



**PHYSICAL PROPERTY COMMITTEE MINUTES**  
**September 12, 2016**

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m. by Chair Lukoff and was held on Monday, September 12, 2016, in the Administration Conference Room B, followed by the Pledge of Allegiance.

**ROLL CALL**

Present:	Mr. B. Lukoff, Chair	Mr. R. Stone
	Ms. K. Rapp	Ms. H. Tran
	Ms. M. Greer	Mrs. C. Damoci, Ex-Officio

Absent:	Mr. P. Hood
	Ms. L. Stone

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

**CHAIR'S ANNOUNCEMENTS**

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

The 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 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 three 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.

### **CHAIR'S REPORT**

Chair Lukoff shared with the Committee members his observations of the West side of Annandale Drive, across from the carport five in regards to a lot of hatched areas against the sidewalk and the curb, uneven pavement (where the curb and sidewalk come together), crumbling of the sidewalk, and damage to the area around the storm drains.

As this issue was brought to the Committee's attention, the Executive Director advised the Facilities Director to obtain the costs to repair that area because it represents a potential hazard.

Chair Lukoff also urged everyone to pay attention to the surroundings, and make a note or send an e-mail to their Mutual Director or Physical Property to address the pavement issues.

### **APPROVAL OF MINUTES**

The regularly scheduled Committee meeting minutes of August 8, 2016, were approved as presented, with one abstention (B. Lukoff).

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

Eight shareholders/members commented on items on the agenda.

A shareholder from Mutual One expressed her concerns regarding the contractor's requirements at Leisure World, and was advised by the Facilities Director to stay for the meeting as the Committee members were to discuss the contractor's requirements under the New Business.

### **CORRESPONDENCE**

There was no correspondence to address at the time of the meeting.

### **OLD BUSINESS**

#### **Movement Study. St. Andrews Gate – Update**

The Project Coordinator informed the Committee of sending the Request for Proposal (RFP) out over the next week, and presenting the bids to the Committee members for review at the next Physical Property Committee meeting.

#### **Movement Study. CAMUTCD – Update**

The Facilities Director informed the Committee about being compliant to the specific area of the CAMUTCD requirements – a draft of the movement study that has been in place since 2015.

The Project Coordinator also stated that the plan to go out to bid is in the process of being coordinated with Urban Crossroads, and will have correct information to obtain a clear number for the contractors, and to make sure that the values and the portion of the movement study for the CAMUTCD is accurate.

The Project Coordinator informed the Committee of sending the Request for Proposal (RFP) out next week, and will present the bids to the Committee members for review at the next Physical Property Committee meeting.

The discussion took place on CAMUTCD requirements and the Seal Beach police coming into the Community to enforce traffic.

#### **Paving Project – Discussion**

The Facilities Director stated that the presented 5-year paving project plan was put together based on the previously paid study, and the civil engineer's determination of the Leisure World streets conditions.

Discussion took place on the current conditions of the streets, and the addition of the Weeburn Road to the year one of the Pavement Plan.

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

**TO** allocate \$600,000 toward year one of the paving project, add the Weeburn Road to the year one paving project, and forward a request to the Finance Committee to approve funding for this project.

The motion was carried unanimously by the Committee members present.

#### Vehicle Charging – Discussion

The Facilities Director went over SCE Electric Vehicle Charging program requirements.

The Chair and the Committee members decided that this program will not work for the majority of the shareholders, and installing the electric charging station should be shareholders' individual responsibility.

After a brief discussion, it was the consensus of the Committee to remove this project from the Physical Property Committee agenda.

#### Amphitheater Bathrooms

The Committee reviewed a request for the refurbishment of all of the ten restrooms at the Amphitheater presented by the Facilities Director, and discussed the scope of work and cost estimate provided by the Service Maintenance Department. The materials to be replaced in addition to the labor costs include sinks, water heaters, faucets, Sloan flushometers, soap dishes, towel dispensers, trash cans, partitions, mirrors, auto hand dryers, L.E.D. light fixtures, paint, and countertops.

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

**TO** have the Service Maintenance Department conduct the non-budgeted refurbishment of all of the ten restrooms at the Amphitheater per the Facilities Manager's proposal in the approximate amount of \$50,350.00 and forward this request to the Finance Committee for possible funding, followed by forwarding it to the Board of Directors upon the approval by the Finance Committee.

The motion was carried unanimously by the Committee members present.

#### Budget Figure for Pedestrian Gate off North Gate Road

The Committee members discussed the inconvenience of shareholders walking to the Health and Rehabilitation Center on North Gate Road, and considered the proposal presented by the Facilities Director of opening up the wall, putting a hardscape, and installing the electronic gate for the pedestrians' convenience at the cost of approximately \$25,000 - \$30,000.

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

**TO** forward this project to the Finance Committee to approve funding of up to \$30,000 for this project.

The motion was carried unanimously by the Committee members present.

