



## **PHYSICAL PROPERTY COMMITTEE MINUTES**

### **February 13, 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, February 13, 2017, in the Administration Conference Room B, Building Five, 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
- Mrs. J. Reed, GRF Representative, Mutual Four
- Ms. S. Fekjar, GRF Representative, Mutual Sixteen
- Mr. P. Moore, GRF Representative, Mutual Seventeen
- Mr. B. Lawson, Urban Crossroads
- Mr. M. Weaver, Facilities Director
- Mr. D. Rudge, Project Coordinator / Building Inspector
- Ms. K. Lukina, Recording Secretary
- Thirty Seven 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 4<sup>th</sup> 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 March, 2017.

### **RULES OF ORDER**

Chair Lukoff asked everyone to silence or turn off their cell phones, and that courtesy and respectfulness be acknowledged at all times.

### **CHAIR'S REPORT**

Chair Lukoff welcomed staff, guests, and Committee members, and stated that all of the shareholders' letters on St. Andrews Paving project have been read, and will be taken into consideration by the Committee.

### **APPROVAL OF MINUTES**

The regularly scheduled Committee meeting minutes of January 9, 2017, were approved, as presented.

### **SHAREHOLDER/ MEMBER COMMENTS**

Thirty three shareholders/members spoke on the St. Andrews Paving project.

### **CORRESPONDENCE**

#### **St. Andrews Paving Project**

The Committee addressed the pieces of correspondence received on St. Andrews Paving Project, and further reviewed this topic under the Old Business.

### **OLD BUSINESS**

#### **Stop Signs Request at the Intersection of the Oakmont Rd. and St. Andrews Dr.**

The Committee reviewed Mutual Six Intersection Traffic Control Evaluation Work Authorization for the intersection of Oakmont at St. Andrews, as presented.

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

**TO** approve the Urban Crossroads to provide Intersection Traffic Control Evaluation services for the intersection of Oakmont at St. Andrews in the amount of \$2,200 and send it to the Finance Committee for funding approval, and the board of Directors for final approval.

The motion was carried with one “No” vote (Mr. Stone).

St. Andrews Gate. Paving project phase 2, South St. Andrews

The Committee reviewed St. Andrews Drive existing conditions, and three of the St. Andrews Drive concept alternatives, as presented by the Urban Crossroads.

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

**TO** accept the St. Andrews Drive concept Alternative One, as presented, to retain four lanes on St. Andrews Drive, and forward it to the Board of Directors for final approval.

The motion was carried unanimously by Committee members present.

The Committee also discussed St. Andrews Dr. parking situation, and advised the Project Coordinator to re-evaluate the length of parallel parking spaces by reducing the size, and therefore increasing the number of parking spaces, and present a revised project scope at the next scheduled meeting.

After a brief discussion, it was the consensus of the Committee to have the Facilities Director and the Project Coordinator to draft an RFP including the revision of parking space markings around St. Andrews Gate, send it out, and bring back the bids for the Committee’s review at the upcoming meeting.

Chair Lukoff called for five minute recess at 2:01 p.m. The meeting resumed at 2:06 p.m.

Signage to Comply with CAMUTCD. Location. Cost Options

The Committee reviewed signage requirements and the costs in compliance with CAMUTCD and Seal Beach police regulations throughout the community, presented by the Project Coordinator. Per Urban Crossroads, the signs will need to be replaced to meet current standards, and to improve the signs’ reflectivity and visibility. He also stated that an additional sign will need to be placed at the entrance of the community stating that this community is compliant with CAMUTCD, which would allow the Seal Beach police perform a traffic enforcement in the community.



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

**TO** select the Engineer grade signs to be purchased, and replaced throughout the community.

The motion was carried unanimously by Committee members present.

The Committee also discussed adding marked crosswalks as part of the gate design, and repainting red curbs in the community.

Chair Lukoff advised the Facilities Director to bring back the 2015 Movement Study, and have the Project Coordinator prepare the red curbs plan to be presented for the Committee's review at its next scheduled meeting.

The Executive Director also stated that red curbs may need to be sandblasted before repainting, and added as the Reserves project under 2017 budget.

After a brief discussion, it was the consensus of the Committee to send out an RFP for red curbs sandblasting and repainting to the contractors suggested by the Urban Crossroads, and review the bids at the Committee's upcoming meeting.

