



**PHYSICAL PROPERTY MINUTES**  
**November 14, 2014**

The regular meeting of the Physical Property Committee was held on Friday, November 5, 2014 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 Ruben Gonzalez, Service Maintenance Supervisor.

**ROLL CALL**

|          |                      |                           |
|----------|----------------------|---------------------------|
| Present: | Mrs. C. Damoci       | Ms. L. Stone              |
|          | Mr. J. DeMarco       | Ms. R. Winkler, Ex-Oficio |
|          | Mr. B. Lukoff, Chair | Mrs. M. Wood              |
|          | Ms. K. Rapp          |                           |

Also Present: Mr. R. Ankeny, Executive Director  
Mr. M. Weaver, Community 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  
Twelve Foundation Members

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

**TO** dispense with the reading of the Quorum notification.

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

**TO** have the bids opened and prepared while the meeting is in progress in an effort to maintain the pace of the meeting.

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

**TO** include the opening of the Golf Course and Community Facilities bids under Unfinished Business as items J and K, respectively on the agenda.

Mr. Moore MOVED, seconded by Ms. Wood and carried unanimously —

TO approve the regular meeting minutes of October 10, 2014.

Ms. Rapp MOVED, seconded by Mr. DeMarco and carried unanimously —

TO approve the special meeting minutes of November 5, 2014.

Service Maintenance Supervisor Report:

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

A broken sewer line was discovered in a Mutual by using the sewer camera equipment and a company is being contacted to quote relining of the pipes.

A candidate for the general maintenance utility position has been chosen and Human Resources is performing a background check.

In response to the Community Facilities Manager status report on the 2015 Budget Capital Request approved by the Board, the Committee concurred to approve the \$9,853 bid for a threading machine that can be portable and stationary in the Service Maintenance shop and on a Cushman. This will be charged to Cost Center 74.

The Service Maintenance Supervisor was excused from meeting at 1:12 pm

**NEW BUSINESS**

**Paint Security Building Exterior (#716-14)**

The Project Coordinator distributed filled in bid summary sheet for this project per the direction of the Committee.

The bids received were:

| BIDDER                  | TOTAL BID | DAYS TO COMPLETE |
|-------------------------|-----------|------------------|
| Hutton Painting         | \$5,800   | 5                |
| Certa-Pro Painters      | \$7,150   | 5                |
| General Coatings        | \$7,295   | 5                |
| Colarossi Painting      | \$8,500   | 8                |
| Advance Custom Painting | \$12,600  | 20               |

After a brief discussion, Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously —

**TO** accept a bid for \$5,800 from Hutton Painting for painting the exterior of the Front Gate Security Building and to paint around the neon signage. The Architectural Design Committee will determine the colors to be used in the project.

#### **Paint Clubhouse Three Interior (#717-14)**

The Project Coordinator distributed filled in bid summary sheet for this project per the direction of the Committee.

The bids received were:

| BIDDER                  | TOTAL BID | DAYS TO COMPLETE |
|-------------------------|-----------|------------------|
| Colarossi Painting      | \$17,820  | None stated      |
| General Coatings        | \$24,950  | None stated      |
| Certa-Pro Painters      | \$29,500  | 20               |
| Advance Custom Painting | \$38,750  | 35               |

After discussion, Ms. Stone **MOVED**, seconded by Ms. Rapp —

**TO** accept a bid for \$17,820 from Colarossi Painting for the painting of the interior of Clubhouse Three.

After further discussion Ms. Stone and Ms. Rapp withdrew their motion.

In response to feedback from a Mutual Director, the Committee concurred to have staff further review the work and perform a background check on Colarossi Painting and report findings at the next meeting. Meanwhile, the Architectural Design Committee will discuss color selection at their next meeting.

