



PHYSICAL PROPERTY COMMITTEE MINUTES
January 6, 2016

The regular meeting of the Physical Property Committee was held on Wednesday, January 6, 2016, and was called to order at 1:01 p.m. by Chair Lukoff in the Administration Conference Room followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Mr. P. Moore
	Mrs. C. Damoci, Vice Chair	Ms. P. Snowden
	Ms. M. Greer	Ms. L. Stone
	Mr. S. McGuigan	

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator/Building Inspector
- Mrs. L. Whitlock, Recording Secretary
- Ms. M. Greer, GRF Representative, Mutual Eleven
- Mr. P. Hood, GRF Representative, Mutual Five
- Mrs. L. Perrotti, GRF Representative, Mutual One
- 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, Council Member, District Five, City of Seal Beach
- Eleven 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 February, 2016.

Approval of Minutes

The Meeting Minutes from December 2, 2015 were approved with corrections.

Shareholder/Member Comments – Agenda Items Only

Six shareholders/members commented on items on the agenda.

CORRESPONDENCE

The Committee received of two pieces of correspondence. Chair Lukoff read letters and requested Recording Secretary to draft "Acknowledgement of Correspondence" letters to authors of correspondence.

OLD BUSINESS

Perimeter Wall Section-B (#591-01)

The Executive Director reported that in a few days he should be in receipt of the release letter for the removal and replacement of wall and plants along perimeter wall located at 13001 Seal Beach Boulevard.

Grant Writer for Channel Upgrades

The Facilities Director reported that he scheduled to meet with the Orange County Flood Control District to further discuss the utilization of the land on top of their easement. Facilities Director will provide an update to the Committee at the next meeting.

Perimeter Wall Section L & M (Westminster Wall)

The Executive Director reported that if the wall is removed and replaced in its preexisting condition, no additional services will be required; however, if it is moved from its original and current position, the cost for this project will increase exponentially. Project Coordinator provided a Preliminary Budget for the Perimeter Walls L & M project.

BREAK

Chair Lukoff called for the Committee to take a 10-minute break at 1:46 p.m. Chair Lukoff called the meeting to reconvene at 1:56 p.m.

Perimeter Wall Section L & M (Westminster Wall) - Continued

The Committee continued its discussion and review of the preliminary budget and possible options for the wall. Mr. McGuigan MOTIONED, seconded by Ms. Greer and carried with one "no" vote (Mrs. Damoci) –

TO select Option 1 with a 10' foot wall for the Westminster Perimeter Wall, which is to have the wall rebuilt where it stands and forward recommendation to the Board for the approval of the estimated budget of \$791,670.00; and

TO direct staff to consider including the cost of anti-graffiti coating when sending out the RFPs.

Tree Inventory

Facilities Director provided location and tree inventory reports to Committee members and reported that RFPs are scheduled to go out this week for the tree-trimming services bids to landscapers/certified arborists, as requested by the Committee.

Main Gate Security Restroom Remodeling Project #736-15

Facilities Director provided proposals received and summarized the scope of work for this project. After a brief discussion by the Committee, Ms. Stone MOTIONED, seconded by Mr. Moore and unanimously carried –

TO select Bergkvist Construction Company for the Main Gate Restroom Remodeling Project. Contract amount not to exceed \$45,000.00. Funding for this project will be reviewed by the Finance Committee.

Amphitheater Seating

Project Coordinator provided a plan drawing and presentation of the proposed Amphitheater Seating modifications for scooters and wheelchairs. Committee and staff discussed possible seating options and directed Project Coordinator to provide costs for seating modification options an upcoming scheduled meeting.

Foxburg Road

Facilities Director provided to the Committee an excerpt of Mutual Nine's Board of Directors Meeting Minutes, dated December 14, 2015, stating that they have agreed to allow GRF to make the necessary repairs to Foxburg Road. The motion was approved with one "no" vote.

The following excerpt from Mutual Nine's Board of Directors was presented to the Committee for their acceptance/approval:

RESOLVED, that the GRF will affect the required repairs to Foxburg Road, the removal and replacement of the asphalt, and remove the trees whose roots are compromising the street, at GRF's expense; GRF will not provide replacement landscape materials and stipulates that any replacement landscape and/or trees must be of such a nature not to cause damage to Trust property.

After a brief discussion of this matter by the Committee, Mr. McGuigan MOTIONED, seconded by Mr. Moore and unanimously carried –

TO accept the resolution made at the Mutual Nine Board of Directors meeting on December 14, 2015, as it relates to the repairs on Foxburg Road.

Parking at Clubhouse 1

Facilities Director reported that this concept was initially introduced approximately seven (7) years ago, to create possibly 19 parking spaces adjacent to Clubhouse 1, which would allow incoming, one-way traffic and a third exit on Golden Rain Road. A drawing of the proposed additional parking spaces were provided for the Committee's review and the Project Coordinator suggested that this item be added to the existing Asphalt Paving Project.

After a review and discussion of this concept, Ms. Snowden MOTIONED, seconded by Ms. Greer and unanimously carried –

TO direct staff to add the proposed additional parking spaces concept at Clubhouse 1 to the existing asphalt paving project and provide cost at next scheduled meeting.

Perimeter Wall, Sections J & K

Facilities Director reported he is still in the process of obtaining a permit from the County to continue with the wall. He will provide more information at the next scheduled Committee meeting.

NEW BUSINESS

Floor Replacement – Purchasing Department

Facilities Director reported that the flooring in the Purchasing Department needs to be replaced and provided bids received for this project for the Committee's review. After a brief discussion, Mr. Moore MOTIONED, seconded by Mrs. Damoci and unanimously carried –

TO accept the bid from Golden State Surfaces, Inc. for the floor replacement project in the Purchasing Department and recommend to Finance for the approval of the submitted proposal in the amount of \$4,545.00.