#### Additional Parking Clubhouse One

The Facilities Director presented the layout of the proposed additional parking at Clubhouse One on the Northeast side of the Clubhouse at Golden Rain Rd.

The Committee members discussed possibly relocating the Golf Starter Shack, which could also create an extra need for parking.

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

**TO** postpone the discussion on this Item.

The motion was carried unanimously by the Committee members present.

#### Landscaping at Administration and Amphitheater

The Committee members reviewed a request made by the Architectural Design Review Committee to install new landscaping at the Administration building and Amphitheater. The Facilities Director presented to the Committee members the bids from two vendors – Johns Landscape Maintenance, and Spectrum Care Landscaping.

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

**TO** choose Spectrum Care Landscaping to perform the landscaping work at the Administration building and Amphitheater in the amount of \$2,840 plus a contingency of \$500 for a total of \$3,340 and send a request to the Finance Committee to approve funding for this project.

The motion was carried unanimously by the Committee members present.

### **NEW BUSINESS**

#### Contractor Requirements

The Executive Director informed the Committee that the Leisure World contractor's requirements haven't been amended since 1991.



In response to the Mutual One shareholder concern regarding the contractor's requirements, the Facilities Director stated that the prime sub-contractors need to have the same insurance as the contractors.

After a brief discussion, it was the consensus of the Committee to propose a few revisions to the contractor's requirements, review this item at the next Physical Property meeting, and forward it to the President's Council to accept the revisions.

#### Additional Concrete at Clubhouse Three

The Facilities Director presented to the Committee members the proposed concrete addition to Clubhouse Three. Some of the Committee members expressed their concerns about the proposed concrete area being too broad or not being used by the shareholders for large functions often enough.

After a brief discussion, it was the consensus of the Committee to postpone the discussion on this project, and resume it at a later date.

#### Clubhouse One Golf Cart Parking

The Committee members had mixed opinions on extending Clubhouse One golf cart parking area.

After a brief discussion, it was the consensus of the Committee for everyone to take a physical look at the Clubhouse One golf cart parking area, and address this project at the next Physical Property Committee meeting.

#### SCE Easement Request

The Committee members reviewed a letter along with the drawing of the new electrical facilities locations from Spectrum Land Services Project Manager. SLS is asking the Committee to submit the original Grant of Easement to allow Southern California Edison to underground its existing overhead facilities on Seal Beach Blvd. The construction work on the Leisure World property will begin in 2016, and any disturbance to the property caused by construction will be restored to as near as possible to its previous condition.

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

**TO** accept SCE easement request and forward it to the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

Clubhouse Four Reserve Items

The Facilities Director presented to the Committee members the Physical Property Action Request on Clubhouse Four interior refurbishment that includes the replacement of the wall divider coverings, drapery at the Dais, carpet at the Dais, and painting along with the bids from the select vendors.

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

**TO** choose Huff-Cor to replace the wall divider coverings in Clubhouse Four starting the second week of January, 2017, in the amount of \$16,345.00, and forward it to Finance Committee for approval.

The motion was carried unanimously by the Committee members present.

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

**TO** choose Golden State Flooring to replace the carpet in Clubhouse Four starting the second week of January, 2017, in the amount of \$7,945, and forward it to the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

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

**TO** choose Hutton Painting to prepare and paint interior of Clubhouse Four as specified, within an approximate time period of ten business days, in the amount of \$22,500.00, and forward it to the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

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

**TO** choose S&K to replace the drapery at the Dais at Clubhouse Four starting the second week of January, 2017, in the amount of \$9,221.00, and forward it to the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

It was also stated that the request to the Board of Directors will be presented as one package including all of the components.

Amphitheater Parking Lot, North Wall

The Facilities Director presented the proposal made by the Committee members to remove the resident parking signs on the wall and pavement at the Amphitheater parking lot. He also stated that the project could be handled in-house.

The Committee members discussed the issue of the Mutual residents' overnight parking interfering with the residents parking to attend the early morning activities. The President also stated that all of the Mutuals should adhere to the Leisure World parking Policies, and one of the Mutuals should not be favored in this matter.

After a brief discussion, it was the consensus of the Committee to discuss this project at the next Physical Property Committee meeting.

#### Close-off Golf Cart Traffic at Alley

It was suggested for the opening in the wall next to the Building Five to be closed off to golf cart traffic. The President stated the reason behind the issue, whereas the shareholders use one-way street going in both directions, coming in and out of the wall that disrupts the traffic movement.

After a brief discussion, it was the consensus of the Committee to move forward with this project.

#### Chain Area Around the Post Office

The Executive Director stated that the Committee would be required to look at the lease agreement and check with the Postmaster prior to making any modifications to the chain area around the post office.

After a brief discussion, it was the consensus of the Committee to notify the Postmaster, and review this project at the next Physical Property meeting.

