



PHYSICAL PROPERTY COMMITTEE MINUTES
March 2, 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 Wednesday, March 2, 2016, in the Administration Conference Room followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Ms. P. Snowden
	Mrs. C. Damoci, Vice Chair	Ms. L. Stone
	Mr. S. McGuigan	Ms. R. Winkler, Ex-Officio
	Mr. P. Moore	

Absent: Ms. M. Greer

Also Present:

- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator/Building Inspector
- Mrs. L. Whitlock, Recording Secretary
- Mr. P. Hood, GRF Representative, Mutual Five
- Mrs. L. Perrotti, GRF Representative, Mutual One
- Mr. P. Pratt, GRF Representative, Mutual Two
- Ms. K. Rapp, GRF Representative, Mutual Seven
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. R. Stone, GRF Representative, Mutual One
- Ms. S. Massa-Lavitt, Mayor, City of Seal Beach
- Twenty-Six 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 April, 2016.

Approval of Minutes

The Minutes from the regularly scheduled meeting on February 3, 2016, were approved as presented.

Shareholder/Member Comments – Agenda Items Only

Seven shareholders/members commented on items on the agenda.

CORRESPONDENCE

The Committee received three pieces of correspondence: 1) proper disposal of lightbulbs; 2) bus bench donation from the "Sunday Night Ballroom Dance Group; and 3) Leisure World Spending. It was resolved that a reply will be sent to each author acknowledging receipt of his/her correspondence.

OLD BUSINESS

Perimeter Wall, Section A

Facilities Director reported on the area that needs to be cleared and provided photos for the Committee's review. He also reported that staff is recommending that Spectrum Care be selected for this task.

After further discussion, Mr. Moore stated that as Spectrum Care is the landscaper for the City of Seal Beach, he MOTIONED, seconded by Mr. McGuigan and unanimously carried by the Committee members present –

TO award contract for Perimeter Wall, Section A to Spectrum Care, which include areas A & R. Cost is not to exceed \$33,000.00. Committee seeking approval of the Board.

Perimeter Wall, Section B

Facilities Director reported that at the May 26, 2015 meeting, the Board approved for the replacement of Perimeter Wall, Section B to be done by contractor, Dantuma Masonry. After a brief discussion, Ms. Stone MOTIONED, seconded by Mrs. Damoci and unanimously carried by the Committee members present –

TO proceed with the replacement of Perimeter Wall, Section B and exclude the section of the wall where consent has not been provided, as approved by the Board.

Perimeter Wall, Sections J & K

As requested by the Committee at the February 3, 2016 meeting, Facilities Director provided the following documents: 1) GRF Board Minutes from February 17, 2004, stating approval of contract with Dantuma Masonry for the reconstruction of Perimeter Wall, Sections J & K and 2) Letter dated February 25, 2016, from John Dantuma stating that he will be willing to transfer the 10% mobilization fee from Perimeter Wall, Sections J & K and apply to Sections L & M.

After further discussion, Mr. McGuigan MOTIONED, seconded by Mr. Moore to postpone this item indefinitely and to move funds back into the reserves. There was a vote of three "Yeas" and three "Nays." Item tabled and motion not carried.

BREAK

Chair Lukoff called for a break at 2:25 p.m. Meeting called back to order at 2:35 p.m.

Perimeter Wall, Sections L & M

Facilities Director reported that he made verbal bid requests for this project to M.J. Jurado, Inc. and Dantuma Masonry. He is requesting permission from the Committee to send a request for proposal (RFP) out for this project, requesting sealed bids.

After further discussion, Mrs. Damoci MOTIONED, seconded by Ms. Stone and unanimously carried by the Committee members present –

TO direct staff to issue a change order to Perimeter Wall, Section A and go right into Perimeter Wall, Sections L & M. Committee seeks approval of the Board.

Amphitheater Seating

Project Coordinator reported that he will have bids to present for this project at a future Committee meeting. No action taken at this time.

