

PHYSICAL PROPERTY COMMITTEE MINUTES
December 4, 2013

The regular meeting of the Physical Property Committee was called to order by Chair Blake at 1:00 p.m. on Wednesday, December 4, 2013, in Clubhouse Three, Room One. Mrs. Margarita Bahr, Mutual Two President, led the Pledge of Allegiance.

ROLL CALL

Present:	Mr. L. Blake, Chair	Mr. P. Moore
	Mr. M. Michaelides, Ex-Officio	Ms. K. Rapp
	Ms. B. Coven	Mr. M. Supple

Absent:	Mr. T. Bolton	Ms. A. Seifert
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Also	Mr. R. Ankeny, Executive Director
Present:	Mr. M. Weaver, Community Facilities Manager
	Mr. T. Garner, Project Coordinator/Building Inspector
	Ms. L. Lubin, Recording Secretary
	Mr. R. Hernden, Orange County Water District
	Mr. D. Mark, Orange County Water District
	Mr. G. Yoshiba, Orange County Water District
	Mr. J. DeMarco, GRF Representative, Mutual Two
	Mrs. L. Stone, GRF Representative, Mutual Three
	Ms. P. Wilson, GRF Representative, Mutual Eight
	Ms. R. Winkler, GRF Representative, Mutual Ten
	Mr. D. Craig, GRF Representative, Mutual Eleven
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Thirteen Foundation Members

APPROVAL OF THE MINUTES

A Committee member commented on the November 6 minutes containing typos.

Mr. Supple MOVED, seconded by Ms. Rapp and carried unanimously –

TO approve the regular meeting minutes of November 6, 2013.

CHAIR'S ANNOUNCEMENTS

The Chair requested the draft of the minutes from today's meeting be completed for his review by 4:00 p.m. on Tuesday, December 10 and the draft of the agenda for the January 2014 meeting to be ready for review by 4:00 p.m. on Thursday, December 26.

FOUNDATION MEMBER COMMENTS

Foundation members spoke on the paving project, traffic study, striping plan and signage along Golden Rain Road.

CORRESPONDENCE

Orange County Water District (OCWD): Location and easement concerns noted between the Executive Director and the Community Facilities Manager were addressed in the OCWD's presentation.

Permit Scanning – Missing Pages: In response to an email from a Mutual Board member, the Executive Director stated that errors do occur and that better systems for archival, tracking, and scanning of documents are being developed. The large-scale scanning project has been put on hold until a better system is developed. The Committee concurred to have staff reply in writing that actions have been taken to limit these issues in the future.

Post Office Mail Box Moved: In response to an email from a Foundation member, it was reported that the post office mailbox that was moved during the paving of the parking lot has been reinstalled at its original location.

Golden Rain Road Proposed Well and Curb Markings: In response to an email from a Mutual President, the Executive Director reported that proposed well issues have been addressed to the Mutual Boards that are affected by the proposed well sites. There was a general acceptance of the need for the wells. The curb painting will be addressed in Unfinished Business.

Street and Parking Problems: In response to an email documenting a conversation between the Executive Director and two Foundation members, the Committee concurred to deny the members' requests for "tenant only" signage and designated visitor and caregiver parking by the marquee. Road striping is being addressed in Unfinished Business. A letter will be sent to the shareholders stating the committee decision.

Soils Testing – Building History: In response to an email sent by a Mutual Director, the Executive Director stated that the department should have done a better job in disclosing the condition and history of the unit to the new buyer who wanted to do an extensive remodel of the unit. The Executive Director reported that the Foundation will provide inspectors with searchable and inclusive information on units via new software and iPad devices. The Executive Director reported that mud jacking of units is sometimes necessary to re-balance the structures due to the shifting foundations from earth movement.

STAFF REPORTS

Executive Director: The Executive Director stated he will comment per each agenda item. In response to a Committee member he reported that a reserve study that examines the community's assets will be done next year and is part of the long-range master plan that is being developed for the community.

