

PHYSICAL PROPERTY COMMITTEE MINUTES

April 2, 2014

The regular meeting of the Physical Property Committee was called to order by Chair Blake at 1:00 p.m., on Wednesday, March 5, 2014, in the Administration Conference Room, followed by the Pledge of Allegiance lead by Kathy Rapp, GRF Representative, Mutual Seven.

ROLL CALL

Present:	Mr. L. Blake, Chair	Ms. K. Rapp
	Ms. B. Coven	Ms. A. Seifert
	Mr. T. Bolton	Mr. M. Supple
	Mr. P. Moore	

Absent: Mr. M. Michaelides, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Community Facilities Manager
Mr. R. Gonzalez, Service Maintenance Supervisor
Ms. L. Lubin, Recording Secretary
Ms. L. Stone, GRF Representative, Mutual Three
Mrs. M. Wood, GRF Representative, Mutual Six
Mrs. P. Wilson, GRF Representative, Mutual Eight
Mr. L. Kreiger, GRF Representative, Mutual Nine
Ms. R. Winkler, GRF Representative, Mutual Ten
Mrs. C. Damoci, GRF Representative, Mutual Twelve
Mr. R. Kravitz, GRF Representative, Mutual Fifteen
Nine Foundation Members

Mr. Moore MOVED, seconded by Ms. Rapp and carried with one abstention (Bolton) —

TO approve the meeting minutes of March 5, 2014.

CHAIR'S ANNOUNCEMENTS

The Chair requested the draft of the minutes from today's meeting be completed for his review by 2 p.m. on Wednesday, April 14 and the draft of the agenda for the April 2014 meeting to be ready for review by 4:00 p.m. on Wednesday, April 30.

CORRESPONDENCE

Security Department Name Change & Golden Rain Road Striping and Signage: A letter was received from a shareholder thanking the Foundation for the name change back to Security. The shareholder also stated she disagrees with the restriping along Golden Rain Road. The consensus of the Committee is to send a reply letter to the shareholder and share that the wider single lane has made the street more accessible and safer for bicycles and the Traffic Study and its supplement from the traffic engineer are available to read online on the Foundation website at <http://www.lwsb.com> under GRF Business Documents.

Propane Tank at Clubhouse One: Two letters were received by a Mutual Director. In her letters the Director thanked the Committee for approving the installation of an enclosure and suggested the color would have been better as a beige color which blends better with the trellis structure on Clubhouse One's south side. The Community Facilities Manager and a Mutual President reported that the painting which was stated to match the building and trellis adjacent to Clubhouse One was painted this morning. Drought tolerant blue hibiscus from Australia has been ordered to be installed around the tank. The black mesh has been installed on top of the enclosure. Staff used the landscape plan from the Main Gate Beautification project's recommendation for these plants for this application.

The nuisance of white flies was discussed and the Committee concurred to have staff further research from an expert in this area and report their findings to the Committee.

STAFF REPORTS

Executive Director: The Executive Director will comment as required on agenda items.

Community Facilities Manager: A summary of the action and budget variance reports were presented and reviewed.

In response to a question, the Community Facilities Manager and Executive Director said the second round of interviews for the inspector and project coordinator positions are being conducted and the aim is to find the right person for each job for a long term relationship with the Foundation.

At its March 5th meeting the Committee requested staff review past meeting minutes and recap how plant material removals have been handled in the past during Perimeter Wall projects. The Community Facilities Manager reported that during the construction of Sections C and D at the April and May 2011 meetings, staff reported that additional trees further than five feet out did not impact the project and any removals of those plants or trees would be at Mutual cost. The Committee approved the removal of trees within a five feet range of the wall and that nothing is to be replanted within five feet of the wall with the exception of non-intrusive plant material.

Service Maintenance Supervisor: A summary of the Service calls for the month of March was distributed. A broken water line in Mutual Eight has been repaired.

Cross training is continuing for staff. Last week's earthquake had minor damage in the community and was mostly personal items. The Community Facilities Manager reported that after an earthquake staff patrols the community by car to check for new or significant damage and the gas lines in the community are checked.

The Chair excused the Service Maintenance Supervisor at 1:32 pm

NEW BUSINESS

Re-Roof Clubhouse One – Establish Project

The lifetime of the roofing material is 30 years and it has been 25 years since the last re-roofing in 1989. There is money in the budget this year for re-roofing. Yearly there have been repairs completed to the roof. The Community Facilities Manager reported that architectural shake shingles are currently on the Clubhouse One roof.