Sales Office Bike Parking

After a brief discussion, the Committee decided to direct staff to forward this item to the ADR Committee for plant selection to be placed in front of the vinyl wall, which is to be placed for the Sales Office Bike Parking area.

Floor Replacement – Clubhouse 6

Facilities Director reported the Service Maintenance department has needed to make several repairs to the upstairs floor at Clubhouse 6 and the area has been recommended for replacement. He also reported that the Physical Property Department sent out an RFP for this project and received bids from the following contractors:

Company	Bid Amount
Bixby Plaza Carpets & Flooring	\$35,400.00
Golden State Surfaces, Inc.	\$38,800.00
D & G Flooring, Inc.	\$46,242.00

It is staff's recommendation for the Committee to award this contract to Bixby Plaza Carpets & Flooring for this project and forward this request to the Finance Committee and the Board for approval.

After a brief discussion, Ms. Snowden MOTIONED, seconded by Mrs. Damoci and unanimously carried by the Committee members present –

TO request that the Finance Committee and the Board approve the Committee's recommendation to select Bixby Plaza Carpets & Flooring to replace the upstairs flooring in Clubhouse 6, Asset ID #0701 (approx. 5000 sf), excluding the Exercising area, and use the flooring approved by the ADRC – Johnson Navia LVT flooring, Color – Jet.

Movement Study

Facilities Director presented proposal agreement from Urban Crossroads for the Leisure World Seal Beach CAMUTCD Implementation Strategy, which is for the purpose to adopt a policy implementing the current CAMUTCD (California Manual on Uniform Traffic Control Devices); develop a community inventory of signs and pavement markings; and identification of areas requiring focused review and design modifications.

After a discussion, a Committee member stated that this will allow us to look at issues that may not have applied when this community was built. Therefore, Mr. Moore MOTIONED, seconded by Mr. McGuigan and unanimously carried by the Committee members present –

TO request for the Finance Committee and the Board to approve the Committee's recommendation to accept Urban Crossroads' proposal to prepare the Leisure World Seal Beach CAMUTCD Implementation Strategy.

Donation of Bus Shelter

The donation of a bus bench and shelter from Mutual Fourteen has been brought back to the Committee for reconsideration of acceptance. Mrs. Damoci reported that the Foundation has accepted other donations of bus benches and shelters in the past from other Mutuels and would like for this Committee to reconsider its decision of not accepting Mutual Fourteen's donation at the February 3, 2016 meeting.

After a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Stone, with one NO vote (McGuigan) and carried by the Committee members present –

TO accept Mutual Fourteen's donation of a bus bench and shelter, which is to be placed on Sunningdale Road and added as Trust property.

Paving Project

Facilities Director reported that he will be opening sealed bids received by contractors for this project at the next Committee meeting. No action taken.

NEW BUSINESS

Landscape Architectural Services

Facilities Director reported that on February 18, 2016, the ADR Committee voted to recommend to the Physical Property Committee to award the landscape architectural services contract to Hoskins + Hoskins in the amount of \$1,500.00.

After a brief discussion, Mr. Moore MOTIONED, seconded by Mrs. Damoci and unanimously carried by the Committee members present –

TO forward this item back to the ADR Committee for the approval of the landscape architectural services contract from Hoskins + Hoskins for this project, which is to be paid for by ADR Committee's budget.

Tree Trimming Bids

Facilities Director opened three sealed bids from the following contractors for the tree trimming bid of approximately 200 trees:

Company	Golf Course	Community Property	Number of Days	Contract Amount
Andre Landscaping	\$11,334.00	\$11,334.00	30	\$22,668.00
Peterson Tree Works	\$6,480.00	\$16,630.00	90	\$23,110.00
Tree Pro	\$11,185.00	\$45,550.00	60	\$56,735.00

After a discussion and review of the bids, Ms. Stone MOTIONED, seconded by Mr. McGuigan and unanimously carried by Committee members present –

TO seek approval from the Board the Committee's recommendation to award Peterson Tree Works for the Tree Trimming Contract.

