



PHYSICAL PROPERTY COMMITTEE MINUTES
August 7, 2017

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m. by Chair Rapp and was held on Monday, August 7, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. K. Rapp, Chair	Ms. S. Fekjar
	Mr. B. Lukoff, Vice-Chair	Mr. P. Pratt
	Mrs. C. Damoci	Mr. R. Stone
Also	Ms. L. Perrotti, GRF Representative, Mutual One	
Present:	Mrs. J. Reed, GRF Representative, Mutual Four	
	Mr. T. Doderio, GRF Representative, Mutual Nine	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Mr. P. Moore, GRF Representative, Mutual Seventeen	
	Mr. R. Ankeny, Executive Director	
	Ms. C. Miller, Director of Finance	
	Mr. M. Weaver, Facilities Director	
	Mr. D. Rudge, Project Coordinator / Building Inspector	
	Ms. K. Lukina, Recording Secretary	
	Seventeen Shareholders/Foundation Members	

CHAIR'S ANNOUNCEMENTS

Chair Rapp welcomed Committee members, and recognized the attendees – GRF President Linda Stone, Executive Director Randy Ankeny, Facilities Director Mark Weaver, Project Coordinator David Rudge, Director of Finance Carolyn Miller, and Recording Secretary Katya Lukina.

There being no objections, Chair Rapp 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 September, 2017.

RULES OF ORDER

Chair Rapp asked everyone to turn off their cell phones, and wait for their turn to speak.

CHAIR'S REPORT

Chair Rapp had no report to present at the time of the meeting, and stated that an emergency item – Building Five First Floor Improvements, will be added under New Business per the Executive Director's request.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of June 30, 2017, were approved, as amended.

SHAREHOLDER/ MEMBER COMMENTS

Four shareholder/member spoke on the items pertaining to the Committee's area of purview.

CORRESPONDENCE

Accommodations for Visually Impaired Residents, Sharon Kohn

The Committee reviewed the letter from S. Kohn, asking the Committee to consider some changes to be made throughout the community to accommodate visually impaired residents.

Chair Rapp asked the Facilities Director to look into installing Braille signs at the Amphitheater restrooms, incorporating some changes into current paving project to help visually impaired residents navigate throughout the community, and address this topic at the next scheduled Committee meeting.

Bench by the Post Office, Peter Meuter

The Committee discussed a letter from Mr. Meuter regarding safety concerns on the position of a bench by the LW Post Office.

Following a discussion, the Committee concurred to send a letter to P. Meuter stating that this issue will be looked into, and addressed at the next scheduled Committee meeting.

OLD BUSINESS

2018 Budget

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Ms. Fekjar –

TO recommend the Executive Committee expedite the hiring of new Building Inspector, under Cost Center 70, pending the Finance Committee approval of available funding.

The motion was carried unanimously by Committee members present.

Following a discussion, Mrs. Damoci MOTIONED, seconded by Mr. Stone –

TO recommend the Finance Committee accept the proposed 2018 operating budget for Cost Centers 70 – Physical Properties, 74 – Service Maintenance, 75 – Trust Property Labor, and 79 – Community Facilities.

The motion was carried unanimously by Committee members present.

Clubhouse Six Revitalization Project (Clubhouse Six Reserves)

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO recommend the GRF Board award a contract to CertaPro Painters for the Clubhouse Six interior painting for \$10,500 using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$11,500 funded by the Clubhouse revitalization project.

The motion was carried unanimously by Committee members present.

Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO recommend the GRF Board award a contract to Kary's Carpets for the Clubhouse Six floor refinishing, as specified in a proposal, at a cost of \$22,680 funded by the Clubhouse revitalization project.

The motion was carried unanimously by Committee members present.

NEW BUSINESS

CCTV Sewer Lines

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO revisit the proposal by Empire Pipe Cleaning Equipment, Inc. (EPCE) to provide CCTV sewer lines inspection in November, as a non-budgeted operational expense of 2017, remove it from the Cost Center 79 budget for 2018, and address it again at the Committee's November, 2017 meeting.

The motion was carried unanimously by Committee members present.

Room Nine, Clubhouse Three Roof Replacement

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Mrs. Damoci –

TO recommend the GRF Board award a contract to Jordan Roofing to remove, and replace the roof over Room Nine in Clubhouse Three, for a total cost not to exceed \$15,000 including contingencies, following review by the Finance Committee as a Reserve funding expense.

