



PHYSICAL PROPERTY COMMITTEE MINUTES

June 30, 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 Friday, June 30, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. K. Rapp, Chair	Mr. B. Lukoff
	Mr. P. Anderson	Mr. P. Pratt
	Mrs. C. Damoci	Mr. R. Stone
	Ms. S. Fekjar	Ms. L. Stone, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director
Mrs. L. Perrotti, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mrs. J. Reed, GRF Representative, Mutual Four
Ms. C. Miller, Finance Director
Mr. M. Weaver, Facilities Director
Mr. R. Gonzalez, Facilities Manager
Mr. D. Rudge, Project Coordinator / Building Inspector
Mrs. D. Bennett, Recording Secretary
Eight Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

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 Vice-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 August, 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.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of May 8, 2017 were approved, as presented.

SHAREHOLDER/ MEMBER COMMENTS

Four shareholders/members spoke on various items pertaining to the agenda.

CORRESPONDENCE

The Committee concurred to respond to correspondence regarding Bicycles and Scooters Parking Area, by Clubhouse Five, from Garnet Vyduna, advising there is a bicycle rack area under the stairs.

OLD BUSINESS

Empire Contract. Sewer Drain Cleaning Services

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

TO forward a request to the GRF Board to award a three-year contract to Empire Pipe Cleaning and Equipment Inc. for the Trust Property's Sewer Maintenance in the period of three years in the total amount not to exceed \$90,422.64.

Five Committee Members, the Director of Finance and the Facilities Director spoke on the motion.

The motion was carried unanimously by Committee members present.

Mutual Six Traffic Control Evaluation

The Project Coordinator provided a verbal report on this agenda item. The Committee concurred to take no action, at this time.

Mutual Four requests Concrete rather than Asphalt

Following a brief discussion, Mr. Lukoff MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee-

TO approve modifications to Trust Property; Mutual Four will pay any additional costs to replace asphalt with concrete.

NEW BUSINESS

Appointment of Committee Vice Chair

Mrs. Damoci nominated Mr. Lukoff for Vice Chair. There being no further nominations, Mr. Lukoff was declared, by acclamation, Vice Chair of the Physical Properties Committee.

Distribution Center Parking

Following discussion, the Committee concurred to take no action on this agenda item.

2018 Budget

The Committee discussed the first draft of 2018 Operating Budgets for Cost Center 70 - Physical Properties, Cost Center 74 – Service Maintenance, Cost Center 75 – Trust Property Labor, and Cost Center 79 – Community Facilities.

Clubhouse Six Revitalization Project (Clubhouse Six Reserves)

Sealed bids for the flooring contract were opened; the Committee concurred to review the bid results at a later meeting. Therefore, no action was taken on the flooring component of the motion.

The Project Coordinator will present a sample of flooring to the ADRC for possible substitution of the Armstrong product, at a possible savings of \$173,000.

The Committee concurred to include the Clubhouse Six Revitalization Project, Reserve Funding on the August agenda, to wit: **TO** paint the interior and exterior of the building, replace window coverings, and install signage for all entrance doors, at a cost not to exceed \$53,400, including contingencies, funding from Reserves.

Utility Trailer Replacement

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

TO recommend the Finance Department approve purchase of a trailer, from Big Tex Trailers, at a cost not to exceed \$2,693.74 for transporting Kubota, Capital funding.

The GRF President and the Facilities Director spoke on the motion.

The motion was carried unanimously by Committee members present.

POLICIES

Amend Policy 3310.1-70, Special Project Procedure

Three Committee members and the Finance Director spoke on the topic.

The Committee concurred to refer Policy 3310.1-70, Special Project Procedure to the Policy Re-write Sub-committee.

STAFF REPORTS

Facilities Director

The Facilities Director presented his Project Timeline 2017-2018 report, Department report and Budget Variance Report to the Committee.

The Committee concurred to request bids for the Main Gate landscaping, without lighting, and to request the ADRC add to scope of work for painting Clubhouse Six to include the Post Office, in the parking lot.

The Facilities Director also presented the Department Report and the Budget Variance Report.

Facilities Manager

The Facilities Manager presented his reports.

Project Coordinator

The Project Coordinator provided a verbal report.

Executive Director

The Executive Director spoke on the upcoming demolition at the Haynes Power Plant.

PRESIDENT'S COMMENTS

The President spoke on various items pertaining to the agenda.

SHAREHOLDERS/ MEMBERS COMMENTS

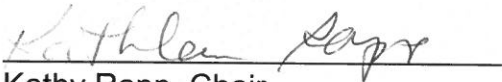
Nine shareholders/members spoke on various items pertaining to the agenda.

COMMITTEE MEMBER COMMENTS

Seven Committee members spoke on various items pertaining to the agenda.

ADJOURNMENT

Chair Rapp adjourned the meeting at 3:18 p.m.

A handwritten signature in cursive script, appearing to read "Kathleen Rapp", is written over a horizontal line.

Kathy Rapp, Chair

PHYSICAL PROPERTY COMMITTEE

dfb

06.30.2017

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

ACTIONS

- A letter of acknowledgement will be sent to Garnet Vyduna for correspondence received by the Committee,
- The Committee concurred to take no action on agenda item 7.b., Mutual Six Traffic Control Evaluation,
- Mr. Lukoff was declared, by acclamation, Vice Chair of the Physical Properties Committee,
- The Committee concurred to refer Policy 3310.1-70, Special Project Procedure to the Policy Re-write Sub-committee,
- The Committee concurred to request bids for the Main Gate landscaping, without lighting.

MOTIONS

- The minutes of the May 8 meeting were approved, as presented,
- **TO** recommend the GRF Board to award a three-year contract to Empire Pipe Cleaning and Equipment Inc. for the Trust Property's Sewer Maintenance, in the period of three years, in a total amount not to exceed \$90,422.64,
- **TO** approve modifications to Trust Property; Mutual Four will pay any additional costs to GRF to replace asphalt with concrete,
- **TO** recommend the Finance Department approve purchase of a trailer, from Big Tex Trailers, at a cost not to exceed \$2,693.74 for transporting Kubota, Capital funding.