#### Building Five New Concrete on South Entry

The Facilities Director presented to the Committee members the pictures of an existing and proposed concrete area by Building Five. The Committee also discussed a possible removal of the trees to create more parking spaces by the Café area, and bring in the traffic engineer to take a look at the parking for the area.

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

**TO** invite a traffic engineer to take a look at the possible increased parking at Building Five and Clubhouse Six, and



present a revised proposal at an upcoming Physical Property Committee meeting.

The motion was carried unanimously by the 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.

The Facilities Director also provided the Committee with an update on the perimeter wall project section J&K, sales office upgrades, globe entry movement repairs and conservation, paving project & South St. Andrews Drive/ St. Andrews gate design, perimeter wall project section B, the Westminster wall section L&M, community wide movement study, and the sewer lift station repairs.

### **Facilities Manager**

The Facilities Director presented the Facilities Manager's report as presented to the Committee.

Per the Committee members request the Facilities Director will be advised to re-format the Service Maintenance monthly Committee report by changing previous year, current month to current month, last year, and current month, current year, as follows, and present it in the new format at the next Physical Property Committee meeting.

The Facilities Director also presented to the Committee a bid for re-landscaping Clubhouse Two multi-use court area from the landscape architect – Mission Landscape, in the amount of \$13,750.00 along with the plan, which will be put on the next month's agenda.

The Facilities Director was asked to obtain additional cost for a landscaper-architect for serving this area.

### **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 provided information and updates throughout the meeting.

**SHAREHOLDERS/ MEMBERS COMMENTS**

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

**COMMITTEE MEMBER COMMENTS**

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

**Chair's Comments**

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

**ADJOURNMENT**

Chair Lukoff adjourned the meeting at 3:22 p.m.

  
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Barry Lukoff, Chair  
PHYSICAL PROPERTY COMMITTEE

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

### MOTIONS

- There being no objections, Chair Lukoff declared the reading of the Quorum Notification be dispensed with by unanimous consent;
- Minutes from the August 8, 2016 meeting were approved as presented, with one abstention (B. Lukoff);
- **TO** allocate \$600,000 toward year one of the paving project, add the Weeburn Road to the year one paving project, and forward a request to the Finance Committee to approve funding for this project.
- **TO** have the Service Maintenance Department conduct the non-budgeted refurbishment of all of the ten restrooms at the Amphitheater per the Facilities Manager's proposal in the approximate amount of \$50,350.00 and forward this request to the Finance Committee for possible funding, followed by forwarding it to the Board of Directors upon the approval by the Finance Committee;
- **TO** forward the Budget Figure for Pedestrian Gate off North Gate Road project to the Finance Committee to approve funding of up to \$30,000 for this project;
- **TO** postpone the discussion on the Additional parking Clubhouse One subject;
- **TO** choose Spectrum Care Landscaping to perform the landscaping work at the Administration building and Amphitheater in the amount of \$2,840 plus a contingency of \$500 for a total of \$3,340 and send a request to the Finance Committee to approve funding for this project;
- **TO** accept SCE easement request and forward it to the Board of Directors for approval;
- **TO** choose Huff-Cor to replace the wall divider coverings in Clubhouse Four starting the second week of January, 2017, in the amount of \$16,345.00, and forward it to Finance Committee for approval;
- **TO** choose Golden State Flooring to replace the carpet in Clubhouse Four starting the second week of January, 2017, in the amount of \$7,945, and forward it to the Board of Directors for approval;

- **TO** choose Hutton Painting to prepare and paint interior of Clubhouse Four as specified, within an approximate time period of ten business days, in the amount of \$22,500.00, and forward it to the Board of Directors for approval;
- **TO** choose S&K to replace the drapery at the Dais at Clubhouse Four starting the second week of January, 2017, in the amount of \$9,221.00, and forward it to the Board of Directors for approval;
- **TO** invite a traffic engineer to take a look at the possible increased parking at Building Five and Clubhouse Six, and present a revised proposal at an upcoming Physical Property Committee meeting.
- Meeting adjourned at 3:22 p.m.

### **ACTIONS**

- It was the consensus of the Committee to remove the Vehicle Charging project from the Physical Property Committee agenda;
- It was the consensus of the Committee to propose a few revisions to the contractor's requirements, review the contractor's requirements at the next Physical Property meeting, and forward it to the President's Council to accept the revisions;
- It was the consensus of the Committee to postpone the discussion on additional concrete at Clubhouse Three, and resume it at a later date;
- It was the consensus of the Committee for everyone to take a physical look at the Clubhouse One golf cart parking area, and address the Clubhouse One golf cart parking project at the next Physical Property Committee meeting;
- It was the consensus of the Committee to discuss the Amphitheater parking lot, North wall project at the next Physical Property Committee meeting;
- It was the consensus of the Committee to move forward with closing-off golf cart traffic at alley project;
- After a brief discussion, it was the consensus of the Committee to notify the Postmaster, and review this project at the next Physical Property meeting.