



PHYSICAL PROPERTY COMMITTEE MINUTES

October 7, 2015

The regular meeting of the Physical Property Committee was held on Wednesday, October 7, 2015 at 1:00 p.m. and was called to order by Chair Lukoff in the Administration Conference Room followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. B. Lukoff, Chair	Mr. P. Moore (1:07 p.m.)
	Mrs. C. Damoci, Vice Chair	Ms. P. Snowden
	Ms. M. Greer	Ms. R. Winkler, Ex-Officio

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. M. Weaver, Facilities Director
- Mr. R. Gonzalez, Facilities Manager
- Mr. D. Rudge, Project Coordinator/Building Inspector
- Ms. L. Lubin, Recording Secretary
- Mrs. L. Whitlock, Recording Secretary
- Mr. R. Stone, GRF Representative, Mutual One
- Mr. P. Pratt, GRF Representative, Mutual Two
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. P. Hood, GRF Representative, Mutual Five
- Ms. K. Rapp, GRF Representative, Mutual Seven
- Mr. P. Friedman, GRF Representative, Mutual Fifteen
- Mr. P. Moore, GRF Representative, Mutual Seventeen
- Fourteen 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 four 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 November.

Approval of Minutes

There being no corrections or additions, the regular meeting minutes of September 2, 2015 were approved as written.

Shareholder/Member Comments – Agenda Items Only

Shareholders spoke on their concern of the accelerated reserve spending process, fees for Clubhouse usage, and the budget.

CORRESPONDENCE

Front Entrance Appearance

A letter was received from a shareholder regarding her concern over the current appearance of community from Seal Beach Boulevard. Chair Lukoff stated that the rehabilitation of the Globe is underway and will be completed soon.

OLD BUSINESS

Administration Building/Pharmacy Project (#710-14)

Project Coordinator reported that items pending completion are the installation of lights, bollards and the painting of the handrails. Discussion took place on reflective paint for the handrails.

Facilities Director reported a project credit would be used to fund the additional concrete and that surplus contingency funds were used to purchase additional concrete to complete pathways to pharmacy and healthcare center.

Vice Chair Damoci reported that donations from the GAF has been provided to purchase ten (10) benches. These benches will be used to replace benches in front of the healthcare center. The Committee concurred that the bench options should be provided to the ADRC for approval.

St. Andrews Drive and Gate Area Review (#723-14)

The Project Coordinator reported that at last month's meeting the Committee directed staff to submit their changes to Urban Crossroads to modify the plan. Contractor reviewed changes and is able to provide redesign as specified for an additional fee of \$820.

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

TO approve an additional \$820 to be paid to the contractor, Urban Crossroads, for the redesign of the St. Andrews Drive and Gate Area plan.

The Project Coordinator also asked the Committee if they are in agreement with the "Single-Lane" concept for St. Andrews Drive. The Committee agreed to revisit this item at the next scheduled meeting.

Golf Course Lake Repairs (#736-15)

The Facilities Director presented options, costs, and recommendations for the replacement and/or repair of retaining wall at the shoreline of the Golf Course Lake. He provided the Committee with a proposal listing estimates and options.

The Committee concurred that this is one of the most visually attractive features in the community and gives curb-appeal for new buyers; however, and would like to see other options. The Committee directed staff to provide additional options for their review at the next scheduled meeting.

Perimeter Wall Section (#591-01)

The Project Coordinator reported that he met with the contractor, John Dantuma Masonry, regarding obtaining approval from the neighboring building owned by Mitchell Land and the Rehab Center to work on their property and received bids for the removal of trees near the wall, which should take place in the next couple of weeks. He also reported that he will get a written agreement from Mutual Fifteen regarding the tree removals.

NEW BUSINESS

Grant Writer for Channel Upgrades

Chair Lukoff stated that covering the channel would be beneficial to our community, as it would provide better traffic flow on Golden Rain Road, create open space and provide additional parking; therefore would like to recommend we look into hiring a grant writer. Committee concurred to direct staff to research on how to get approval for covering the channel, which does not belong to the Foundation and report findings at a future meeting.

Administrative Lobby & Finance Automatic Door

The Facilities Director reported that the electric doors leading into the Finance Department and the Administrative Office need to be replaced. The condition of the doors are worn and many times inoperable.

The bids received were:

BIDDER	TOTAL BID	DAYS TO COMPLETE
Capitol Door	\$13,377.00	3
Axxess Door	\$14,416.84	3-4
Door Doctor	\$14,800.00	3-4

After a brief discussion by the Committee, Ms. Snowden MOVED, seconded by Ms. Winkler and passed unanimously –

TO recommend the GRF BOD to approve Physical Property's recommendation of contractor, Capitol Door to replace the electric doors located in the Finance Department and the Administrative Office, plus contingencies not to exceed \$15,000.00.

