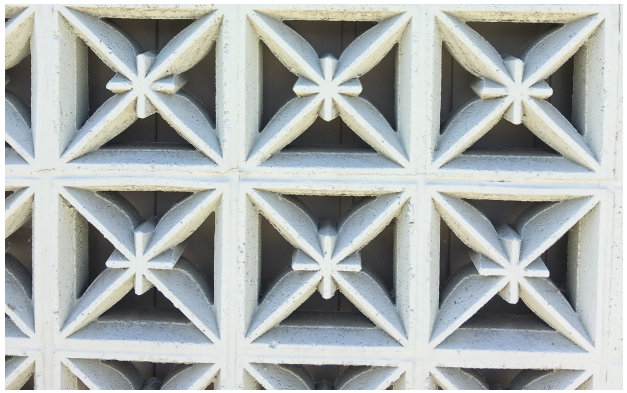


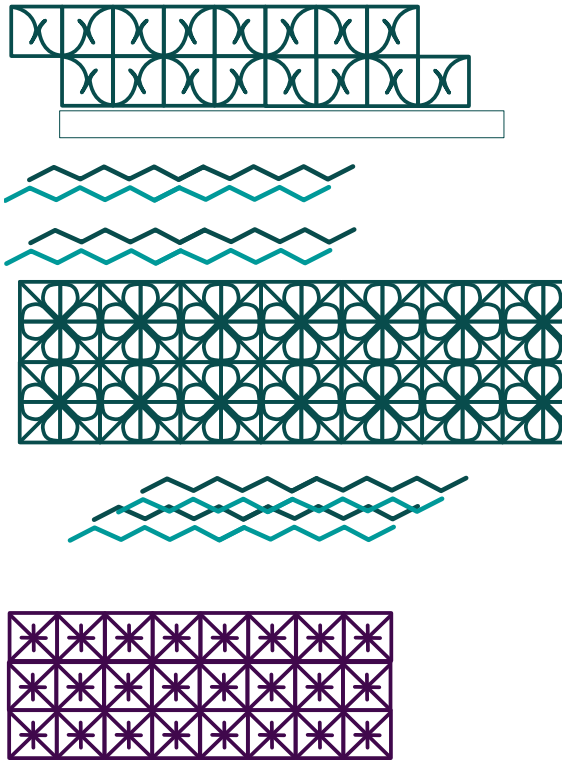
COLORS

GRF

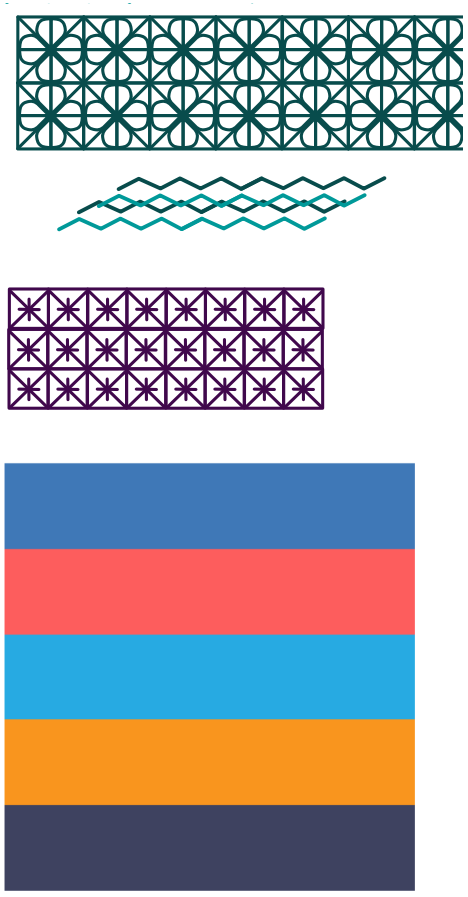
ELEMENTS



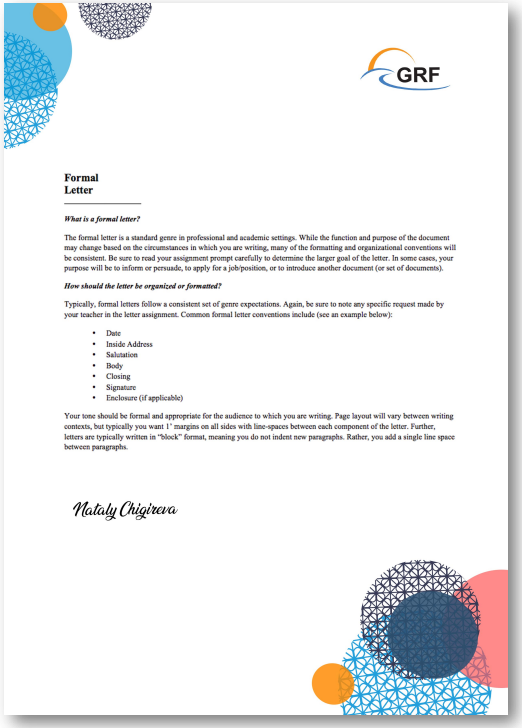




ELEMENTS



CORPORATE BRANDING



GRF
Format
Letter
Nataly Chigireva

COMMITTEE ACTION REQUEST

TO: ARCHITECTURAL DESIGN & REVIEW COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: ADMINISTRATION BUILDING, HALL LOBBY LIGHTING
DATE: JANUARY 8, 2019
CC: FILE

To continue energy efficient lighting upgrades within Trust property, I request Architectural Design and Review Committee (ADRC), selection of a replacement for the fluorescence light fixtures.

Action Requested

Motion to approve:

- Round LED fixtures
- Square LED fixtures
- Another option