



**Election of Vice Chair**

Chair Reed called for nominations for Vice Chair for the 2015-2016 term. Mr. Lukoff nominated Ms. Stone. There being no further nominations, Ms. Stone was elected as Vice Chair of the Architectural Design and Review Committee for the 2015-2016 term by acclamation.

**CORRESPONDENCE**

**Astro Turf Near Perimeter Wall**

A letter was received from a shareholder suggesting Astro Turf, an artificial grass product, be installed in the sidewalk planting areas near Perimeter Wall Section A along Seal Beach Boulevard. The Committee concurred to discuss this item under item 9. a. Perimeter Wall Plantings.

**OLD BUSINESS**

**Security Bathroom Floor – Full Bathrooms**

The Facilities Director distributed the plastic stall color samples for the Committee members to review for a selection. He reported that the condition of the bathrooms at the Main Gate Security Office has been reviewed and found to be failing and the Committee began the process of the selection of colors and styles for the replacement of the failing flooring, counter tops, fixtures, lighting and rusted stalls. At their last meeting on May 19<sup>th</sup> the Committee chose plastic stalls because of their durability, easier to maintain, lower cost than alternatives, and awaited samples to determine the color selection. In the meantime, missing tiles from the flooring have been replaced with new ones until new flooring is installed.

The simulated wood tile plank flooring that was chosen at a previous meeting will be cut into tiles to better accommodate and fit around the drain in the flooring.

The area is the first impression most have of the community and is used by shareholders, Security personnel, and bus drivers. Chair Reed reported that the Committee will make all decisions on colors, patterns, styles at once for the color and style pallet for the bathrooms.

Ms. Stone MOVED, seconded by Ms. Rapp and passed unanimously –

**TO** select the color Blue Berry from Scanton products for the plastic bathroom stall color for the Main Gate Security restrooms.

Chair Reed reported that the Committee has been tasked with branding Trust Property and will compile a manual for all Trust buildings and landscaping. All color, texture, and style selections will be coming through the ADRC and will aid in continuity and the creation of a master plan for the community.

The Facilities Director distributed laminate counter top color samples to the Committee for review. After discussion, Ms. Stone MOVED, seconded by Mr. Lukoff and passed unanimously –

**TO** select 4837-38 Terra Roca from Wilson Art Laminate as the first choice color.

At the suggestion of the Executive Director, Mr. Lukoff MOVED, seconded by Ms. Rapp and passed unanimously –

**TO** select 4673-60 Saffron tigress from Wilson Art Laminate as the second choice color, if the first choice is not available.

### **Service Maintenance Office Update**

The Facilities Director showed pictures of the completed areas and reported that the blue floor in the breakroom and bathrooms have not been completed. He reported that staff is pleased with the office makeover. He also reported that the concrete ramp leading into the entrance and the railing were replaced and upgraded.

### **Resales Office – Update on Inside and Outside**

The Facilities Director provided an update on the completed items, incomplete items, and budget status for the Resales Office remodeling project.

### **Granite Counter Top**

Discussion took place about the marble piece selected by Chair Reed and Vice Chair Stone, and that added cost of the installation.

Mr. Lukoff MOVED, seconded by Ms. Stone and passed with one NO vote (Greer) –

**TO** proceed with the installation of the new counter top, including corbels, and plywood base; and to have the Contractor Insurance Requirements met and include an additional cost not to exceed \$50 requested by the contractor to cover the cost of the additional insurance clauses and coverage.

### **Entry Door**

The Facilities Director reported that several options were discussed at previous meetings regarding the entry door at the Resales office. He reported that moving the hinges to the opposite side of door was most feasible due to the size of the walkway and office door configuration. In response to a question from Chair Reed, he reported that due to the occupancy of the building there is not a code that makes a mandatory configuration for the door entry.

Ms. Rapp MOVED, seconded by Ms. Stone and passed unanimously –

TO accept a bid to put hinges on opposite side of the Resales Office entry door, install an automatic opener mechanism inside and outside, and to have the door swing inward at a cost not to exceed \$4,580 with funds coming from the project's budget.

Fabric for Resales Office

Vice Chair Stone reported that the re-upholstery of the chairs using the two material styles design set chosen jointly by the Committee and the Resales Office staff should be completed and ready for delivery.

ADA-Friendly / Door – Add Tile

This item became moot per a previous decision by the Committee to rehang the door and not move forward with a sliding door.

Library Chair Upholstery Update

Chair Reed reported that chairs had been broken and were not easy to get out of and have since been repaired and brought back.

St. Andrews / Tam O'Shanter New Floor Bed Planting

Chair Reed reported that this item was stalled and awaited hearing a landscape architect speaker scheduled to talk at a Presidents' Council meeting. The Facilities Director reported that the speaker declined citing the cost. Chair Reed reported that some plants were previously chosen for the small flower bed area which have low water needs including Kangaroo Paws, Daylily, Society Garlic and including a boulder.