Accelerate Reserves for Removal and Replacement of Pavement

The Facilities Director reported that the following streets need repair: Cedar Crest Lane, Foxburg Road, Knollwood Road, Prestwick Road, Shawnee Lane and Sunningdale Road. He also reported while inspecting Prestwick Road, that North Fairfield is in need of work, also.

After a brief discussion of the Committee's response to compare the reserve study and with observations from the field, Ms. Greer MOVED, seconded by Ms. Snowden and passed unanimously –

TO direct staff to go out to bid for street repairs of Cedar Crest Lane, Foxburg Road, Knollwood Road, Prestwick Road, Shawnee Lane, and Sunningdale Road, with the addition of North Fairfield Road.

Astrolabe Relocation (Sundial)

A discussion took place regarding the renovation and relocation of the Astrolabe. A Board Member suggested that before moving the Astrolabe, we need to ensure that it is still workable and placed on a one-foot pedestal. The ADRC, at its September meeting, approved the relocation of the Astrolabe to a location in front of the Amphitheater ramps.

Ms. Greer MOVED, seconded by Ms. Snowden and passed unanimously –

TO direct staff to relocate the Astrolabe to the base of the amphitheater ramps and send a request to the ADRC for paint choice.

Weather Station

The Committee discussed a letter from a shareholder requesting a weather station. The Committee concurred that this is not a priority at this time and the item will be taken off the agenda. The Committee directed staff to write a letter to the shareholder thanking him for his suggestion.

STAFF REPORTS**Facilities Director**

Facilities Director provided a status report on various projects listed on the Action Report and Budget Variance Report, which is attached to the Agenda.

In response to a comment by Vice Chair Damoci, Facilities Director stated he will look at the condition of the sidewalk located on St. Andrews Drive in front of Apt. No. 13730.

Facilities Manager

Reviewed status report for the month of September 2015 and mentioned they are currently working on replacing walkway lamplight sleeves, cleaning dryer vents and servicing electrical panels. He also reported that 1,000 sandbags and extra tarps have been ordered to prepare for the upcoming rainy season.

In response to a question from Chairman Lukoff, he mentioned that the overtime hours for GRF and the Mutuals were preapproved. The Executive Director also mentioned that he monitors the overtime hours very closely and assured committee members that he is in receipt of a full detailed report to justify these requests.

In response to a question from Chairman Lukoff, the increase in Pest Control is probably due to the drought.

In response to a question from a shareholder, he mentioned that the night staff and security have been instructed to monitor intersections for flooding and stoppages in the storm drains. In addition, he and other Physical Property staff members are on-call in the event of an emergency.

The Facilities Manager was excused from the meeting at 1:15 p.m.

Project Coordinator

Updates were given in the meeting.

In response to a question by Vice Chair Damoci, the Community Inspector will be instructed to inspect all restrooms' fixtures in the Administration Building and Clubhouses to ensure they are replaced if rusted.

Executive Director

Updates were given in the meeting.

President's Comments

President Winkler stated that this was a very good meeting.

Shareholder Member Comments

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

Committee Member Comments

Committee Members concurred that a new contractor's list with all approved contractors would be helpful.

Chair's Comments

Chair Lukoff thanked the Committee members, shareholders, and staff present for attending and participating in the meeting. Next meeting scheduled for the Physical Property Committee will be held on Wednesday, November 4, 2015, at 1:00 p.m., in the Administrative Conference room.

ADJOURNMENT

Chair Lukoff adjourned the meeting at 2:53 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE

law/10-09-15

MOTIONS

- Approve an additional \$820 to be paid to the contractor, Urban Crossroads, for the redesign of the St. Andrews Drive and Gate Area plan.
- Approve Physical Property's recommendation of contractor, Capitol Door to replace the electric doors located in the Finance Department and the Administrative Office, plus contingencies not to exceed \$15,000.00 and send to the GRF Board for approval.

ACTIONS

- Direct staff to go out to bid for street repairs of Cedar Crest Lane, Foxburg Road, Knollwood Road, Prestwick Road, Shawnee Lane, and Sunningdale Road, with the addition of North Fairfield Road.
- Direct staff to relocate the Astrolabe to the base of the amphitheater ramps and send a request to the ADRC for paint choice.
- Direct staff to provide additional options for the Golf Course Lake Repairs.
- Concurred that the bench options should be provided to the ADRC for approval.
- Concurred to direct staff to research on how to get approval for covering the channel, which does not belong to the Foundation.
- Concurred to direct staff to write a letter to the shareholder thanking him for his suggestion of the Weather Station.
- Concurred that Physical Property should provide a new Contractor's List with approved contractors.