



PHYSICAL PROPERTY COMMITTEE MINUTES
March 13, 2015

The regular meeting of the Physical Property Committee was held on Friday, March 13, 2015 at 1:00 p.m. was called to order by Chair Lukoff, in the Administration Conference Room, followed by the Pledge of Allegiance led by Project Coordinator/Building Inspector Mr. David Rudge.

ROLL CALL

Present:	Mrs. C. Damoci Mr. J. DeMarco Mr. B. Lukoff, Chair Mr. P. Moore	Ms. K. Rapp Ms. L. Stone Ms. R. Winkler, Ex-Officio Mrs. M. Wood
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Also Present:	Mr. R. Ankeny, Executive Director Mr. M. Weaver, Facilities Director Mr. R. Gonzalez, Facilities Manager Mr. D. Rudge, Project Coordinator Ms. L. Lubin, Recording Secretary Ms. P. Snowden, GRF Representative, Mutual Two Mrs. J. Reed, GRF Representative, Mutual Four Mr. P. Hood, GRF Representative, Mutual Five Mr. S. McGuigan, GRF Representative, Mutual Eight Mr. L. Kreiger, GRF Representative, Mutual Nine Six Foundation Members
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There being no objections, Chair Lukoff declared the reading of the Quorum Notification be dispensed with by unanimous consent.

There being no corrections or additions, the regular meeting minutes of February 13, 2015 were approved by Chair Lukoff.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the Committee members, guests and staff to today's meeting.

CORRESPONDENCE

Light Pole at Crosswalk at Oakmont Road and El Dorado Drive

A letter was received from a shareholder requesting consideration for a light pole installed at the pedestrian crosswalk near the RV Lot near Oakmont Road and El Dorado Drive.

The Facilities Director reported that the night service maintenance technician drove by the area and confirmed that the area is somewhat dark. After discussion the Committee concurred to request that a light be installed on the pole at the crosswalk approximately 50 feet south of Oakmont Road on El Dorado Drive and requested staff to petition Southern California Edison (SCE) for the installation. The Chair requested a letter be sent thanking the shareholder for her letter and suggestion and that the request for installing a light on the pole will be sent to SCE.

Facilities Manager Report

A summary of the Service calls for the month of February was distributed.

He reported that a broken line affecting four buildings was discovered when concrete was removed in Mutual One and required overtime paid by the Mutual.

After discussion regarding replacing the pumps at the lake at the Golf Course, there being no budgeted money for this expense, and a suggested purchase of floating pumps, the Reserve Study will be reviewed at end of month and this issue will be revisited.

Negative survey results noted on the monthly report were described as shareholders requested that an item was repaired instead of replaced and Mutual policy dictates that repairs are done first before replacements.

Open Service Request Order processes will be reviewed in an effort to prevent their expense carrying over.

NEW BUSINESS

Service Maintenance Office Upgrades

The Facilities Director presented quotes for the remodel of the Service Maintenance Office. The need for an additional work station and the availability of an office formerly used by the landscaping company have increased the original scope of work and price.

After discussion, Ms. Rapp MOVED, seconded by Mrs. Damoci and passed unanimously –

TO move this item to the Finance Committee to review the availability of additional funding for the office remodeling project at the Service Maintenance Office.

Ms. Rapp MOVED to amend the motion, seconded by Mr. DeMarco and passed unanimously –

IF additional funding has been found and approved, that the office remodeling project at the Service Maintenance Office be sent to the GRF Board for approval.

The Facilities Manager was excused from meeting at 1:27 pm

Tree Removals and Vinyl Fencing Along Nassau Drive

The Facilities Director presented quotes from the landscaper, SpectrumCare Landscape and Irrigation Management for the tree and plant removals in two sections on Nassau Drive near the 1.8 Acres.

Location, number of removals	Cost
Remove 11 trees and stump grind and remove plant material on the wall from the entrance to exit of 1.8 Acres on Nassau Drive.	\$5,400.
Remove 72 Cypress trees and stump grind on Nassau Drive from El Dorado Drive to Brookline Road.	\$11,160.

