



PHYSICAL PROPERTY COMMITTEE MINUTES

December 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, December 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. M. Greer	Ms. L. Stone
	Mr. P. Hood	Ms. H. Tran
	Ms. K. Rapp	Mrs. C. Damoci, Ex-Officio

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. P. Pratt, GRF Representative, Mutual Two
- Ms. P. Snowden, GRF Representative, Mutual Two
- Mr. J. Reed, GRF Representative, Mutual Three
- Mr. P. Moore, GRF Representative, Mutual Four
- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator / Building Inspector
- Ms. K. Lukina, Recording Secretary
- Twelve 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 December, 2016.

Chair Lukoff stated that the Committee will be reviewing Policies next month, one of which may be to have the Architecture Design and Review Committee be in charge of GRF landscaping.

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

TO move a discretionary fund of the Physical Property Committee in the amount of \$1000 to the Architecture Design and Review Committee.

The motion was carried unanimously by Committee members present.

The Executive Director stated that once the Architectural Design and Review Committee buys a plan, it could be expensed against the above amount.

RULES OF ORDER

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.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of November 14, 2016, were approved, as presented.

SHAREHOLDER/ MEMBER COMMENTS

There were no shareholder/member comments made at the time of the meeting.

CORRESPONDENCE

Traffic Safety on Monterey Rd. (between Thunderbird Dr. South to Perimeter Wall)

Chair Lukoff read a piece of correspondence from a shareholder, George Goltra, regarding traffic issues on Monterey Road.

The Facilities Director stated that the speed radar trailer has been installed, and the second part of the letter on curb painting will be discussed under New Business, Curb Painting on Both Sides of Northwood Rd, out of Shawnee Lane Carport.

The Executive Director also stated that Leisure World bus drivers violating traffic regulations can be reported to the Fleet Manager, and the Facilities Director.

OLD BUSINESS

Nassau Dr. Landscaping

The Facilities Director presented a revised action request for the Committee's approval on installing Calliandra plants (61) along the perimeter wall on Nassau Drive, across from Mutual Nine, grinding the stumps from previously removed trees (28), and trimming the Junipers (72) down to 4 feet, along with bid proposals from Johns Landscaping and Andres Landscaping.

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

TO approve John's Landscaping to purchase and install Calliandra plants (61) along the perimeter wall on Nassau Drive, across from Mutual Nine, grind the stumps from previously removed trees (28), and trim the Junipers (72) down to 4 ft. in the amount of \$6,450.00. This item is to be send to the Finance Committee for approval, and to remain on the Architecture Design and Review Committee (ADRC) agenda.

The motion was carried unanimously by Committee members present.

Paving Project. Year One

The Facilities Director on behalf of the Project Coordinator presented a revised Paving Project Plan, Year One with revised costs, as per Committee's request. The Facilities Director stated that in order to lower the project's costs, the Foxburg Road was excluded from year one of the Paving Project due to removal of some trees, yet to be approved by the Mutual. The Facilities Director also stated that at the time of the agenda packet distribution, the Physical Property Department only received an updated confirmed cost from Nelson Paving.

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

TO approve the presented Paving Project Plan, Year One, including Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn to be done by Nelson in the amount of \$550,817.52 and contingency up to \$600,000.00 and forward this project to the Board of Directors for approval.

The motion was carried unanimously by Committee members present.

Per Committee's member request, the Facilities Director will present the cost for using concrete in Mutual Three at the upcoming meeting, and stated that concrete is not used on Trust streets as it would make water lines and utilities be hardly accessible.

Landscape Specifications Review

The Facilities Director informed the Committee of the changes made to General Specifications for Landscape Maintenance Service for GRF Community Facilities and Golf Course. The changes consist of informing the landscapers to maintain Canopy trees at the height of ten feet, and removing dead branches. The Committee also agreed on removing item #31, Shrubs, trees, and greenery outside the wall along Westminster Boulevard, adjacent to Leisure World, from the presented scope of work specifications.

