

PHYSICAL PROPERTY MINUTES

September 12, 2014

The regular meeting of the Physical Property Committee held on Friday, September 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 Carolyn Miller, GRF Controller.

ROLL CALL

Present: Mrs. C. Damoci Ms. K. Rapp
 Mr. J. DeMarco Ms. L. Stone
 Mr. B. Lukoff, Chair Mrs. M. Wood
 Mr. P. Moore

Also Mr. R. Ankeny, Executive Director
Present: 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
 Ms. P. Snowden, GRF Representative, Mutual Two
 Mrs. J. Reed, GRF Representative, Mutual Four
 Mr. P. Hood, GRF Representative, Mutual Five
 Mr. D. Craig, GRF Representative, Mutual Eleven
 Nine Foundation Members

MINUTES

It was requested to amend the August 8, 2014 minutes on page 4 under Safety and Accessibility Proposals for the Administration Building to replace "form a Subcommittee" to "have a few Committee members meet".

Ms. Rapp MOVED, seconded by Mrs. Wood and carried unanimously –

TO approve the regular meeting minutes of August 8, 2014 as amended.

CHAIR'S ANNOUNCEMENTS

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

CORRESPONDENCE

Correspondence was received from a Mutual Director regarding the fullness of the walk-in style dumpsters at the 1.8 acres.

The Community Facilities Manager reported that Service Maintenance is tasked with checking the bins daily Monday through Friday; and contacting CalMet when bins are full. The price for a pickup is the same regardless of how full, except for overweight charges. If staff notices electronic waste in the bin they will take it to the recycling area in the maintenance yard.

In response to pictures taken by a Committee member taken on a Sunday, the Executive Director stated staff will continue to monitor the area and do our best. The Chair will inform the shareholder of the Committee's response to her concern.

NEW BUSINESS**Tree Removal at Amphitheater**

Two pine trees, behind the Amphitheater and bus shelter, are diseased and need to be removed.

Ms. Rapp MOVED, seconded by Mr. De Marco –

TO award a contract to Total Landscape Maintenance in the amount of \$800 for the removal of two pine trees behind the bus shelter and the amphitheater due to disease and grind down the stump without removal due to ivy with funds coming from the Operating Budget. The Architectural Design Committee will choose replacement trees.

Walking Trails

The Chair shared an idea for marking the curbs or sidewalk with quarter mile markers to gauge the length of a walk in the community.

In response to the idea, the Community Facilities Manager estimated that in house staff could perform the task at minimal cost.

The Committee concurred to have staff draft a scope of work and cost and present it at the next meeting as an agenda item.

Bridge Inspections

The Project Coordinator reported that he is requesting proposals for the price of an inspection of all bridges. He stated that engineers contacted so far would like drawings to refer to. The bridge at Cedar Crest Lane has a drawing but the other bridges drawings were not found in the archive.

The Community Facilities Manager reported that the drawings will show how the bridges were constructed. He also reported that it was suggested to place this item in this year's budget as a non-budgeted item.

Mrs. Damoci MOVED, seconded by Ms. Rapp –

TO recommend the Finance Committee approve a non-budgeted expense not to exceed \$5,000 for bridge inspections.

In response to a suggestion that staff could inspect the bridges in the same way that the engineer would, the Community Facilities Manager reported that a visual inspection could be performed to identify crack, rusting of rebar and other signs of deterioration or damage.

Mrs. Damoci further MOVED TO request staff inspect the bridges and report back their findings. And if there are any signs of damage or deterioration an engineer's assessment will be requested.

The Executive Director suggested that a photographic report be presented with staff's findings.

After discussion, Mrs. Damoci withdrew her motion and Ms. Rapp withdrew her second. The Committee concurred to follow staff's suggestions to inspect the bridges for cracks and rust, provide a photographic report of their findings, and if needed recommend further inspection by an engineer.

