



**PHYSICAL PROPERTY COMMITTEE MINUTES**  
**October 10, 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, October 10, 2016, in the Administration Conference Room B, followed by the Pledge of Allegiance.

**ROLL CALL**

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

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
	Mr. P. Moore, GRF Representative, Mutual Seventeen
	Ms. K. Lukina, Recording Secretary
	Hon. S. Massa-Lavitt, Mayor of Seal Beach
	Eighteen 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 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 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 November, 2016.

### **CHAIR'S REPORT**

Chair Lukoff reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Chair Lukoff also respectfully requested the committee members and guests to turn off their cell phones.

The Chair also mentioned the completion of the globe, and the shareholders concerns regarding the audience area not being shaded properly during the globe opening ceremony. The Executive Director stated that the OCTA issued a temporary permit to the Golden Rain Foundation to only over that area until mid-afternoon.

### **APPROVAL OF MINUTES**

The regularly scheduled Committee meeting minutes of September 12, 2016, were approved, as presented.

### **SHAREHOLDER/ MEMBER COMMENTS**

Ten shareholders/ members spoke on the items of the agenda.

### **CORRESPONDENCE**

#### **Perimeter Wall Mutual Nine**

The Chair addressed the letter from Mutual Nine shareholder, Karen Oja, regarding planting of the trees along the perimeter wall on Nassau Drive in Mutual Nine. The Vice-Chair suggested a Calliandra plant as it was previously decided by the Committee but turned down by the shareholders. The Chair advised the Committee to re-address this issue.

After a brief discussion, it was the consensus of the Committee to have the Facilities Director present the prices for purchasing and planting Calliandra along the perimeter wall on Nassau Drive in Mutual Nine at the next scheduled Committee meeting.



Homewood Road Resurfacing

The Chair addressed the letter from Mutual Five President, Betty Coven, regarding the condition of the Homewood Road.

After a brief discussion, it was the consensus of the Committee to re-address the current Paving Project list, add the Weeburn and the Homewood Roads, obtain the total cost, and prioritize.

Leisure World Sign at the North Gate

The Chair addressed the letter from Mutual Two resident, Janet I. Weston, regarding the quotation marks on Leisure World sign at the North Gate.

After a brief discussion, the Committee agreed on removing the quotation marks from the sign, and letting the shareholder know of the Committee's decision.

**OLD BUSINESS**St. Andrews gate. Update

The Project Coordinator informed the Committee members that this project has been delayed due to various reasons, and we should have cost for this project next month. The Committee also discussed on whether a Stop or a Yield sign should be put at the St. Andrews Gate. The President suggested placing a Stop sign for the safety of shareholders, and to enforce the traffic regulations.

Movement Study. CAMUTCD. Update

The Project Coordinator informed the Committee we should have cost for this project next month.

Contractor Requirements

The Facilities Director presented to the Committee members the revised, more of a user-friendly list of contractors' requirements with some changes previously requested to be made by a shareholder. He stated that the Mutuels are yet to agree on the contractors' insurance requirements to meet the Policy 5504.1, which was also suggested to be removed by a shareholder.

The Facilities Director stated that the sub-contractors will also be responsible for complying with those regulations, and the removal of the insurance requirements could put Mutuels at risk. Those requirements could also be waived by the Physical Property department per Mutual request.

Amphitheater Parking Lot

The Project Coordinator informed the Committee members of the proposal from Urban Crossroads for Clubhouse Six, Administration, and Amphitheater Parking Lots Focused Design Review consisting of examining the signage, red curb parking restrictions, constrained parking areas, sight distance considerations, parking stall size, parking angles, and minimum drive aisle widths in the amount of \$6,900.

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

**TO** accept the Urban Crossroads proposal to examine signage, red curb parking restrictions, constrained parking areas, sight distance considerations, parking stall size, parking angles, and minimum drive aisle widths, and identify opportunities to increase parking supply and circulation within the Clubhouse Six, Administration, and Amphitheater parking lots in the amount of \$6,900. This project is to be send to the Finance Committee for funding approval.

The motion was carried unanimously by the Committee members present.

Clubhouse Four

The Facilities Director informed the Committee members of the Clubhouse Four scheduled refurbishment (Lobby and Main Assembly Rooms) starting the second week of January 2017, and presented the upgrade costs.

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

**TO** approve Clubhouse Four upgrades including flooring, carpet at the dais, recover divider walls, dais drapes, lobby furniture, front window and door openers, LED lighting, ADA upgrades and stone veneer at the entry and behind dais, and painting interior in the amount not to exceed \$223,853 including 10% contingency, and forward this item to the Finance Committee, and the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

Paving Project. Year One

The Facilities Director presented to the Committee members a breakdown of the Paving Project, year one, with the total costs from four vendors – Nelson, Jurado, EBS, and All American.



After a brief discussion, it was the consensus of the Committee to take a look at the options after Weeburn and Homewood Roads are added, and discuss this project at the next scheduled meeting.

#### Carpet at the Video Producers Room

The Facilities Director presented to the Committee members bids from two contractors to install carpet in half of the Video Producers Room – Bixby Plaza Carpets and Golden State Flooring.

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

**TO** award a contract to the Golden State Flooring to install ADRC approved carpet in half of the Video Producers Room in the amount of \$2,995 and forward it to the Finance Committee for approval.

The motion was carried unanimously by the Committee members present.

#### Clubhouse Three Heat Pump

The Facilities Director presented to the Committee members bids from three contractors – Yes Remodeling and Maintenance, Alpine Heating and Air, and Greenwood Heating and Air to replace the heat pump in the Video Producers Room, asset ID #0403 and #0404, to Fujitsu Model #24RCLX, funding from the reserves.