Community Facilities Manager: The Service Maintenance Dept. breakdown of calls for November is included in the attached report. Copies of the variance report for Cost Centers 70, 74, 75 and 79 from October were distributed at the meeting. A second interview with a candidate for the open Building Inspector position will be conducted this week. The position has been narrowed down to two candidates and should be filled soon.

Project Coordinator/Building Inspector: Copies of the change order amounts for the paving project and engineering services that were approved by the Chair were included in the agenda for the Committee's review. The Trust Street Paving project has been completed except for punch list items. The project remains under budget. An item was discussed in regards to puddling of water next to the sidewalk on Golden Rain Road.

After discussion, Mr. Supple MOVED, seconded by Mr. Moore and passed unanimously –

TO offer to pay for work to be done on approximately 50 feet of curb and sidewalk to improve water flow at the traffic circle at the end of Golden Rain Rd. in Mutual Two, with work to be done by Champion Paving at a cost not to exceed \$3,000, using funds from the Trust Street Paving contingency fund.

It was noted that staff will coordinate with Mutual Two on the approval and details of the project.

UNFINISHED BUSINESS

Easement Deed to Golden Rain Foundation to Install Alamitos Barrier Improvement Project Monitoring Well 34V3 and Piezometers PZ7 and PZ9 in Seal Beach Leisure World (Well Sites)

Staff from the Orange County Water District (OCWD) provided additional information from last month's presentation regarding their proposal to install monitoring wells in the community. Wells would be installed in the Clubhouse Two parking lot area and also in the cul-de-sac area at the southwest end of Golden Rain Road. The purpose of the monitoring wells is to measure the amount of salt water intrusion into the ground water.

The Committee requested OCWD staff attend the December 23 GRF Board meeting to answer any questions or concerns that arise.

After discussion, Mr. Supple MOVED, seconded by Mr. Moore and passed with one abstention (Coven) –

TO recommend the Board approve the proposal from the Orange County Water District (OCWD) to construct monitoring wells at the parking lot of Clubhouse Two and the southwest end of Golden Rain Road, with an easement value of \$11,897 to be paid in one installment, to terminate the easement in 50 years, and have the OCWD restore the areas to the current condition at the end of the easement period.

After further questions and answers, the OCWD representatives were excused from the meeting.

Pharmacy Entrance

There is a small pedestrian area adjacent to the Pharmacy entrance currently blocked off with yellow chain. The Committee concurred for staff to obtain estimates for a covered bus bench to be placed in the area to provide seating for GRF members and remove the chain.

Replacement of Amphitheater Lift Station Storm Drain

The Project Coordinator/Building Inspector reported that the work has been completed on the replacement of the Amphitheater Lift Station Storm Drain. The Chair requested that the signed copy of the invoice and credit be included in the January agenda packet to show that it was taken care of properly.

Pest Control & Termite Inspection Services (#692-13) – Bid Opening

The Community Facilities Manager reported that the Pest Control & Termite Inspection Services specifications are being revised and have been broken down into four sections. The bid package is being compiled and is scheduled to be sent out shortly. The current vendor is honoring a month-to-month extension of the expired contract at the current price.

Striping Plan for Golden Rain Road (#674-12)

A traffic engineer has been hired as an independent contractor to reduce liability to the GRF. As a result, the Foundation should abide by the recommendations of the traffic study conducted by the traffic engineer.

The members spoke on a letter from the Orange County Fire Authority (OCFA) and discussed the following: the recommendations of the traffic study, requests to deviate from some of the recommendations to accommodate shareholder requests for loading and unloading, a bike lane along Golden Rain Road, the new liability insurance, the requirements for widths of streets listed in emails included in the agenda between the Safety Coordinator and the OCFA, and the type of paint used for striping.

Ms. Rapp MOVED and Mr. Supple seconded –

TO recommend the Board approve the traffic study as written to include one lane of traffic each direction and no stopping signs on Golden Rain Road.

After a lengthy discussion, Mr. Moore called the question and the motion passed with one NO vote (Coven).

