



**ARCHITECTURAL DESIGN REVIEW COMMITTEE BOARD MINUTES
AUGUST 17, 2015**

The regular meeting of the Architectural Design Review Committee and the GRF Board was held on Monday, August 17, 2015 at 1:00 p.m. was called to order by Chair Reed, in the Administration Conference Room, followed by the Pledge of Allegiance led by Sandra Massa-Lavitt, Council Member, District Five, City of Seal Beach.

ROLL CALL

| | | |
|----------|----------------|-----------------------------|
| Present: | Mrs. M. Dodero | Mrs. J. Reed, Chair |
| | Ms. M. Greer | Ms. L. Stone, Vice Chair |
| | Mr. B. Lukoff | Ms. R. Winkler (Ex-Officio) |
| | Ms. K. Rapp | |

Absent: Mrs. M. Wood

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Ms. L. Lubin, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Mrs. S. Massa-Lavitt, Council Member, District Five, City of Seal Beach
One Foundation Member

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee members, guests and staff to today's meeting. She asked that electronic devices be turned off, everyone speak respectfully and kindly to one another, and work together as a team.

There being no objections, Chair Reed 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 September.

APPROVAL OF MEETING MINUTES

There being no objections, the chair declared by unanimous consent -

TO approve the regular meeting minutes of July 20, 2015 as written.

SHAREHOLDER/MEMBER COMMENTS – AGENDA ITEMS ONLY - None were given.

CORRESPONDENCE

None was received.

OLD BUSINESS

Resales Office – Update

The Facilities Director reported that the contract has been signed and the contractor has taken measurements and is scheduled to complete installation by September 15th.

In response to a Committee member, the Facilities Director reported that the entry doors will have a push button and will swing in.

Logo – Design Modifications and Update

Discussion took place regarding the seal and wave design concepts, confusion over concepts voted on at the Board, copyright in process, and font to be used.

Chair Reed took a consensus of the Committee members and Calibri font was chosen unanimously.

Ms. Stone MOVED, seconded by Mr. Lukoff and passed unanimously –

TO direct the Executive Director to make changes to the logo concept on page 2 of the ADRC 08/17/15 agenda described as "ADRC Selection 7/20/15" and to have the graphic artist fine tune the image including color gradients, dark line, sun's color, and save the file as a vector image and to bring the image back to the Committee for approval and forwarding to the GRF Board.

Signage / Fonts

Discussion took place on ADA-friendly fonts, control of the Committee to determine fonts used for everyday correspondence by staff, signage continuity, website fonts, newspaper fonts, copyright issues using the original Leisure World font, globe logo design, consistent corporate look in fonts across all platforms, community name, and monument signage versus electronic marquee signage.

Mr. Lukoff MOVED, seconded by Ms. Greer and passed unanimously –

TO postpone discussion and action on fonts for the next meeting.

Clubhouse Six Outside Chairs and Tables

The Executive Director suggested the Committee consider strapped style seating that has been ultraviolet light protected, cleans easily, and repairs require replacing straps and could save money over the long term. He also suggested the purchase of tables with hard top umbrellas that would be secured into the concrete ground.

The Executive Director reported that the Hospitality event hosts about 4,000 to 4,200 members per month. A Committee member concurred that Hospitality is often the main daily activity for a majority of shareholders. The current furniture at Clubhouse Six, which is still in good condition, would be repurposed for a different location.

The Committee concurred to direct the Executive Director to research strapped chairs in blue, brown, beige tones and report his findings at the next meeting.

Holiday Decorations

Chair Reed reported that Paul Pratt did not attend today's meeting due to no update from the holiday decorations company he has been contacting. Chair Reed directed staff to invite Mr. Pratt to provide an update at next week's work/study session.

Concrete Area at Library

The Facilities Director reported that the Physical Property Committee requested the ADRC to review possible tree, plant material, table and chair options for the large concrete area near the Library. He reported that the Physical Property Committee has approved the removal of the Ficus tree and the grass area will remain.

Discussion took place on possible tree replacements, invasive roots due to salt water table, vending machines, drought tolerant plantings, and large potted plants.

Ms. Greer offered to find estimated costs of the large planters for next week's work/study session in addition to presenting the community plant list.

The Executive Director reported that the Board will vote on a motion for funding which may

include the cost of the irrigation and power runs to the pots, but not the pots, and that the pots would be a Capital expense. In response to a suggestion from Ms. Greer, Mrs. Damoci stated she would discuss a possible funding by the Golden Age Foundation of the pots including memorial plaques that could help subsidize the project.

NEW BUSINESS

Paint Storage Shed at Security

Discussion took place on the need for a storage shed, its current use, limited space, its appearance, and alternate locations for the storage shed.

The Committee concurred to forward this item to the Facilities and Amenities Review Committee.

2016 Proposed Budget for ADRC

The Executive Director presented and distributed the proposed \$6,960 budget for the Committee. Discussion took place on mileage for field trips, office supplies, professional fees, dues, memberships, books, and the expense fund for non-budgeted items.

In response to a Committee member offering a free consultation and presentation from the landscape architect working on her unit, the Committee concurred to invite the representative to a future meeting.

Mrs. Dodero MOVED, seconded by Ms. Greer and passed unanimously –

TO accept the budget as presented to include an increase in the book budget to \$500 and forward the Committee's budget to the Finance Committee for approval.