#### **WiFi Hotspot for Inspector iPads**

The Community Facilities Manager reported that this item was brought to his attention by a couple of Mutual Presidents and that this is not a budgeted item. After discussion regarding the cost, cell phone reimbursement policies, expectations for the use of the iPads, and WiFi access in the field. The Committee concurred to have staff continue to study this issue, inform the Mutuels of options and findings, and leave on the agenda for next month's meeting.

#### **Paint Resales Office Building Exterior (#718-14)**

The Project Coordinator reported that the request for proposal (RFP) were sent out on short notice and only two bids were received. He distributed filled in bid summary sheet for this project per the direction of the Committee.

The bids received were:

| BIDDER                  | TOTAL BID                                   | DAYS TO COMPLETE |
|-------------------------|---|------------------|
| Hutton Painting         | \$2,800                                     | 3                |
| Advance Custom Painting | \$2,850                                     | 5                |
| Prime Co Painting       | Stated they did not have enough time to bid |                  |

After a brief discussion regarding the condition of the current exterior paint and signage, Ms. Stone MOVED, seconded by Mrs. Damoci —

**TO** accept a bid for \$2,800 from Hutton Painting for painting the exterior of the Resales Building and to have the Architectural Design Committee determine the color.

## **UNFINISHED BUSINESS**

### **Trees Along Seal Beach**

The Community Facilities Manager presented the bids for the plantings along Perimeter Wall Section R in the Mow Strip along Seal Beach Boulevard. The trees would be planted at least 40 feet apart in front of the Perimeter Wall Section R.

After discussion regarding the maximum number of trees for the space and tree options, Mr. Moore MOVED, seconded by Ms. Stone and passed unanimously —

**TO** accept a bid from Spectrum Care Landscaping in the amount of \$9,310 to plant up to 38 rust leaf magnolia trees along the mow strip along Seal Beach Boulevard along Perimeter Wall Section R.

### **2014 Paving Project (#702-14)**

The Community Facilities Manager reported that the concrete roadway on Trust Street property on Knollwood Road between carports 57 and 58 is in need of replacement about 1/3 the way down the carport.

After discussion, Ms. Stone MOVED, seconded by Mrs. Damoci and passed unanimously —

**TO** recommend the Board award a contract to M.J. Jurado, Inc. in the amount of \$15,544 to replace 1,943 square feet of concrete roadway on Knollwood Road between carports 57 and 58 and authorize the President to sign the contract.

In response to a Committee member, the committee concurred to have staff research the condition and repair or replacement of Foxburg Road for discussion at the next meeting.

The Community Facilities Manager reported that at yesterday's Security, Bus and Traffic Committee meeting they had requested he bring up the suggestion for street signage painted on the ground of crosswalks to remind pedestrians to look both ways prior to crossing and using a cross hatched design at the crosswalks was presented to the Committee for consideration.

After discussion, Mrs. Damoci MOVED, seconded by Mr. Moore –

**TO** place a stenciled design to remind pedestrians to look both ways prior to crossing.

After further discussion about costs and necessity of this personalized design Mrs. Damoci and Mr. Moore withdrew their motions.

The Committee concurred to have staff count the number of crosswalks, research the type of designs, obtain costs, and present their findings at the next meeting.

The Community Facilities Manager reported on the recommendation from the traffic engineer report regarding the relocation of crosswalks at the intersection of St. Andrews Drive with Northwood Road. Several Committee members, Board members, and shareholders shared their experiences in regard to the need for increased safety crossing the street at this intersection.

The Executive Director suggested that before making any modifications the Committee takes into consideration the traffic study and to possibly obtain a second opinion from another traffic engineer for this area.

After discussion regarding the current study versus obtaining an additional study, Ms. Rapp MOVED, seconded by Ms. Stone and passed unanimously –

**TO** obtain a second opinion and study from a different traffic engineer regarding the crosswalks at the intersection of St. Andrews Drive with Northwood Road.

The Chair called a recess between 2:30-2:40 pm

### **Safety & Accessibility Proposals for Administration Building/Pharmacy Entrance**

The Project Coordinator presented revised plans based on previous discussion by the Committee.