#### Post Office Railing and Stairs

The Facilities Director stated that stairs and railing by the Postmaster, on the opposite side of the ramp at the post office building, were approved, and more information will be provided to the Committee at its next scheduled meeting.

### **NEW BUSINESS**

#### Lock Boxes

The Facilities Director stated that according to the Mutuals' Policy, it is the shareholders' responsibility to make sure the unit's lock box contains the correct key. The President advised the Facilities Director to add this procedure to the inspectors' list of duties, and check the presence of the key in a lock box during the fire inspections.

#### Parking Lot Design. Amphitheater/Administration/Clubhouse Six

The Committee reviewed the Amphitheater parking lot striping concept (exhibit 3), and two alternative concepts (exhibits 4 and 5) for the Clubhouse Six parking lot striping, as presented.

After a discussion, it was the consensus of the Committee to have the Urban Crossroads revise the Amphitheater parking lot striping concept (exhibit 3) where both lanes will be going the same direction while making the mailbox accessible to the shareholders, and present the modified Amphitheater parking lot plan (exhibit 3) for the Committee's review at its next scheduled meeting.

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

**TO** have the Urban Crossroads present a drawing of the Alternative Two (exhibit 5) for the Clubhouse Six parking lot striping concept with the revised crosswalk design from 6.2 to the Health Center, and the additional golf cart parking spaces at the next scheduled Committee meeting.

The motion was carried unanimously by Committee members present.

Drainage Improvements, St. Andrews and Golden Rain Rd.

The Executive Director stated that due to recent heavy rains the drainage system along the St. Andrews and Golden Rain Rd. needs an improvement to prevent the backup caused by heavy rain.

After a brief discussion, the Executive Director advised the Facilities Director to present the costs on creating a better drainage system on St. Andrews and Golden Rain Rd. at the next scheduled Committee meeting, as part of the St. Andrews project.

Administration Building 1<sup>st</sup> Floor Improvements. Stock Transfer and Finance Departments

The Facilities Director spoke of the Administration Building first floor improvements including floor plans layout and the costs, as presented, and was advised by the Committee to remove lobby tile floor replacement from the scope of work.

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

**TO** approve the improvements to the first floor of the Administration Building, Finance and Stock Transfer Offices, including replacement of the existing lighting with LED fixtures, painting all of the rooms, carpet replacement on the first floor, and the replacement of work stations in both departments for a cost not to exceed \$92,151 including contingencies, funding from Reserves.

The motion was carried unanimously by Committee members present.

The Executive Director stated that this project will be done in stages excluding the distribution area, and everyone will be notified of the temporary Stock Transfer and Finance Departments closures.

Building Five 1<sup>st</sup> Floor Improvements

The Facilities Director presented a request for Building Five 1<sup>st</sup> floor relocation and upgrades including costs for the Committee's review.

The Executive Director stated that Building Five 1<sup>st</sup> floor improvements need to be further studied due to current changes happening in the Security Department.

It was the consensus of the Committee to discuss Building Five 1<sup>st</sup> floor improvements project at a later time.

Landscape Service Community Facilities

The Facilities Director asked the Committee's to recommend to the Board to extend the contract with Johns Landscape Services (JLS) to December 31, 2017 in conjunction with the Golf Course contract expiration date, as presented.

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

**TO** recommend the Board to approve the extension of the contract with Johns Landscape Service (JLS) to December 31, 2017, to align it with the Golf Course contract expiration date.

The motion was carried unanimously by Committee members present.

Clubhouse Six Concrete Replacement

The Facilities Director informed the Committee of the concrete deterioration on the West end of Clubhouse Six, as presented, and requested the Committee's approval to replace the concrete in that area.

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

**TO** approve replacement of the concrete on the West end of Clubhouse Six in the amount not to exceed \$8,000, and forward this request to the Finance Committee for review, and funds availability.

The motion was carried unanimously by Committee members present.

**POLICIES**

It was the consensus of the Committee to discuss the policies at its next scheduled meeting.



Sub-Committee Reports. St. Andrews Drive Project Sub-Committee and Landscape Sub-Committee

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

**TO** dispend the St. Andrews Drive Project Sub-Committee.

The motion was carried unanimously by Committee members present.