The Committee concurred to discuss this matter at the next meeting to work on an overall plan at the work/study session on Monday.

Logo – Design Modifications and Update

The Executive Director distributed copies of the logo designed by the graphic artist along with revisions he made to the logo to create a wave rather than seal mammal design and requested a design direction to take back to the graphic artist for finalization.

The Committee concurred to change the design direction to the wave design proposed by the Executive Director, eliminate the color ring around the sun, and retain the turquoise line between sun and wave as in the previous design.

In response to President Winkler's request for clarification on ordering business cards for new directors, the Committee concurred to approve the spelled out corporate name without

the new logo in a minimum order of 250 cards.

### Signage / Fonts

Chair Reed reported that the Resales Office has placed cardboard signage at their location. Discussion took place on using the font structure from the Navigator publication and choosing a category of fonts to make selection easier. The Committee concurred to discuss this item at the next meeting.

### Landscape Selections / Plant List for Trust Property / Design Manual

Chair Reed reported that items chosen at the previous meeting will be included under the design manual.

## **NEW BUSINESS**

### **Perimeter Wall Plantings**

The Facilities Director stated that he is requesting approval from the Committee to retain the current tree selection and landscaping for the north side of the Perimeter Wall along Seal Beach Boulevard (Section A) that was approved for the south side (Section R). Staff is seeking contributions from the City for sidewalk repairs and landscaping. The property belongs to the City and is maintained by the GRF Community Facilities landscapers. Ms. Rapp MOVED, seconded by Mr. Lukoff and passed unanimously –

**TO** approve the installation of the identical landscaping theme for the north side of Perimeter Wall facing Seal Beach Boulevard (Section A) using Magnolia trees and landscaping as that along the south side of the Perimeter Wall (Section R).

A letter will be sent to the shareholder with the Committee's decision to retain landscaping continuity.

### **Clubhouse One Pool Room Color**

After discussion regarding the current condition of the paint on the walls of the Clubhouse One Ladies Pool Room, Ms. Rapp MOVED, seconded by Mr. Lukoff and passed unanimously –

**TO** select the current color of the walls for the repainting of the Clubhouse One Ladies Pool Room.

### **Security Staff Uniform Patches**

The Executive Director distributed a copy showing a sample of uniform design for consideration. After brief discussion, Ms. Rapp MOVED, seconded by Mrs. Wood and passed unanimously –

TO accept the design suggestions brought to the Committee for consideration which includes the removal of the RRLH globe style logo, Supervisor patch, previous Golden Rain Foundation design patch, and Sergeant and Corporal stripes.

### **Navigator - Review of Fonts**

After review of the three font selection sets included in the agenda, Mr. Lukoff MOVED, seconded by Ms. Rapp and passed unanimously –

TO select Set #1 as the style for the Navigator Publication. The Style Set #1 to include Garamond font for the Section Headlines in the color black, Decks in the color black, Page Flags and SubFlags in the color white surrounded by text boxes in the color red; Times font for Subheads in the color red and body text in the color black; and Helvetica for captions in the color black.

### **Library Ficus Tree Replacement**

Due to raised concrete that has been ground down previously, the Physical Property Committee decided at its July 1<sup>st</sup> meeting to remove the Ficus tree between Clubhouse Three and the Library. Concrete will not be replaced at this time pending a decision from the Committee.

The Committee concurred with the Executive Director to run an article in *The NEWS* explaining why the tree is being removed, to review the area after the tree removal, and discuss space planning for the area at the next meeting.

### **Library Interior Paint**

The Committee concurred to withdraw this from the Agenda due to no current need per the Reserve Study.

### **Library Exterior Paint**

The Committee concurred to withdraw this from the Agenda due to no current need per the Reserve Study.

### **Clubhouse Six Outside Chairs and Tables**

Following discussion of the Executive Director's proposal for umbrella style tables and chairs outside of Clubhouse Six, the Committee concurred to discuss this matter at the next meeting.

**Clubhouse Six – Interior Chair Rails**

After discussion about the blue chairs now used in Clubhouse Six, the Committee concurred to send the request for the replacement, adding a secondary rail, or add plastic strips to protect the wall back to the Physical Property or Recreation Committee for a decision on which direction to go. The item can be sent back to the ADRC for the style of the selection.

A request from the Executive Director to check the floor in Clubhouse Six will be sent back to the Physical Property Committee for a decision on the need for replacement or refinishing.

**Stock Transfer Office Welcome Book**

After discussion about the publication in its current draft format, the Committee concurred that the publication needs further review and that the Stock Transfer Office Welcome Book publication will be discussed at a future work/study session.

