



PHYSICAL PROPERTY COMMITTEE MINUTES

January 9, 2017

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m. by Chair Lukoff and was held on Monday, January 9, 2017, in the Administration Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Mr. R. Stone
	Ms. M. Greer	Ms. L. Stone
	Mr. P. Hood	Ms. H. Tran
	Ms. K. Rapp	Mrs. C. Damoci, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director
Ms. L. Perrotti, GRF Representative, Mutual One
Mr. P. Pratt, GRF Representative, Mutual Two
Ms. P. Snowden, GRF Representative, Mutual Two
Mr. J. Reed, GRF Representative, Mutual Three
Ms. S. Fekjar, GRF Representative, Mutual Five
Mr. P. Moore, GRF Representative, Mutual Four
Mr. M. Weaver, Facilities Director
Mr. R. Gonzalez, Facilities Manager
Mr. D. Rudge, Project Coordinator / Building Inspector
Ms. K. Lukina, Recording Secretary
Twenty Eight Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

There being no objections, Chair Lukoff 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 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 February, 2017.

RULES OF ORDER

Chair Lukoff reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Chair Lukoff also respectfully requested the committee members and guests to turn off their cell phones.

CHAIR'S REPORT

Chair Lukoff stated that the concept of changing St. Andrews Drive to one lane will not be discussed at this meeting, and will be reviewed at a later time.

APPROVAL OF MINUTES

The regularly scheduled Committee meeting minutes of December 12, 2016, were approved, as presented.

SHAREHOLDER/ MEMBER COMMENTS

Two shareholders/members spoke on St. Andrews Drive parking study, and the Urban Crossroads project proposal.

CORRESPONDENCE

"Thank You" Letter from Eileen Davis. Westminster Wall

Chair Lukoff read a "Thank You" letter from shareholder, Eileen Davis, expressing her gratitude to GRF on completion of the Westminster wall.

Letter from Mutual Six Board of Directors. Intersection of Oakmont Road and St. Andrews

Chair Lukoff read a piece of correspondence from Mutual Six Board of Directors regarding the Oakmont Road and St. Andrews intersection, suggesting the removal of

two stop signs, placed a block apart on each direction of St. Andrews, and installing three way stop signs where St. Andrews Drive, Oakmont Rd. and Del Monte St. intersect. Mutual Six Board of Directors asked for the Committee's immediate response on this matter.

After a brief discussion, it was the consensus of the Committee to have the Facilities Director forward Mutual Six Board of Directors' recommendations to the traffic engineer for consideration.

OLD BUSINESS

Addition of Golf Cart Work Area at 1.8

The Facilities Director presented a revised request to upgrade 1.8 area, including the cost for a generator, and air compressor, to allow the Rolling Thunder Club continue provide the residents with its golf cart services.

The Committee discussed presented scope of work, and considered putting a concrete in place of an asphalt at the cost of the generator, which could be donated by Mutual Nine per Physical Property Department's written request.

After a discussion, Mrs. Greer MOTIONED, seconded by Ms. Rapp –

TO consider the proposed area, known as 1.8 Acres, as a permanent location for the Rolling Thunder Club, allow MJ Jurado install 10'x20' shade cover, and pave 15'x20' area with concrete in the total amount not to exceed \$13,400. This item is to be forwarded to the Finance Committee for final funding approval, and to the Board of Directors for final approval.

The motion was carried unanimously by committee members present.

Signage to Comply with CAMUTCD

The Project Coordinator/Building Inspector stated that besides the bids reviewed at the last meeting, he has no updates to present at this time. He also stated that whether or not the signage removal in accordance with CAMUTCD will be a determining factor for the City of Seal Beach police to control the traffic within the community is yet to be verified.

St. Andrews Gate

The Project Coordinator/Building Inspector presented a one lane drawing of St. Andrews Dr. with revised traffic enhancements, and advised the Committee to review a revised drawing at a later time upon obtaining the bids from more than one contractor. The Project Coordinator/Building Inspector stated that he will work with the Fleet Manager on including other possible options on completing this project. He also

provided the Committee with the concept of this project, and stated that the revised drawing will have a clear scope of the project, including the input from the Fleet Manager on bus stop location, and other possible adjustments.