The Facilities Director also stated that RFPs will be send out to current landscapers, and others accustomed to work in large HOAs, in January of 2017. The Physical Property Department will then present received bids for the Committee's review. The Physical Property Department will also include Golf Course Landscape maintenance in the above RFPs, and once the bids are accepted, it will be forwarded to the Recreation Committee.

Replacement of Concrete at South Entry, Building Five

The Facilities Director presented the scope of work from MJ Jurado on the concrete replacement at the entry of Building Five including the removal of two trees, and the cost to install two trees, irrigation, and ground cover by Johns Landscape Maintenance.

In response to Committee's concerns on providing efficient shade after the trees removal, the Executive Director stated that new mini blinds could be installed to reduce the amount of sunlight reaching South side of Building Five.

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

TO recommend the Board to award a contract to MJ Jurado to remove, and replace the concrete at the South end of Building Five, remove two trees in the total amount of \$14,500.00 and issue work orders to GRF Landscaper (Johns Landscape Maintenance) to install two trees, irrigation, and

ground cover (approved by ADRC) in the amount not to exceed \$2,000. The total cost of a job is not to exceed \$16,500.00 from the Capital Budget to be reviewed by the Finance Committee, and forwarded to the Architecture Design and Review Committee, and to the Board of Directors for final approval.

The motion was carried unanimously by Committee members present.

NEW BUSINESS

Curb Painting on Both Sides of Northwood Road, out of Shawnee Lane Carport

The Facilities Director presented some pictures of Shawnee Lane facing both sides (East and West) of Northwood Road, out of Shawnee Lane carport. The Facilities Director stated that based on the Urban Crossroads representative report the community can be looked at throughout, and have the red curb mapping done at the cost of \$9,720.00. The Facilities Manager also stated that upon this request's approval, the red curbing will be consistent throughout the community, and in a matter of concern red curbing requirements can be referred to the traffic engineer's report.

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

TO approve the quote in the amount of \$9,720.00 to map out the red curb painting throughout the community, and forward this item to the Finance Committee for approval.

The motion was carried unanimously by Committee members present.

Pedestrian Gate off North Gate Road

The Facilities Director and the Project Coordinator put together, and presented to the Committee two options on the Pedestrian Gate off North Gate Road with costs included:

1. On Trust property and Northwood Road
2. Inside Mutual Fifteen at Building Twelve.

Cahir Lukoff stated that installing the pedestrian gate off North Gate road would make it safer for shareholders, and easier to visit a rehab center.

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

TO approve the presented Northwood Road Gate option, located between Northwood and Del Monte on Trust property, in the amount of \$28,143.00 and forward this item to the Finance Committee, and the Board of Directors for approval.

The motion was carried unanimously by Committee members present with one abstention (L. Stone).

Addition of Golf Cart Work Area at 1.8

The Committee members reviewed MJ Jurado's proposal presented by the Facilities Director, to upgrade the 1.8 acres area for the Rolling Thunder Club in the amount not to exceed \$9,200 including 15'x20' paved area with 10'x20' shade cover with the use of a generator until the electrical service becomes available.

After a discussion, it was the consensus of the Committee to have Facilities Director bring a revised proposal on the addition of golf cart area at 1.8 project, including the air compressor and generator to the next scheduled meeting for Committee's review.

ADA Seating at Amphitheater

The Facilities Director presented a revised seating plan for the Leisure World Amphitheater, compliant with ADA requirements, to create more handicap-accessible space, and provide more area for scooters.

After a discussion, it was the consensus of the Committee not to take any actions on this project.

Amphitheater Landscaping at South West Slope

The Facilities Director presented a proposal from Johns Landscape Service to upgrade the area on the Southwest corner of the Amphitheater.

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

TO approve Johns Landscape Service to upgrade the Southwest corner of the Amphitheater area in the amount not to exceed \$3,206.00 including the removal and disposal of plant materials, installation of drip irrigation, and installation of the plants called out on the proposal, funded by the Capital Budget, and forward this item to the Finance Committee for approval.