After a brief discussion, it was the consensus of the Committee to keep the Landscape Sub-Committee considering future landscaping projects.

**STAFF REPORTS**Facilities Director

The Facilities Director reviewed his reports on Cost Centers 70, 74, and 79, as presented, and provided Committee members with the updates on Clubhouse Four upgrades that are done for the most part except the flooring, which will be installed as soon as the floor has been waterproofed.

Facilities Manager

The Facilities Manager's report was presented for the Committee's review.

Project Coordinator

The Project Coordinator provided the Committee with the updates on re-piping and re-roofing in Mutuals Twelve and Fourteen, and stated that the Westminster Wall project sections J&K is on hold by the County due to recent weather conditions.

Executive Director

The Executive Director stated that the Committee's actions in regards to St. Andrews paving project will be posted in the Leisure World News along with the correspondence received by the Committee on this subject.

The Executive Director also thanked the Strategic Planning Ad Hoc Committee members for a ten year project plan, which makes it easy to organize and manage the projects.

**PRESIDENT'S COMMENTS**

The President commented on the items pertaining to the Committee's area of purview throughout the meeting.

**SHAREHOLDERS/ MEMBERS COMMENTS**

Two shareholders/members spoke on the items pertaining to the Committee's area of purview.

**COMMITTEE MEMBER COMMENTS**

Six Committee members spoke on the items pertaining to the Committee's area of purview, and thanked the shareholders for attending the meeting in regards to St. Andrews paving project.

**ADJOURNMENT**

Chair Lukoff adjourned the meeting at 3:46 p.m.



Barry Lukoff, Chair  
PHYSICAL PROPERTY COMMITTEE

kl 02.13.2017



## 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 January 9, 2017 meeting were approved, as presented;
- **TO** approve the Urban Crossroads to provide Intersection Traffic Control Evaluation services for the intersection of Oakmont at St. Andrews in the amount of \$2,200 and send it to the Finance Committee for funding approval, and the board of Directors for final approval;
- **TO** accept the St. Andrews Drive concept Alternative One, as presented, to retain four lanes on St. Andrews Drive, and forward it to the Board of Directors for final approval;
- **TO** select the Engineer grade signs to be purchased, and replaced throughout the community;
- **TO** have the Urban Crossroads present a drawing of the Alternative Two (exhibit 5) for the Clubhouse Six parking lot striping concept with the revised crosswalk design from 6.2 to the Health Center, and the additional golf cart parking spaces at the next scheduled Committee meeting;
- **TO** approve the improvements to the first floor of the Administration Building, Finance and Stock Transfer Offices, including replacement of the existing lighting with LED fixtures, painting all of the rooms, carpet replacement on the first floor, and the replacement of work stations in both departments for a cost not to exceed \$92,151 including contingencies, funding from Reserves;
- **TO** recommend the Board to approve the extension of the contract with Johns Landscape Service (JLS) to December 31, 2017, to align it with the Golf Course contract expiration date;
- **TO** approve replacement of the concrete on the West end of Clubhouse Six in the amount not to exceed \$8,000, and forward this request to the Finance Committee for review, and funds availability;

- TO dispend the St. Andrews Drive Project Sub-Committee;
- Meeting adjourned at 3:46 p.m.

### **ACTIONS**

- It was the consensus of the Committee to have the Facilities Director and the Project Coordinator to draft an RFP including the revision of parking space markings around St. Andrews Gate, send it out, and bring back the bids for the Committee's review at the upcoming meeting;
- It was the consensus of the Committee to send out an RFP for red curbs sandblasting and repainting to the contractors suggested by the Urban Crossroads, and review the bids at the Committee's upcoming meeting;
- It was the consensus of the Committee to have the Urban Crossroads revise the Amphitheater parking lot striping concept (exhibit 3) where both lanes will be going the same direction while making the mailbox accessible to the shareholders, and present the modified Amphitheater parking lot plan (exhibit 3) for the Committee's review at its next scheduled meeting;
- It was the consensus of the Committee to discuss Building Five 1<sup>st</sup> floor improvements project at a later time;
- It was the consensus of the Committee to discuss the policies at its next scheduled meeting;
- It was the consensus of the Committee to keep the Landscape Sub-Committee considering future landscaping projects.