

AGENDA
PHYSICAL PROPERTY COMMITTEE
Administration Conference Room
Wednesday, March 5, 2014 - 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Special Meeting Minutes of January 31, 2014
5. Approval of Regular Minutes of February 5, 2014
6. Chair's Announcements
7. Correspondence
8. Staff Reports
 - a. Executive Director
 - b. Community Facilities Manager
9. New Business
 - a. Inspection of Bridges on Golden Rain Road
 - b. Install Automatic Door at Clubhouse Three
10. Unfinished Business
 - a. Pharmacy Entrance
 - b. Pest Control & Termite Inspection Services (#692-13)
 - c. Trust Street Paving Project (#674-12)
 - d. Lighted Pavement Cross-Walk at St. Andrews Drive & Swimming Pool (#702-13) – Bid Opening
 - e. Clubhouse Four Floor Tile Replacement (#695-13)
 - f. Emergency Preparedness
 - g. Main Gate Beautification (#686-12)
 - h. Perimeter Wall Section R (#591-01)
 - i. Phone Poll: Perimeter Wall Section R Change Order
 - j. 2014 Block Wall Project
 - k. Clubhouse One Propane Tank Garden
 - l. Pavement Maintenance Plan
 - m. Approve the Cost of Fire Lane Signs on Golden Rain Road
 - n. Approve the Cost of Painting Golden Rain Road Curb Red
11. Shareholder Comment Period
12. Next meeting: Wednesday, April 2, 2014 – 1:00 p.m., Administration Conference Room
14. Adjournment



Agenda is Subject to Change

February 4, 2014

Todd Garner, Inspector

Re: Construction of Wall Along Seal Beach Boulevard
Mutual 17

Dear Todd:

I wanted to thank you for meeting with Director Regine Schumacher on Tuesday, January 28, 2014, and surveying the plants which will be removed or compromised due to the removal and replacement of the Seal Beach Boulevard wall pursuant to the decision of the Golden Rain Foundation Board. I hereby want to memorialize the subject matter of the meeting.

Prior to the meeting Regine had walked along the wall and made a list of plants close to the wall as follows:

1. Ivy growing up the wall;
2. Very old gnarled pine tree;
3. Patches of 15+ agapanthus;
4. Vines that were planted to cover the ugliness of the old wall;
5. Eucalyptus tree; planted very close to the wall;
6. Cape honeysuckle, about 10 years old;
7. Eucalyptus tree planted close to the wall;
8. Bougainvillea;
9. Vine;

10. Podocarpus, about 10 years old;
11. Honeysuckle, about 10 years old;
12. Eucalyptus tree, fairly close to the wall;
13. Eucalyptus tree, fairly close to the wall;
14. Bougainvillea;
15. Vine;
- 16/19 Bougainvilleas;
20. Honeysuckle, about 10 years old;
21. Bougainvillea;
22. Vine;
23. Bougainvillea;
- 24/25 Vines;
26. Bougainvillea;
27. Vine;
28. Plumbago;
28. Vine;
29. Bougainvillea;
30. Vine;
31. Bougainvillea;

32. Vine;
33. Melaluca tree;
34. Vine;
35. Honeysuckle.

You advised me that all vines and ivy would be permanently removed from the wall. Also, that eight bougainvilleas and two honeysuckles would be removed and only those ten plants would be replaced by the contractor.

(Please note that replacing the eight bougainvilleas would be futile. The existing bougainvilleas are over 30 years old and have a height of 8 - 10 feet. Since they grow behind the 7-foot hedge along the wall, replacing them with new and smaller bougainvilleas would not work since any replacements would be dwarfed and without exposure to the sun, something they require).

As you can see from my list, many more plants and trees are compromised. You suggested that we appeal to Golden Rain Foundation for reimbursement.

One other and major concern that I have are other large trees close to the wall. They might survive the construction, however, their root system will be greatly compromised and the trees may therefore have to be replaced to prevent them from becoming a safety hazard. You mentioned that Mutual 17 should look to Golden Rain for a resolution of the cost of removal and replacement.



