

AGENDA
PHYSICAL PROPERTY COMMITTEE
Administration Conference Room
Wednesday, June 4, 2014 - 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Regular Minutes of May 7, 2014
5. Chair's Announcements
6. Correspondence [pgs. 1 - 4]
7. Staff Reports
 - a. Executive Director
 - b. Community Facilities Manager [pgs. 5 - 11]
 - c. Service Maintenance Supervisor
8. New Business
 - a. Request to Install Equipment by the Gas Company [pg. 12]
9. Unfinished Business
 - a. Pharmacy Entrance
 - b. Lighted Pavement Cross-Walk at St. Andrews Drive & Swimming Pool (#702-13)
 - c. Emergency Preparedness
 - d. Main Gate Beautification (#686-12)
 - e. Perimeter Wall, Section R (#591-01) [pg. 13]
 - f. 2014 Perimeter Wall Project – Sections I, J, K (#591-01)
 - g. Re-Roof Clubhouse One (#680-12)
 - h. 2014 Paving Project (#708-14)
10. Shareholder Comment Period
11. Next meeting: Wednesday, July 2, 2014 – 1:30 p.m., Administration Conference Room
12. Adjournment

To: GRF Board/Physical Properties

From: Ms. Taylor White, Mutual 1, 32K

Date: May 25, 2014

To Whom It May Concern:

In trying to make Leisure World safer for all residents, I would like to offer the following suggestion: At every crosswalk in LW - take away one parking space before and after each crosswalk. I have noticed that in many instances there is only a very short red line bordering the crosswalk where it meets the sidewalk, while some crosswalks already a longer visual area. The short red line creates a "blind spot" at the beginning of the crosswalk, not only for the person walking but for a car driver as well. Someone crossing the road cannot be seen by a driver until they are actually stepping into road where a car would be passing. By giving a larger visual area at the beginning of each crosswalk, the pedestrian would be noticed before they actually have to step into oncoming traffic. The cost for this safety update would be minimal, a few gallons of black paint to cover a few white markers painted on the street. It would also give a sense of continuity in our effort to keep LW residents safe.

Thank you for your consideration.

Memo to: Physical Property Committee
Larry Blake, Chair
Re: North Gate pothole
From: Esther Cummings
Date: May 15, 2014




My brother-in-law, a resident of Mutual 15, brought a problem to my attention recently.