The motion was carried unanimously by Committee members present.

Paint Guard House at St. Andrews and North Gate

Mr. Lukoff MOTIONED, seconded by Mrs. Damoci –

TO recommend the GRF Board award a contract to Advanced Custom Painting for \$1,875 to paint St Andrews and North Gate Buildings using the same color scheme as the Security Building, per the ADRC, adding \$1000 in contingencies, for a total cost not to exceed \$2,875 following review by the Finance Committee as a Reserve funding expense.

The motion was carried unanimously by Committee members present.

Westminster Wall Section L&M and Mutual Two Request

Following a discussion, the Committee concurred to send a letter to Mutual Two stating that following the removal of two tree stumps, GRF has performed its contractual obligations, and no additional funding will be used in that area.

Paint the Post Office

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO recommend the GRF Board award a contract to Advance Custom Painting to paint the On-site Post Office, using the color scheme approved by the ADRC, at a cost of \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500 following the Capital funding review by the Finance Committee.

The motion was carried unanimously by Committee members present.

Bid Opening for Main Gate Landscaping

Following a discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO approve a contract with John's Landscaping in the amount of \$89,007 and a separate contract with MJ Jurado for demo and hardscape in the amount of \$18,000 and include a pre-approved funding expense in the amount of \$125,000 with a total budget for this project of \$229,000, and send it to the Board for final approval after review by the Finance Committee with the costs breakdown to stay within the budget. The costs for lighting and signage are to be determined at a later date.

The motion passed with one abstention (R. Stone).

Golf Course Bridge Rails

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Mr. Pratt –

TO approve M.J. Jurado remove and replace Golf Course bridge rails in the amount not to exceed \$9,780 and send it to the Finance Committee and the Board for final approval.

The motion was carried unanimously by Committee members present.

Clubhouse Six Exterior Painting

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO ask Certa Pro Painters to look at its costs, and fulfill the contract on Clubhouse Six exterior painting, using the color scheme approved by the ADRC, at a cost of \$21,000 and \$1,000 in contingencies, for a total cost not to exceed \$22,000 following the Reserve funding review by the Finance Committee, and send it to the Board for final approval. If Certa Pro Painters reject the Committee's proposal, award a contract to Hutton Painting at the costs submitted.

The motion was carried unanimously by Committee members present.

CalMet (request)

Following a discussion, Mr. Pratt MOTIONED, seconded by Ms. Fekjar –

TO respectfully decline CalMet services offer at new rates.

The motion was carried unanimously by Committee members present.

Electrical at RV Lot

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO recommend the GRF Board award a contract to Schlick Services to install 400 amps service, to connect all existing electrical components, for a total cost not to exceed \$28,945 after review by the Finance Committee, and address the question on installing two charging stations at the RV Lot at the next scheduled meeting.

The motion failed due to no voting.

Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO table previously made motion on electrical services at the RV Lot until next month, study the RV Lot lease, and discuss it at the next scheduled meeting.

The motion was carried unanimously by Committee members present.

Parking Spaces at the Service Maintenance Alley

Following a discussion, the Committee concurred to direct the Physical Properties Department staff take an appropriate action to increase contractors' parking at the Service Maintenance Alley.

Junipers on El Dorado Dr.

Following a discussion, Mrs. Damoci MOTIONED, seconded by Mr. Pratt –

TO approve Johns Landscape Service, Inc. remove hazardous Juniper trees on El Dorado Dr., funded by available operating costs, and send the removal of remaining trees issue to the ADRC to further develop a plan of action.

The motion was carried unanimously by Committee members present.

PPC Representative at PPCO

Following a brief discussion, the Committee concurred to take turns in representing PPC at PPCO meetings, starting with Mrs. Damoci at PPCO's next scheduled meeting in October, 2017.

Paving Project/ Weeburn and Knollwood, St. Andrews South

The Facilities Director handed out the proposals for additional work needed on Weeburn and Knollwood Roads, and stated that the sections of the road base have failed and are in need of removal and replacement. He also stated that in lieu of additional work, concrete can be used in those areas, as the utilities will not be covered, and the total known cost of repairs is at least \$36,000 which will likely increase as the road is uncovered.

Following a discussion, the Committee concurred to support the Chair's decision, and upon the Mutual's agreement, and re-address the paving project/St. Andrews South, Weeburn and Knollwood Streets, at the next scheduled Committee meeting.

Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO pave the Weeburn and Knollwood Roads with concrete, and approve the Chair to sign change of orders for a cost not to exceed \$75,681.

The motion was carried unanimously by Committee members present.

Following a further discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO review a full, itemized plan on St. Andrews South project at its September, 2017 meeting, and forward it to the ADRC for landscaping in the median.

The motion was carried unanimously by Committee members present.

Building Five First Floor Improvements

Following a discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO add offices to the first floor of Building Five, for the purpose of relocation of the Recreation Department, in the amount of \$7,500 including labor (GRF) and materials, add partitions around existing work stations in the amount of \$2,299.82 and send a recommendation to the Finance Committee to approve this project in the amount of \$10,000 and to the Board in the amount not to exceed \$10,000 using Capital funds.

The motion passed with one “No” vote (P. Pratt).

Clubhouse Three Acoustical Ceiling Abatement

Mr. Lukoff MOTIONED, seconded by Mr. Pratt –

TO recommend the GRF Board award a contract to Pacific Environmental and Abatement Solutions for asbestos abatement of acoustic ceiling in Clubhouse Three, at a cost of \$37,723 including \$2,500 for contingencies, for a total cost not to exceed \$40,223 using funds from the Clubhouse Revitalization Project (Reserves).

The motion was carried unanimously by Committee members present.

2022 Pending Pool Replacement Project

Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –

TO have a pool engineer get started on a LW Swimming Pool project, in the amount of \$25,000 as a Capital project.

The motion was carried unanimously by Committee members present.

Signage for Vision Impaired

The Committee discussed signage for vision impaired residents under the correspondence - Accommodations for Visually Impaired Residents.

POLICIES**Amend:****Policy 3310.1-70, Special Project Procedure**

Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mr. Lukoff –

TO follow Policy Re-write Sub-Committee's suggestion, and rescind Policy 3310.1-70, Special project Procedure, and send it to the Board for final approval.

The motion was carried unanimously by Committee members present.

STAFF REPORTS**Facilities Director**

The Facilities Director spoke of his reports as presented. The Committee also discussed installing either a phone or a camera outside of the RV Lot Attendant office for communication purposes.

Following a further discussion, the Committee concurred to send the RV Lot attendant office issue to the Recreation Committee for further review.

Facilities Manager

The Committee reviewed the Facilities Manager's report as presented.

Project Coordinator

The Project Coordinator commented on the items pertaining to the Committee's area of purview throughout the meeting.

Executive Director

The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting.

PRESIDENT'S COMMENTS

The President thanked the Chair and Committee members for an efficient meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

One shareholder/member spoke on the items pertaining to the Committee's area of purview.

COMMITTEE MEMBER COMMENTS

Four Committee members spoke on the items pertaining to the Committee's area of purview.

ADJOURNMENT

Chair Rapp adjourned the meeting at 3:33 p.m.


Joy Reed, Corporate Secretary
Golden Rain Foundation

kl 08.07.2017

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

MOTIONS

- There being no objections, Vice-Chair Stone declared the reading of the Quorum Notification to be dispensed with by unanimous consent;
- Minutes from the June 30, 2017, were approved, as amended;
- **TO** recommend the Executive Committee expedite the hiring of new Building Inspector, under Cost Center 70, pending the Finance Committee approval of available funding;
- **TO** recommend the Finance Committee accept the proposed 2018 operating budget for Cost Centers 70 – Physical Properties, 74 – Service Maintenance, 75 – Trust Property Labor, and 79 – Community Facilities;
- **TO** recommend the GRF Board award a contract to CertaPro Painters for the Clubhouse Six interior painting for \$10,500 using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$11,500 funded by the Clubhouse revitalization project;
- **TO** recommend the GRF Board award a contract to Kary's Carpets for the Clubhouse Six floor refinishing, as specified in a proposal, at a cost of \$22,680 funded by the Clubhouse revitalization project;
- **TO** revisit the proposal by Empire Pipe Cleaning Equipment, Inc. (EPCE) to provide CCTV sewer lines inspection in November, as a non-budgeted operational expense of 2017, remove it from the Cost Center 79 budget for 2018, and address it again at the Committee's November, 2017 meeting;
- **TO** recommend the GRF Board award a contract to Jordan Roofing to remove, and replace the roof over Room Nine in Clubhouse Three, for a total cost not to exceed \$15,000 including contingencies, following review by the Finance Committee as a Reserve funding expense;
- **TO** recommend the GRF Board award a contract to Advanced Custom Painting for \$1,875 to paint St Andrews and North Gate Buildings using the same color scheme as the Security Building, per the ADRC, adding \$1000 in contingencies, for a total cost not to exceed \$2,875 following review by the Finance Committee as a Reserve funding expense;