In response to the President's request to invite the traffic engineer to attend the next GRF Board meeting to answer questions regarding the traffic survey, the Committee concurred to allow the Executive Director to postpone sending the Committee's motion to the December GRF Board agenda and have it placed instead on the January GRF Board agenda.

Trust Street Paving Project (#674-12)

A copy of the change order for the traffic loops for the Trust Street Paving Project that were approved by the Chair were included in the agenda packet for the Committee's review.

The Project Coordinator/Building Inspector reported that the hairline cracks found on the new rolled curb and gutter pan was to be expected and occurs naturally. This anticipated cracking is

controlled with the addition of control joints and is not a structural defect. He reported on the quality control steps taken during the paving project, including checking the mix tickets and reasons for the rejection of some loads of concrete mix.

The Chair called for a recess from 2:55 p.m. to 3:10 p.m.

Tree Care for Community Facilities and Golf Course

The Community Facilities Manager reported that an arborist consultant who was contacted could provide valuable information on the trees and shrubs in the Community Facilities and Golf Course areas including an inventory of the trees, writing specifications for bid packages for tree trimming and care, and a landscape maintenance plan. The Executive Director disclosed that the consultant is one of his former instructors at the University of California, Riverside.

After discussion, Mr. Supple MOVED, seconded by Ms. Coven and passed unanimously—

TO approve the scheduling of a special committee meeting in January for the purpose of arborist consultant Ted Stamen giving a presentation on tree care strategies and developing bid packages for HOAs, at a cost of \$450, with attendees to include GRF Board members, mutual directors, staff, and interested GRF members.

NEW BUSINESS

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

The Security, Bus and Traffic Committee forwarded a request to the Physical Property Committee to develop specifications and to solicit bids for a lighted pavement cross walk system on St. Andrews Drive near the current crosswalk at the swimming pool. Staff is starting work on the bid package and will be going out to bid shortly.

Roofing Consultant for Mutuals

The Project Coordinator/Building Inspector reported that they have met with several roofing consultants over the past few weeks. The roofing consultants have been asked to furnish a price for contract administration of the roofing projects in the Mutuals which would be paid by the GRF. A roofing company would be hired to do the work. The roofing consultant would oversee the Mutual roofing projects from beginning to completion. Included would be a pre-construction meeting which would review the specifications and timelines, approve milestones reached, ensure that City permits and inspections are obtained and completed, and will deal with any issues that come up during the projects. Staff will receive the bids back from the consultants, review them, and report back at the next meeting.

The Executive Director reported that an outside consultant is being proposed due to their cost effectiveness, expertise, and the reduced liability to the Foundation. In response to a Committee member, the Executive Director stated that staff will be involved and oversee the project similar to the format used for the paving project. It was stated that money from one of the two open inspector positions would be used for this outside consultant position.

Fire Stop Devices (Cook Top Suppressors)

In response to recent fires in units and the raising of insurance premiums as a result, a video was shown demonstrating the Fire Stop device, which is an effective tool in putting out small fires on stove tops and can buy time for emergency responders for larger fires. The OCFA funded the installation of many of the devices that are in the community through a grant in 2012. The Committee concurred to have the video shown at the Presidents' Council and Mutual Board meetings; staff will share feedback at the February meeting.

Inspections

The Community Facilities Manager gave a history of the inspection process for the transfer of stock. Originally, inspectors just noted non-standard items and these would be the responsibility of the buyer, working or not. Over the years, the Mutuals increased the repair deposits to repair some of the non-standard items to relieve the burden on new members. A new format is being developed with the Information Technology Services Department to capture and access information on units. iPad devices will be used by the inspectors who will take pictures of the unit and non-standard items as part of the documentation process.

A Committee member reported that when researching outside inspectors providing sales inspections services for a Mutual, they were found to be more expensive than the current inspection process. A Committee member reported that the Mutuals should be holding onto deposit monies for a shorter period of time.

In response to a question from a Committee member, the Community Facilities Manager reported that home inspection guidelines were attached to the agenda and will be tailored to the community's needs. In response to a question from a Committee member, the Executive Director confirmed that there will be multiple disclosures attached, including the Trust Agreement.

