



**PHYSICAL PROPERTY COMMITTEE MINUTES**  
**August 8, 2016**

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m. by Vice-chair Stone and was held on Monday, August 8, 2016, in the Administration Conference Room B, followed by the Pledge of Allegiance.

**ROLL CALL**

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

Absent: Mr. B. Lukoff, Chair  
Mrs. M. Greer

Also Present: Mr. R. Ankeny, Executive Director  
Mr. M. Weaver, Facilities Director  
Mr. R. Gonzalez, Facilities Manager  
Mr. D. Rudge, Project Coordinator / Building Inspector  
Ms. C. Miller, Director of Finance  
Ms. P. Snowden, GRF Representative, Mutual Two  
Mr. P. Pratt, GRF Representative, Mutual Two  
Ms. J. Reed, GRF Representative, Mutual Four  
Mr. B. Scheuermann, GRF Representative, Mutual Ten  
Mr. P. Moore, GRF Representative, Mutual Seventeen  
Ms. K. Lukina, Recording Secretary  
Hon. S. Massa-Lavitt, Mayor of Seal Beach  
Nineteen Shareholders/Foundation Members

**CHAIR'S ANNOUNCEMENTS**

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

The Vice 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 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Vice 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 September, 2016.

### **APPROVAL OF MINUTES**

The regularly scheduled Committee meeting minutes of July 11, 2016, were approved as presented.

### **SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only**

Two shareholders/members commented on items on the agenda.

### **CORRESPONDENCE**

The Committee received one piece of correspondence that was reviewed and discussed by staff and the Committee members.

### **OLD BUSINESS**

#### **2017 Budget**

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mr. Stone -

**TO** recommend to the Executive Committee the addition of one full-time employee to Cost Center 70.

The motion was unanimously carried by Committee members present.

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mr. Hood and carried with one abstention by Mrs. Tran –

**TO** recommend to the Finance Committee approval of a permit fee of \$25 on all permits.

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mrs. Tran -

**TO** recommend to the Finance Committee approval of the changes to Cost Center 70 budget.

The motion was unanimously carried by Committee members present.

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mrs. Tran -

**TO** recommend to the Finance Committee approval of the 2017 budget assumptions for Cost Center 74.

The motion was unanimously carried by Committee members present.

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mr. Pratt -

**TO** recommend to the Finance Committee approval of the 2017 budget assumptions for Cost Center 75.

The motion was unanimously carried by Committee members present.

After a brief discussion, Ms. Rapp. MOTIONED, seconded by Mr. Stone -

**TO** recommend to the Finance Committee to approve the 2017 budget assumptions for Cost Center 79.

The motion was unanimously carried by Committee members present.

Movement Study. St. Andrews Gate

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Stone -

**TO** direct the Physical Properties Committee to draft all applicable documents to secure qualified proposals for committee review and recommendation to the Board for street improvements to the St. Andrews gate and vicinity, per plans by Urban Crossroads, dated June 16, 2015.

The motion was unanimously carried by Committee members present.

Movement Study. CAMUTCD

After a brief discussion by the Committee, Ms. Rapp MOTIONED, seconded by Mrs. Tran -

The Facilities Director presented pictures of the amphitheater bathrooms that needed some cosmetic repairs. The Committee members suggested replacing some of the partitions and install countertops in the bathrooms, and address poor lighting issues. After a brief discussion, it was the consensus of the Committee to address the issue of amphitheater bathrooms at the next month's Committee meeting, and have staff bring back cost to make needed repairs.

### **NEW BUSINESS**

#### **Fence Replacement at Golden Rain Rd. & St. Andrews Intersection**

The Project Coordinator informed the Committee members about reaching out to the Orange County Flood Control, which suggested submitting engineer's design at the estimate cost of \$10,000-\$15,000 to the County for approval.

After a brief discussion, it was the consensus of the Committee to address the project of the fence replacement at Golden Rain Rd. & St. Andrews Intersection at the next month's Committee meeting, and have the Facilities Director obtain a cost estimate for engineering.

#### **Clubhouse 4 Bid Opening. Floor Replacement**

The Facilities Director informed the Committee of receiving two out of six bids on Clubhouse Four floor replacement. The bids received are from Golden State Surfaces, Inc. in the amount of \$129,000 to be completed within 90 days, and from Bixby Plaza Carpets in the amount of \$79,422 to be completed within three weeks. The costs cover the herringbone pattern, waterproofing and installation.

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

**TO** recommend to the GRF Board to approve Bixby Plaza Carpets bid in the amount of \$79,422 for Clubhouse Four floor replacement.

The motion was unanimously carried by Committee members present.

### **POLICIES**

There were no policies to address 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.

Facilities Manager

The Facilities Manager reviewed his report as presented to the Committee.

Project Coordinator

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

Executive Director

The Executive Director provided information and updates throughout the meeting.

**PRESIDENT'S COMMENTS**

The President had no comments at the time of the meeting.

**SHAREHOLDERS/ MEMBERS COMMENTS**

Three shareholders/members spoke on various items pertaining to the Committee's area of purview.

**COMMITTEE MEMBER COMMENTS**


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

**Chair's Comments**

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

**ADJOURNMENT**

Vice Chair Stone adjourned the meeting at 2:37 p.m.

A handwritten signature in cursive script, appearing to read "Linda Stone", is written over a horizontal line.

Linda Stone, Vice Chair

PHYSICAL PROPERTY COMMITTEE

kl 05.17.16

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

### MOTIONS

- There being no objections, Vice Chair Stone declared the reading of the Quorum Notification be dispensed with by unanimous consent;
- Minutes from the July 11, 2016 meeting were approved as presented;
- **TO** recommend to the Executive Committee the addition of one full-time employee to Cost Center 70;
- **TO** recommend to the Finance Committee approval of a permit fee of \$25 on all permits.
- **TO** recommend to the Finance Committee approval of the changes to Cost Center 70 budget;
- **TO** recommend to the Finance Committee approval of the 2017 budget assumptions for Cost Center 74;
- **TO** recommend to the Finance Committee approval of the 2017 budget assumptions for Cost Center 75;
- **TO** recommend to the Finance Committee to approve the 2017 budget assumptions for Cost Center 79;
- **TO** direct the Physical Properties Committee to draft all applicable documents to secure qualified proposals for committee review and recommendation to the Board for street improvements to the St. Andrews gate and vicinity, per plans by Urban Crossroads, dated June 16, 2015;
- **TO** instruct Physical Property staff to send out an RFP for the proposed modifications called out in the Movement Study draft, and report the findings back to the Physical Property Committee;
- **TO** deny the project of the additional parking at Clubhouse One;
- **TO** recommend to the GRF Board to approve Bixby Plaza Carpets bid in the amount of \$79,422 for Clubhouse Four floor replacement;
- Meeting adjourned at 2:37 p.m.

**ACTIONS**

- It was the consensus of the Committee to move the Paving Project to the next month's Physical Property Committee meeting;
- It was the consensus of the Committee to move the vehicle charging project to the next month's Committee meeting;
- It was the consensus of the Committee to address the issue of amphitheater bathrooms at the next month's Committee meeting, and have staff bring back cost to make needed repairs;
- It was the consensus of the Committee to address the project of the fence replacement at Golden Rain Rd. & St. Andrews Intersection at the next month's Committee meeting, and have the Facilities Director obtain a cost estimate for engineering.