

PHYSICAL PROPERTY COMMITTEE MINUTES

July 11, 2014

The regular meeting of the Physical Property Committee held on Friday, July 11, 2014 at 1:00 p.m. was called to order by President Winkler, in the Administration Conference Room, followed by the Pledge of Allegiance led by Ruben Gonzalez, Service Maintenance Supervisor.

ROLL CALL

Present:	Mrs. C. Damoci Mr. J. DeMarco Mr. P. Moore Ms. K. Rapp	Ms. L. Stone Ms. R. Winkler, Ex-Officio (left 4:12 pm) Mrs. M. Wood
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Absent: Mr. B. Lukoff, Chair

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Community Facilities Manager
Ms. C. Miller, Controller
Mr. R. Gonzalez, Service Maintenance Supervisor
Ms. L. Lubin, Recording Secretary
Mr. D. Rudge, Project Coordinator
Mr. P. Snowden, GRF Representative, Mutual Two
Mrs. J. Reed, GRF Representative, Mutual Four
Mr. L. Krieger, GRF Representative, Mutual Nine
Ten Foundation Members

MINUTES

It was requested to amend the June 4, 2014 minutes to replace Oakmont Road to Interlachen Road in two places on page two under correspondence Stop Sign or Right turn Lane at St. Andrews Drive and Interlachen Road.

Due to lack of quorum of Committee members from the past term, Mrs. Damoci declared the minutes of the regular meeting minutes of June 4, 2014, approved as amended.

CHAIR'S ANNOUNCEMENTS

President Winkler will temporarily chair the meeting until a Vice Chair is elected; Chair Lukoff is on vacation.

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

The Chair stated that it is illegal to tape record meetings by those who do not participate and welcomed the shareholders who came to today's meeting and thanked them for their attendance.

The Chair asked that all comments be directed through the Chair and to avoid cross talking during the meeting.

ELECTION OF VICE CHAIR

President Winkler called for nominations for Vice Chair for the 2014-2015 term. Mrs. Wood nominated Mrs. Damoci. There being no further nominations, President Winkler declared Mrs. Damoci as Vice Chair of the Physical Property Committee for the 2014-2015 term by acclamation.

President Winkler vacated the chair to Vice Chair Damoci for the remainder of the meeting.

CORRESPONDENCE

Plant Replacement for Perimeter Wall Section R

Mr. Moore MOVED, seconded by Ms. Rapp and passed unanimously –

TO add plant replacement correspondence to the agenda

A proposal from Spectrum Care Landscape and Irrigation Management for the plant replacements that were destroyed during the construction of Perimeter Wall Section R along Seal Beach Boulevard was discussed.

Mr. Moore MOVED –

TO discuss a proposal from Spectrum Care Landscape and Irrigation Management for the replacements of plants that were destroyed during the construction of Perimeter Wall Section R along Seal Beach Boulevard at the next meeting.

Mr. Moore withdrew his motion.

After a discussion regarding property lines, plant material choices in the proposal, and setting a precedent, the Committee concurred to postpone this matter until the next meeting and invite the Landscape Chair from Mutual Seventeen to speak on plant replacement selections for the Perimeter Wall Section R project.

Yellow Crosswalk Painting

A letter was received from a shareholder suggesting yellow paint be used on crosswalks to draw more attention to them.

The Committee requested staff research city recommendations for crosswalk painting and report their findings at the next meeting.

The Executive Director reported that a request for proposal will be sent out for street painting throughout the community and this item can be included.

A letter will be sent to the shareholder stating staff is currently looking into options for crosswalk painting throughout the community.

Physical Grant Application – Civic Stone

In response to an email from Civic Stone, the Community Facilities Manager reported that a new phase for the bathroom upgrades is starting with grant funding from the City of Seal Beach. An application workshop will be held in Clubhouse Four on Thursday, April 17th. A letter of thanks will be sent to Civic Stone for their work on obtaining grant funding for qualifying residents in the community.

Parking in No Parking Fire Lane

In response to a letter submitted from a shareholder, the Community Facilities Manager reported that a similar request for ten minute parking along Golden Rain Road was previously denied. Several Committee members agreed that the authority in this matter, the Orange County Fire Authority (OCFA), has already provided guidelines the community must follow.

The Committee concurred to send a letter to the shareholder stating that the Committee does not have authority to override the OCFA guidelines in regarding to parking along Golden Rain Road.