- **TO** recommend the GRF Board award a contract to Advance Custom Painting to paint the On-site Post Office, using the color scheme approved by the ADRC, at a cost of \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500 following the Capital funding review by the Finance Committee;
- **TO** approve a contract with John's Landscaping in the amount of \$89,007 and a separate contract with MJ Jurado for demo and hardscape in the amount of \$18,000 and include a pre-approved funding expense in the amount of \$125,000 with a total budget for this project of \$229,000, and send it to the Board for final approval after review by the Finance Committee with the costs breakdown to stay within the budget. The costs for lighting and signage are to be determined at a later date;
- **TO** approve M.J. Jurado remove and replace Golf Course bridge rails in the amount not to exceed \$9,780 and send it to the Finance Committee and the Board for final approval;
- **TO** ask Certa Pro Painters to look at its costs, and fulfill the contract on Clubhouse Six exterior painting, using the color scheme approved by the ADRC, at a cost of \$21,000 and \$1,000 in contingencies, for a total cost not to exceed \$22,000 following the Reserve funding review by the Finance Committee, and send it to the Board for final approval. If Certa Pro Painters reject the Committee's proposal, award a contract to Hutton Painting at the costs submitted;
- **TO** respectfully decline CalMet services offer at new rates;
- **TO** recommend the GRF Board award a contract to Schlick Services to install 400 amps service, to connect all existing electrical components, for a total cost not to exceed \$28,945 after review by the Finance Committee, and address the question on installing two charging stations at the RV Lot at the next scheduled meeting;
- **TO** table previously made motion on electrical services at the RV Lot until next month, study the RV Lot lease, and discuss it at the next scheduled meeting;
- **TO** approve Johns Landscape Service, Inc. remove hazardous Juniper trees on El Dorado Dr., funded by available operating costs, and send the removal of remaining trees issue to the ADRC to further develop a plan of action;
- **TO** pave the Weeburn and Knollwood Roads with concrete, and approve the Chair to sign change of orders for a cost not to exceed \$75,681;

- **TO** review a full, itemized plan on St. Andrews South project at its September, 2017 meeting, and forward it to the ADRC for landscaping in the median;
- **TO** add offices to the first floor of Building Five, for the purpose of relocation of the Recreation Department, in the amount of \$7,500 including labor (GRF) and materials, add partitions around existing work stations in the amount of \$2,299.82 and send a recommendation to the Finance Committee to approve this project in the amount of \$10,000 and to the Board in the amount not to exceed \$10,000 using Capital funds;
- **TO** recommend the GRF Board award a contract to Pacific Environmental and Abatement Solutions for asbestos abatement of acoustic ceiling in Clubhouse Three, at a cost of \$37,723 including \$2,500 for contingencies, for a total cost not to exceed \$40,223 using funds from the Clubhouse Revitalization Project (Reserves);
- **TO** have a pool engineer get started on a LW Swimming Pool project, in the amount of \$25,000 as a Capital project;
- **TO** follow Policy Re-write Sub-Committee's suggestion, and rescind Policy 3310.1-70, Special project Procedure, and send it to the Board for final approval;
- Meeting adjourned at 3:33 p.m.

ACTIONS

- The Committee concurred to send a letter to P. Meuter stating that this issue will be looked into, and addressed at the next scheduled Committee meeting;
- The Committee concurred to send a letter to Mutual Two stating that following the removal of two tree stumps, GRF has performed its contractual obligations, and no additional funding will be used in that area;
- The Committee concurred to direct the Physical Properties Department staff take an appropriate action on parking spaces at the Service Maintenance Alley;
- The Committee concurred to take turns in representing PPC at PPCO meetings, starting with Mrs. Damoci at PPCO's next scheduled meeting in October, 2017;
- The Committee concurred to support the Chair's decision, and upon the Mutual's agreement, and re-address the paving project/St. Andrews South, Weeburn and Knollwood Streets, at the next scheduled Committee meeting;
- The Committee concurred to send the RV Lot attendant office issue to the Recreation Committee for further review.