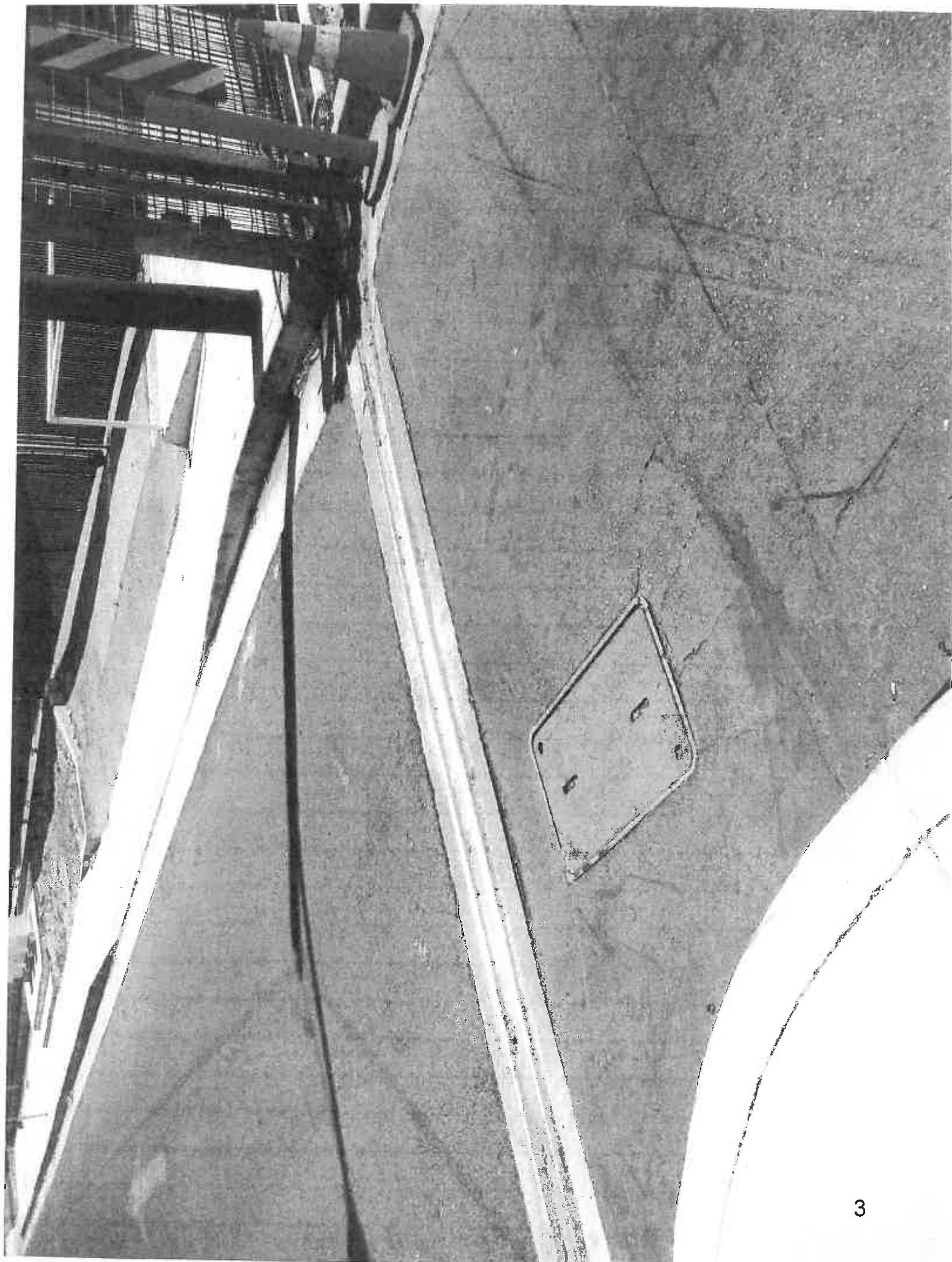
As you exit Leisure World using the North Gate, the left front wheel of your vehicle encounters a low spot in the pavement, related to the presence of a metal cover and the rail used by the gate. At the point the wheel crosses that spot it is at an angle, in a turn position, and this causes stress on the suspension of the vehicle. This stress is present, even if the driver is going quite slow, and has the potential to damage the vehicle over time. If a vehicle is moving at a faster speed the potential for damage is greater.

I have enclosed a photo so you can see the problem area. It shows debris gathered along the track as a result of the pavement being lower at that location. The depressed area begins at the pavement seam running parallel to the track on the opposite side of the metal cover.

Please have your street specialists take a look at this spot and see what can be done to eliminate this low spot.


Esther Cummings
Shareholder/ Mutual 10

cc: Security, Bus & Traffic Committee
Ronde Winkler – Mutual 10 GRF Representative



Memo to: Physical Property Committee
Larry Blake, Chair
Re: Stop signs on St Andrews at Interlachen and Oakmont
From: Mutual 10 Board and Residents
Date: April 30, 2014

For some time the residents of Mutual 10 have been asking that a stop sign be placed on St Andrews and Interlachen as you drive NW on St Andrews and another stop sign at Oakmont and St Andrews as you drive SE. Several of our residents have had close calls as walkers trying to cross St Andrews. Now, unfortunately, one resident of Leisure World has lost her life at that intersection.

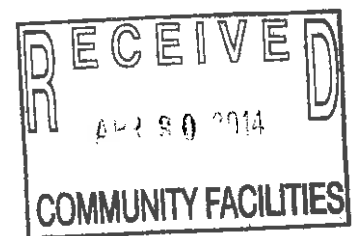
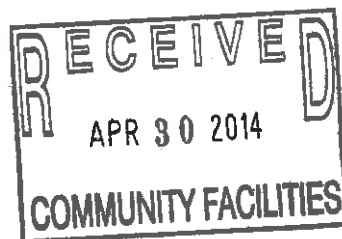
In addition to the stop signs, we see a need for a wider crosswalks and one of the free standing signs that you have in the crosswalks near the Administration complex at each crossing.

Not only will these stop signs enable people to cross safely, they will contribute to slowing down the cars that speed up and down St Andrews. I know that the electronic speed sign has been placed on St Andrews recently and if it is able to record the actual speed of some of the cars I am quite sure that many are exceeding 25 miles an hour!

Please give this urgent problem your immediate attention!