Peter Hayes, President
Mutual 17

-----Original Message-----

From: margarita bahr <mwbahr@yahoo.com>

To: randya <randya@lwsb.com>; Mario Michaelides <greektoyou@gmail.com>; Larry Blake <lrblake1018@aol.com>; Anne Seifert <drannes@yahoo.com>; johndemarco <johndemarco@lwsb.com>; margaritabahr <margaritabahr@yahoo.com>

Sent: Sun, Feb 16, 2014 11:46 am

To: Randy Ankeny, Executive Administrator
Mario Michalidies, GRF President
Larry Blake PP Comm. Chair

From: Margarita Bahr, Mutual Two President

Re: Water Conservation

Date: 2/16/14

Gentlemen

A number of years ago, when we had a water shortage, Ken Cude, some others and I served on a Water Conservation Committee under the GRF. At that time we learned that there is one water meter for all of L.W. Was anything done to correct this problem so the mutual which is not doing its part to conserve is held accountable? Gene Keefner, an engineer who had the first waste water engineering company in L.A. had recommended that a meter be placed at the car wash to determine the amount of water in and the amount lost. He was told by then then Exec. that Keefner did not understand the premise of the car wash.

The previous are typical for the mind set of administration and PP in L.W. We keep doing things the same way expecting a positive change something in the future but we do not address the problem and plan for the future. Didn't Einstein call this insanity?

We had a local landscaper, Barbara Paul come and give a presentation on how to Plan Landscapes to Preserve Water. She was excellent and presented practical methods to reduce water. Our Gardening Club would do well to sponsor some talks of this kind. At this time I became to discuss the use of CA Natives and drought tolerant plants but due to our poor budget position this was not addressed until last year. Now we have more shareholders planting cacti and succulents in M-2 and other locations.

We had a poster contest and had some good contributions but gentlemen it is the elderly who are not in tune with their surroundings who tell us "I am going to use all the dam water I want and go away." You need to find a way to address this unfortunate mind set by allowing us to call Gates and Patrol to talk with this person as they have "authority". If a shareholder continues to waste water his outside water can be shut off. This is truly a serious problem and many of us have addressed it before. We recommend that our shareholders water before 1000 to avoid evaporation and check the ground carefully and not over water.

Mutual Two would like to know if it could use some of the gravel on the outside Westminster Wall area for mulch to use at the end of some car ports. This could save us a few dollars as we are stretching what has been donated and raised as much as possible. 85% of the work has been done by shareholders and we invite you to sit at the Lion's Den, the south side of car port #33, relax and see how harmony and beauty can be achieved by a senior community. Growing plants, fruits and vegetables is in the words of the poets where one is closest to God. This is why no mutual should put in a policy preventing shareholders from growing items as long as the yard area is kept up. This food could come in handy in case of an earthquake.

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COMMUNITY FACILITIES MANAGER
ACTION REPORT 2/19/2014

1. AUDIBLE PEDESTRIAN SYSTEM (Donation from Golden Age Foundation)
 - First presented to the Security, Bus & Traffic Committee on 11/7/13
 - Golden Rain Foundation Board approved the donation on 11/26/13
 - Contract sent to contractor
 - Contractor modified contract
 - Waiting for execution of contract
2. SECTION R OF THE PERIMETER WALL
 - First presented to the Physical Property Committee early 2013
 - Golden Rain Foundation Board approved \$499,456.50 on 11/26/2013
 - Contract executed
 - Applied for Permits and Bonds
 - Work to start the week after 1/1/2014
 - Replacement of wall proceeding as scheduled
 - Physical Property Committee to look at possibly adding the North Entrance Wall to the current Perimeter Wall project
 - Ted Stamen will be out on 2/20/14 to inspect roots pruned during footing installation near Mutual 17
3. TEN-YEAR PAVEMENT MAINTENANCE PLAN
 - First sent to Physical Property Committee 11/6/13
 - Golden Rain Foundation Board approved Anderson Penna at \$19,587 on 11/26/13
 - Contract executed
 - Work in progress
 - A draft of the plan was presented and should be available for the March Physical Property committee Meeting
4. ACCESS BUS (Donation from Golden Age Foundation)
 - First sent to Security, Bus & Traffic Committee 11/7/2013
 - Specifications and quotes in process
 - GRF Board approved donation of bus November 26
 - Final specifications, sales agreement and payment schedule signed 12/30/2013
5. PEST CONTROL COMMUNITY FACILITIES AND MUTUALS
 - First presented at Physical Property Committee on 10/2/13
 - Bids had large discrepancy and staff recommended resubmitting Request for Proposal to simplify bid forms
 - Request for Proposal in process
 - Bidders Conference completed bids will be opened at February Physical Property Committee Meeting
 - Physical Property Department analyzing bids,