Standing Water at Mini Farm

A letter was received from the Secretary of the Mini Farm Club who is also a Mutual Director requesting that in addition to standing water in the mini farm that the community's streets should be reviewed also.

After discussion about the grades of the roads; water marks in gutters; and storm drain responsibilities; the Committee concurred to reply to the shareholder that when staff is reviewing the streets, they will also review them for standing water.

Lights at Clubhouse One Parking Lot and Amphitheater Women's Restroom and Stop Signs at St. Andrews Drive and Interlachen Road

A letter was received from a shareholder reporting lights not working at the Clubhouse One Parking Lot and Amphitheater Women's Restroom. Vice Chair Damoci reported that the lights in the Amphitheater restroom have been repaired. The Community Facilities Manager reported that the Clubhouse One Parking Lot light has been repaired.

After a discussion of signage at St. Andrews Drive and Interlachen Road and its mention in the traffic study, the Committee concurred to have staff send a letter to the shareholder thanking her for her signage suggestions.

STAFF REPORTS

Executive Director: The Executive Director reported that he distributed a memo to the Presidents' Council members at this month's meeting requesting they go back to their Mutuels and compile a list of major projects for the next year to assist the Foundation in properly budgeting staff for the upcoming year. The same memo was distributed by the Community Facilities Manager at last week's Physical Property Council.

The Executive Director reported that a cost analysis was performed for an open street painter position and it was determined that an outside contractor could perform the work for the same amount of money in a shorter period of time. In the meantime it was reported that cross-trained staff in the Service Maintenance Department can temporarily take care of any immediate street or curb painting needs. He also reported that the open painter position has been converted to an open plumber position.

Community Facilities Manager: A summary of the action report was presented and reviewed.

Service Maintenance Supervisor: A summary of the Service calls for the month of June was distributed.

The water heater replacement project in Mutual Twelve is moving along well. Attic inspections and overtime hours on Saturdays were approved in Mutual Seven.

In response to a Director's suggestion regarding a water heater installation, the temperature and pressure relief valves have been corrected and will run to the outside where drainage can be seen more clearly.

Vice Chair Damoci and several Committee members thanked the Service Maintenance Department for all their hard work and professionalism.

After no further questions, the Service Maintenance Supervisor was excused from the meeting at 2:10 p.m.

NEW BUSINESS

2015 Proposed Budget for Cost Centers 70, 74, 75, and 79

Staff presented the Budget work papers for Cost Centers 70, Physical Property; 74, Service Maintenance; 65, Service Maintenance Supervision; and 79, Community Facilities. The Controller provided preliminary information and said she would be present at the next meeting when the budget is scheduled for approval and recommendation to the Board.

The Committee members and staff reviewed the cost center line items and discussed staffing, capital acquisitions and budget assumptions. After discussion, the Controller was excused at 2:33 p.m.

Surveillance Camera Signage

A letter from Vice Chair Damoci to the Executive Director was discussed regarding the surveillance camera signage. The Executive Director reported that although there is no firm law stating that security camera signage must be posted, the Committee concurred to have signage installed at applicable entries where security cameras are in use and to purchase extra signs to have available to post as needed.

Red Curb Markings at Crosswalks

The Committee discussed a letter sent from a shareholder expressing safety concerns over visibility at the intersection of Del Monte Drive and Sunningdale Road and requested part of the red curb be removed.

The Project Coordinator presented research compiled on red curbing near a crosswalk in several cities.

After discussion, the Committee concurred to remove the signage in the street at the crosswalk at the intersection of Del Monte Drive and Sunningdale Road for thirty days and revisit this issue at next month's meeting.

The Community Facilities Manager will take pictures of the crosswalks so that a study can be performed and solutions can be researched for increasing vision at the approach of crosswalks in the community.

Administration Building Shrub Plantings

A discussion took place regarding a preference toward drought tolerant plants and the lack of care to existing plants at the Administration Building. The Committee concurred to have the Architectural Design Subcommittee review existing plants at the Administration Building and report its findings and recommendations at a future meeting.

UNFINISHED BUSINESSPharmacy Entrance

The Community Facilities Manager reported that construction costs will be updated for the Pharmacy entrance project to include a solution to problems entering and exiting assessable parking spaces. A request for a recommendation for the color of the bollards at the Pharmacy entrance will be given by the Architectural Design Subcommittee. The request for proposal will be sent out shortly and will be reviewed at a future meeting.

