



## **PHYSICAL PROPERTY COMMITTEE MINUTES**

### **February 3, 2016**

The regular meeting of the Physical Property Committee was held on Wednesday, February 3, 2016, and was called to order at 1:00 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	Ms. R. Winkler, 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
- Mrs. L. Whitlock, Recording Secretary
- Mr. P. Friedman, GRF Representative, Mutual Fifteen
- 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-Five 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 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 March, 2016.

As requested by Facilities Director, Chair Lukoff added emergency item, "Light Pole Replacement to today's Agenda.

### **Approval of Minutes**

Minutes from January 6, 2016 were approved as presented.

### **Shareholder/Member Comments – Agenda Items Only**

Eight shareholders/members commented on items on the agenda.

### **OLD BUSINESS**

#### **Perimeter Wall, Section-B (#591-01)**

The Executive Director reported that he has met with some resistance from our neighbors regarding perimeter wall located at 13001 Seal Beach Boulevard. He will update the Committee at a future date. No action taken.

#### **Perimeter Wall, Sections J & K**

The Committee discussed possibly cancelling the contract with Dantuma Masonry to build the Perimeter Wall for Section J & K. After further discussion, Mrs. Damoci MOTIONED, seconded by Ms. Greer and unanimously carried –

**TO** postpone the Committee's recommendation to the Board to possibly cancel the contract with Dantuma Masonry until a complete review of contract and all supporting documents is done. Staff has been directed to provide all documents to the Committee members for their review.

#### **Grant Writer for Channel Upgrades**

Chair Lukoff requested this item be removed from the Agenda.

#### **Perimeter Wall Section L & M (Westminster Wall)**

Facilities Director presented the Committee with the preliminary budget and the following two options for the Westminster Wall, Sections L & M:

- **Option A** – to remove and replace the wall in the same location; or
- **Option B** – to remove and replace wall at the same location with a lower elevation on the south-side of wall along Westminster to lower wall height.



After a brief discussion, Mr. Moore MOTIONED, seconded by Ms. Stone and unanimously carried –

**TO** select Option A for the Westminster Wall, which is to remove and replace the wall in the same location, with a recommendation to the Board for approval.

#### 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.

#### Concrete for Clubhouse 3

After a brief discussion, Committee decided to wait until the Recreation Committee decides what is to be done with the adjacent batting cage area. At that time, the Committee will revisit this item for review and recommendation. No action taken at this time.

#### Heat Pump – Clubhouse 6

Facilities Director reported that the two heat pumps in Clubhouse 6 needs to be replaced. He received the following three bids for the replacement of these pumps:

Company	Bid Amount
Greenwood Heating and Air	\$10,650.00
Alpine Heating and Air	\$12,900.00
Associated Heating and Air	\$19,396.00

After a brief discussion, Ms. Greer MOTIONED, seconded by Mr. Moore and unanimously carried –

**TO** select bid from Greenwood Heating and Air in the amount of \$10,650.00, to replace two heat pumps in Clubhouse 6 and recommend to the Board and the Finance Committee for approval.

#### Sales Office Bike Parking

Chair Lukoff would like to see a new location for the Bike Parking and suggested that it be moved from its current location to outside of the Sales Office. After further discussion, Mr. Moore MOTIONED, seconded by Ms. Stone and unanimously carried –

**TO** move the Bike Parking Rack to the side of the Sales Office Building and place fencing in front of the new area. Cost not to exceed \$4,500.00. Funding is to come from Project No. 725-14(B) "Resales Office Remodel."

Fire Hydrants – No Parking Signs

Facilities Director reported that on December 9, 2015, the Security, Bus and Transportation (SBT) Committee requested for the Physical Property Committee to review the need to be in compliance with California Vehicle Code “VC Section 22514 – Fire Hydrants. The Code states that curbs are to be painted red 15’ feet in both directions from the fire hydrant. He also provided a map showing the location of all fire hydrants and its current condition.

After a brief discussion the Committee agreed to follow the guidelines stated in the California Vehicle Code. Mr. Moore MOTIONED, seconded by Ms. Greer and unanimously carried –

**TO** paint the curbs on Trust property, 15’ feet in both directions from each fire hydrant as indicated by California Vehicle Code “VC Section 22514 – Fire Hydrants,” with a recommendation to the Board and Finance for approval.