Esther Cummings
President Mutual 10



COMMUNITY FACILITIES MANAGER
ACTION REPORT 5/23/2014

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
 - Contract signed 2/20/14 material on order estimated installation is late April
 - System scheduled to be installed 5/12/14
 - Project complete

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
 - Several trees will need to be removed recommendation coming from Ted Stamen. RFP was sent out bids due March 14. Cost will be presented at next PPC Meeting
 - Project is 90% complete
 - Change order to add North Entrance Wall Section A-1 signed from action by the GRF Board at its March meeting
 - Section A-1 in permit process

3. 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 will be available for the March Physical Property committee Meeting
 - Committee is reviewing recommendations from the Traffic Study to be included in this year's project.
 - PPC approved to have Anderson Penna complete construction plans for the improvement of Tam O'Shanter and St Andrews as recommended in the 2013 Traffic Study

- Contract executed on 5/12/14 for Anderson Penna to complete construction plans for the improvement of Tam O'Shanter and St Andrews work in process
 - To be included in the 2014 Paving Project
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
 - The drafting and layout phase of the project is in process
 - Deliver is estimated sometime in August
5. 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
 - Solution to be presented to PPC in April
 - Action by the Physical Property Committee at their April meeting to approve the plan for removing two trees replacing concrete and adding bollard options and to have staff send out a RFP bringing bids back to a future meeting
6. 3 WAY STOP AT INTERLACHEN AND ST ANDREWS
- GRF Board approved to spend up to 5,000
 - Anderson Penna provided Striping Plans 5/16/14
 - Service Maintenance Department will install all hardware material on order
 - 3 Quotes for Street Paint in process
7. 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
 - Bids will be opened at March meeting

- One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
- Recommendation from staff to go with LaneLight in pavement LED System with a 5 year warranty
- Action by the Physical Property Committee to have staff work with the traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
- Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk
- PPC asked staff to secure 2 additional quotes from engineers for plans to install a concrete crosswalk with the Lighted Crosswalk System
- Staff is communicating with potential engineers to receive quotes

8. 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
- Work in process projected completion date mid April
- Project is complete

9. 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
- Carpet installation in Vending Café is complete, the remainder will be installed after interior is painted Mid April
- Work 90% complete
- Carpet replacement in the elevator remains for project completion

10. 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 Anderson Penna to move forward with developing St. Andrews Gate improvement plans.
- Anderson Penna 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
- RFP is process
- To be included in the 2014 Paving Project

11. 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
- Gate will be installed after Perimeter Wall is complete.
- Physical Property Staff working with the contractor to set equipment for the gate

12. 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 Information presented at March PPC Meeting
- Physical Property Committee at its March meeting asked staff send out RFP for grading plans at Perimeter Wall section L and M with wall to be moved to the outer edge of property
- RFP in process (need soil sample first)
- Action by the Physical Property Committee to have staff provide cost for soil sample at section L and M and to have staff obtain a cost for removal and replacement of sections I, J and K from the current contractor
- Action by the Physical Property Committee at its May meeting asked staff send out RFP for replacement of J and K having wall sections broke down and include a cost for section I
- At the May PPC budgeted funds of 8,500 were approved to have staff obtain soil samples for the property along wall sections L and M

13. Clubhouse 3 Automatic Door Closures Restrooms West Side
 - GRF Board approved amount not to exceed 10,000 for installation
 - RFP is out and due in by 3/21/2014
 - 3 bids received Capitol Door was low bid @ 3,867.00 for 2 doors
 - New Contractor in vetting process
 - Material on order work scheduled for completion Mid June
14. Sewer Maintenance Contract
 - RFP was sent out and bids we opened at the April PPC meeting
 - Staff was asked to analyze the bids at make report at the next meeting
 - Action by the PPC at its May meeting recommended the GRF board approve Empire Pipe & Cleaning for a 3 year period at 75,656.76
15. Roof Replacement Clubhouse 1
 - Action by the PPC at their April meeting to send out an RFP to re roof Clubhouse 1 and have staff provide options for skylights and materials was made
 - Direction was given to staff at the May PPC meeting to send out an RFP to re roof Clubhouse 1 and not include an option for skylights
16. Landscape Improvements
 - Action by the PPC to establish a subcommittee for landscape improvements in the community was made at their April meeting
 - Action by the PPC at their May meeting to have staff bring this topic up to the new members of the PPC after the June elections

Budget Variance Report - April 2014 Community Facilities - CC ## 38,70,74,75 and 79

