



**PHYSICAL PROPERTY MINUTES  
December 12, 2014**

The regular meeting of the Physical Property Committee and the GRF Board was held on Friday, December 12, 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 Seal Beach City Councilmember for District Five, Mrs. Sandra Massa-Lavitt.

**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  
Mrs. S. Massa-Lavitt, City Council Member, District Five, City of Seal Beach  
Four Foundation Members

Chair declared by unanimous consent —

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

Chair declared by unanimous consent to —

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

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

**TO** approve the regular meeting minutes of November 14, 2014.

**CHAIR'S ANNOUNCEMENTS**

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

**CORRESPONDENCE****Drone-Free Zone**

A letter was received from a shareholder requesting the air space above the community be designated as a "drone-free" zone. The Chair reported he did research on the subject and shared his findings. Mrs. Massa-Lavitt, the District Five Seal Beach City Councilmember representing the community reported that drones are prohibited in the City of Seal Beach. The Committee concurred that no further action need be taken on this matter. A letter will be sent to the shareholder with the Chair's research attached.

**Vegetation on Wall between Mini-Farms and Nassau Drive**

A letter was received from a shareholder who stated concerns over driving hazards and scraping of cars from the vegetation growing on the wall along Nassau Drive.

After discussion regarding the appearance and trimming back of the vegetation, how much it protrudes out past the red curb, and the wall the Committee concurred to have the Architectural Design Review Committee review the area for input and suggestions for review by Mutual Nine. A letter will be sent to the shareholder with the Committee's decision.

**Perimeter Wall Sections A, B and Planter Wall**

The Community Facilities Manager reported that he had made contact with both owners of the building on the other side of the Perimeter Wall Section B and said they would review the request to participate financially in the rebuilding of the wall.

After discussion regarding moving the project ahead with or without assistance from the building owners, De Marco MOVED, seconded by Ms. Stone and passed unanimously —

**TO** approve the replacement of Perimeter Wall Section B as a project contingent upon funds available determined by the Finance Committee.

A letter was received from the Mutual President requesting financial assistance for the removal of a small planter running parallel to the Perimeter Wall Section A.

After discussion, Mrs. Damoci MOVED, seconded by Ms. Rapp and passed with one NO vote (Wood) —

TO request the Board approve payment of 50% of the expense, a total of \$7,175 for the cost to remove the small planter wall running parallel to the Perimeter Wall Section A using contingency funds from the project.

### **Service Maintenance Supervisor Report:**

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

Service Maintenance staff has been catching up with non-emergency items and shifted gears to covering roofs with plastic sheeting and sandbags when the rain and wind came. After cleaning drains many leaks occurred and needed to be fixed. Currently, priority work is getting completed on time.

In November, electrical work had delays due to oven replacements that take four hours of each technician's time. Repair orders also spiked due to the Thanksgiving holiday when ovens had not been used for several months and needed repair. There were many calls for walk light repairs and in areas where wires were pulled, the time needed to perform the repairs was increased substantially.

On service calls to clear a shower drain, sometimes the drain pipes need to be replaced and the wall needs to be opened up which increases the time needed to perform the repairs.

In response to the reports, the Committee requested ongoing reports on the backlog of service request orders, current staffing available, a list of Mutual projects and preventative maintenance projects and their status be submitted to the Committee for review to discuss workload and if more help is needed.

The Chair suggested the Service Maintenance Supervisor attend the Mutual Presidents' Council meetings. In their last meeting the Council reported that Mutuals were planning on replacing about 80 water heaters by April 2015. The Community Facilities Manager reported that Southern California Edison rebates end in April 2015 and that could explain the timing.

A discussion was held regarding the use of the Service Maintenance staff for minor maintenance items and the possibility of hiring outside contractors to perform capital improvements such as multiple water heater replacements, re-piping, or oven installations either using items from the Purchasing department or specifications to purchase identical items from other sources. The importance of consistency and standardization for any outside contractors used was stressed.

The Service Maintenance Supervisor wished all a good Christmas and New Year and was excused from meeting at 1:50 pm

## **NEW BUSINESS**

### **Foxburg Road – Discussion**

The Community Facilities Manager reported that this area is scheduled for request for proposal in the third year of the five-year paving program. The Committee concurred to re-address this topic in a year and take this item off the agenda.

### **Radio Frequency Testing for Smart Meters**

The Committee concurred with the Executive Director that this is a Mutual matter and not a Foundation matter and will be taken off of the agenda.

### **Sales Building Inspection**

An inspection of the Sales Building interior was performed by a building inspector and repair estimates compiled by the Physical Property Department were discussed. Services generated offset the Foundation's annual assessment saves about \$80 per year per shareholder. The Committee agreed that an improvement to the general appearance and appeal of whole office is needed.

