



REVISED
8/4/2014

Architectural Design Review Committee

Agenda

Conference Room B, Building 5
Tuesday, August 9, 2016
10:00 a.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of July 12, 2016 (Pgs.1-5)
- 5. Shareholder/Member Comments – Agenda Items Only**

(Limited to 3 minutes per person)
- 6. Correspondence (None)**
- 7. Old Business**
 - a. Budget 2017, 2nd Draft – Budget Assumptions (Pgs. 6-7)
 - b. Logo – Design Modifications and Update
 - c. Clubhouse Four Interior Improvements
 - d. Approve Tree List
 - i. Establish Tree Approval Sub-Committee
 - e. Main Gate Landscape



**REVISED
8/4/2014**

Architectural Design Review Committee

8. New Business

- a. Holiday/Christmas Decorations
 - i. Establish Sub-Committee (Recommendation by Sept. meeting)
- b. Landscape General Appearance for Trust Property
- c. Clubhouse Two Improvements (2017)
- d. Replacement of the Leisure World Signage

9. Policies

- a. Adopt
- b. Rescind

10. Staff Reports

- a. Facilities Director
 - i. Variance Report (Pg. 8)
- b. Executive Director

11. President's Comments

12. Shareholder Member Comments

(Limited to 3 minutes per person)

13. Committee Member Comments

14. Upcoming Meetings

Tuesday, September 13, 2016 – 10:00 a.m.
Administrative Conference Room
Building 5, Room B

15. Adjournment



ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES
July 12, 2016

The meeting of the Architectural Design & Review Committee (ADRC) was held on Tuesday, July 12, 2016, and was called to order at 10:00 a.m. by Chair Hopewell in the Administration Conference Room B, Building 5, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. S. Hopewell, Chair	Mr. P. Moore
	Mrs. J. Reed, Vice Chair	Mr. B. Scheuermann
	Mr. S. McGuigan	Mrs. C. Damoci, Ex-Oficio

Absent: Mrs. M. Dodero

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Mr. D. Rudge, Project Coordinator / Building Inspector
Mrs. L. Whitlock, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. L. Stone, GRF Representative, Mutual Three
Ms. M. Greer, GRF Representative, Mutual Eleven
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Mrs. H. Tran, GRF Representative, Mutual Fifteen
Hon. S. Massa-Lavitt, Mayor of the City of Seal Beach
Five Shareholders/Members

CHAIR'S ANNOUNCEMENTS

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

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

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 Recreation 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 September, 2016.

ELECTION OF VICE CHAIR

Mr. Moore nominated Mrs. Reed for Vice Chair. There being no further nominations, Mrs. Reed was declared Vice Chair of the Architectural, Design & Review Committee, by acclamation.

APPROVAL OF MINUTES

The minutes of the May 16, 2016 and June 10, 2016, meetings were approved as presented.

SHAREHOLDER / MEMBER COMMENTS (Agenda Items Only)

Three shareholders commented on an item on the agenda.

CORRESPONDENCE

Two pieces of correspondence were presented, read and discussed amongst the Chair, Committee members and staff.

OLD BUSINESS

Logo – Design Modifications and Update

It is the consensus of the Committee to re-invite graphic designer, Trevor Ali, to the next regular scheduled meeting to further discuss logo re-design.

Clubhouse House Four Interior Improvements

Facilities Director presented the story board of the products and materials that the committee had previously selected. He also reported he is awaiting material for the following.

Mr. Moore MOTIONED and seconded by Mr. McGuigan –

TO direct staff to move forward with the materials and products selected previously by the Committee for the Clubhouse Four Interior Improvements.

The motion was unanimously carried by Committee members present.

Approved Plant List

It is the consensus of the Committee to use the approved plants, flowers and shrubbery lists as provided by staff.

Onsite Sales Office/Landscape & Planter Area

Mrs. Reed MOTIONED and seconded by Mr. McGuigan –

TO accept the drawings for the Onsite Sales Office/ Landscape & Planter Area, as presented by Hoskins + Hoskins and forward to the Physical Property Committee to send out for bid.

The motion was unanimously carried by Committee members present.

Mr. McGuigan MOTIONED and seconded by Mrs. Reed –

TO accept the drawings for the Amphitheater and Administration Planter areas, as presented by Hoskins + Hoskins and forward to the Physical Property Committee to send out for bid.

The motion was unanimously carried by Committee members present.

