



## **ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES**

**April 11, 2017**

The meeting of the Architectural Design & Review Committee (ADRC) was held on Tuesday, April 11, 2017, and was called to order at 10:00 a.m. by Chair Hopewell in the Administration Conference Room, followed by the Pledge of Allegiance by Mrs. J. Reed.

### **ROLL CALL**

Present:	Ms. S. Hopewell, Chair	Mr. P. Moore
	Mrs. J. Reed, Vice Chair	Ms. R. Winkler
	Ms. L. Stone	Mrs. C. Damoci, Ex-Officio

Absent:	Mr. S. McGuigan	Mrs. Dodero
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Also	Mr. R. Ankeny, Executive Director
Present:	Mr. M. Weaver, Facilities Director
	Mrs. L. Whitlock, Administrative Secretary
	Ms. P. Snowden, GRF Representative, Mutual Two
	Mr. P. Hood, GRF Representative, Mutual Five
	Mr. B. Lukoff, GRF Representative, Mutual Fourteen
	Mrs. H. Tran, GRF Representative, Mutual Fifteen
	Two Shareholders/Members

Chair Hopewell greeted and welcomed everyone to the 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 ADR 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 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 April, 2017.

### **CHAIR'S ANNOUNCEMENTS**

Chair Hopewell welcomed the Committee members, guests and staff, including GRF President, Carol Damoci; Executive Director, Randy Ankeny; Facilities Director, Mark Weaver; and Administrative Secretary, Laura Whitlock.

### **APPROVAL OF MINUTES**

The meeting minutes of the March 14 2017 meeting, were approved as presented.

### **CORRESPONDENCE**

#### **Kenneth Knebel, St. Theodore's Episcopal Church – Clubhouse 3**

Chair Hopewell read correspondence received from the Church Administrator of the St. Theodore's Episcopal Church regarding replacement of blinds in Clubhouse 3.

Don Ness of Coast Factory Blinds shared with the Committee samples of blinds and colors available.

It is the consensus of the Committee for the Facilities Director to research further and provide a report at the next scheduled meeting.

#### **Karen Oja, Landscaping Improvements on Nassau Drive**

Chair Hopewell read correspondence received from Karen Oja, thanking GRF for the much needed landscape improvements on Nassau Drive. No action taken.

### **OLD BUSINESS**

#### **Main Gate Landscape, Update**

Following a discussion regarding the Main Gate landscape, Mr. Moore MOTIONED, seconded by Ms. L. Stone and unanimously carried by Committee members present –

**TO** request approval of the Finance Committee to use the excess Globe Project funds for the plans and installation of lighting at the Main Gate.



Building 5, Update

Conference Room C - Mrs. Damoci mentioned that next year is the 100<sup>th</sup> Anniversary of World War I and that the Historical Society has a plaque of veteran shareholders. She would like to see the committee decide upon a prominent place for the display of this plaque.

Signage in front of Clubhouse - Facilities Director shared with the Committee a photo of possible signage for the front of the Clubhouses and Building 5.

It is the consensus of the Committee to agree to use the signage as proposed by the Publications Manager; however the door sign should be made with the logo colors and not white.

Landscaping on S. St. Andrews – Facilities Director reported that the Physical Property Committee has sent this project out to bid. No action taken.

Naming of the Garden Area – Following a brief discussion, it is the consensus of the Committee to keep this item on the agenda until next month. No action taken.

**NEW BUSINESS**Clubhouse Four

Following a discussion, it is the consensus of the Committee to discuss further the wall behind dais, landscaping, lobby areas proposed murals and other pending Committee items at the upcoming Work Study meeting. No action taken.

Topiary Garden

Following a discussion, Chair Hopewell will confirm the new location for the proposed topiary garden and asked Committee members L. Stone and J. Reed to shop for pots for the topiary plants. This will also be discussed at the upcoming Work Study meeting. No action taken.

**POLICIES**Policy 5160-ADR

Following a discussion, Ms. L. Stone MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –

**TO** accept proposed amendments to the ADR Committee Charter, Policy 5160-ADR and forward to the Board for final approval.

## **STAFF REPORTS**

### **Executive Director**

The Executive Director provided updates and reports throughout the meeting.

### **Facilities Director**

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

## **COMMITTEE MEMBERS COMMENTS**

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

## **ADJOURNMENT**

Chair Hopewell adjourned the meeting at 12:02 a.m.

A handwritten signature in black ink, reading "Susan Hopewell", written over a horizontal line.

Susan Hopewell, Chair  
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

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## **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 meeting minutes of the March 14, 2017, were approved as presented.
- **TO** request approval of the Finance Committee to use the excess Globe Project funds for the plans and installation of lighting at the Main Gate.
- **TO** accept proposed amendments to the ADR Committee Charter, Policy 5160-ADR and forward to the Board for final approval.

### **ACTIONS**

- It is the consensus of the Committee for the Facilities Director to research further and provide a report at the next scheduled meeting.
- Following a discussion, it is the consensus of the Committee to discuss further the wall behind dais, landscaping, lobby areas proposed murals and other pending Committee items at the upcoming Work Study meeting. No action taken.
- Chair Hopewell adjourned the meeting at 12:02 a.m.