After discussion, Ms. Rapp MOVED, seconded by Mr. DeMarco and passed unanimously —

TO accept the inspection report, approve the refurbishment of the Sales office interior as a project contingent upon funds available determined by the Finance Committee, and allow the Architectural Design Review Committee to determine the decor.

### **RV Lot Soils Testing (#724-14)**

This item was introduced at a meeting in which a director stated that the grounds at the RV Lot were toxic without supportive facts. Due to the issue being presented in a public forum another director is performing due diligence and following up to the statements made and is requesting a soil sample be taken to have a formal record of the toxicity levels of the soil.

After discussion about the cause and effect that may occur as a result of the soil sample results and recommendation from the Executive Director, Ms. Stone MOVED, seconded by Mrs. Damoci and passed with one abstention (Lukoff) and two NO votes (Moore, De Marco) —

**TO** request the Board approve an amount not to exceed \$5,000 for soil samples to be taken at the RV Lot from the Trust Improvement Fund.

### **UNFINISHED BUSINESS**

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

The Community Facilities Manager reported that there is no new information on this item.

The Committee concurred to remove this item from the agenda and place it back on the agenda when ready.

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

The Community Facilities Manager reported that this item has been broke down into three projects that are listed as items 10 c, 10 d and 10 e bid openings on the agenda. The Project Coordinator opened the bids and handed out bid summaries for these items.

#### **Tam O'Shanter Road Realignment (#721-14) – Bid Opening**

The Project Coordinator opened the bids and handed out a bid summary for this item. Bids for the Tam O'Shanter Road Alignment project were sent to five contractors and one bid was received:

<b>BIDDER</b>	<b>TOTAL BID</b>	<b>DAYS TO COMPLETE</b>
M.J. Jurado	\$49,400	30

Tam O'Shanter Road will be aligned with the Administration Building parking lot exit, parking spaces at the bus depot will be moved. Funds are available in the existing paving project budget and includes the cost of re-striping.

After discussion, Ms. Stone MOVED, seconded by Ms. Rapp passed unanimously —

**TO** request the Board accept a bid in the amount of \$49,400 from M.J. Jurado for the Tam O'Shanter Road Alignment project with funds from the 2014 Trust Street Paving project.

#### **Del Monte Road to Northwood Road Transition (#722-14) – Bid Opening**

The Project Coordinator opened the bids and handed out a bid summary for this item. Bids for the Del Monte Road to Northwood Road Transition project were sent to seven companies and three bids were received:

BIDDER	TOTAL BID	DAYS TO COMPLETE
All American Asphalt	\$165,180	15
Imperial Paving	\$195,483	30
Nelson Paving & Sealing	\$154,234	5

After discussion, Mr. Moore MOVED, seconded by Ms. Stone and passed unanimously —

**TO** request the Board accept a bid in the amount of \$154,234 from Nelson Paving & Sealing for Del Monte Road to Northwood Road Transition project with funds from the 2014 Trust Street Paving project.

### **St. Andrews Gate (#723-14) – Bid Opening**

The Project Coordinator opened the bids and handed out a bid summary for this item. Bids for the St. Andrews Gate traffic project were sent to eight companies and one bid was received:

BIDDER	TOTAL BID	DAYS TO COMPLETE
M.J. Jurado	\$30,810	25

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

After lengthy discussion regarding traffic flow scenarios, Ms. Rapp MOVED, seconded by Ms. Stone and passed unanimously —

**TO** have the Committee review and study the St. Andrews traffic project plan in the field and discuss it at the next meeting.

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

Bids for the Paint Clubhouse Three Interior project were sent to seven companies and four bids were received:

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

At the previous meeting the Committee asked staff to review Colarossi Painting's work. The Project Coordinator and a Mutual Director surveyed their referenced work and did not find it satisfactory.

After discussion regarding General Coating's recent work performed in the Administration Building office interiors, Ms. Rapp MOVED, seconded by Ms. Stone and passed unanimously —

**TO** request the Board approve a bid in the amount of \$24,950 from General Coatings for the painting of the interior of Clubhouse Three using funds from the Capital Improvement Fund.

In further discussion, the Committee concurred to have a mandated time frame for a project's start and completion dates included in future requests for proposal and to request the contractor provide a schedule for milestones and completion of the work. The Project Coordinator reported that although this will present challenges due to the contractor's availability to perform the work within the mandated time frame, it will also narrow the bidders to those that can keep the projects on schedule.

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

After discussion and suggested changes to the specifications presented in the agenda, Ms. Stone MOVED, seconded by Mrs. Wood and passed unanimously —

**TO** accept the specifications for the safety and accessibility proposals for the Administration Building and Pharmacy Entrance to include a change that all handrails are changed to the color white and have staff go out to bid for the project.

### **Walking Trails**

The Project Coordinator reported that 6.4 miles of walking trail has been outlined with every 528 feet having a marker, suggested urban forest specimens along the route are identified, and that the cost of the project is still unknown.