After discussion regarding the unknown integrity of the wall at the 1.8 Acres on Nassau Drive, vinyl fence pricing versus cost to reconstruct a brick wall, Ms. Stone MOVED, seconded by Ms. Rapp and passed unanimously –

TO accept a modification of a quote from SpectrumCare Landscape and Irrigation Management in an amount not to exceed \$5,400 to remove 11 trees and removing stump grinding at this time and including removal of plant material on the wall from the entrance to exit of 1.8 Acres on Nassau Drive.

The Committee concurred that the 72 Cypress trees along Nassau Drive from El Dorado Drive to Brookline Road will be discussed at a future meeting.

Pedestrian Railing for Lighted Crosswalk

After discussion regarding the Quick-Install Aluminum Railings product and redirecting traffic to pass in front of the motion activated sensors, Mr. Moore MOVED, seconded by Mrs. Damoci and passed unanimously –

TO have staff install three Quick-Install Aluminum Railings outside the bollards at the Lighted Crosswalk, one on the west side and two on the east side.

UNFINISHED BUSINESS**Globe Repairs**

The Project Coordinator reported that he had done research on the globe and missing continent pieces, some of which do not have a structure to be applied to due to the wide grid placement of the steel bars. Replacement pieces for the globe will be flat and not a raised relief style.

Ms. Rapp MOVED, seconded by Mrs. Damoci and passed unanimously –

TO add the South Korea piece to the Globe as part of its rehabilitation project.

After discussion about where the globe will be fixed in place, the Committee concurred that to have North America face in a north east direction facing Seal Beach Boulevard straight on in full view of incoming traffic from the direction of the 405 freeway.

The Project Coordinator reported that two locations on the east coast and two on the west coast on the globe were backlit with small electric lights showing Leisure World locations. The Committee concurred to have staff research the possibility of regaining the backlit Seal Beach location with an LED light.

After a discussion about the revised color of the globe Ms. Stone MOVED, seconded by Ms. Rapp and passed unanimously –

TO forward a request for additional funding to the Finance Committee in the amount of \$21,000 in the Architectural Design Review Subcommittee approved metallic light bronze color and if approved to send to the GRF Board for approval.

The Facilities Director and Project Coordinator reported that 2"x3" sample cards for two metallic bronze color chosen from the ADRC and an additional one chosen by the Project Coordinator will arrive in about two weeks once they have been ordered from a supplier on the east coast. The Project Coordinator also reported that the scaffolding work could start as soon as March 17th with work starting on March 23rd and be completed in about 90 days.

The Committee concurred with staff's recommendation to have the Community Facilities landscapers remove the Topiary area items and replant when the rehabilitation project has been completed.

Paving Project South St. Andrews Drive / St. Andrews Gate

As requested at the last meeting, the Project Coordinator reported on bids received from four firms for conducting three traffic engineer studies.

	LWSB Community Wide Movement Study	St Andrews Drive from Golden Rain Road South to St. Andrews Drive Entry Gate	St. Andrews Drive Entry Gate
Rick Engineering	\$69,000.	\$20,260.	\$20,860.
Urban Crossroads	\$9,680.	\$4,780.	\$3,590.
Albert Grover	\$15,000.	\$21,000.	\$6,500.
ADA Inspection Plus	\$93,950.	\$12,800.	\$12,500.

The Project Coordinator reported that Urban Crossroads is the current traffic engineering firm on retainer at Laguna Woods.

In response to a question from Committee members, the Project Coordinator reported that there is no budget for the Community Wide Movement Study and that the lower bids may give an overview and will provide specific information, details and work for additional costs.

The Executive Director reported that the St Andrews Drive from Golden Rain Road South to St. Andrews Drive Entry Gate and St. Andrews Drive Entry Gate items could be included in the associated projects.