Floor Replacement

Facilities Director reported that the flooring in the Physical Property Conference and Break Rooms should be replaced. The following bids were received for this project:

Company	Bid Amount
Bixby Plaza Carpets & Flooring	\$7,967.00
Old Town Flooring	\$7,325.96
Golden State Surfaces	No Bid

After a brief discussion, Ms. Stone MOTIONED, seconded by Mr. Moore and unanimously carried –

**TO** select Old Town Flooring to replace the flooring in the Physical Property Conference and Break Rooms, not to exceed \$8,100.00, with a recommendation to the Board and the Finance Committee for approval.

Golf Course Lake Wall

Facilities Director reported that the Committee reviewed several material options for the replacement of the Golf Course Lake Retention Wall at the December 2, 2015 meeting. At that time, the Committee also chose the “split-face block,” which is the same material as the perimeter wall. The following two quotes were received for this project:

Company	Bid Amount
Dantuma Masonry	\$125,674.00
MJ Jurado	\$162,410.00



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

**TO** put this project off until Capital Funds are available for the full replacement of the Golf Course Lake Retention Wall. Staff is to report availability of Capital Funds in six months.

### **BREAK**

Chair Lukoff called for a 10-minute break at 2:58 p.m. Meeting reconvened at 3:08 p.m.

### **NEW BUSINESS**

#### **Donation of Bus Shelter from Mutual Fourteen**

Facilities Director reported that Mutual Fourteen would like to donate a bus bench and bus shelter on behalf of Mrs. Kim in memory of her husband, Dr. Luke Kim. Mutual Fourteen would like this bus bench and bus shelter to be maintained by and added to the Trust's assets.

After a brief discussion, Ms. Stone MOTIONED, seconded by Mr. Moore to accept Mutual Fourteen's donation; however, after further discussion by the Committee, the Committee voted with one abstain (Mr. Lukoff) –

**TO not** accept Mutual Fourteen's donation of the bus bench and bus shelter. Chair Lukoff will provide a letter to Mutual Fourteen of the Physical Property Committee's decision.

#### **Mutual Six Request**

Executive Director reported to the Committee that Mutual Six has been notified that for all future projects they are to request permission from the Foundation before starting any work on Trust property. No action taken.

#### **Bus Shelter – Amphitheater**

Chair Lukoff requested this item be removed from the Agenda.

#### **Light Pole Replacement**

Facilities Director reported that in the Medical Center/Clubhouse 6 Parking Lot, light pole #4 was destroyed during the storm on January 31, 2016. He requested from the Committee to approve one of the following options to replace the damaged light pole:

- Option 1 – new unit at a cost of \$5,438.00; or
- Option 2 –upgraded LED unit at a cost of \$6,558.00.

After further discussion by the Committee, Ms. Snowden MOTIONED, seconded by Ms. Stone and unanimously carried –

**TO** approve the replacement of Light Pole #4 in the Medical Center/Clubhouse 6 Parking Lot with an upgraded LED unit in the amount of \$6,558.00 with a recommendation to the Board and Finance Committee for approval.

## **POLICIES**

### **Policy 3331-70: GRF Landscape Areas, Plantings Adjacent to Perimeter Walls**

Chair Lukoff presented this policy to the Committee to discuss ways of planting trees and/or putting vines onto Trust walls without being invasive. Executive Director provided several suggestions that would add aesthetic value to the wall. He also mentioned that the policy should be amended to hold each Mutual responsible for any damages done to the Trust wall.

Committee directed Executive Director to send Policy 3331-70 to the Rewrite Committee to include the following:

- Mutual is to provide Drawing/Plan of planting to the Committee for approval;
- If Mutual is going to drill into the Trust wall, Mutual must sign a waiver and is responsible for any damages; and
- Mutual can only plant vines on Trust walls that have been pre-approved by the Committee.