The Committee concurred to go ahead with the route as mapped out and have the Community Facilities Manager talk to local Boy Scout/Eagle Scout troops to see if there is interest in helping with the project.

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

At the previous meeting, the Committee chose Hutton Painting for the Security Building Exterior project. Hutton Painting stated they cannot start the project until Spring.

The Project Coordinator distributed the filled in bid summary sheet for this project from the previous meeting.

Bids for the painting for the Main Gate Security Building Exterior project were sent to seven companies and five bids were received:

BIDDER	TOTAL BID	DAYS TO COMPLETE
Hutton Painting	\$5,800	5
Certa-Pro Painters	\$7,150 *\$6,850	5
General Coatings	\$7,295	5
Colarossi Painting	\$8,500	8
Advance Custom Painting	\$12,600	20

The Community Facilities Manager reported the he reached out to Certa-Prop Painters who is interested in working in the community and has experience in many HOAs. He asked them to look at their price and make sure it was accurate and they came back with the amount of \$6,850 from the original \$7,150.

After discussion, Mrs. Damoci MOVED, seconded by Mr. De Marco and passed unanimously —

**TO** request the Board approve a bid in the amount of \$6,850 from Certa-Pro Painters for the painting of the exterior of the main Gate Security Building using funds from the Capital Improvement Fund and to have the Architectural Design Review Committee review the project and decide the colors.

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

The Project Coordinator reported that the request for proposal (RFP) were sent out on short notice and distributed a filled in bid summary sheet for this project discussed at the previous meeting.

Bids for the painting for the Sales Office Building Exterior project were sent to seven companies and two bids were received:

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
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At the previous meeting, the Committee chose Hutton Painting for the Sales Office Building Exterior project. Hutton Painting stated they cannot start the project until Spring.

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

**TO** request the Board approve a bid in the amount of \$2,850 from Advance Custom Painting for the painting of the exterior of the Sales Office Building Exterior using funds from the Capital Improvement Fund and to have the Architectural Design Review Committee review the project and decide the colors.

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

The Project Coordinator reported that bids for the replacement of the Perimeter Wall Sections J and K project were sent to eleven companies and one bid was received:

BIDDER	TOTAL BID	DAYS TO COMPLETE
John Dantuma Masonry	J & K: \$495,029.80 Spike strips: \$21,488	180

The price given is the same price per linear foot as previous sections of the Perimeter Wall. The contractor will have room to work and move employee parking up and down as needed.

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

**TO** request the Board approve a bid in the amount of \$495,029.80 from John Dantuma Masonry for the removal and replacement of Perimeter Wall Sections J and K and \$21,488 for spike strips from the Trust Improvement Fund.

After further discussion regarding the storage shed, soil samples and drain outlets, Ms. Rapp and Ms. Stone withdrew their motions, and the Committee concurred to further review the project and discuss at the next meeting.

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

At its December meeting, the Board granted the Committee conceptual approval to move forward with relocate the Perimeter Wall as close to the Trust Property line as possible based upon existing site conditions for maximum allowable usable space.

Seal Beach City Councilmember Mrs. Massa-Lavitt shared with the Committee her desire to work together to cover the channel and will work with City personnel to help fill in any gaps of information needed for the City's Capital Improvement Plan, compile a timeline and coordinate the work or apply for a lot line adjustment which would allow the City to take control of the area and project. She stated that funding for the project may not be available for a couple of years.

After discussion, the Committee concurred to turn the matter over to the Westminster Property Subcommittee.

### **Perimeter Wall Section B**

This item was previously discussed under the correspondence item for the planters.

### **Staff Reports**

Community Facilities Manager: He reported there are about 70 crosswalks and the look both ways signage painted would cost about \$10,000. The look signage would cost about \$10,000 to do.

The pool will be closed and drained for concrete repairs for the next few weeks.

A new procedure has been implemented 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: He reported that for the bridge repairs, the epoxy injections could not be done due to the inclement weather. Work on the lighted crosswalk will resume after the Christmas holiday and a soils compaction report has been provided to the City inspector.

Executive Director: He reported that projects have been moving forward very well and he wished everyone happy holidays.

### **Shareholder Comment Period**

Several shareholders stated the Committee is doing great job, thanked the Committee for its hard work and working late on Friday, and wished all a Merry Christmas and a Happy New Year.

Shareholders spoke on the following topics: Committee members seem to take a lot of flack, Board members are underappreciated in regard to the responsibility for money and projects they are tasked with, it is a more relaxed atmosphere at the meetings, and financial help from the City of Seal Beach for projects.

In response to a rumor that the Golden Age Foundation will no longer be spending money on hospitality, a Committee member stated that is not true.