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<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
38	61000	Salaries and Wages	22,603	One staff member on disability, leave one Family Leave
38	64100	Materials & Supplies	2,834	Three radios are on order and will offset this positive variance
38	64870	Fuel and Oil	4,996	Gasoline is not purchased on a monthly basis
38	64871	Fuel and Oil Minibus	(2,706)	The cost of propane increased in January

Total Explained Variances

27,727

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
70	61000	Salaries and Wages	54,577.00	Positive variance due to open inspector position
70	64440	Equipment Rental	2,364.00	Line Item was used for Copy Machine expence... now under Service Contracts
70	64890	Uncollectible Accounts	-1,673	Damage repairs made to a shareholders vehicle from the paving project during detour from road closure (s/b 64890)
70	64940	Service Contracts	-475	New Line Item
70	5385..	Other Income	23,405	Permit Income: Increase in remodeling of Shareholders apts

Total Explained Variances

78,198

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
74	61000	Salaries and Wages	52,127	One open position and one staff member on disability leave
74	64100	Materials and Supplies	10,415	Expenditures expected to be made later in the year
74	64700	Equipment Repair and Maintenance	(4,152)	Un expected repairs to Cushman vehicle and Lift
74	66255	Employee X-Ray and Exams	(850)	For the employees that received the Hepatitis B shots

74 59600 SRO Labor Cost Recovery

(106,377) Lag in labor recognition due to open work orders

11

Total Explained Variances

(48,837)

CC GL Code Account Description

Variance Explanation

75 61000 Salaries and Wages
75 64750 Empl. Recruitment/T emp. Fees

2,984 One staff member on disability
(3,917) Temporary employee filling in for disabled staff member

Total Explained Variances

(933)

CC GL Code Account Description

Variance Explanation

79 64100 Materials & Supplies

-2231 Un planned signage replacement was the main cause of the variance

79 64240 Trash Collection

8,946 December 2013 accrued twice and reversed in January

79 64730 Landscape Maintenance

3,700 Tree Trimming to be completed later in the year

79 64940 Service Contracts

2,160 Fire Protection, Fuel System Monitoring and AQMD to be paid later in the year

79 64970 Street Repair and Maintenance

(8,767) Pavement Evaluation and Recommendations from Anderson Penna GRF Board approved for funds to come from operating budget November 2013

79 81000 Depreciation

66,036 Projects not capitalized

Total Explained Variances

69,844



A  Sempira Energy™ company



Dear Customer,

The Gas Company would like your permission to install an Electronic Pressure Monitoring device on your property. The purpose of installing this piece of equipment is to allow for the monitoring of the natural gas pipeline pressure in your area. It is necessary to have these devices at specific locations within the Gas Company's pipeline system. These devices will monitor the pressure, 24 hours a day 7 days a week 365 days a year. If there was a problem with the gas pressure in the pipeline, this device will transmit the information over the telephone line to a central location in the Gas Company Dispatch System which is monitored at all times. This notification of abnormal conditions will generate the dispatching of personnel out to the area for a response to the conditions noted. The device will enhance public safety and there will be no environmental impact. There will be no costs incurred by the customer or any disruption of service.

Thank you once again for your support in helping us maintain our Gas Pipeline System Integrity with the installation of the Electronic Pressure Monitor at this specific site that has been chosen by the Gas Company's Orange Coast Region Engineers.

The Orange Coast Region Measurement and Regulation Team
Orange Coast Region Engineering Team

If you have any questions please contact:

Rainer Pataky
Mtr & Reg. Tech
714-240-6436



**Mark Weaver
Community Facilities Manager
Golden Rain Foundation
PO Box 2069
Seal Beach, CA 90740**

May 12, 2014

Subject: ISA Standard Tree Report

Dear Mr. Weaver

Here are my findings during my inspection of all of the trees that were disturbed along Seal Beach Blvd. due to the wall construction: The trees do not show signs that they will fail or fall due to root pruning/cutting. They will be under stress due to root pruning and wall construction and the current weather conditions. The stress along with the root pruning may cause the trees over time to show signs of decline. This may in turn cause the trees to start dropping leaves, branches and then may pose risk to people and property and may eventually fall. In order to try to combat this construction and weather stress my recommendation is as follows: The trees should have a soil drench applied to them every 6-8 weeks. This mix should contain a balanced fertilizer, phosphite fertilizer, seaweed, microbe organisms and a soil wetting agent.

Please feel free to contact me with any questions.

Thank you,

**Edward Medeiros
ISA WE-9733A
PCA 129241**