After discussion on the scopes of work and funding, Mr. Moore MOVED, seconded by Ms. Rapp and passed unanimously

TO accept bids from Urban Crossroads for the following traffic studies: LWSB Community Wide Movement Study in the amount of \$9,680 and to send to Finance Committee for the availability of funding and if funding is approved to send to the GRF Board for approval; St Andrews Drive from Golden Rain Road South to St. Andrews Drive Entry Gate in the amount of \$4,780 and St. Andrews Drive Entry Gate in the amount of \$3,590 to be included in the Trust Street Paving project's budget.

Safety & Accessibility Proposals for Administration Building/Pharmacy Entrance

President Winkler reported that she received a phone call from a shareholder stating that parking at the Pharmacy is hard to find and suggested designated 15 minute parking spots be designated for prescription pick up. In response, Committee members stated that the pharmacy has free delivery within the community and that afternoons are often easier to find parking in the lot. The Committee concurred to discuss this item at a future meeting.

The Facilities Director reported that this item was not passed at the February GRF Board meeting and has been sent to back to the Finance Committee for further study and review.

Walking Trails

The Facilities Director reported that a plan is being put together, the Project Coordinator is working with staff for painting, an article and maps will be printed in the NEWS, the project will begin in a couple of weeks, and will take about two weeks to complete.

Perimeter Wall Section B

The Project Coordinator reported that eight bids were sent out and one bid was received for the Perimeter Wall Section B project. The bid received was from John Dantuma Masonry in the amount of \$262,662.50 for the wall and \$8,200 for the security spike strip and will take 120 days to complete.

The Facilities Director reported that he has contacted Mitchell International, the owner of the Customs building and there has not been an offer of funding or agreement that the wall needs to be replaced. He also reported that the assisted living facility has not replied with an offer of funding or aid for the project.

Committee concurred to have staff contact Anacal Engineering Company to perform a property line survey for Perimeter Wall Section B for an amount not to exceed \$9,999 and to report the status of the survey at the next meeting.

Landscaping on Nassau Drive

This item was previously discussed.

Staff Reports**Facilities Director**

He provided a status report on various projects listed on the Action Report and Budget Variance Report attached to the Agenda.

After discussion, Ms. Rapp MOVED, seconded by Mr. Moore –

TO share the \$2,700 Orange County Flood Control District permit cost with contractor John Dantuma Masonry.

After discussion regarding possible additional construction costs, the motion failed with unanimous NO votes.

In response to suggestions from the Executive Director, the Committee concurred to send test landscape plan, concepts and development to the ADRC for areas along St. Andrews Drive and at the Tam O'Shanter Road planter area at the exit to the parking lot.

Shareholder Comment Period

Shareholders thanked the Committee and staff for their hard work, stated it was a good meeting with good discussion, and spoke on the following topics: street signage, smoking near buildings, Perimeter Wall project progress, North Gate landscaping, and Bocce Ball discussed at Recreation meeting.

Committee Member Comments

Several Committee members thanked the chair for a good meeting in which they accomplished a lot and work well together.

President's Comments

President Winkler stated she has been pleased with the ADRC Subcommittee and its Chair Mrs. Reed for keeping up and improving the community's appearance. She also reported that the Communications Committee has decided that Letters to the Editor that pertain to a Committee will go straight to the committee instead of being printed in the NEWS.

Next meeting: Friday, April 10, 2015 at 1:00 p.m. in the Administration Conference Room

ADJOURNMENT

Chair Lukoff adjourned the meeting at 3:05 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE
II 03/16/15

MOTIONS:

Concurred to request that a light be installed on the pole near the crosswalk approximately 50 feet south of Oakmont Road on Del Monte Drive and requested staff to petition Southern California Edison (SCE) for the installation.

TO move this item to the Finance Committee to review the availability of additional funding for the office remodeling project at the Service Maintenance Office.

IF additional funding has been found and approved, that the remodeling project at the Service Maintenance Office be sent to the GRF Board for approval.

Concurred that the 72 Cypress trees along Nassau Drive from El Dorado Drive to Brookline Road will be discussed at a future meeting.