Landscaping and Irrigation on Canoe Brook Drive

A Committee member reported that there is about \$40,000 remaining in the landscaping budget for this year and that the length of the irrigation line is 1,260 linear feet and showed pictures of the area needing improvement.

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

TO recommend going out to bid for landscaping and 1,260 linear feet of irrigation on Canoe Brook Drive within a budget

not to exceed \$40,000. Funds to come from the 2014 Capital Requisitions in the Landscaping budget item.

The Committee asked for the bid package to be sent out and returned in time for opening at the October meeting if possible.

Parking at Purchasing Department

The Community Facilities Manager reported that parking and vehicular traffic is discouraged in the Maintenance and Purchasing Yard due to the small lot, large amount of service vehicles, traffic congestion, and turns. Instead, parking is directed onto Canoe Brook Drive.

In response to a Committee member, the Executive Director stated that online shopping and delivery feasibility are being researched as options.

The consensus of the Committee is there is no action to be taken on this item and it will be removed from the agenda.

UNFINISHED BUSINESS

Lighted Pavement Cross-Walk at St. Andrews Drive and Swimming Pool

A Request for Proposal was sent out and a bidders' conference is scheduled for September 18 and bids will be opened at the next meeting.

Previously, only one bid was opened and submitted. The Committee asked for the RFP to be revised, based on engineering drawings, and the revised bid package be sent out to additional bidders and the contractor that previously responded.

If project is approved by the Board, a reduction in the cost of labor will be shown in the Security cost centers by removing the cost of a crossing guard to man the area.

Perimeter Wall Replacement and Disclosure for Section A

The Executive Director reported that at the direction of the Committee, legal counsel was sought for drafting a Disclosure Notice to be used between the Foundation and a Mutual to obtain an agreement and understanding of the impacts to the Mutual during Perimeter Wall construction to include but not limited to noise; dust; vegetation damage and tree removal, and parking and staging areas.

The Committee requested the Community Facilities Manager request a price for Perimeter Wall Section B from John Dantuma Masonry and bring his findings back to the next meeting.

After discussion about wall price, Mrs. Damoci MOVED, seconded by Mr. DeMarco and passed unanimously –

TO request the GRF Board approve funds of \$494,000 for the replacement of Perimeter Wall Section A using \$378,000 for John Dantuma to construct the wall and install spike strips, \$60,000 for the removal of vegetation, vines and trees, \$15,000 for the replacement of sidewalk adjacent to the wall, \$5,000 for Landscaping and a 10% contingency for the project. Funds are available in the 2014 budget: and to authorize the President to sign the contract.

After further discussion about wall price, Mrs. Damoci MOVED, seconded by Ms. Rapp and passed unanimously –

TO have staff obtain a confirmation from John Dantuma Masonry that he will honor a quote for Perimeter Wall Section B at the same per foot price as Section A.

Corrections from Committee members were made to the Disclosure Notice and a revised draft was distributed in the meeting.

Ms. Rapp MOVED, seconded by Ms. Stone and passed unanimously –

TO approve the Disclosure Notice, with a correction of “shrubs” to replace “scrubs” on page 2 of 5, of the agreement to be used between the Foundation and a Mutual to obtain an agreement and understanding of the impacts to the Mutual during Perimeter Wall construction to include but not limited to noise; dust; vegetation damage and tree removal, and parking and staging areas.

Re-Roof Clubhouse One (#680-12) – Bid Opening

The Project Coordinator reported that 10 requests for proposal were sent out and four bids were submitted and are as follows:

<u>BIDDER</u>	<u>REMOVE / REPLACE ROOF; EXISTING GUTTER; RIDGE VENTS</u>	<u>DAYS TO COMPLETE</u>
Adco Roofing	\$82,180	45
Orange County Roofing	\$86,200	60

Hoyt Roofing	\$87,850	30
	\$89,300	
Roofing Standards	(gutter cost not included)	45

After questions about where bids are submitted, gutter styles, purpose of ridge vents, and contractor parking areas Ms. Rapp MOVED, seconded by Mrs. Damoci and passed unanimously –

TO recommend the GRF Board award a contract to Adco Roofing and Waterproofing in the amount of \$82,180, plus permit fees and contingencies using budgeted funds not to exceed \$90,000 for the Clubhouse One roofing project is requested.