In response to a question from the Chair about roof stains the Community Facilities Manager reported that staff is not sure if water is coming through the top or it is condensation forming at the bottom. And that it would not be known until the roof material is peeled off and the structure is exposed.

The Committee concurred to have the Community Facilities Manager contact the manufacturer, GAF, regarding what might be causing the shorter life of the roof and obtain their professional assessment.

The Executive Director reported that this item has been approved in the 2014 Budget.

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

TO establish Clubhouse One Re-Roofing as a project and assign a project number. And, when the project goes out to bid, options for the re-roofing materials, skylights, and installation should be included.

The Executive Director later clarified that per Policy 5512 – Bidding Procedures it is the Committee that initiates the project and the Board has the final approval.

Landscape Improvements – Establish Project

A lengthy discussion took place regarding how to move ahead with improvements to the landscaping throughout the community.

In response to concerns over the lack of approved funds to overhaul many areas this year, the Executive Director stated that key areas can be identified and money can be scheduled each year for this project through the development of the reserve study.

The Community Facilities Manager stated that staff can review areas to update landscaping within the \$40,000 allotted this year and suggested a landscape architect be involved to compile an inventory of all trees in community and develop a maintenance plan. Trees and plant material with more than 50% damage will be taken out and possibly replaced.

After discussion, Ms. Coven MOVED, seconded by Mr. Supple and passed with one No vote (Blake) –

TO establish a Subcommittee for landscape improvements in the community with the goal of prioritizing areas and establishing deadlines for completion. Mr. Supple will be the Chair of the Subcommittee and at the end of his term the chosen Vice Chair will take over the duties of the Subcommittee.

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

TO establish landscape improvements in the community as a project and assign a project number.

2014 Paving Project - Establish Project

The Community Facilities Manager reported that in the recommendations expressed in the 2013 pavement maintenance plan benefitted for the Trust streets in the community, St. Andrews Drive between Northwood Road and Golden Rain Road was given highest priority for a grind and overlay. The Community Facilities Manager stated that the estimated cost for the project in the study may be affected by discoveries of bad soil beneath the surface which could result in change orders for the repair of the sub base. In response to a question from a Committee member, he stated that aligning of Tam O'Shanter Road and the Amphitheater parking lot along St. Andrews was included in a recommendation from the traffic study.

The Executive Director stated that work on the street paving should be thought through and proceeded with a discussion and plan for the median along St. Andrews Drive and the trees located in it, damage the trees are causing, complete root removal, and suitable replacement tree or plant material.

The Executive Director stated that the Tam O'Shanter intersection should be given a priority based on accident reports and the traffic engineering study.

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

TO establish 2014 paving project to include realigning Tam O'Shanter Road at St. Andrews Drive, assign a project number, obtain proposals for engineering and consulting services for this project and have staff report back at next month's meeting.

UNFINISHED BUSINESSPharmacy Entrance

The Community Facilities Manager reviewed the drawing from Craig Weber and Associates which recommends the removal of two trees, installing a concrete slab, and installing bollards at the Pharmacy entrance.

The Committee concurred to request staff go out to bid for the project and include options for types of bollards to be used and come back to a future meeting with the bids.

2013 Trust Street Paving Project (#674-12)

The project has been completed and an update was included in the Community Facilities Manager's report. The project came in under budget and the credits are being reviewed with the Finance department.

Lighted Pavement Cross-Walk at St. Andrews Drive & Swimming Pool (#702-13)

At the Committee's request, the Community Facilities Manager reported on his research on the cost and quality of similar cross-walk systems in other cities. The LaneLight system has a five-year warranty and is about \$1,000 less than the previous system.

The Committee concurred to have the Community Facilities Manager compile a cost utilizing the

traffic engineer study based on the new information for the Lane Light lighted crosswalk system. Also, to provide the option of saw cutting the street and installing a concrete crosswalk.

Emergency Preparedness

Ms. Rapp reported that the Subcommittee had its first meeting last Friday before the earthquake that night and that there was a good turnout of nine people. She reported that members of the Subcommittee discussed sections one through four in the "red book" which is the community-wide safety book and that many suggestions were given.

The next meeting of the Subcommittee will be held on April 25th at 1:00 p.m. in the Administration Conference Room and will review sections five through eight of the "red book".