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

**TO** award a contract to Greenwood Heating and Air to replace the heat pump in the Video Producers Room asset ID #0403 and #0404, to Fujitsu Model #24RCLX in the amount not to exceed \$4,800, funding from the reserves, and send it to the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

#### Stucco Shed at the Service Maintenance Yard

The Facilities Director presented to the Committee members two bid proposals from MJ Jurado: 1. To remove the existing shed storage at the Service Maintenance yard, and 2. To relocate the storage container from 1.8 to the Services Maintenance yard, and sandblast and paint the interior.

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

**TO** accept two bid proposals from MJ Jurado 1. To remove the existing shed storage at the Service Maintenance yard, and 2. To relocate the storage container from 1.8 to the Services Maintenance yard, and sandblast and paint the interior in the total amount of \$5,500, send it to the Finance Committee for approval.

The motion was carried unanimously by the Committee members present.

#### Alley Walkway

The Facilities Director informed the Committee members of receiving a bid from MJ Jurado to install the sidewalk railing, adjacent to the Medical Building next to the Alley, in the amount of \$27,250.00

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

**TO** approve the installation of the sidewalk railing by MJ Jurado, adjacent to the Medical Building next to the Alley, in the amount not to exceed \$30,000 and forward it to the Finance Committee, and the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

#### Outdoor Multi-Use Area at the Clubhouse Two

The Facilities Director presented to the Committee members two bid proposals from Mission Landscape Architecture and Bright View for landscape architectural design services at the Clubhouse Two outdoor multi-use area.

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

**TO** accept the bid proposal from Mission Landscape Architecture to provide landscape architectural design services for Clubhouse Two outdoor multi-use area in the amount of \$13,750.00 and forward it to the Finance Committee and the Board of Directors for approval.

The motion was carried unanimously by the Committee members present.

#### POLICIES

There were no policies to review 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. He also provided the Committee members with updates on the Westminster wall project sections J&K and L&M, Sales Office upgrades, globe entry monument repairs and conservation, paving project & South St. Andrews Drive/ St. Andrews gate design, perimeter wall project Section B, community wide Movement Study, and Sewer lift station repairs.

**Facilities Manager**

The Facilities Manager presented his report as presented to the Committee in the new format as previously requested by the Committee members.

The Facilities Manager also informed the Committee members of the preventive maintenance being done in Mutuals on sewer stations, smart burners, exterior electrical panels, and smoke detectors.

**Project Coordinator**

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

**Executive Director**

The Executive Director thanked the community for patiently waiting while the globe was being restored to resemble its original appearance, as of 1962.

**PRESIDENT'S COMMENTS**

The President provided information and updates throughout the meeting, and requested to discuss Mutual One parking lot at the next scheduled Committee meeting.

**SHAREHOLDERS/ MEMBERS COMMENTS**

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

**COMMITTEE MEMBER COMMENTS**

Six 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 2:17 p.m.

  
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Barry Lukoff, Chair  
PHYSICAL PROPERTY COMMITTEE

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## 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 to be dispensed with by unanimous consent;
- Minutes from the September 12, 2016 meeting were approved, as presented;
- **TO** accept the Urban Crossroads proposal to examine signage, red curb parking restrictions, constrained parking areas, sight distance considerations, parking stall size, parking angles, and minimum drive aisle widths, and identify opportunities to increase parking supply and circulation within the Clubhouse Six, Administration, and Amphitheater parking lots in the amount of \$6,900. This project is to be send to the Finance Committee for funding approval;
- **TO** approve Clubhouse Four upgrades including flooring, carpet at the dais, recover divider walls, dais drapes, lobby furniture, front window and door openers, LED lighting, ADA upgrades and stone veneer at the entry and behind dais, and painting interior in the amount not to exceed \$223,853 including 10% contingency, and forward this item to the Finance Committee, and the Board of Directors for approval;
- **TO** award a contract to the Golden State Flooring to install ADRC approved carpet in half of the Video Producers Room in the amount of \$2,995 and forward it to the Finance Committee for approval;
- **TO** award a contract to Greenwood Heating and Air to replace the heat pump in the Video Producers Room asset ID #0403 and #0404, to Fujitsu Model #24RCLX in the amount not to exceed \$4,800, funding from the reserves, and send it to the Board of Directors for approval;
- **TO** accept two bid proposals from MJ Jurado 1. To remove the existing shed storage at the Service Maintenance yard, and 2. To relocate the storage container from 1.8 to the Services Maintenance yard, and sandblast and paint the interior in the total amount of \$5,500, send it to the Finance Committee for approval;
- **TO** approve the installation of the sidewalk railing by MJ Jurado, adjacent to the Medical Building next to the Alley, in the amount not to exceed \$30,000 and forward it to the Finance Committee, and the Board of Directors for approval;

- **TO** accept the bid proposal from Mission Landscape Architecture to provide landscape architectural design services for Clubhouse Two outdoor multi-use area in the amount of \$13,750.00 and forward it to the Finance Committee and the Board of Directors for approval;
- Meeting adjourned at 2:17 p.m.

### **ACTIONS**

- It was the consensus of the Committee to have the Facilities Director present the prices for purchasing and planting Calliandra along the perimeter wall on Nassau Drive in Mutual Nine at the next scheduled Committee meeting;
- It was the consensus of the Committee to re-address the current Paving Project list, add the Weeburn and the Homewood Roads, obtain the total cost, and prioritize;
- It was the consensus of the Committee to take a look at the options after Weeburn and Homewood Roads are added, and discuss this project at the next scheduled meeting;