2014 Paving Project (#708-14) Traffic Painting – Bid Opening

The Community Facilities Manager reported that Service Maintenance staff performed the street painting duties for a number of years; it would take approximately two years to complete this task throughout the Trust area. In order to complete the project in a timely manner and ensure all markings have a uniform appearance it was suggested outside bids be solicited for traffic painting.

Staff solicited eight bids and three were returned for Trust Street Traffic Painting and are as follows:

<u>BIDDER</u>	<u>TOTAL BID</u>	<u>DAYS TO COMPLETE</u>
PCI	\$126,402.60	45
AMS Paving	\$183,740.98	60
Asphalt Care, Inc.	\$185,500.00	120

The Community Facilities Manager and Executive Director reported that standard traffic paint will be used due to the high cost of thermal paint and it will last from one to five years. He also reported that areas recently painted will not be included in the project. Additionally, he reported that Mutuals can piggy back on the project and have the Mutual streets painted.

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

TO recommend the Board award a contract to PCI for the repainting of Trust Street curb and markings using budgeted funds of \$128,402.60 from the Trust Improvement Fund and authorize the President to sign the contract is requested.

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

The Executive Director reported that in cost center 70 the labor cost for the Community Facilities Manager is now included, no staff wages increases, and worker's compensation insurance will have an increase across all cost centers.

The Controller reported that uniform and laundry costs have been reduced and a variance for an open inspector position is shown.

The Controller reported that employee exams have been transferred from the Human Resources budget to individual cost centers.

The Executive Director reported that the Service Request Order (SRO) recovery rate will be, pending Board approval, increased from \$36/hour to \$39/hour. SROs will be billed at 15 minute increments, and the Presidents' Council has been notified of these changes via a memo this month.

The Executive Director reported depreciation was previously listed in cost center 79. A new cost center was created and depreciation was moved to the new cost center.

In response to a Committee member question, the Executive Director reported the Physical Properties Department is developing three options for dealing with the globe.

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

TO recommend the Finance Committee approve the proposed 2015 budget for Cost Center 70

Mrs. Damoci MOVED, seconded by Mr. Moore and passed unanimously –

TO recommend the Finance Committee approve the proposed 2015 budget for Cost Center 74

Ms. Rapp MOVED, seconded by Mr. Moore –

TO recommend the Finance Committee approve the Pipe Cutting Machine Package for the repair of water lines in the Capital Request for the 2015 budget for Cost Center 74

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

TO recommend the Finance Committee approve the proposed 2015 budget for Cost Center 75

Ms. Rapp MOVED, seconded by Ms. Stone –

TO recommend the Finance Committee approve the office upgrades for the Service Maintenance office in the Capital Request for the 2015 budget for Cost Center 75

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

TO recommend the Finance Committee approve the combining of Cost Centers 74 and 75.

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

TO recommend the Finance Committee approve the proposed 2015 budget for Cost Center 79

Mr. De Marco MOVED, seconded by Mrs. Damoci –

TO recommend the Finance Committee approve the 2015 project paving project, tree replacement along St. Andrews Drive, Perimeter Wall Sections J and K, and Main Gate Beautification upgrade to the Main Gate Globe in the Capital Request for the 2015 budget for Cost Center 79.

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

The Community Facilities Manager reported that per the Committee's request in response to a shareholder concern the Security Department monitored the curved area of Del Monte Drive using a radar gun and the speeds traveled in this 25 mph zone ranged from 8 mph to 28 mph.

Mr. Moore MOVED, seconded by Ms. Rapp –

TO remove 20 feet of red curb on Del Monte Drive at Northwood Road.