The motion was carried unanimously by Committee members present.

Bid Opening for CAMUTCD

The Project Coordinator stated that the purpose of sending out this RFP was to show the cost associated with doing the sign portion of the draft of the Movement Study, and presented four contractor's bids as follows:

BC Traffic Specialist	\$88,125.00
CAT Tracking LLC	\$65,725.00
Superior Pavement Markings	\$63,550.00
Interstate Striping & Designs, Inc.	65,000.00
EZ Line Parking Lot Renovation Services	No bid

The Project Coordinator also stated that according to the plan, 216 traffic signs will be permanently removed, and 79 of them placed in various locations throughout the community in compliance with the uniform traffic control device. The markings of the speed limits will also be removed.

The Executive Director stated that in order to enforce traffic regulations within the community by Seal Beach Police Department, the above standards have to be implemented. As for the speed limit markings on pavement, the Executive Director will look into CAMUTCD.

After a discussion, Ms. Stone MOTIONED, seconded by Ms. Greer –

TO request more information on CAMUTCD traffic and signs requirements, and to further discuss this topic at the next scheduled meeting.

The motion was carried unanimously by Committee members present with one abstention (K. Rapp).

Addition of South Korea to the Globe

The Executive Director asked the Committee to consider the addition of South Korea to the Leisure World Globe based on numerous requests from the shareholders.

The Project Coordinator stated that South Korea could be added as a separate piece to an existing continent to give it more distinction or cut out a part of Yellow Sea, and informed the Committee of an approximate difference in costs.

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

TO approve the Physical Property Department to add South Korea by making a cut out on the Globe (Yellow Sea) in the amount not to exceed \$1000 and be covered by non-budgeted funds.

The motion was carried unanimously by Committee members present.

Signage Removal (Adjacent to the Sales Office)

The Executive Director asked the Committee to consider the removal of up to three "No parking" signs adjacent to the Sales Office to enhance the visual appeal of the location, as the existing curb is already marked red to designate "No parking" zone. This project could be done by the Service Maintenance Department.

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

TO approve the Service Maintenance Department remove up to three "No parking" signs, as code allows, upon Golden Rain Rd., adjacent to the Sales Office in the amount not to exceed \$300

The motion was carried unanimously by Committee members present.

POLICIES

There were no policies to review at the time of the meeting.

STAFF REPORTSFacilities 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 Committee members with updates on ongoing projects throughout the community.

The Facilities Director informed the Committee of getting an approximate costs from MJ Jurado to upgrade St. Andrews Gate area. After a brief discussion, it was the consensus of the Committee to send out the RFPs for the St. Andrews Gate Design project, and review the bids received at the upcoming Committee meeting.

It was also the consensus of the Committee to have Facilities Director contact the traffic engineer with the current design proposal for St. Andrews St. to add a diagonal parking, have Urban Crossroads paint the streets to determine the lanes, and review the revised project proposal at the next scheduled meeting.

The Facilities Director informed the Committee that the Sewer Lift Station Repairs are scheduled to start next week. He also informed the Committee on the flag pole installation at the Main Gate to take place by December 22, 2016.

The Committee members discussed the completed sidewalk added to the Conference Room B, and agreed that a closed ended walkway defeats its purpose.

After a brief discussion, it was the consensus of the Committee to have Facilities Director obtain the costs on adding the handicap walk at the end of the walkway by Conference Room B, Building Five, and present it for the Committee's review at the next scheduled meeting.

Facilities Manager

The Facilities Manager spoke of his report as presented to the Committee, provided the updates on extensive Mutual orders in various Mutuals, and informed the Committee of other ongoing projects within the community.

In response to Committee's concern regarding the water temperature in Clubhouse Four, the Facilities manager stated that this issue has been addressed, and is now being monitored by the Service Maintenance Department.