Chair Lukoff thanked Mr. De Marco for his help in expanding the idea into a project.

After a review and discussion of the plan and options the Committee concurred to have staff compile a request for proposal (RFP) based on the plans and individual options that were presented, have staff send out the RFPs, and have a bid opening at an upcoming meeting.

**Walking Trails**

The Project Coordinator presented a preliminary walking trail route of 2.75 miles for consideration and discussion. He reported the starting concept for the path would be in a circular shape along Golden Rain Road, Canoe Brook Drive, Del Monte Drive, Northwood Road, and El Dorado Drive and could branch out from there. After discussion, the Committee concurred to have staff continue to work on the route; include St. Andrews Drive, Interlachen Road, and Oakmont Road; research marker options and costs; and provide an update at the next meeting.

**Irrigation at Parking Lot at Administration and Medical Center**

The Community Facilities Manager reported that a water savings compliance inspector from the City of Seal Beach reported that sprinklers at the Health Care Center/Pharmacy and Administration buildings have failed and not complying with current guidelines.

After discussion regarding rebates and options for repair or replacement, Ms. Stone MOVED, seconded by Mr. Moore and passed unanimously –

**TO** award a contract to John's Landscape in the amount of \$2,561.36 for the modification of the irrigation system for the Health Care Center/Pharmacy and Administration buildings to a drip irrigation system.

The Community Facilities Manager reported that the City is aware the sprinklers at the Golf Course are being redirecting back toward the greens. He also reported that the landscaper is counting the sprinklers for the Golf Course and Community Facilities and a quote is being obtained for their replacement.

After further discussion regarding the rebate, the Committee concurred to apply for rebate funds to be used toward sprinkler replacements for outdated sprinkler heads in the Community Facilities and Golf Course.

**Pedestrian Gate at Main Gate**

The Project Coordinator reported that challenges were addressed in the request for proposal (RFP) that was sent out and received for a swing gate at the perimeter wall at the main gate entry near Mutual 17 and will have an Americans with Disabilities Act (ADA) operator for safety.

He also reported that the door will remain in the same location, follow current code, be self contained, height of the door will be a minimum of 6'8", entry will be monitored by the Security office. Card readers will be installed on both sides and will utilize existing conduits behind the wall. Per code, the door can be opened in an emergency. The door is made of galvanized material, hot dipped, and rust resistant to be better protected against the elements.

The bids received were:

| CONTRACTOR  | ITEM  | PRICE   |
|-------------|---|---------|
| Action Door | 3'4" x7" swing gate with low energy ADA operator        | \$6,250 |
| Vortex      | Swing gate with low energy ADA operator                 | \$8,943 |
| Orion       | 3'4" x6" x 7'7" swing gate with low energy ADA operator | \$9,677 |

After discussion, Ms. Rapp MOVED, seconded by Ms. Stone and passed with one abstention (Lukoff) –

TO recommend Board acceptance of the ADA Pedestrian Gate Project for an amount not to exceed \$15,000 to include the ADA Pedestrian Gate with a minimum clear opening of 3 feet for \$8,943 and ancillary costs for electrical, card reader, and labor to install. Physical Property Committee Chair to approve additional costs over \$8,943 before they are spent. The Budget for the project is not to exceed \$15,000 and is to include electrical and card reader.

### **Electric Car Charging Station**

After discussion about last month's presentation from ChargePoint, future needs, and current technology offerings, Mr. DeMarco MOVED, seconded by Ms. Rapp and carried with one No vote (Stone) –

TO not install electric car charging stations in the community at this time and eliminate it from the agenda until a need prompts its addition to the agenda again.

### **2014 Perimeter Wall Project – Sections J and K (#591-01)**

The Project Coordinator reported that the surveyors have been to the area and marked the channel. The wall is in good shape from the car wash to Westminster Boulevard and then moving north the perimeter wall starts to cut back into electrical panel and carwash and then comes about 18" into the RV Park and then back out and finishing where the current wall is located.