Lighted Pavement Cross-Walk at St. Andrews Drive & Swimming Pool (#702-13)

The Project Coordinator reported that the City of Tustin has several solar panel crosswalk systems and said the current request for proposal is also considering a solar panel model with two bollards and is activated when approached. Additional information and a drawing from the engineer will be included in the request for proposal that will be sent out shortly and reported on at a future meeting.

Emergency Preparedness

The Emergency Preparedness Subcommittee now reports to the Executive Committee.

Main Gate Beautification (#686-12)

The Main Gate Beautification project will be studied by the Architectural Design Subcommittee and they will present to their concepts and recommendations to the Executive Committee and GRF Board and forwarded to the Physical Property Committee for a request for proposal.

Perimeter Wall, Section R (#591-01)

An update on the Perimeter Wall Section R project was given the Project Coordinator.

The sidewalk is scheduled for replacement in mid-July. A request was made to remove the olive trees in this area by a Committee member. The Community Facilities Manager stated this can be done at the same time as the sidewalk replacement. The Community Facilities Manager reported that replanting of the trees is mandatory per the City of Seal Beach.

The Project Coordinator distributed a memo and reported that California Building Code, Chapter 16 has changed for wind loads on block walls in the City of Seal Beach at the time of completion of Section R. In the new code shadow blocks are not allowed in the bottom three visible rows of blocks and as such will create a different look for future block walls.

Vice Chair Damoci called for break from 3:03 p.m. to 3:18 p.m.

2014 Perimeter Wall Project – Sections I, J, K (#591-01)

The Project Coordinator reported that he and the Community Facilities Manager are working with the Orange County Flood Control District to search their records in order to establish the property line for the area along the channel at Perimeter Wall Sections J and K.

A discussion took place regarding prioritizing the sections of the wall, the code and block style changes, and budgeted funds available for the project.

For Perimeter Wall Section A the Committee concurred to have a written memo of understanding in regard to plant material going forward. The Mutual Fifteen President stated he would talk with the Executive Director, Community Facilities Manager and Project Coordinator about the Perimeter Wall Section A project before their next Mutual Board meeting.

Re-Roof Clubhouse One (#680-12)

At last month's meeting the Committee requested the Project Coordinator bring information on roofs, including traditional and cooling surface roofs. He reported that although the price is the same for both styles of roof, the cool roofs would need to be a white color.

The Architectural Design Subcommittee will review the color choices for the Clubhouse One Re-Roofing project and provide a recommendation. The request for proposal will be updated to reflect the choice of the Subcommittee.

2014 Paving Project (#708-14)

An update was reviewed earlier in the meeting and is in the Community Facilities Manager's report and a request for proposal will be compiled and sent out to obtain prices for street painting for St. Andrews Gate Improvements and Tam O'Shanter Improvements and the findings will be reported back to the Committee.

A change order was received for \$7,036 by Anderson Penna Partners for potholing to determine where utilities are located in St. Andrews Drive. This is needed due to a storm drain (dry well) needing to be relocated to the west side of the street. The Community Facilities Manager and Executive Director reported that while they are in the process of finding a new engineering firm. They also stated that the elevations and drainage connections were unknown at the start of the project and are being researched and mitigated with the current contractor. Discussion took place on the importance of having this information in the construction documents before going out to bid.

The Committee concurred to have staff negotiate a lower price of \$2,000 with Anderson Penna Partners for the Tam O'Shanter Road and Amphitheater Parking Lot Alignment project and report back at the next meeting.

Request to Remove 20 Feet of Red Curb at Del Monte Drive

In response to a request from the Committee at its last meeting, Community Facilities Manager reported that the average speed along the curved road on Del Monte Drive is 23.7 mph in a 25 mph zone and if the speed was found to be within in the limit the committee would discuss the removal of red curb.

In response to President Winkler who expressed concerns over the street's width, the Executive Director suggested hiring a traffic engineer to formally study the area. A Committee member reported that the red curb in the area appears faded.

After discussion, the Committee concurred to have staff research and map out options for red curbing along Del Monte Drive and bring their findings back to the next meeting. A letter will be sent to the shareholder with the Committee's decision.

Shareholder Comment Period

Shareholders spoke on issues including: condition of Foxburg Road, attic inspections, Knollwood Road road work patches, confusing stop signs, cross walk painting, more red curbs, and handicapped parking widths.