Project Coordinator

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

Executive Director

The Executive Director provided information and updates throughout the meeting, and informed the Committee of a number of Codes going into effect starting January 1, 2017, one of which will stipulate some of courtesy services provided by the current Pest & Termite company. As a result, the units will no longer be sprayed for insects and roaches by a pesticide applicator without a license, and without all of the Mutuals' prior acknowledgment.

The Facilities Director will send out the notice on upcoming changes to notify all of the Mutuals.

PRESIDENT'S COMMENTS

The President provided information and updates throughout the meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

There were no comments made by shareholders/members at the time of the meeting.

COMMITTEE MEMBER COMMENTS

Seven 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, and wished everyone a happy holiday.

ADJOURNMENT

Chair Lukoff adjourned the meeting at 2:35 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

kl 12.12.16

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 November 14, 2016 meeting were approved, as presented;
- **TO** move a discretionary fund of the Physical Property Committee in the amount of \$1000 to the Architecture Design and Review Committee;
- **TO** approve John's Landscaping to purchase and install Calliandra plants (61) along the perimeter wall on Nassau Drive, across from Mutual Nine, grind the stumps from previously removed trees (28), and trim the Junipers (72) down to 4 ft. in the amount of \$6,450.00. This item is to be sent to the Finance Committee for approval, and to remain on the Architecture Design and Review Committee (ADRC) agenda;
- **TO** approve the presented Paving Project Plan, Year One, including Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn to be done by Nelson in the amount of \$550,817.52 and forward this project to the Board of Directors for approval;
- **TO** recommend the Board to award a contract to MJ Jurado to remove, and replace the concrete at the South end of Building Five, remove two trees in the total amount of \$14,500.00 and issue work orders to GRF Landscaper (Johns Landscape Maintenance) to install two trees, irrigation, and ground cover (approved by ADRC) in the amount not to exceed \$2,000. The total cost of a job is not to exceed \$16,500.00 from the Capital Budget to be reviewed by the Finance Committee, and forwarded to the Architecture Design and Review Committee, and to the Board of Directors for final approval;
- **TO** approve the quote in the amount of \$9,720.00 to map out the red curb painting throughout the community, and forward this item to the Finance Committee for approval;
- **TO** approve the presented Northwood Road Gate option, located between Northwood and Del Monte on Trust property, in the amount of \$28,143.00 and forward this item to the Finance Committee, and the Board of Directors for approval;

- **TO** approve Johns Landscape Service to upgrade the Southwest corner of the Amphitheater area in the amount not to exceed \$3,206.00 including the removal and disposal of plant materials, installation of drip irrigation, and installation of the plants called out on the proposal, funded by the Capital Budget, and forward this item to the Finance Committee for approval;
- **TO** request more information on CAMUTCD traffic and signs requirements, and to further discuss this topic at the next scheduled meeting;
- **TO** approve the Physical Property Department to add South Korea by making a cut out on the Globe (Yellow Sea) in the amount not to exceed \$1000 and be covered by non-budgeted funds;
- **TO** approve the Service Maintenance Department remove up to three "No parking" signs, as code allows, upon Golden Rain Rd., adjacent to the Sales Office in the amount not to exceed \$300;
- Meeting adjourned at 2:35 p.m.

ACTIONS

- It was the consensus of the Committee to send out the RFPs for the St. Andrews Gate Design project, and review the bids received at the upcoming Committee meeting;
- It was the consensus of the Committee to have Facilities Director contact the traffic engineer with the current design proposal for St. Andrews St. to add a diagonal parking, have Urban Crossroads paint the streets to determine the lanes, and review the revised project proposal at the next scheduled meeting;
- it was the consensus of the Committee to have Facilities Director obtain the costs on adding the handicap walk at the end of the walkway by Conference Room B, Building Five, and present it for the Committee's review at the next scheduled meeting;
- It was the consensus of the Committee to not to take any actions on the ADA Seating at the Amphitheater project;
- It was the consensus of the Committee to have Facilities Director bring a revised proposal on the addition of golf cart area at 1.8 project, including the air compressor and generator to the next scheduled meeting for Committee's review.