The Committee concurred to have staff seek a lot line adjustment or easement from the Orange County Flood Control District for the telephone pole and flood control channel and provide updates at future meetings.

### **Perimeter Wall Project – Sections L and M (#591-01)**

The Committee and staff discussed the Perimeter Wall Projects for Sections L and M which run along Westminster Avenue. Based upon a suggested motion to the GRF Board regarding plans for the Perimeter Wall project and consensus that this is a viable project,

Ms. Stone MOVED, seconded by Mr. DeMarco and passed unanimously –

**TO** seek conceptual approval to move forward with one of two possible options being considered at the present time; Option A: Replace the Perimeter Wall in its current location; and Option B: Relocate the Perimeter Wall as close to the Trust Property line as possible based upon existing site conditions for maximum allowable usable space.

A Mutual President asked the Committee to consider doing Perimeter Wall Section B and tree removals for that section which borders neighboring properties such as the Custom Building Products building and convalescent home along North Gate Road.

The Committee concurred to have staff obtain a quote from John Dantuma Masonry for Perimeter Wall Section B, speak with Custom Building Products, the building's leaser, and the convalescent home along North Gate Road for financial assistance with the project, and report their findings at the next meeting.

#### **Landscape Maintenance 2015, 2016, 2017 – Golf Course**

The Project Coordinator reported that the current landscape company for the Golf Course is John's Landscape. He distributed filled in bid summary sheet for this project per the direction of the Committee.

The bids received were:

| <b>BIDDER</b>     | <b>3 YEAR TOTAL BID</b> |
|-------------------|-------------------------|
| John's Landscape  | \$420,253.44            |
| TruGreen LandCare | \$444,864.00            |
| Andre Landscape   | \$464,700.00            |
| CG Landscape      | \$618,000.00            |

After discussion about the bidders, Mr. Moore MOVED, seconded by Mrs. Damoci and passed unanimously –

**TO** request the Board accept a bid for \$420,253.44 for three years of landscape maintenance service at the Golf Course from John's Landscape and authorize the President to sign the contract.

#### **Landscape Maintenance 2015, 2016, 2017 – Community Facilities**

The Project Coordinator distributed filled in bid summary sheet for this project per the direction of the Committee. The current landscape company is John's Landscape.



The bids received were:

| BIDDER           | 3 YEAR<br>TOTAL BID |
|------------------|---------------------|
| Spectrum Care    | \$356,400.00        |
| John's Landscape | \$369,201.72        |
| Andre Landscape  | \$432,000.00        |
| Total Landscape  | \$689,400.00        |
| CG Landscape     | \$733,128.00        |

After discussion about experiences and background of the bidders, Ms. Rapp MOVED, seconded by Mr. De Marco and passed unanimously –

**TO** request the Board accept a bid for \$356,400 for three years of landscape maintenance service for the Community Facilities from Spectrum Care and authorize the President to sign the contract.

### **Staff Reports**

**Community Facilities Manager:** He reported on the new procedure whereby contractors will leave a \$50 deposit in the Physical Property office until their City of Seal Beach permit is brought in and copied for the files. The procedure will be a way to ensure inspections and the completion of permit processing.

**Project Coordinator:** Reported on his good experiences here and professional growth and that he enjoys working on the variety of Foundation and Mutual projects.

**Executive Director:** The revised installation date has been scheduled for Spring of 2015 for the monitoring wells that were agreed upon and paid in full a year ago by the Orange County Water District.

### **Shareholder Comment Period**

A shareholder reported that during a recent experience the staff in the Physical Property Department is enforcing the \$50 permit deposit.

A shareholder reported that a Service Maintenance electrician provided excellent service and care when repairing a light switch and took an extra few minutes to check all the switches while there.

A shareholder reported that a Service Maintenance plumber provided excellent service and care when he checked all drains after fixing a stoppage and went the extra step to check vacant units in the building.