Library and Friends of the Library – Interior/Exterior Paint Colors

Ms. Stone MOVED, seconded by Mr. Lukoff and passed unanimously –

TO use the Warm Pallet for Library and The Friends of the Library for interior and exterior that is the same color scheme at the Security Main/Front Gate.

Clubhouse One Tree Removal

The Facilities Director reported that one Pine tree has died and was removed and one Pine tree is left in front of Clubhouse One. In response to a question from Chair Reed, he reported that the arborist will complete the Community Facilities tree inventory in October and the Committee concurred to wait to hear the assessment from the arborist's report for this area.

Clubhouse Six Chair Railings

The Facilities Director showed pictures of the area and reported that the height of the blue chairs are different that the previous chairs in Clubhouse Six and they brush against the wall and not the railing.

Discussion took place on Reserve Study, one versus two railings, and paint colors.

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

TO direct staff to remove the existing railing and paint two walls and put railing back up where they will be in line for the new chairs.

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

TO amend the previous motion to include removing the existing chair railing repaint the walls that are necessary and put chair railings around all the walls that are now damaged, to repair the walls, and prevent further damage to the walls.

Discussion took place on signage and artwork that is currently on the walls in Clubhouse Six, the removal of signage during painting, and signage that will be displayed going forward. The Committee concurred to discuss guidelines for signage in the Clubhouse at its next meeting.

Golden Rain Foundation Pins

After discussion about the new logo and the inventory of pins, the Committee concurred that a new order of pins are not needed until next year and this item will be discussed at a future meeting.

Certificates on Wall

Discussion took place on a letter received from President Winkler suggesting a 30-day limit to display commemorative, achievement-oriented, or milestone certificates; certificates that have been displayed for long periods of time; large number of certificates that shareholders would like to have posted; historical society items in the Clubhouses; putting images of the certificates on video monitors attached to the walls in the Clubhouses; locked display cabinets; plaques; potential vandalism; and putting items on the website. The Committee concurred to have the policy on Clubhouse displays reviewed and to approve a video display of certificates in the Clubhouses with a 30-day viewing limit on each item.

STAFF REPORTS

The Executive Director and Facilities Director stated their reports were covered in the

agenda items.

PRESIDENT'S COMMENTS

President Winkler spoke on the Leisure World signage at the front gate that was changed due to copyright associations.

SHAREHOLDER MEMBER COMMENTS

Shareholders spoke on current and future drought watering restrictions and its effect on trees and vegetation and the Golden Rain Foundation logo.

COMMITTEE MEMBER COMMENTS

Committee members stated it was a good meeting and are looking forward to the work/study session.

CHAIR'S COMMENTS

Chair Reed thanked the Committee for doing good work and doing its due diligence. She thanked the staff for developing the forms used to forward action items to the Committee. She stated that the Committee is moving forward on many items despite some obstacles.

NEXT MEETING

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

Next regular meeting: Monday, September 21, 2015 at 10:00 a.m. in the Administration Conference Room

ADJOURNMENT

Chair Reed adjourned the meeting at 11:30 a.m.



ARCHITECTURAL DESIGN REVIEW COMMITTEE

II: 08/26/15

MOTIONS:

- Approve the regular meeting minutes of July 20, 2015 as written.
- TO postpone discussion and action on fonts for the next meeting.
- Concurred to forward paint Storage Shed at Security to the Facilities and Amenities Review Committee.
- TO accept the budget as presented to include an increase in the book budget to \$500 and forward the Committee's budget to the Finance Committee for approval.
- TO use the Warm Pallet for Library and The Friends of the Library for interior and exterior that is the same color scheme at the Security Main/Front Gate.
- TO direct staff to remove the existing railing at Clubhouse Six and paint two walls and put railing back up where they will be in line for the new chairs.
- TO amend the previous motion to include removing the existing chair railing repaint the walls that are necessary and put chair railings around all the walls that are now damaged, to repair the walls, and prevent further damage to the walls in Clubhouse Six.
- Concurred to have the policy on Clubhouse displays reviewed and to approve a video display of certificates in the Clubhouses with a 30-day viewing limit on each item.

ACTIONS:

- TO direct the Executive Director to make changes to the logo concept on page 2 of the ADRC 08/17/15 agenda described as "ADRC Selection 7/20/15" and to have the graphic artist fine tune the image including color gradients, dark line, sun's color, and save the file as a vector image and to bring the image back to the Committee for approval and forwarding to the GRF Board.
- Concurred to direct the Executive Director to research strapped chairs in blue, brown, beige tones and report his findings at the next meeting.
- Directed staff to invite Mr. Pratt to provide an update on Holiday Decorations at next week's work/study session.
- Ms. Greer offered to find estimated costs of the large planters for next week's work/study session in addition to presenting the community plant list.
- Mrs. Damoci stated she would discuss a possible funding by the Golden Age Foundation of the pots including memorial plaques that could help subsidize the project.
- Concurred to invite landscape architect hired by Ms. Greer to a future meeting for a free consultation/presentation to the Committee.
- Concurred to wait to hear the assessment from the arborist's report for the tree inventory to be completed in October in regard to the Clubhouse One Pine Trees.