New Contractor's List

Facilities Director presented to Committee members the newly revised Contractor's List, which now includes language provided by the Foundation's attorney and an asterisk next to the contractors who are not allowed to work in specific Mutuals. Committee recommended for staff to add print date and move shareholder disclaimer notification from last page to the second page.

Concrete at Clubhouse 3

Facilities Director reported that he was asked by the Committee to obtain cost for additional concrete in the planter area under the eaves of Clubhouse 3. He also stated that the cost for this project would be \$6960.00, which could be paid through Capital Funding.

After further discussion by the Committee, it was agreed to direct staff to provide other options and costs at the next scheduled meeting.

Heat Pump – Clubhouse 6

Facilities Director reported that the heat pump in Clubhouse 6 needs to be replaced, as it is beyond repair, and provided bids from the following three companies: 1) Associated Heating & Air Conditioning; 2) Greenwood Heating & Air and 3) Alpine Heating and Air Conditioning. He also stated that there is \$50,000.00 available in Reserves to finance this replacement. The Committee asked staff to verify the cost from Associated was for the correct model.

After a brief discussion and review of bids, Ms. Snowden MOTIONED, seconded by Mrs. Damoci and unanimously carried –

TO accept the bid from Associated Heating & Air Conditioning for the replacement of the Heat Pump in Clubhouse 6 in the amount of \$9,300.00, after cost is verified by the contractor.

Sales Office – Bike Parking

Chair Lukoff proposed that the bike parking area be moved alongside the Sales Office with dense shrubbery or vinyl walls, parallel to the front of the building to hide the bike racks, which would also allow a more prominent view of our new signage.

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

TO direct Physical Property staff to research cost for this proposed concept and provide to the Committee at the next scheduled meeting.

Fire Hydrants and "No Parking" Zones

Executive Director reported that we have been asked by the Security, Bus and Traffic Committee (SBTC) on December 9, 2015, to evaluate and inspect all of our fire hydrants to ensure that a 15-foot "No Parking Zone" is clearly marked and painted red in both directions. He also referred to the California Vehicle Code, "V C Section 22514 – Fire Hydrants."

After a brief discussion, Executive Director recommended that staff will inventory all of the fire hydrants and ascertain the cost for this project and report back to Committee at an upcoming scheduled meeting.

STAFF REPORTSFacilities Director

Facilities Director provided status report on projects listed on the Action Report and Budget Variance Report attached to the Agenda.

Facilities Manager

The Facilities Manager distributed his monthly report for December 2015 and stated that they have delivered over 600 sandbags and staff are cleaning gutters and storm drains. He also provided other updates during the meeting.

(The Facilities Manager was excused from the meeting at 1:21 p.m.)

Project Coordinator

Project Coordinator provided updates in the meeting.

Executive Director

Executive Director mentioned that all of the benches received were marred. The Committee directed staff not to attempt to fix benches, but to return all of them to the manufacturer. He also provided other updates in the meeting.

Shareholder Member Comments

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

Committee Member Comments

Four 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, February 3, 2016, at 1:00 p.m., in the Administrative Conference room.**

ADJOURNMENT

Chair Lukoff adjourned the meeting at 3:58 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

law/01-21-16

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 Meeting Minutes from December 2, 2015 were approved with corrections.
- As it relates to the Perimeter Wall Section L & M (Westminster Wall):
 - **TO** select Option 1 with a 10' foot wall for the Westminster Perimeter Wall, which is to have the wall rebuilt where it stands and forward recommendation to the Board for the approval of the estimated budget of \$791,670.00; and
 - **TO** direct staff to consider including the cost of anti-graffiti coating when sending out the RFPs.
- **TO** select Bergkvist Construction Company for the Main Gate Restroom Remodeling Project. Contract amount not to exceed \$45,000.00. Funding for this project will be reviewed by the Finance Committee.
- **TO** accept the resolution made at the Mutual Nine Board of Directors meeting on December 14, 2015, as it relates to the repairs on Foxburg Road.
- **TO** direct staff to add the proposed additional parking spaces concept at Clubhouse 1 to the existing asphalt paving project and provide cost at next scheduled meeting.
- **TO** accept the bid from Associated Heating & Air Conditioning for the replacement of the Heat Pump in Clubhouse 6 in the amount of \$9,300.00, after cost is verified by the contractor.
- **TO** direct Physical Property staff to research cost for this proposed concept new bike parking location and provide to the Committee at the next scheduled meeting.

ACTIONS

- The Executive Director should be in receipt of the release letter for the removal and replacement of wall and plants along perimeter wall located at 13001 Seal Beach Boulevard.
- The Facilities Director meeting with the Orange County Flood Control District to further discuss the utilization of the land on top of their easement. Will provide an update to the Committee at the next meeting.
- RFPs for tree-trimming and landscaping services are scheduled to go out this week with an emphasis on certified arborists, as requested by the Committee.
- Project Coordinator to provide costs for seating modification for the Amphitheater at an upcoming scheduled meeting.
- Facilities Director to provide more information at the next scheduled Committee meeting regarding Perimeter Wall, Sections J & K.
- Regarding the new Contractor's List, the Committee recommended for staff to add print date and move disclaimer notification from last page to second page.
- Facilities Director to provide other options and costs for the concrete project at Clubhouse 3 at the next scheduled meeting.
- Executive Director to inventory fire hydrants and ascertain the cost for painting and placement of proper "No Parking Zones" report back to Committee at an upcoming scheduled meeting.
- Committee directed Executive Director to return all damaged benches to the manufacturer.