



ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES

September 13, 2016

The meeting of the Architectural Design & Review Committee (ADRC) was held on Tuesday, September 13, 2016, and was called to order at 10:00 a.m. by Chair Hopewell in the Administration Conference Room, followed by the Pledge of Allegiance, lead by Mrs. J. Reed.

ROLL CALL

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

Absent: Mr. B. Scheuermann

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Mr. T. Filedo, Recreation Supervisor
- Mrs. L. Whitlock, Recording Secretary
- Mrs. L. Perrotti, GRF Representative, Mutual One
- Mr. R. Stone, GRF Representative, Mutual One
- Mr. P. Pratt, GRF Representative, Mutual Two
- Ms. P. Snowden, GRF Representative, Mutual Two
- Mr. B. Lukoff, GRF Representative, Mutual Fourteen
- Mrs. H. Tran, GRF Representative, Mutual Fifteen
- Six Shareholders/Members

CHAIR'S ANNOUNCEMENTS

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 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 October, 2016.

APPROVAL OF MINUTES

The minutes of the August 9, 2016 meeting were approved as presented.

CORRESPONDENCE

Chair Hopewell read one piece of correspondence received from Karen Oja of Mutual Nine regarding the replacement of trees off of Nassau Drive. After a brief discussion, Chair Hopewell stated she would visit this area to view the current condition of the landscape. Vice Chair Reed and Ms. L. Stone volunteered to go along with Chair Hopewell. No action taken.

OLD BUSINESS

Holiday Decorations

Mr. Moore MOTIONED, seconded by Mrs. Dodero –

TO approve the 2-year contract as submitted by Magical Holiday Designs in the amount of \$36,350.00. This is an unbudgeted, operating expense, which will be billed to GL 6481500-40, Community Entertainment and forwarded to the Finance Committee and Board for final approval.

Motioned carried with one No Vote from Mr. McGuigan.

Logo Design, Modification

It is the consensus of the Committee to direct staff to forward recommended changes of the logo to graphic artist, Trevor Ali for modification, and to return back to the Committee at a future meeting.

Clubhouse Four Interior Improvements

Ms. Stone MOTIONED, seconded by Mr. Moore –

TO accept staff's recommendation to replace the glass cases in the foyer of Clubhouse Four and replace with the same decorative veneer stone, as selected for the back wall of the dais. Forwarding item to Physical Property to allow staff to present a bid package to the Committee at a future meeting.

Motioned was unanimously carried by Committee members present.

Mrs. Dodero MOTIONED, seconded by Mr. McGuigan –

TO approve staff's recommendation to replace the doors on the west-side of Clubhouse Four. This project will be handled inhouse.

Motioned was unanimously carried by Committee members present.

Tree-Approval Sub Committee

Chair Hopewell established the Tree-Approval Sub Committee with the following as its members:

Susan Hopewell, Chair
Joy Reed
Linda Stone

Main Gate Landscape

Facilities Director provided an update on the selection of a contractor for the Main Gate Landscape. Facilities Director will provide a proposal for the Committee's review at a future meeting.

Landscape General Appearance for Trust Property

Mr. McGuigan MOTIONED, seconded by Mrs. Dodero –

TO allow the Tree-Approval Sub Committee to select the plant for the placement at the Astrolabe/Sun Dial, along with the water feature for the area.

Motioned was unanimously carried by Committee members present.

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.

SHAREHOLDER / MEMBER COMMENTS (Agenda Items Only)

No shareholders had any comments.

COMMITTEE MEMBERS COMMENTS

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

ADJOURNMENT

Chair Hopewell adjourned the meeting at 11:25 a.m.



Susan Hopewell, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

law 09.14.16

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 August 9, 2016 meeting were approved as presented.
- **TO** approve the 2-year contract as submitted by Magical Holiday Designs in the amount of \$36,350.00. This is an unbudgeted, operating expense, which will be billed to GL 6481500-40, Community Entertainment and forwarded to the Finance Committee and Board for final approval.
- **TO** accept staff's recommendation to replace the glass cases in the foyer of Clubhouse Four and replace with the same decorative veneer stone, as selected for the back wall of the dais. Forwarding item to Physical Property to allow staff to present a bid package to the Committee at a future meeting.
- **TO** approve staff's recommendation to replace the doors on the west-side of Clubhouse Four. This project will be handled inhouse.
- Chair Hopewell established the Tree-Approval Sub Committee with the following as its members:

Susan Hopewell, Chair
Joy Reed
Linda Stone
- **TO** allow the Tree-Approval Sub Committee to select the plant for the placement at the Astrolabe/Sun Dial, along with the water feature for the area.

ACTIONS

- Chair Hopewell read one piece of correspondence received from Karen Oja of Mutual Nine regarding the replacement of trees off of Nassau Drive. After a brief discussion, Chair Hopewell stated she would visit this area to view the current condition of the landscape. Vice Chair Reed and Ms. L. Stone volunteered to go along with Chair Hopewell. No action taken.

- It is the consensus of the Committee to direct staff to forward recommended changes of the logo to graphic artist, Trevor Ali for modification, and to return back to the Committee at a future meeting.
- Facilities Director provided an update on the selection of a contractor for the Main Gate Landscape. Facilities Director will provide a proposal for the Committee's review at a future meeting.
- Chair Hopewell adjourned the meeting at 11:25 a.m.