PERMIT PROCEDURE

For the Committees review and information, the Facilities Director provided minutes from previous Board meetings where the GRF Permit fees were established. He also reported that these fees were established as a resolution and not an actual policy. No action taken.

STAFF REPORTS**Facilities Director**

Facilities Director provided status report on projects in the meeting.

Facilities Manager

Facilities Manager provided his report for February 2016 and other updates during the meeting.

(Facilities Manager was excused from the meeting at 1:41 p.m.)

Project Coordinator

Project Coordinator provided project updates in the meeting.

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Shareholder Member Comments

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

Committee Member Comments

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

Chair's Comments

Chair Lukoff thanked the Committee members, shareholders, and staff present for attending and participating in the meeting. Next meeting scheduled for the Physical Property Committee will be held on **Wednesday, April 6, 2016, at 1:00 p.m., in the Administrative Conference room.**

ADJOURNMENT

Chair Lukoff adjourned the meeting at 4:18 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

law:03-07-16

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

MOTIONS

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.
- The Minutes from the regularly scheduled meeting on February 3, 2016, were approved as presented.
- **TO** award contract for Perimeter Wall, Section A to Spectrum Care, which include areas A & R. Cost is not to exceed \$33,000.00. Committee seeking approval of the Board.
- **TO** proceed with the replacement of Perimeter Wall, Section B and exclude the section of the wall where consent has not been provided, as approved by the Board.
- Perimeter Wall, Sections J & K - Mr. McGuigan MOTIONED, seconded by Mr. Moore to postpone this item indefinitely and to move funds back into the reserves. There was a vote of three "Yeas" and three "Nays." Item tabled and motion not carried.
- **TO** direct staff to issue a change order to Perimeter Wall, Section A and go right into Perimeter Wall, Sections L & M. Committee seeks approval of the Board. (Perimeter Wall, Sections L & M).
- **TO** request that the Finance Committee and the Board to approve the Committee's recommendation to select Bixby Plaza Carpets & Flooring to replace the upstairs flooring in Clubhouse 6, Asset ID #0701 (approx. 5000 sf), excluding the Exercising area, and use the flooring approved by the ADRC – Johnson Navia LVT flooring, Color – Jet.
- **TO** request for the Finance Committee and the Board to approve the Committee's recommendation to accept Urban Crossroads' proposal to prepare the Leisure World Seal Beach CAMUTCD Implementation Study.
- **TO** accept Mutual Fourteen's donation of a bus bench and shelter, which is to be placed on Sunningdale Road and added as Trust property.

- **TO** forward this item back to the ADR Committee for the approval of the landscape architectural services contract from Hoskins + Hoskins for this project, which is to be paid for by ADR Committee's budget.
- **TO** seek approval from the Board the Committee's recommendation to award Peterson Tree Works for the Tree Trimming Contract.
- Meeting adjourned at 4:18 p.m.

ACTIONS

- The Committee received three pieces of correspondence: 1) proper disposal of lightbulbs; 2) bus bench donation from the "Sunday Night Ballroom Dance Group; and 3) Leisure World Spending. It was resolved that a reply will be sent to each author acknowledging receipt of his/her correspondence.
- Chair Lukoff called for a 10-minute break at 2:25 p.m. Meeting called back to order at 2:35 p.m.
- Project Coordinator reported that he will have bids to present for this project at a future Committee meeting. No action taken at this time.
- ADR Committee to make plant selection to be placed in front of the vinyl wall, which is to be placed for the Sales Office Bike Parking area.
- Facilities Director reported that he will be opening sealed bids received by contractors for this project at the next Committee meeting. No action taken.
- For the Committees review and information, the Facilities Director provided minutes from previous Board meetings where the GRF Permit fees were established. He also reported that these fees were established as a resolution and not an actual policy. No action taken.