After a discussion, it was the consensus of the Committee to address this issue at the time of reviewing St. Andrews' Gate, and have the Project Coordinator/Building Inspector present more information at the next scheduled meeting.

Post Office Railing and Stairs

After a brief discussion, Mrs. Greer MOTIONED, seconded by Ms. Rapp –

TO write a letter to the Post Master suggesting the removal of plastic chain link, and installment of the stairs and hand-railing around the Leisure World post office, at the Committee's expense, and forward it to the Finance Committee for funding approval.

The motion was carried unanimously by committee members present.

NEW BUSINESS

Service Maintenance Storage Racks

After a brief discussion, Ms. Stone MOTIONED, seconded by Mr. Stone –

TO approve Service Maintenance storage improvements in the amount not to exceed \$15,000 from Reserves, and forward it to the Finance Committee for review.

The motion was carried unanimously by Committee members present.

Purchasing office Improvements

The Facilities Director presented quotes and estimates for office improvements in the Purchasing Department.

After a brief discussion, Mrs. Stone MOTIONED, seconded by Mrs. Greer –

TO award the contracts to Talimar Systems to install 3 work stations, Greenwood Heating and Air to install a heat pump, and authorize the Service Maintenance Department to construct a new office area with insulation, and LED lighting in the total amount not to exceed \$22,000 including contingency funds. This project will be funded by Capital budget, and forwarded to the Finance Committee for approval.

The motion was carried unanimously by committee members present.

Paving Project Phase 2

The Committee discussed the proposed scope of work for St. Andrews Road Project, and asked the Project Coordinator to present original options at the upcoming meeting.

After a discussion, Mrs. Greer MOTIONED, seconded by Ms. Tran –

TO allow the Urban Crossroads reconsider this project to show the new drawing with minimum median including diagonal parking, if possible, or a drawing of the option with two lanes without the parking in the amount of \$2,880 and review it at the next scheduled meeting.

The motion failed with one “yes” vote (Mrs. Greer).

After a brief discussion, and per Chair Lukoff request, the Committee concluded to form St. Andrews Drive Project Sub-Committee, including: the Committee Chair B. Lukoff, the Facilities Director M. Weaver, the Project Coordinator/Building Inspector D. Rudge, and the Committee members - Mr. R. Stone, Mrs. M. Greer, and Ms. L. Perrotti, and have the group meet twice before the Committee’s next scheduled meeting.

Bid Openings for Fire Protection Services 2017-2019

The Project Coordinator/Building Inspector presented Summary of the bids received for fire protection services in the kitchens and Clubhouses, as follows:

Bidder	2017	2018	2019	Total bid
Fire Safety First	\$37,760	\$33,510	\$33,510	\$104,780
Nationwide Fire	\$6,890	\$6,890	\$6,890	\$20,670
Western States Fire Protection	\$9,464	\$10,264	\$9,464	\$29,192
Brethren Fire	\$33,200	\$28,950	\$28,950	\$91,000

After a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Stone –

TO accept the service proposal from Nationwide Fire Protection in the total amount of \$20,670 for the years of 2017-2019, send the request to the Finance Committee for review, and the Board of Directors for approval.

The motion was carried unanimously by committee members present.

Appoint Sub-Committee for Landscaping

After a brief discussion, it was the consensus of the Committee to appoint Mrs. Reed, Ms. Hopewell, Ms. Stone, and Ms. Fekjar as the members of the Landscaping Sub-Committee.

POLICIES

There were no policies to review at the time of the meeting.

STAFF REPORTSFacilities Director

The Facilities Director reviewed his reports, explained the variances in Cost Centers 70, 74, and 79, and provided Committee members with the updates on other ongoing projects within the community, as presented.

Facilities Manager

The Facilities Manager spoke of the Service Maintenance monthly report, as presented, and informed the Committee of Extensive Mutual Orders for the month of December, 2016. He also stated that the Service Maintenance Department has been experiencing high volume of calls from shareholders due to weather conditions. The Executive Director responded by stating that it will change once Axserion implementation is complete.