## **STAFF REPORTS**

### **Facilities Director**

Facilities Director provided status report on projects listed on the Action Report and Budget Variance Report attached to the Agenda. Facilities Director will provide the following to the Committee at the next scheduled meeting:

- Estimated landscaping costs for Perimeter Wall Project, Section A
- Start and End dates for the Security Bathroom Project
- Update on damage to Clubhouse 2 from Car Accident
- Update on Storm Drains
- Permit Policy for Committee's review

Facilities Manager

Facilities Manager provided report for January 2016 and mentioned that 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 project updates in the meeting.

Executive Director

Executive Director stated there is nothing to report at this time.

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, March 2, 2016, at 1:00 p.m., in the Administrative Conference room.**

ADJOURNMENT

Chair Lukoff adjourned the meeting at 4:02 p.m.

  
Barry Lukoff, Chair  
PHYSICAL PROPERTY COMMITTEE



## 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 January 6, 2016, were approved as presented.
- **TO** postpone the Committee's recommendation to the Board to possibly cancel the contract with Dantuma Masonry until a complete review of contract and all supporting documents is done. Staff has been directed to provide all documents to the Committee members for their review.
- **TO** select Option A for the Westminster Wall, which is to remove and replace the wall in the same location, with a recommendation to the Board for approval.
- **TO** select bid from Greenwood Heating and Air in the amount of \$10,650.00, to replace two heat pumps in Clubhouse 6 and recommend to the Board and the Finance Committee for approval.
- **TO** move the Bike Parking Rack to the side of the Sales Office Building and place fencing in front of the new area. Cost not to exceed \$4,500.00. Funding is to come from Project No. 725-14(B) "Resales Office Remodel."
- **TO** paint the curbs on Trust property, 15' feet in both directions from each fire hydrant as indicated by California Vehicle Code "VC Section 22514 – Fire Hydrants," with a recommendation to the Board and Finance for approval.
- **TO** select Old Town Flooring to replace the flooring in the Physical Property Conference and Break Rooms, not to exceed \$8,100.00, with a recommendation to the Board and the Finance Committee for approval.
- **TO** put this project off until Capital Funds are available for the full replacement of the Golf Course Lake Retention Wall. Staff is to report availability of 9Capital Funds in six months.
- Chair Lukoff called for a 10-minute break at 2:58 p.m. Chair Lukoff called for the meeting to reconvene at 3:08 p.m.



- **TO not** accept Mutual Fourteen's donation of the bus bench and bus shelter. Chair Lukoff will provide a letter to Mutual Fourteen of the Physical Property Committee's decision.
- **TO** approve the replacement of Light Pole #4 in the Medical Center/Clubhouse 6 Parking Lot with an upgraded LED unit in the amount of \$6,558.00 with a recommendation to the Board and Finance Committee for approval.
- Meeting adjourned at 4:02 p.m.

### **ACTIONS**

- The Executive Director reported that he has met with some resistance from our neighbors regarding perimeter wall located at 13001 Seal Beach Boulevard. We may consider offering higher numbers. He will update the Committee at a future date. No action taken.
- Grant Writer for Channel Upgrades removed from the Agenda by Chair.
- Project Coordinator reported that he will have bids to present for Amphitheater Seating at a future Committee meeting.
- Regarding Concrete for Clubhouse 3, Committee decided to wait until the Recreation Committee decides what is to be done with the adjacent batting cage area. No action taken at this time.
- Executive Director reported to the Committee that Mutual Six has been that for all future projects they are to request permission from the Foundation before starting any work on Trust property. No action taken.
- Chair Lukoff requested item, "Amphitheater Bus Shelter" be removed from the Agenda.
- Committee directed Executive Director to send Policy 3331-70 to the Rewrite Committee to include the following:
  - Mutual is to provide Drawing/Plan of planting to the Committee for approval;
  - If Mutual is going to drill into the Trust wall, Mutual must sign a waiver and is responsible for any damages; and
  - Mutual can only plant vines on Trust walls that have been pre-approved by the Committee.

- Facilities Director to provide the following to the Committee at the next scheduled meeting:
  - Estimated landscaping costs for Perimeter Wall Project, Section A;
  - Start and End dates for the Security Bathroom Project;
  - Update on damage to Clubhouse 2;
  - Update on Storm Drains; and
  - Permit Policy for Committee's review.