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- Action to choose contractor will be requested at next Physical Property meeting
6. COVERED BUS BENCHES IN FROM OF PHARMACY ENTRANCE
- Physical Property Committee agreed to look at the possibility of using Project Funds not used after the Pavement Project is completed to reduce risk in this area
 - Physical Property was asked to look the cost to provide covered bus benches in front of the Pharmacy to prevent pedestrians from tripping over the curb
 - Estimate of \$26,000 to install three bus shelters
 - Craig Webber looking into possible solution to the area
7. TREE TRIMMING
- At the November Physical Property Committee meeting Requests for Proposal were brought to the meeting prior to reporting the bid amounts. The consensus of the Committee was to re-bid the project with revised specifications and request a tree inventory be conducted
 - The Executive Director recommended an independent arborist consultant be speak to the Committee
 - Ted Stamen will make a presentation on January 31st on caring for trees and HOA's responsibilities this will take place at Clubhouse 4 at 1:00 all are welcome
 - Action by the Physical Property Committee to have Ted Stamen create specifications for tree trimming was passed at the February meeting
 - Ted Stamen in the process of creating specifications to be used for RFP
8. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST. ANDREWS DRIVE
- At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
 - Specifications for the Request for Proposal are complete
 - RFP out for bid
 - Bidders conference is 2/14/14 and bids are due back 3/3/14
9. ROOFING CONSULTANT
- The Executive Director requested the Physical Property Department interview consultants and obtain costs to provide construction administrative services for the upcoming Mutual roofing replacement projects
 - Three consultants have been interviewed and are awaiting quotes
 - Information was presented at the January Physical Property Committee Meeting estimates for cost were presented
 - Implementation is being reviewed
 - The Mutuals will be making the decision to hire a consultant if they wish

10. CLUBHOUSE FIVE PAINTING
 - Budgeted amount \$26,000 in 2013 Budget for interior and exterior of building
 - Bids were opened at the 11/2/13 Physical Property Committee meeting
 - Physical Property Department staff are in process of analyzing bids
 - Physical Property Committee approved forwarding the budgeted funds to 2014
 - Action by the Committee to send request to GRF Board will be made at the January Physical Property Committee meeting
 - Action by the GRF Board to approve a contract with PrimeCo Painting in the amount of \$19,985 was made at its January meeting
 - Color selection in process
 - Physical Property Committee choice option A of the color chart
11. CLUBHOUSE FOUR FLOORING
 - Budgeted amount of \$40,000 in 2013 Budget
 - Request for Proposals were sent out and are due back 12/9/13
 - Physical Property Committee approved forwarding the budgeted funds to 2014
 - Bid opening conducted at the January Physical Property Committee meeting
 - PP Committee asked staff to analyze the bids and bring back information to an upcoming meeting
 - Material selection in process
12. CLUBHOUSE FIVE FIRST FLOOR FLOORING
 - Budgeted amount of \$10,000 in 2013 Budget
 - Three quotes were obtained 12/2/2013
 - Committee asked staff to analyze bids and report back at the next meeting
 - Action by the Physical Property Committee to recommend the GRF Board approve project
 - Item on the GRF Board agenda for action in January
 - Action by the GRF Board to approve a contract with Golden State surfaces for \$20,200 at its January meeting
 - Contract executed material on order scheduled for delivery the last week of February
13. CLUBHOUSE THREE SOUND PANELS – ROOMS 1-9
 - Per the Capital Acquisition and approval of GRF President contract was signed 12/18/2013
 - Work is in progress
 - Project scheduled for completion mid February
 - Room 1 is waiting for back ordered mounting clips to complete project