After discussion regarding a motorist driving onto residential property, lack of parking, and safety concerns the motion failed with four NO votes (Stone, Damoci, De Marco, Rapp) and one abstention (Lukoff)

The Chair called for a break from 2:55 to 3:10 pm

Landscape Contract for Community Facilities/Golf Course

The Community Facilities Manager reported that the specifications have been included in the agenda for the purpose of obtaining feedback from the Committee in regard to the multiyear landscape contract for the Community Facilities and Golf Course which expires at the end of the year.

In response to Committee members the Community Facilities Manager reported that the postal office and Verizon will be approached and asked to better maintain their landscape areas, even if it is to cut back the dried out weeds. The Executive Director reported that due to the drought many companies are not watering their landscape as often or at all.

After discussion about the landscaper office, lawn bowling area, water leak into storm drain, and landscaping at the Perimeter Wall along Westminster Avenue the Committee concurred to have staff go out to bid for the project.

Safety and Accessibility Proposals for Administration Building/Pharmacy Entrance

The Project Coordinator reported that he spoke to contractors about the project and some companies focus on Americans with Disabilities Act (ADA) certification and compliance paperwork and engineering firms focus on the design. The bids received were as follows:

<u>CONTRACTOR</u>	<u>BID PRICE</u>	
Yours Truly Accessibility ADA Compliance	\$1,200	(site certification only – no design)
ADA Inspection Plus LLC	\$2,400	
Access for All - Help with ADA Compliance	\$3,500	

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

TO accept the proposal from ADA Inspection Plus LLC in the amount of \$2,400 to provide drawings and enhanced current ADA design for the Pharmacy and Administration building entrances with funds to come from Budgeted Funds in the Trust Street Paving Project.

Administration Building Carpet and Paint Project

Quotes were obtained for the quotes for carpet, painting and blinds for the interior of the Administration Building on the second floor. Funds have been approved for these items at the July 22nd GRF Board meeting.

Bids received for carpet tiles:

<u>CONTRACTOR</u>	<u>BID PRICE</u>
Golden State Surfaces	\$22,800
D&G Flooring	\$27,825
Bixby Plaza Carpets & Flooring	\$35,906

Bids received for painting:

<u>CONTRACTOR</u>	<u>BID PRICE</u>
General Coatings	\$5,450
Hutton Painting	\$5,700
Advance Painting	\$7,800

Bids received for blinds:

<u>CONTRACTOR</u>	<u>BID PRICE</u>
Coast Factory Blinds	\$3,932.40
Budget Blinds	\$4,145.00
Craftman Shutters	\$4,267.08

After discussion regarding bidders and scope of work,

Ms. Stone MOVED, Ms. Rapp seconded and passed unanimously –

TO approve the bids for renovation work in the Administration Building second floor including Golden State Surfaces for carpet in the amount of \$22,800; Hutton Painting for painting in the amount of \$5,700; and Coast Factory Blinds for blinds in the amount of \$3,932.40 with funds approved at the GRF Board meeting on July 22, 2014.

STAFF REPORTS

Executive Director: The contractor is vetted for the coyote trapping project and a tentative start date is Monday.

Community Facilities Manager: The Budget Variance Report for Cost Centers 70, 74, 75, and 79 for the month of August was presented.

A candidate is being considered for the open inspector position.

A left turn lane has been added for incoming traffic turning onto Church Place at the St. Andrews Drive gate.

During upcoming construction for the 405 freeway a sewer line was discovered and will need to be moved. Meetings will be held to determine ownership of the sewer lines since no documentation can be found. A letter written in the 1990s was located and no information could be found at the Orange County Sanitation District. An update will be presented to the Committee at an upcoming meeting.

Perimeter Wall contractor John Dantuma Masonry has agreed to share the cost of the installation of vegetation in Mutual 17 in an effort to keep good relations with the community.