Project Coordinator

The Project Coordinator provided information and updates throughout the meeting.

Executive Director

The Executive Director stated that beginning next month the Committee will be presented with the reports of the Physical Property Committee's pending projects as part of the Process of Origination Document that was created based on Strategic Planning Ad Hoc Committee Ten Year Project Plan. The Committee will be able to coordinate its current workflows with assigned projects, scheduled to be done within initially proposed timelines, in fiscal quarters.

PRESIDENT'S COMMENTS

The President provided information and updates throughout the meeting, and asked the Committee not to budget any projects for the next 3-4 months unless it is Capital or Reserve projects.

The President also informed the Committee of the parking policy being in effect on Clubhouses' parking, which will also address parking violations along Trust streets, and vehicles with no decals or IDs.

In response to the Committee's request, the Executive Director stated that the parking policy 1927 will be discussed after the meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

Five shareholders/members commented on the items pertaining to the committee's area of purview.

The Facilities Director was advised by the Committee to include the Bid Opening for CAMUTCD project in the Committee's next month agenda packet. A shareholder also asked the Committee to provide a dry erase board at the Committee's next meeting, and publish the information on upcoming scheduled meetings in the Golden Rain News.

COMMITTEE MEMBER COMMENTS

Six Committee members spoke on the proceedings and accomplishments of today's committee meeting.

Chair's Comments

Chair Lukoff asked appointed members of St. Andrews Drive project Sub-Committee to collaborate on setting up the meeting to discuss the project.

ADJOURNMENT

Chair Lukoff adjourned the meeting at 2:41 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

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

MOTIONS

- There being no objections, Chair Lukoff declared the reading of the Quorum Notification to be dispensed with by unanimous consent;
- Minutes from the December 12, 2016 meeting were approved, as presented;
- **TO** consider the proposed area, known as 1.8 Acres, as a permanent location for the Rolling Thunder Club, allow MJ Jurado install 10'x20' shade cover, and pave 15'x20' area with a concrete in the total amount not to exceed \$13,400. This item is to be forwarded to the Finance Committee for final funding approval, and to the Board of Directors for final approval;
- **TO** write a letter to the Post Master suggesting the removal of plastic chain link, and installment of the stairs and hand-railing around the Leisure World post office, at the Committee's expense, and forward it to the Finance Committee for funding approval;
- **TO** approve Service Maintenance storage improvements in the amount not to exceed \$15,000 from Reserves, and forward it to the Finance Committee for review;
- **TO** award the contracts to Talimar Systems to install 3 work stations, Greenwood Heating and Air to install a heat pump, and authorize the Service Maintenance Department to construct a new office area with insulation, and LED lighting in the total amount not to exceed \$22,000 including contingency funds. This project will be funded by Capital budget, and forwarded to the Finance Committee for approval;
- **TO** not allow the Urban Crossroads reconsider this project to show the new drawing with minimum median including diagonal parking, if possible, or a drawing of the option with two lanes without the parking in the amount of \$2,880 and review it at the next scheduled meeting;
- **TO** accept the service proposal from Nationwide Fire Protection in the total amount of \$20,670 for the years of 2017-2019, send the request to the Finance Committee for review, and the Board of Directors for approval;

- Meeting adjourned at 2:41 p.m.

ACTIONS

- It was the consensus of the Committee to have the Facilities Director forward Mutual Six Board of Directors' recommendations to the traffic engineer for consideration;
- It was the consensus of the Committee to address St. Andrews Dr. at the time of reviewing St. Andrews' Gate, and have the Project Coordinator/Building Inspector present more information at the next scheduled meeting;
- It was the consensus of the Committee to form St. Andrews Drive Project Sub-Committee, including: the Committee Chair B. Lukoff, the Facilities Director M. Weaver, the Project Coordinator/Building Inspector D. Rudge, and the Committee members - Mr. R. Stone, Mrs. M. Greer, and Ms. L. Perrotti, and have the group meet twice before the Committee's next scheduled meeting;
- It was the consensus of the Committee to appoint Mrs. Reed, Ms. Hopewell, Ms. Stone, and Ms. Fekjar as the members of Landscaping Sub-Committee.