**STAFF REPORTS**

The Executive Director and Facilities Director stated their reports were covered in the agenda items and Committee members thanked them for their hard work.

**PRESIDENT'S COMMENTS**

In response to President Winkler's request that the Committee consider discussing mulch for the landscaping on the Trust properties at the next meeting, Chair Reed stated it would be discussed at the work/study session.

**SHAREHOLDER MEMBER COMMENTS**

Shareholders stated the meeting is educational and a lot of information is covered.

In response to a shareholder, Chair Reed stated that a decision will be made at a future meeting in regard to upgrading the lighting for the Main Gate Security bathrooms.

**COMMITTEE MEMBER COMMENTS**

Committee members stated it was a good first meeting and glad for the change from Subcommittee to Committee.

**CHAIR'S COMMENTS**

Chair Reed thanked Vice Chair Stone for her due diligence and for starting this Subcommittee, now Committee last year.

Chair Reed encouraged Committee members to visit the Resales Office, Front Gate

Security bathrooms, and the Service Maintenance Office to review the work done and work to be completed.

She thanked staff for their hard work.

**NEXT MEETING**

Work Study Session: Monday, July 27, 2015 at 1:00 p.m. in the Physical Property Conference Room, Clubhouse Five, 2<sup>nd</sup> Floor

Next regular meeting: Monday, August 17, 2015 at 10:00 a.m. in the Administration Conference Room

Work Study Session: Monday, August 24, 2015 at 1:00 p.m. in the Physical Property Conference Room, Clubhouse Five, 2<sup>nd</sup> Floor

**ADJOURNMENT**

Chair Reed adjourned the meeting at 11:52 a.m.



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ARCHITECTURAL DESIGN REVIEW COMMITTEE

II: 07/21/15



**MOTIONS:**

- Ms. Stone was elected as Vice Chair of the Architectural Design and Review Committee for the 2015-2016 term by acclamation.
- **TO** select the color Blue Berry from Scanton products for the plastic bathroom stall color for the Main Gate Security restrooms.
- **TO** select 4837-38 Terra Roca from Wilson Art Laminate as the first choice color for the laminate counter top color for the Main Gate Security restrooms.
- **TO** select 4673-60 Saffron tigress from Wilson Art Laminate as the second choice color, if the first choice is not available for the laminate counter top color for the Main Gate Security restrooms.
- **TO** proceed with the installation of the new counter top at the Resales Office, including corbels, and plywood base; and to have the Contractor Insurance Requirements met and include an additional cost not to exceed \$50 requested by the contractor to cover the cost of the additional insurance clauses and coverage.
- **TO** accept a bid to put hinges on opposite side of the Resales Office entry door, install an automatic opener mechanism inside and outside, and to have the door swing inward at a cost not to exceed \$4,580 with funds coming from the project's budget.
- Concurred to change the design direction to the wave design proposed by the Executive Director, eliminate the color ring around the sun, and retain the turquoise line between sun and wave as in the previous design.
- Concurred to approve the spelled out corporate name without the new logo in a minimum order of 250 cards.
- **TO** approve the installation of the identical landscaping theme for the north side of Perimeter Wall facing Seal Beach Boulevard (Section A) using Magnolia trees and landscaping as that along the south side of the Perimeter Wall (Section R).
- **TO** select the current color of the walls for the repainting of the Clubhouse One Ladies Pool Room.
- **TO** accept the design suggestions brought to the Committee for consideration on the uniforms for Security staff which includes the removal of the RRLH globe style logo, Supervisor patch, previous Golden Rain Foundation design patch, and Sergeant and Corporal stripes.
- **TO** select Set #1 as the style for the Navigator Publication. The Style Set #1 to include Garamond font for the Section Headlines in the color black, Decks in the

color black, Page Flags and SubFlags in the color white surrounded by text boxes in the color red; Times font for Subheads in the color red and body text in the color black; and Helvetica for captions in the color black.

- Concurred to send the request for the replacement, adding a secondary rail, or add plastic strips to protect the wall back for the blue chairs in Clubhouse Six to the Physical Property or Recreation Committee for a decision on which direction to go. The item can be sent back to the ADRC for the style of the selection.
- A request from the Executive Director to check the floor in Clubhouse Six will be sent back to the Physical Property Committee for a decision on the need for replacement or refinishing.
- Concurred that the publication needs further review and that the Stock Transfer Office Welcome Book publication will be discussed at a future work/study session.

**ACTIONS:**

- Send a letter to shareholder thanking her for the Astro Turf suggestion and that the Committee concurred to retain landscaping continuity at the Perimeter Wall along Seal Beach Boulevard.
- Concurred to run an article in *The NEWS* explaining why the tree is being removed, to review the area after the tree removal, and discuss space planning for the area at the next meeting.