Shareholders thanked the Committee for a good meeting.

Committee Member Comments

A Committee member expressed concerns over the change orders from the engineering firm hired for the Tam O'Shanter Road and Amphitheater Parking Lot Alignment project.

Next meeting: Friday, August 8, 2014 at 1:00 p.m. in the Administration Conference Room

ADJOURNMENT

Vice Chair Damoci adjourned the meeting at 4:20 p.m.



Carol Damoci, Vice Chair
PHYSICAL PROPERTY COMMITTEE

II 07/17/14

MOTIONS

- There being no further nominations, President Winkler declared Mrs. Damoci as Vice Chair of the Physical Property Committee for the 2014-2015 term by acclamation.
- Add plant replacement correspondence to the agenda
- Postpone a decision on plant replacement selections for the Perimeter Wall Section R until the next meeting and invite the Landscape Chair from Mutual Seventeen to speak at the meeting.
- Install signage at applicable entries where security cameras are in use and to purchase extra signs to have available to post as needed.
- Remove the signage in the street at the crosswalk at the intersection of Del Monte Drive and Sunningdale Road for thirty days and revisit this issue at next month's meeting

ACTION ITEMS

- Staff to research city recommendations for crosswalk painting and report their findings at the next meeting.
- Send a letter to a shareholder stating that staff is currently looking into options for crosswalk painting throughout the community.
- Send a letter of thanks to Civic Stone for their work on obtaining grant funding for qualifying residents in the community.
- Send a copy of the OCFA's letter along with a letter to a shareholder stating that the Committee does not have authority to override the OCFA guidelines in regarding to parking along Golden Rain Road.
- Send a letter to a shareholder stating that when staff is reviewing the streets for repairs, they will also review them for standing water.
- Send a letter to a shareholder thanking her for her signage suggestions for the intersection at St. Andrews Drive and Interlachen Road and to also let her know that the lights at the Clubhouse One Parking Lot and Amphitheater Women's Restroom have been repaired.

- Vice Chair Damoci will take pictures of the crosswalks so that a study can be performed and solutions can be researched for increasing vision at the approach of crosswalks in the community.
- A review of the existing plants at the Administration Building will be given to the Architectural Design Subcommittee which will report its findings and recommendations at a future meeting.
- Request for a recommendation for the color of the bollards at the Pharmacy entrance will be given by the Architectural Design Subcommittee.
- The Mutual Fifteen President will talk with the Executive Director, Community Facilities Manager and Project Coordinator about the Perimeter Wall Section A project before their next Mutual Board meeting.
- Color choices for the Clubhouse Re-Roofing project will be reviewed by the Architectural Design Subcommittee which will provide a recommendation.
- Staff to negotiate a lower price of \$2,000 for the Tam O'Shanter Road and Amphitheater Parking Lot Alignment project and report back at the next meeting.
- Staff to research and map out options for red curbing along Del Monte Drive and bring their findings back to the next meeting.

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER
FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR RG
SUBJECT: SUPERVISOR REPORT FOR JUNE 2014
DATE: 07/08/2014

CATEGORY	JUNE 2014		JUNE 2013	
	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	976	34	742	14
2. ELECTRICAL	719	42	561	30
3. CARPENTRY	411	35	441	19
4. LAUNDRY	165	N/A	136	N/A
5. CONCRETE	28	1	13	1
6. ROOF	4	0	10	0
7. PREV. MAIN.	45	29	12	17
8. OTHER MISC.	67	7	79	22
9. ESC. SELLER	156	N/A	320	N/A
10. ESC. MUT.	50	N/A	143	N/A
11. SUB TOTAL	2,621	148	2,457	103
12. PEST CONTROL	94	6	78	3
13. INFO. CALLS	2,000	N/A	1,200	0
14. SUB TOTAL	2,494	6	1,278	3
15. SUB TOTAL LINE 11	2,621	148	2,457	103
16. GRAND TOTAL	4,715	154	3,735	106

STOPPAGES

SINK STOPPAGE: 71
BK / BK STOPPAGE: 153
TOILET STOPPAGE: 69
BLDG. STOPPAGE: 17

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 109.25 HRS.
GRF – 19.25 HRS.

APPOINTMENTS: 187

SATISFACTION SURVEYS:

POSITIVE: 24
NEGATIVE: 3