Service Maintenance Supervisor Report:

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

A two-inch water line coming from a twelve-inch line broke in Mutual Two behind the Maintenance and Purchasing Yard. The Service Maintenance Supervisor complimented the City of Seal Beach for coming out within fifteen minutes to turn off the valves 70% to allow shareholders to maintain water access while the valve was replaced.

In response to a complaint heard in the community regarding a backlog of termite dry rot carpentry repair work, the Service Maintenance Department reported that staff is currently shorthanded by three technicians, and work is done on a priority basis.

In response to a question about hiring temporary workers or contractors, the Community Facilities Manager stated that they are rarely hired due to insurance requirements that bring up the cost to hire. He also reported that occasionally, when there are hard deadlines to meet, contractors already working in the community with a good track record of quality work are hired at the same rate as Service Maintenance's rate to do general repair work.

The Service Maintenance Supervisor reported that a Mutual has approved overtime work for dry rot and termite damage to be done on Saturdays.

In response to a Committee member, the Service Maintenance Supervisor reported that in addition to regular work hours a night person is assigned a regular shift from 4:30 p.m. to 12:30 a.m. at night. After those hours the Security Department has a call list and that person is called in to work.

In response to a question from a Committee member, the Community Facilities Manager reported that outside firms are not used for overnight service calls due to cost and the availability of staff willing to come in and work during these urgent needs.

Shareholder Comment Period

Shareholders spoke on the following topics: Staff involvement representing the community at Community Associations Institute (CAI) meetings, parking space painting, using the microphones properly so they can be heard, widening the entrance to the Administration Parking Lot on St. Andrews Drive, quality of water at the car wash, landscaping suggestion for North Gate, and the walking trail idea.

Shareholders thanked the committee for doing the Perimeter Wall Section A project, the hard work in the Service Maintenance Department, the education from reviewing camera work on the drains, keeping the red curb along Del Monte Road,

In response to a shareholder the Community Facilities Manager stated that contractors working for the Mutuels can use the dumpster the same as Service Maintenance to throw away work related trash.

In response to a shareholder the Community Facilities Manager stated staff will look at how they could restrict concrete and other large trucks from traveling over the bridges in the community.

Committee Member Comments

A Committee member thanked the Chair for a nice meeting and thanked all who attended.

A Committee member stated the Committee approved some expenditures but felt they were necessary.

Several Committee members stated it was a good meeting, a lot was accomplished, and appreciated how they worked together.

A Committee member stated that increasing the view at crosswalks for and of scooters and people using walkers should be included in the street painting.

Next meeting: Friday, October 10, 2014 – 1:00 p.m., Administration Conference Room

ADJOURNMENT

Chair Lukoff adjourned the meeting at 3:54 p.m.



Barry Lukoff, Chair
PHYSICAL PROPERTY COMMITTEE
11/09/14

MOTIONS:

TO award a contract to Total Landscape Maintenance in the amount of \$800 for the removal of two pine trees behind the bus shelter and the amphitheater due to disease and grind down the stump without removal due to ivy with funds coming from the Operating Budget. The Architectural Design Committee will choose replacement trees.

The Committee concurred to have staff draft a scope of work and cost and present it at the next meeting for the walking trails project.

TO recommend the Finance Committee approve a non-budgeted expense not to exceed \$5,000 for bridge inspections.

TO recommend going out to bid for landscaping and 1,260 linear feet of irrigation on Canoe Brook Drive within a budget not to exceed \$40,000. Funds to come from the 2014 Capital Requisitions in the Landscaping budget item.

TO request the GRF Board approve funds of \$494,000 for the replacement of Perimeter Wall Section A using \$378,000 for John Dantuma to construct the wall and install spike strips, \$60,000 for the removal of vegetation, vines and trees, \$15,000 for the replacement of sidewalk adjacent to the wall, \$5,000 for Landscaping and a 10 % contingency for the project. Funds are available in the 2014 budget: and to authorize the President to sign the contract.

