



PHYSICAL PROPERTY COMMITTEE MINUTES
July 11, 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, July 11 2016, in the Physical Property Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

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

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator / Building Inspector
- Ms. C. Miller, Director of Finance
- Ms. P. Snowden, GRF Representative, Mutual Two
- Mr. P. Pratt, GRF Representative, Mutual Two
- Mr. S. McGuigan, GRF Representative, Mutual Eight
- Mr. B. Sheuermann, GRF Representative, Mutual Ten
- Mrs. M. Greer, GRF Representative, Mutual Eleven
- Mr. P. Moore, GRF Representative, Mutual Seventeen
- Mrs. L. Whitlock, Administrative Secretary
- Ms. K. Lukina, Recording Secretary
- Hon. S. Massa-Lavitt, Mayor of Seal Beach
- Fifteen 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 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 August, 2016.

ELECTION OF VICE CHAIR

Ms. Rapp nominated Ms. L. Stone for the office of Vice Chair. There being no further nominations, Ms. L. Stone was declared, by acclamation, the Vice Chair of the Physical Property Committee.

APPROVAL OF MINUTES

Chair Lukoff noted a change to the minutes of May 4, 2016. Minutes approved with correction.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

Two shareholders/members commented on items on the agenda.

CORRESPONDENCE

The Committee reviewed and discussed four pieces of correspondence received.

OLD BUSINESS

Paving Project

Ms. Stone MOTIONED, seconded by Ms. Rapp –

TO send the Paving Project to the Finance Committee for review and recommendation.

The motion was unanimously carried by Committee members present.

Movement Study

Facilities Director presented the draft Movement Study from Urban Crossroads and reviewed their Summary of Recommendations for Leisure World, Seal Beach.

Ms. Rapp MOTIONED, seconded by Ms. Stone –

TO forward to the Board of Directors the draft movement study recommendations as prepared by Urban Crossroads pertaining to the CAMUTCD California Manual on Uniformed Traffic Control Devices request to obtain a conceptual approval to accepting Urban Crossroads movement study recommendations.

The motion was carried one No vote. (Mr. R. Stone)

Extension of the Red Curbs at St. Andrews and Seaview

Chair Lukoff stated that the extension of the Red Curbs at St. Andrews and Seaview is a part of the movement study recommendations and requested staff to provide clarification from the traffic engineer.

Tree Replacement on Nassau Drive

Facilities Director reported that at the ADR Committee meeting on May 16, 2016, the following motion was made regarding tree replacement on Nassau Drive:

After a brief discussion by the Committee and staff, Ms. Rapp MOTIONED, seconded by Mrs. Doderio and carried with two Nay votes from Vice Chair, Ms. L. Stone and Committee member Mrs. M. Wood –

TO approve request made by Shareholders of Mutual Nine and change previous selection of Caliandra Powder Puff trees to Podocarpus trees, which are to be placed along the 1.8 perimeter wall along Nassau Drive. This item is to be forwarded to Physical Property and Finance Committee for approval.

Facilities Director requested approval by the Committee to approve the installation of 65 Podocarpus (Henkellii), 15-gallon trees, along the 1.8 perimeter wall on Nassau Drive at a cost not to exceed \$6,500 and forward to the Finance Committee for funding.

Mr. Hood MOTIONED, seconded by Mr. Stone –

TO not approve the request for the installation of 65 Podocarpus (Henkellii), 15-gallon trees, along the 1.8

perimeter wall on Nassau Drive, as recommended by the ADR Committee on May 16, 2016.

The motion failed with four (4) no votes (P. Hood, B. Lukoff, L. Stone, R. Stone)

Additional Parking at Clubhouse One

Facilities Director presented a draft drawing to the Committee for possible locations of additional parking spaces at Clubhouse One. After a brief discussion, it is the consensus of the Committee to table this item until its next regular scheduled meeting in August and to direct Project Coordinator get budget quote from contractor, MJ Jurado. Project Coordinator will present an update at a future meeting.

St. Andrews Gate

Facilities Director presented a current and proposed schematic drawing of the St. Andrews Gate.

Ms. Stone MOTIONED, seconded by Ms. Rapp –

TO forward to the Board the submitted schematic drawings for a conceptual approval to allow staff to prepare a scope of work and cost for this project.

The motion was unanimously carried by Committee members present.

NEW BUSINESS

Vehicle Charging

Facilities Director reported that SC Edison is offering a vehicle charging program, where they will pay for the infrastructure and half of the cost for a minimum of ten charging stations. The requirements for Leisure World would be to have all ten stations in one location. He also stated that he emailed a link from SC Edison to each Mutual.