TO accept a modification of a quote from SpectrumCare Landscape and Irrigation Management in an amount not to exceed \$5,400 to remove 11 trees and removing stump grinding at this time and including removal of plant material on the wall from the entrance to exit of 1.8 Acres on Nassau Drive.

TO have staff install three Quick-Install Aluminum Railings outside the bollards at the Lighted Crosswalk, one on the west side and two on the east side.

TO add the South Korea piece to the Globe as part of its rehabilitation project.

Concurred that to have North America face in a north east direction facing Seal Beach Boulevard straight on in full view of incoming traffic from the direction of the 405 freeway.

TO forward a request for additional funding to the Finance Committee in the amount of \$21,000 in the Architectural Design Review Subcommittee approved metallic light bronze color and if approved to send to the GRF Board for approval.

TO accept bids from Urban Crossroads for the following traffic studies: LWSB Community Wide Movement Study in the amount of \$9,680 and to send to Finance Committee for the availability of funding and if funding is approved to send to the GRF Board for approval; St Andrews Drive from Golden Rain Road South to St. Andrews Drive Entry Gate in the amount of \$4,780 and St. Andrews Drive Entry Gate in the amount of \$3,590 to be included in the Trust Street Paving project's budget.

Concurred to have staff contact Anacal Engineering Company to perform a property line survey for Perimeter Wall Section B for an amount not to exceed \$9,999 and to report the status of the survey at the next meeting.

Concurred to send test landscape plan, concepts and development to the ADRC for areas along St. Andrews Drive and at the Tam O'Shanter Road planter area at the exit to the parking lot.

ACTIONS:

A letter be sent thanking the shareholder for her letter and suggestion and that the request for installing a light on the pole near the crosswalk at Oakmont Road and El Dorado Drive will be sent to SCE.

Reserve Study will be reviewed at end of month and replacing the pumps at the lake at the Golf Course will be revisited.

Open Service Request Order processes will be reviewed in an effort to prevent their expense carrying over.

Staff to research the possibility of regaining the backlit Seal Beach location with an LED light.

2"x3" sample cards for two metallic bronze color chosen from the ADRC and an additional one chosen by the Project Coordinator will arrive in about two weeks once they have been ordered from a supplier on the east coast.

Community Facilities landscapers remove the Topiary area items and replant when the rehabilitation project has been completed.

The Committee concurred to discuss Pharmacy pickup parking at a future meeting.

MEMORANDUM

TO: MARK WEAVER, FACILITIES DIRECTOR
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: MANAGER REPORT FOR FEB 2015
DATE: 3/9/15

CATEGORY	FEB. 2015		FEB. 2014	
	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	679	13	628	12
2. ELECTRICAL	521	21	489	31
3. CARPENTRY	231	25	219	27
4. LAUNDRY	115	N/A	108	N/A
5. CONCRETE	5	2	15	2
6. ROOF	8	0	2	0
7. PREV. MAIN.	15	7	31	12
8. OTHER MISC.	97	19	55	12
9. ESC. SELLER	101	N/A	107	N/A
10. ESC. MUT.	50	N/A	40	N/A
11. SUB TOTAL	1,822	87	1,694	96
12. PEST CONTROL	64	1	45	1
13. INFO. CALLS	2,400	N/A	1,450	N/A
14. SUB TOTAL	2,464	1	1,495	1
15. SUB TOTAL LINE 11	1,822	87	1,694	96
16. GRAND TOTAL	4,286	88	3,189	97

STOPPAGES

SINK STOPPAGE: 58
BK / BK STOPPAGE: 125
TOILET STOPPAGE: 45
BLDG. STOPPAGE: 16

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 124.5 HRS.
GRF –HRS. – 4.75 HRS.

APPOINTMENTS: 200

SATISFACTION SURVEYS:

POSITIVE: 22
NEGATIVE: 4

SROs CREATED MONTH OF FEB – 1,963

UNASSIGNED SROs (APPROXIMATE)

*PLUMBING – 110

*ELECTRICAL – 125

*CARPENTRY –

-RESIDENTIAL – 5

-DRY ROT – 15

*CONCRETE - 19