Carpeting for Conference Room (#699-13)

The Community Facilities Manager reported that three bids were received for the carpeting squares and cove base for the Administration Conference Room.

The bids are as follows:

<u>Bidder</u>	<u>Price</u>
Bixby Carpet	\$3,705
Golden State	\$3,845
Trust 1 Restoration	\$4,790

After discussion, Ms. Coven MOVED, seconded by Ms. Rapp and passed unanimously –

TO accept the bid from Bixby Carpet for \$3,705 for the labor and materials to remove the old carpeting and install the new carpet tiles and cove base in the Admin. Conf. Room as part of the remodeling project in the color that was presented at the meeting.

Clubhouse Five Painting – Bid Opening (#694-13)

The Community Facilities Manager reported that eight bid packages were sent out and five bids were received for the painting of the exterior and interior of Clubhouse Five. The bids are as follows:

<u>Bidder</u>	<u>Price</u>	<u>Days to Complete</u>
Hi-Tech Painting	\$15,525	30
Pilot Painting	\$19,900	17
Prime Co. Painting	\$19,985	15
Hutton Painting	\$23,285	15
Ferris Painting	\$36,974	100

After discussion, Mr. Supple MOVED, seconded by Ms. Coven and passed unanimously –

TO approve and reserve a bid cost for the Clubhouse Five interior and exterior painting project not to exceed \$25,000 to be held over from the 2013 budget into the 2014 fiscal year and to have staff analyze the bids and report back at the next meeting.

Clubhouse Five Floor Covering for 1st Floor

The Committee concurred to approve and reserve a bid cost for the Clubhouse Five first floor flooring project to be held over from the 2013 budget into the 2014 fiscal year and to have staff analyze the bids and report back at the next meeting.

Clubhouse Four Floor Tile Replacement (#695-13)

The Project Coordinator/Building Inspector reported that specifications were developed and bid packages sent out for the Clubhouse Four Tile Flooring Replacement project. The tile product, color, and pattern would be similar to the current tile with an option to change the color and pattern at a later date written into the bid documents. The bids will be returned in time for the January meeting.

After discussion, Ms. Coven MOVED, seconded by Mr. Moore and passed unanimously –

TO approve and reserve the budgeted amount for the Clubhouse Four flooring tile project not to exceed \$40,000 to be held over from the 2013 budget into the 2014 fiscal year and to have staff present the bids at the next meeting.

Replace Clubhouse One Furniture

The President and Committee Chair have requested this item be handled by the Recreation Committee.

Emergency Preparedness

After discussion, Ms. Rapp MOVED, seconded by Mr. Supple and passed unanimously –

TO approve Ms. Rapp chair an Emergency Preparedness Subcommittee to include the GRF President, Executive Director, staff, PEP, Mutuals, and interested shareholders to determine how to use the physical structures and coordinating activities between GRF and Mutuals in cases of an emergency.

ADDITIONAL SHAREHOLDER COMMENTS

Shareholders spoke on topics such as: Emergency Preparedness Subcommittee volunteering, budget categories on large projects for additional staff hours across departments, the striping plan on Golden Rain Road, and OCFA street width requirements.

CHAIR'S COMMENTS

A minute of silence was given to honor the memory of Mrs. Toby Zimmerman, former GRF Representative, Mutual Seventeen.

COMMITTEE MEMBER COMMENTS

In response to a Committee member, the Executive Director gave an update on the Administration Conference Room project.

GRF PRESIDENT COMMENTS

The President thanked the Community Facilities Manager and Project Coordinator/Building Inspector for excellent presentations at today's meeting.

Next meeting: Friday, January 3, 2014, in Clubhouse Three, Room Two at 1:00 p.m. However, if the construction of the Administration Building Conference Room is complete, then the Physical Property Committee will take place on Friday, January 3, 2014 in the Administration Conference Room at 1:00 p.m.

ADJOURNMENT

Chair Blake adjourned the meeting at 4:35 p.m.



Larry Blake, Chair
PHYSICAL PROPERTY COMMITTEE

ll: 12/10/13