TO have staff obtain a confirmation from John Dantuma Masonry that he will honor a quote for Perimeter Wall Section B at the same per foot price as Section A.

TO approve the Disclosure Notice, with a correction of "shrubs" to replace "scrubs" on page 2 of 5, of the agreement to be used between the Foundation and a Mutual to obtain an agreement and understanding of the impacts to the Mutual during Perimeter Wall construction to include but not limited to noise; dust; vegetation damage and tree removal, and parking and staging areas.

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TO recommend the Board award a contract to PCI for the repainting of Trust Street curb and markings using budgeted funds of \$128,402.60 from the Trust Improvement Fund and authorize the President to sign the contract.

TO recommend the Finance Committee approve the proposed 2015 budget for Cost Centers 70, 74, 75 and 79.

TO recommend the Finance Committee approve the Pipe Cutting Machine Package for the repair of water lines in the Capital Request for the 2015 budget for Cost Center 74

TO recommend the Finance Committee approve the office upgrades for the Service Maintenance office in the Capital Request for the 2015 budget for Cost Center 75

TO recommend the Finance Committee approve the combining of Cost Centers 74 and 75.

TO recommend the Finance Committee approve the 2015 project paving project, tree replacement along St. Andrews Drive, Perimeter Wall Sections J and K, and Main Gate Beautification upgrade to the Main Gate Globe in the Capital Request for the 2015 budget for Cost Center 79.

TO accept the proposal from ADA Inspection Plus LLC in the amount of \$2,400 to provide drawings and enhanced current ADA design for the Pharmacy and Administration building entrances with funds to come from Budgeted Funds in the Trust Street Paving Project.

TO approve the bids for renovation work in the Administration Building second floor including Golden State Surfaces for carpet in the amount of \$22,800; Hutton Painting for painting in the amount of \$5,700; and Coast Factory Blinds for blinds in the amount of \$3,932.40 with funds approved at the GRF Board meeting on July 22, 2014.

ACTION ITEMS:

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER
 FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR RG
 SUBJECT: SUPERVISOR REPORT FOR AUG. 2014
 DATE: 09/09/14

CATEGORY	AUGUST 2014		AUGUST 2013	
	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	527	40	734	11
2. ELECTRICAL	533	3	646	29
3. CARPENTRY	308	12	464	21
4. LAUNDRY	109	N/A	131	N/A
5. CONCRETE	6	11	14	2
6. ROOF	2	0	1	0
7. PREV. MAIN.	19	11	31	11
8. OTHER MISC.	51	8	74	11
9. ESC. SELLER	179	N/A	363	N/A
10. ESC. MUT.	88	N/A	170	N/A
11. SUB TOTAL	1,822	85	2,628	85
12. PEST CONTROL	156	1	99	1
13. INFO. CALLS	1,550	N/A	1,900	N/A
14. SUB TOTAL	1,706	1	1,999	1
15. SUB TOTAL LINE 11	1,822	85	2,628	85
16. GRAND TOTAL	3,528	86	4,627	86

STOPPAGES

SINK STOPPAGE: 48
 BK / BK STOPPAGE: 81
 TOILET STOPPAGE: 37
 BLDG. STOPPAGE: 11

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL - 90.75HRS.
 GRF -HRS. - 12.25

APPOINTMENTS: 175

SATISFACTION SURVEYS:

POSITIVE: 22
 NEGATIVE: 3

Physical Property Committee 09/12/14

	PRINT NAME	MUTUAL & UNIT #
1	DARSE CRANDALL	15 2-C
2	WILLIAM PHILLIPS	10-255F
③	Joy Reed	4-41-K
4	Tony Allen	9-23AT
5	Fiercie	9 223-D
⑥	Phil Hood	5-107D
⑦	PAULA SNOWDEN	2-59D
8	BOB CROFT	9-211F
9	RETHAN ARLART	10-249-D
10	Mark Pogrebnysky	12-20E
11	FLO DARTY	14-5B
12	Anne Walser	9-212C
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