Shareholders thanked the Committee and Chair for a good meeting and spoke on issues including: walkway lights, street lights, crosswalks, good idea to open and organize the bids during the meeting, street striping, North Gate landscaping, and using flags at crosswalks.

In response to a shareholder and a Committee member, the Community Facilities Manager reported that a request has been submitted to the City of Seal Beach and has been placed on hold due to lack of funds, for plantings at the North Gate. A call has been placed to Verizon to discuss the state of the landscaping of their area which is viewed in the community.

In response to a GRF Representative, the Community Facilities Manager reported that the landscaping on Canoe Brook Drive started on Monday and that the bids for the St. Andrews Gate Improvements will be opened at the next meeting.

### **Committee Member Comments**

Committee members thanked the Chair, Committee members and guests for a good meeting, good participation, and that a lot was accomplished.

A Committee member welcomed Mrs. Sandra Massa-Lavitt as a new member on the Seal Beach City Council.

### **President's Comments**

She reported that it was a really good meeting and a lot of big projects are discussed in this committee. She also reported that sprinklers are a big issue, the Foundation is trying to keep staffing numbers low, and the Physical Property Committee and staff will be handling more landscaping issues.

Next meeting: Friday, December 12, 2014 at 1:00 p.m. in the Administration Conference Room

### **ADJOURNMENT**

Chair Lukoff adjourned the meeting at 3:45 p.m.

  
Barry Lukoff, Chair  
PHYSICAL PROPERTY COMMITTEE

11/20/14

**MOTIONS**

- TO** dispense with the reading of the Quorum notification.
- TO** have the bids opened and prepared while the meeting is in progress in an effort to maintain the pace of the meeting.
- TO** include the opening of the Golf Course and Community Facilities bids under Unfinished Business as items J and K, respectively.
- TO** approve the \$9,853 bid for a threading machine that can be portable and stationary in the Service Maintenance shop and on a Cushman. This will be charged to Cost Center 74.
- TO** accept a bid for \$5,800 from Hutton Painting for painting the exterior of the Front Gate Security Building and to paint around the neon signage. The Architectural Design Committee will determine the colors to be used in the project.
- TO** accept a bid for \$2,800 from Hutton Painting for painting the exterior of the Resales Building and to have the Architectural Design Committee determine the color.
- TO** accept a bid from Spectrum Care Landscaping in the amount of \$9,310 to plant up to 38 rust leaf magnolia trees along the mow strip along Seal Beach Boulevard along Perimeter Wall Section R.
- TO** recommend the Board award a contract to M.J. Jurado, Inc. in the amount of \$15,544 to replace 1,943 square feet of concrete roadway on Knollwood Road between carports 57 and 58 and authorize the President to sign the contract.
- TO** obtain a second opinion and study from a different traffic engineer regarding the crosswalks at the intersection of St. Andrews Drive with Northwood Road.
- TO** award a contract to John's Landscape in the amount of \$2,561.36 for the modification of the irrigation system for the Health Care Center/Pharmacy and Administration buildings to a drip irrigation system.
- TO** apply for water smart rebate funds to be used toward sprinkler replacements for outdated sprinkler heads in the Community Facilities and Golf Course.
- TO** recommend Board acceptance of the ADA Pedestrian Gate Project for an amount not to exceed \$15,000 to include the ADA Pedestrian Gate with a minimum clear opening of 3 feet for \$8,943 and ancillary costs for electrical, card reader, and labor to install. Physical Property Committee Chair to approve additional costs over \$8,943 before they are spent. The Budget for the project is not to exceed \$15,000 and is to include electrical and card reader.

**TO** not install electric car charging stations in the community at this time and eliminate it from the agenda until a need prompts its addition to the agenda again.

**TO** seek conceptual approval to move forward with one of two possible options being considered at the present time; Option A: Replace the Perimeter Wall in its current location; and Option B: Relocate the Perimeter Wall as close to the Trust Property line as possible based upon existing site conditions for maximum allowable usable space.