It is the consensus of the Committee to direct the Facilities Director to obtain more information from SC Edison as it relates to cost and community's responsibilities. Facilities Director to provide an update at a future meeting.

Purchasing of Outdoor Furniture

Executive Director requested approval from the Committee for the purchase of patio furniture at the Sales Office, located at the previous bike rack area. The patio furniture

would be the same as recently purchased as approved by the ADR Committee, and would consist of one (1) table, four (4) chairs, one (1) umbrella and base and one (1) trash can. The cost is not to exceed \$2,500.

Ms. Stone MOTIONED, seconded by Mrs. Tran –

TO approve the purchase of patio furniture at the Sale Office, consisting of one (1) table, four (4) chairs, one (1) umbrella and base and one (1) trash can. Cost is not to exceed \$2,500, and forward to the Finance Committee for Capital funding.

The motion was unanimously carried by Committee members present.

Physical Property Council Recommendation: Adding of Staff for Trust Street Painting

After a brief discussion, it is the consensus of the Committee to not approve for an additional staff street painter. Chair Lukoff asked staff to inform Physical Property Council of the Committee's decision.

Bathroom Upgrades at the Amphitheater

Facilities Director reported that the restrooms in the Amphitheater are in need of repairs and improvements. Chair Lukoff directed staff to provide pictures of the Amphitheater restrooms at our next meeting. Chair Lukoff also invited Committee members to visit the restrooms at the Amphitheater. Facilities Director to provide a report at a future meeting.

Budget 2017 – Budget Assumptions

Facilities Director and Director of Finance reviewed the draft 2017 Budget Assumptions. Any changes and/or edits may be presented at a future meeting.

STAFF REPORTS

Facilities Director

Facilities Director reviewed his reports as presented to the Committee.

Facilities Manager

The Facilities Manager reviewed his report as presented to the Committee.

Project Coordinator

The Projector 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 had no comments.

SHAREHOLDER COMMENTS

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

COMMITTEE MEMBERS COMMENTS

Four 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 3:01 p.m.


Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

kl 05.17.16

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 be dispensed with by unanimous consent.
- Ms. Rapp nominated Ms. L. Stone for the office of Vice Chair. There being no further nominations, Ms. L. Stone was declared, by acclamation, the Vice Chair of the Physical Property Committee.
- Minutes from the May 4, 2016 meeting were approved with corrections.
- **TO** send a paving project item to the Finance Committee for review and recommendation.
- **TO** forward to the Board of Directors the draft movement study recommendations as prepared by Urban Crossroads and request to obtain a conceptual approval to accepting Urban Crossroads movement study recommendations.
- **TO** not approve the request for the installation of 65 Podocarpus (Henkelii), 15-gallon trees, along the 1.8 peri-meter wall on Nassau Drive, as recommended by the ADR Committee on May 16, 2016.

The motion failed with four (4) no votes (P. Hood, B. Lukoff, L. Stone, R. Stone)

- **TO** forward to the Board the submitted schematic drawings for a conceptual approval to allow staff to prepare a scope of work and cost for this project.
- **TO** approve the purchase of patio furniture at the Sale Office, consisting of one (1) table, four (4) chairs, one (1) umbrella and base and one (1) trash can. The cost is not to exceed \$2,500, and forward to the Finance Committee for Capital funding.
- Meeting adjourned at 3:25 p.m.

ACTIONS

- Chair Lukoff stated that the extension of the Red Curbs at St. Andrews and Seaview is a part of the movement study recommendations and requested staff to provide clarification from the traffic engineer.
- It is the consensus of the Committee to direct the Facilities Director to obtain more information from SC Edison as it relates to cost and community's responsibilities. Facilities Director to provide an update at a future meeting.
- It is the consensus of the Committee to not approve for an additional staff street painter. Chair Lukoff asked staff to inform Physical Property Council of the Committee's decision.
- Chair Lukoff directed staff to provide pictures of the Amphitheater restrooms at our next meeting. Chair Lukoff also invited Committee members to visit the restrooms at the Amphitheater. Facilities Director to provide a report at a future meeting.
- It is the consensus of the Committee to table this item until its next regular scheduled meeting in August and to direct Project Coordinator get budget quote from contractor, MJ Jurado. Project Coordinator will present an update at a future meeting.
- Chair Lukoff directed the Facilities Director to provide the Committee with costs on placing a fence near Mutual Eleven and including this item in the next month's agenda.