Mr. McGuigan MOTIONED and seconded by Mrs. Reed –

TO amend the motion to accept the drawings for the Amphitheater and Administration Planter areas as presented by Hoskins + Hoskins, with the exception of the commemorative bricks are to remain in its current location.

The motion was unanimously carried by Committee members present.

NEW BUSINESS

Landscape General Appearance for Trust Property

Committee members and staff briefly discussed possible options for community uniformity. No action taken at this time.

Clubhouse Two Interior Finishes (2017)

After a brief discussion by the Committee, Chair Hopewell stated she would like to call for a Special Committee meeting for Tuesday, August 2, 2016, 10:00 a.m. at Clubhouse Two to further review along with staff and the Committee members. No action taken.

Replacement of Leisure World Signage

The Committee discussed the possibility of having work study sessions regarding this matter. No action taken.

Improve Appearance of the Main Gate

It is the consensus of the Committee to direct the Facilities Director to reach out to the landscape engineer for proposed fees and costs and report back to the Committee for further action and approval.

Budget 2017 – Budget Assumptions

Director of Finance and fellow staff members reviewed the draft 2017 Budget Assumptions with the Committee. Any changes and/or edits may be presented at a future meeting.

COMMITTEE MEMBERS COMMENTS

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

ADJOURNMENT

Chair Hopewell adjourned the meeting at 11:12 a.m.

Susan Hopewell, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

law 07-14-16

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE ARCHITECTURAL DESIGN & REVIEW COMMITTEE MEETING

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.
- The minutes of the May 16, 2016 and June 10, 2016, meetings were approved as presented.
- **TO** direct staff to move forward with the materials and products selected previously by the Committee for the Clubhouse Four Interior Improvements.
- **TO** accept the drawings for the Onsite Sales Office/ Landscape & Planter Area, as presented by Hoskins + Hoskins and forward to the Physical Property Committee to send out for bid.
- **TO** accept the drawings for the Amphitheater and Administration Planter areas, as presented by Hoskins + Hoskins and forward to the Physical Property Committee to send out for bid.
- **TO** amend the motion to accept the drawings for the Amphitheater and Administration Planter areas as presented by Hoskins + Hoskins, with the exception of the commemorative bricks are to remain in its current location.

ACTIONS

- It is the consensus of the Committee to re-invite graphic designer, Trevor Ali, to the next regular scheduled meeting to further discuss logo re-design.
- It is the consensus of the Committee to use the approved plants, flowers and shrubbery lists as provided by staff.
- After a brief discussion by the Committee, Chair Hopewell stated she would like to call for a Special Committee meeting for Tuesday, August 2, 2016, 10:00 a.m. at Clubhouse Two to further review along with staff and the Committee members. No action taken.
- It is the consensus of the Committee to direct the Facilities Director to reach out to the landscape engineer for proposed fees and costs and report back to the Committee for further action and approval.

GOLDEN RAIN FOUNDATION
2017 BUDGET ASSUMPTIONS ADRC

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6211000 (64810)	Continuing Education	Funds of \$1,200 are requested for continuing education and seminars to be attended by senior staff members.	
6215000 (64820)	Mileage	This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.	
6410000 (64100)	Office Supplies	Typical items charged to this account are pens, staples, postage meter tape, resident card stock, hand sanitizer, envelopes, file folders, Post-It notes, etc.	
6438000 (64380)	Other Professional Fees	Covers professional fees relating to architectural planning.	
6482000 (64830)	Dues Memberships & Books	This line item will cover the purchase of reference materials.	
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2017 per Policy 5516. These funds are set aside for unbudgeted expenditures authorized at the committee level.	

STAFF REPORTS
Item 10A.i

Budget Variance Report - June 2016				
Architectural Design Review - CC ## ADR				
For Cost Center ADR there is a favorable variance of \$2,476 through the month of June 2016				
CC	GL Code	Account Description	Variance	Explanation
ADR	6438000	Other Professional Fees-Architectural	1,298	Favorable- Less expense than expected
		Total Explained Variances	1,298	

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 Fees - Architectural	1,200	2,498	1,298
6482000 ADR	Dues, Memberships & Books - Architectura	0	252	252
6951000 ADR	Non-Budgeted Exp for Committee - Archite	0	502	502
	Total Expenses	1,200	3,672	2,472
5330000 ADR	Income / Refund from Mutuals - Architect	3,672	3,668	4
	Total Cost Recovery	3,672	3,668	4
Off Budget Items				
	Net Income/ (Expense)	2,472	(4)	2,476