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14. PAVING PROJECT

- Bids received Nov. 2, 2012 for pavement reconstruction on Golden Rain Road, N. Fairfield Lane, Prestwick Road and Admin/Amphitheatre parking lots.
- Phys Prop Comm. Mtg. Nov. 7, 2012 bids were opened, the committee requested staff coordinate and arrange a bus tour of proposed streets and parking lots.
- Bus tour taken with committee members Dec. 17, 2012 to view Golden Rain Road, N. Fairfield Lane, Prestwick Road and Admin/Amphitheatre parking lots to assess and prioritize streets.
- Phys Prop Comm. Mtg. January 2, 2013 staff was instructed to get pricing on engineering inspection services for the project.
- Phys Prop Comm. Mtg. February 6, 2013 engineering inspection service proposals were reviewed and staff was instructed to present additional information and options of how much work can be done within the allotted budget at the next meeting.
- Phys Prop Comm. Mtg. March 6, 2013 staff presented 3 project scenarios using Champion Paving as the low bidder which included bids for engineering, the committee voted to recommend the Board approve Project 3 (Golden Rain Rd and Admin/ Amphitheatre parking lots) and award a contract to Champion Paving and AndersonPenna in for engineering inspection services and pull additional monies from the Trust Improvement Fund.
- GRF Board Mtg. March 26, 2013 GRF Board approved Phys Prop Comm. recommendation.
- Paving project began April 22, 2013.
- Phys Prop Comm. Mtg. October 2, 2013 the committee voted to authorize the Chair to sign the M.J. Jurado change order to perform the replacement of the amphitheater lift station storm drain with funds from the paving contingency fund.
- GRF Board Mtg. Nov. 26, 2013 Board approved the Champion Paving change order for single lane striping of Golden Rain Rd. lines and legends with traffic paint, and crosswalks on Golden Rain Rd. and adjoining streets with thermoplastic paint, with funds to be used from the Trust Street Paving project contingency fund.
- Meeting with contractor January 21, 2013 to finalize remaining punch list items and invoicing.
- Punch list in process
- Action by the GRF Board to act on parking / stopping issue on Golden Rain will be made at its February meeting

15. ST. ANDREWS GATE IMPROVEMENTS
- Phys Prop Comm. Mtg. Aug. 7, 2013, the committee reviewed the Community Traffic Survey which included safety improvements for the St. Andrews Gate.
 - On September 20, 2013 the Phys Prop Comm. Chair signed the proposal authorizing AndersonPenna to move forward with developing St. Andrews Gate improvement plans.
 - AndersonPenna is in the process of completing the St. Andrews Gate improvement plans and review by the Phys Prop Comm. at their February 5, 2014 meeting is anticipated.
 - Plans have been completed item was presented at the PP Committee in February
 - Action by the Physical Property Committee to send out an RFP was made at its February meeting
16. Vending Machine Café
- GRF Board approved the modification of Clubhouse 5 for vending machine usage
 - Work in process
 - Doors installed
 - Electrical permit to be signed off on 2/20/14
17. Automatic gate at Main Gate exit
- Action by the SBT Committee to have Physical Property Department send out RFP was made
 - Physical Property Department developed RFP
 - Physical Property Department received 3 bids
 - Contract executed on 1/21/14
 - Completion date is 4/7/14
18. Blind for Clubhouse 1 propane tank
- Action by the Physical Property Committee to install a lattice blind around the tank and have Ms Coven choose the landscaping was made at its February meeting
 - Service Maintenance opened a work order for this task
 - Meet with Ms. Coven for plant selection
19. Perimeter Wall Project 2014
- Action by the Physical Property Committee at its February meeting to inspect the condition of the remaining walls and bring back to the Committee 3 options to replace section L and M was requested
 - Inspections in process

20.