Shareholders joined a Board member in thanking Ms. Massa-Lavitt for her interest in helping the community move forward with projects.

The Community Facilities Manager was thanked for contacting Verizon who responded by putting in the requested landscaping upgrades.

In response to a question about gravel at the minifarms and Verizon it was reported that the gravel is Trust Property and that all Trust Property deeds are currently under review to make sure they are in the proper legal name.

### **Committee Member Comments**

A Committee member stated that during the review of deeds it was discovered that the News office and Service Maintenance Yard were not in the Trust name. Policies will be updated at one time after all deeds have been thoroughly reviewed.

Several Committee members wished everyone happy holidays and stated it was a good meeting which moved along at a good pace despite the large agenda.

A couple of Committee members stated this is the meeting they enjoy the most, feel they are lucky to serve on such fun committees, and wished all a Merry Christmas and Happy New Year.

### **President's Comments**

President Winkler stated the Committee has worked on some complicated projects this year.

She suggested that the bushes at Clubhouse Four where the build out was performed still needs some work to improve the look of the area.

She described her experience with remediation at a company she worked at and said it can be a complicated and costly project if that is what is needed.

The Toys for Tots program will be held from Noon until 2:00 p.m. in the Amphitheater and if there is rain the program will be moved to Clubhouse Two. She encouraged Mutuals to bring holiday songs and cheer and all will have a good time. She congratulated the community on a good job of filling a bus full of gifts for children in need and said she was very proud of this accomplishment.

Next meeting: Friday, January 9, 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 12/12/14

**MOTIONS**

**TO** approve the replacement of Perimeter Wall Section B as a project contingent upon funds available determined by the Finance Committee.

**TO** request the Board approve payment of 50% of the expense, a total of \$7,175 for the cost to remove the small planter wall running parallel to the Perimeter Wall Section A using contingency funds from the project.

**TO** accept the inspection report, approve the refurbishment of the Sales office interior as a project contingent upon funds available determined by the Finance Committee, and allow the Architectural Design Review Committee to determine the decor.

**TO** request the Board approve an amount not to exceed \$5,000 for soil samples to be taken at the RV Lot from the Trust Improvement Fund.

**TO** request the Board accept a bid in the amount of \$49,400 from M.J. Jurado for the Tam O'Shanter Road Alignment project with funds from the 2014 Trust Street Paving project.

**TO** request the Board accept a bid in the amount of \$154,234 from Nelson Paving & Sealing for Del Monte Road to Northwood Road Transition project with funds from the 2014 Trust Street Paving project.

**TO** have the Committee review and study the St. Andrews traffic project plan in the field and discuss it at the next meeting.

**TO** request the Board approve a bid in the amount of \$24,950 from General Coatings for the painting of the interior of Clubhouse Three using funds from the Capital Improvement Fund.

**TO** accept the specifications for the safety and accessibility proposals for the Administration Building and Pharmacy Entrance to include a change that all handrails are changed to the color white and have staff go out to bid for the project.

**TO** request the Board approve a bid in the amount of \$6,850 from Certa-Pro Painters for the painting of the exterior of the main Gate Security Building using funds from the Capital Improvement Fund and to have the Architectural Design Review Committee review the project and decide the colors.

**TO** request the Board approve a bid in the amount of \$2,850 from Advance Custom Painting for the painting of the exterior of the Sales Office Building Exterior using funds from the Capital Improvement Fund and to have the Architectural Design Review Committee review the Security Building exterior painting project and decide the colors.

Concurred that no further action need be taken on pursuing a drone-free zone.

Concurred to have the Architectural Design Review Committee review the vegetation on wall between Mini-Farms and Nassau Drive area for input and suggestions for review by Mutual Nine

Concurred to re-address Foxburg Road repairs in a year and take this item off the agenda.

Concurred with the Executive Director that Radio Frequency Testing for Smart Meters is a Mutual matter and not a Foundation matter and will be taken off of the agenda.

Concurred to remove WiFi Hotspot for Inspector iPads this item from the agenda and place it back on the agenda when ready.

Concurred to have a mandated time frame for a project's start and completion dates included in future requests for proposal and to request the contractor provide a schedule for milestones and completion of the work.

Concurred to go ahead with the walking trails route as mapped out and have the Community Facilities Manager talk to local Boy Scout/Eagle Scout troops to see if there is interest in helping with the project.

Concurred to further review the Perimeter Wall Sections J and K project and discuss at the next meeting.

Concurred to turn the Perimeter Wall Sections L and M project over to the Westminster Property Subcommittee.

### **ACTION ITEMS**

The Committee requested ongoing reports on the backlog of service request orders, current staffing available, a list of Mutual projects and preventative maintenance projects and their status be submitted to the Committee for review to discuss workload and if more help is needed.

The Chair suggested the Service Maintenance Supervisor attend the Mutual Presidents' Council meetings.