**TO** request the Board accept a bid for \$420,253.44 for three years of landscape maintenance service at the Golf Course from John's Landscape and authorize the President to sign the contract.

**TO** request the Board accept a bid for \$356,400 for three years of landscape maintenance service for the Community Facilities from Spectrum Care and authorize the President to sign the contract.

### **ACTION ITEMS**

- Staff to further review the work and perform a background check on Colarossi Painting and report findings at the next meeting. Meanwhile, the Architectural Design Committee will discuss color selection at their next meeting.
- Staff to continue to study WiFi Hotspots for Inspector iPads, inform the Mutuals of options and findings, and leave on the agenda for next month's meeting.
- Staff to research the condition and repair or replacement of Foxburg Road for discussion at the next meeting.
- Staff to count the number of crosswalks, research the type of designs, obtain costs, and present their findings at the next meeting.
- Staff to compile a request for proposal (RFP) based on the plans and individual options that were presented, have staff send out the RFPs, and have a bid opening at an upcoming meeting.
- Staff to continue to work on the walking trails route; include St. Andrews Drive, Interlachen Road, and Oakmont Road; research marker options and costs; and provide an update at the next meeting.
- Landscaper is counting the sprinklers for the Golf Course and Community Facilities and a quote is being obtained for their replacement.

- Staff to seek a lot line adjustment or easement from the Orange County Flood Control District for the telephone pole and flood control channel and provide updates at future meetings.
- Staff to obtain a quote from John Dantuma Masonry for Perimeter Wall Section B, speak with Custom Building Products, the building's leaser, and the convalescent home along North Gate Road for financial assistance with the project, and report their findings at the next meeting.

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER  
FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR RG  
SUBJECT: SUPERVISOR REPORT FOR OCT. 2014  
DATE: 11/03/14

| CATEGORY                 | OCT. 2014 |            | OCT. 2013 |            |
|--------------------------|-----------|------------|-----------|------------|
|                          | SHRHLDR   | COMM. FAC. | SHRHLDR   | COMM. FAC. |
| 1. PLUMBING              | 961       | 21         | 763       | 20         |
| 2. ELECTRICAL            | 859       | 46         | 613       | 44         |
| 3. CARPENTRY             | 445       | 35         | 406       | 31         |
| 4. LAUNDRY               | 149       | N/A        | 162       | N/A        |
| 5. CONCRETE              | 19        | 0          | 15        | 2          |
| 6. ROOF                  | 3         | 0          | 1         | 0          |
| 7. PREV. MAIN.           | 13        | 12         | 13        | 20         |
| 8. OTHER MISC.           | 81        | 22         | 98        | 16         |
| 9. ESC. SELLER           | 207       | N/A        | 230       | N/A        |
| 10. ESC. MUT.            | 88        | N/A        | 94        | N/A        |
| 11. SUB TOTAL            | 2,825     | 136        | 2,395     | 133        |
| 12. PEST CONTROL         | 225       | 4          | 125       | 3          |
| 13. INFO. CALLS          | 2,250     | N/A        | 2,100     | N/A        |
| 14. SUB TOTAL            | 2,475     | 4          | 2,225     | 3          |
| 15. SUB TOTAL<br>LINE 11 | 2,825     | 136        | 2,395     | 133        |
| 16. GRAND TOTAL          | 5,300     | 140        | 4,620     | 136        |

**STOPPAGES**

SINK STOPPAGE: 82  
BK / BK STOPPAGE: 161  
TOILET STOPPAGE: 52  
BLDG. STOPPAGE: 18

**SERVICE MAINTENANCE OVERTIME HRS.**

MUTUAL – 144.75 HRS.  
GRF –HRS. – 84.5 HRS.

APPOINTMENTS: 160

**SATISFACTION SURVEYS:**

POSITIVE: 24  
NEGATIVE: 3