Library Seal Garden

- Action to accept the donation to upgrade the garden at the Library made at the Physical Property Committee meeting in January
- The Garden club has approved Total Landscape Maintenance to complete the Seal Garden Project
- A contract with Total Landscape Maintenance is drafted. GRF will pay the invoice and collect the donation from the Garden Club

Budget Variance Report - January 2014

Community Facilities - CC ## 38,70,74,75 and 79

| <u>CC</u> | <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|---------------------------|----------------|----------------------------|---------------------|--|
| 38 | 61000 | Salaries and Wages | 4,461 | Staff member on disability leave |
| 38 | 64840 | Permits and Licenses | (507) | Board of Equalization invoice charged to wrong cost center, This will be corrected in Februarys report |
| 38 | 64871 | Fuel and Oil Minibus | (539) | The cost of propane increased in January |
| Total Explained Variances | | | <u><u>3,415</u></u> | |

| <u>CC</u> | <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|---------------------------|----------------|----------------------------------|----------------------|---|
| 70 | 61000 | Salaries and Wages | 8,930.00 | Positive variance due to open inspector position |
| 70 | 64700 | Equipment Repair and Maintenance | -1,646 | Damage repairs made to a shareholders vehicle from the paving project during detour from road closure |
| 70 | 5385.. | Other Income | 3,975 | Increase in remodeling of Shareholders apts. |
| Total Explained Variances | | | <u><u>11,259</u></u> | |

| <u>CC</u> | <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|---------------------------|----------------|----------------------------------|------------------------|--|
| 74 | 61000 | Salaries and Wages | 17,107 | One open position and one staff member on disability leave |
| 74 | 64700 | Equipment Repair and Maintenance | (1,176) | Un expected repairs to Cushman vehicle |
| 74 | 59600 | SRO Labor Cost Recovery | (64,845) | Open work orders |
| Total Explained Variances | | | <u><u>(48,914)</u></u> | |

| <u>CC</u> | <u>GL Code</u> | <u>Account Description</u> | <u>Variance</u> | <u>Explanation</u> |
|-----------|----------------|----------------------------|-----------------|--------------------|
|-----------|----------------|----------------------------|-----------------|--------------------|

75 61000 Salaries and Wages 2,346 Cost under budget due to staff changeover

Total Explained Variances

2,346

CC GL Code Account Description

Variance Explanation

79 64730 Landscape Maintenance

(3,815) Second 1/2 of monthly December contract invoice paid in January 2014.

79 64970 Street Repair and Maintenance

(1,544) Plans for the redesign of St. Andrews Gate Intersection

Total Explained Variances

(5,359)

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MEMO

TO: PHYSICAL PROPERTY COMMITTEE
FROM: MARK WEAVER COMMUNITY FACILITIES MANAGER
SUBJECT: PEST CONTROL
DATE: 2/21/2014
CC: RANDY ANKENY EXECUTIVE DIRECTOR

At its February 5th meeting, the Physical Property Committee asked staff to analyze the bids for Community Facilities Termite and Pest Control that were opened at the meeting. While reviewing the contractors' prices it became apparent that there was a large gap between low and high bidders. Staff contacted all bidders to verify they were bidding on the correct items. On their bid, Roadrunner Pest Control missed seven Community Facilities buildings and has adjusted their price on pest control service from \$13,860 to \$22,680 for the three-year period. The next item that stood out was Fenn Termite and Pest Control's cost increase from the last contract term. Fenn stated that a new member of their team sent in the bid and mistakenly added annual cost increases in the three-year term. Fenn has adjusted their price to eliminate these annual increases. Documentation on both these matters is attached. The following is the breakdown of the bids:

| BIDDER | PEST CONTROL - Community Facilities 3 year TOTAL | Option A: Bait Stations - Community Facilities 3 year TOTAL | Termite Inspection - Community Facilities 3 year TOTAL | TOTAL FOR 3 YEAR |
|----------------------------------|---|--|---|-------------------------|
| Fenn Pest and Termite, Inc. | \$28,800.00 | \$1,620.00 | \$4,856.76 | \$35,276.76 |
| Newport Exterminating | \$42,840.00 | \$3,240.00 | \$14,700.00 | \$60,780.00 |
| Orange County Pest Control, Inc. | \$28,692.00 | \$4,212.00 | \$46,175.00 | \$79,079.00 |
| Roadrunner Exterminating, Inc. | \$22,680.00 | \$4,536.00 | \$54,000.00 | \$81,216.00 |
| Fenn - 2013 contract cost | \$16,800.12 | extra | \$4,275.00 | \$21,075.12 |

Action by the Physical Property Committee to recommend the Board approve Fenn Termite and Pest Control for a three-year contract for a total of \$35,276.76 from the Operating Budget, and authorize the President to sign the contract, is requested.



"For FAST and Efficient Service"

February 18, 2014

To: **Mark Weaver**, Community Facilities Mgr
Golden Rain Foundation

From: Gary Farris, Pest Control Operations Mgr

Re: Leisure World Pest Control Proposal

As follow-up to our proposal dated 2/3/14, a price adjustment was made as our proposal did not include 7 buildings.

If you have any additional questions, please feel free to contact me direct at 949/735-1309.

Thank you again for this opportunity to bid on your project.

GF:sh

Mark Weaver

From: Drew Fenn [drewf@fennpest.com]
Sent: Tuesday, February 18, 2014 12:56 PM
To: Mark Weaver
Subject: Re: Pest Control Bid

Hi Mark,

I didn't realize that over the last 3 years we hadn't priced increased each year, till after talking with Mike Weedall who had bid this in the past. He just made me aware of this and I wanted to resubmit in hopes of keeping the contract uniform from the previous 3 years. Mike also made me aware of \$60.00/mo I shouldn't have been charging on from the previous contract as well so I also made that correction. Sorry for the confusion.

Drew

On Tue, Feb 18, 2014 at 12:02 PM, Mark Weaver <markw@lwsb.com> wrote:

Hi Drew

I will need an explanation on why the first bid was incorrect.

Thank you,

Mark Weaver

Community Facilities Manager

Golden Rain Foundation

Tel: (562) 431-6586, ext. 301

Fax: (562) 431-3045

Email: markw@lwsb.com

From: Drew Fenn [mailto:drewf@fennpest.com]
Sent: Tuesday, February 18, 2014 11:52 AM
To: Mark Weaver
Subject: Pest Control Bid

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BID SUMMARY

LIGHTED PAVEMENT CROSS-WALK AT ST. ANDREWS DRIVE & SWIMMING POOL PROJECT #702-13 SEAL BEACH LEISURE WORLD

BIDS DUE: MONDAY, MARCH 3, 2014 BY 4 P.M.
OPEN AT MEETING ON WEDNESDAY, MARCH 5, 2014

| COMPANY | AMOUNT | TIME TO COMPLETE |
|----------------------|--------|------------------|
| Berg Electric | | |
| Dynaelectric | | |
| MSL Electric | | |
| Morrow-Meadows Corp. | | |
| High Lights | | |

March 5, 2014

TO: PHYSICAL PROPERTY COMMITTEE

FROM: MARK WEAVER, COMMUNITY FACILITIES MANAGER

RE: RATIFY PHONE POLL VOTE CONCERNING PERIMETER WALL
CHANGE ORDER

In November 2013, the GRF Board of Directors unanimously awarded a contract to Dantuma Masonry to demolish and reconstruct Section R of the Perimeter Wall. Section R runs from the Main Gate continuing south 1,870 Lineal Feet (LF) along Seal Beach Boulevard, and ends behind the Faith Christian Assembly church on Annandale Drive.

It was recently determined that when the scheduled work on Section R is complete, there will be a unbalanced look to the entrance of Leisure World due to the north wall adjacent to the Main Gate remaining a 6' wall as opposed to the new 10' section on the south wall. Staff was asked to obtain a quote from the current contractor Dantuma Masonry for the replacement of this wall. The quote to create a change order for the current project is \$37,924.28.

At the direction of the Chair and the Executive Director, a phone poll of the Physical Property Committee was conducted on February 20, 2014 by the Community Facilities Manager, asking the members that this change order be placed as an agenda item on the February 25, 2014 GRF Board meeting agenda. Seven Committee members were contacted; five members voted yes and two members did not respond.

Action by the Physical Property Committee to ratify the phone poll conducted on February 20, 2014, approving the placement of the Perimeter Wall Change Order on the February 25, 2014 GRF Board meeting agenda, is requested.

/cmk

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