Ms. Rapp also reported that the community will participate this year in the great California Shake-Out on October 16th.

Main Gate Beautification (#686-12)

The Executive Director reported that the project is stalled at this time due to a disagreement over the cost of engineering services for the water feature.

Perimeter Wall, Section R (#591-01)

An update was included in the Community Facilities Manager's report. He reported that the project is about 70% complete.

In regard to the arborist consultant's recommendation to remove several trees along the wall, quotes were received and a breakdown of the quotes received was distributed and is attached to the minutes.

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

TO accept the proposal from Pinnacle Landscape for removal of ten Eucalyptus trees at a cost of \$6,000 as a change order to the Perimeter Wall project (#591-01), is requested.

A letter was received by a Mutual President requesting the tree removals and replacement be paid by the Foundation.

The consensus of the committee is that due to concerns over structural damage to the wall, trees will not be planted closer than five feet to the wall and a Mutual can plant trees further out than the five foot at their cost.

In regard to the request for reimbursement for other shrubs and trees damaged by the contractor, the Community Facilities Manager will investigate clauses in the specifications stating this issue and contact the Mutual President with his findings. The Community Facilities Manager also reported that the contractor stated prior to the start of work that various shrubs and plants would need to be removed prior to the construction.

2014 Block Wall Project

The Community Facilities Manager reported he spoke to engineers regarding the design to bring the wall to the channel and the grading plan for Sections L and M of the Perimeter Wall along Westminster Avenue. The engineers expressed concerns about possible soil contamination from arsenic and/or diesel fuel from railroad tracks that have been removed and were used in the transport of coal and building materials to the power plants.

The Community Facilities Manager recommended that soil samples be taken so that a construction and grading plan can be developed based on the soil sample findings. He also stated that the grading plan should clearly state where the materials that are removed during the project can be disposed of based on the soil sample findings.

The Community Facilities Manager reported that he obtained estimated prices from the current contractor of the wall for Sections I, J, and K and reported that there is \$1.2 million in the budget for this section of the project.

After discussion, Mr. Supple MOVED, seconded by Mr. Bolton and carried with one abstention (Seifert) –

TO obtain pricing for soil samples, environmental testing, and engineering along perimeter wall sections L and M along Westminster Avenue; develop a comprehensive plan for how to develop and construct a wall in this area and extend the Service Maintenance Yard; and to switch the perimeter wall project focus to sections I, J, and K which run along the west side of the community at the flood control channel by Mutual Three and Four and obtain prices from the current contractor John Dantuma Masonry.

During discussion the Executive Director reported that it would be within policy to ask the current contractor, John Dantuma Masonry, to submit a proposal for Sections I, J, and K for review and approval at the next Committee meeting for the purpose of proposing a change order to the existing work on Section R which will require approval from the Board.

Chair Blake called for break from 3:03 p.m. to 3:18 p.m.

Pavement Maintenance Plan

The Community Facilities Manager stated that he covered this item under Trust Street Paving Project.

Inspection of Bridges on Golden Rain Road

The Community Facilities Manager reported he spoke to Orange County and Seal Beach City officials. The County and city takes no responsibility for bridges in the community. Anderson Penna will provide inspection services of the bridges for about \$5,000. At this time there are no major cracks and some rust has been noted. Staff suggested this item be put in the 2015 Budget as a reoccurring service every five years.

Sewer Maintenance - Bid Opening

The Community Facilities Manager reported that six bid packages were sent out, three contractors attended the bid conference, and two bids were received for the Three-Year Sewer Maintenance project. The bids are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Empire Pipe	\$166,626.76
Pacific Plumbing	\$1,013,064.00

The Committee listened to feedback from the Mutuels' experiences regarding the current contractor and concurred to have staff review the bids with the contractors and talk to the contractors who did not submit bids.

In response to questions regarding incorrect billing of sewer pipe cleaning for buildings without reverse clean outs, the Community Facilities Manager stated that he will report on credits received by Mutuels on bills from the contractor.

Shareholder Comment Period

Shareholders spoke on issues including: Perimeter Wall Section A, City's responsibility for the community's sewer cleaning, Perimeter Wall Sections L & M, defining costs for Service Maintenance Department services, completion of striping along Golden Rain Road, paint color of Main Gate Security building, use of skylights and re-evaluating the lighting systems in the clubhouses, staging area for Perimeter Wall along Westminster Avenue, median curb height along St. Andrews Drive, Service Maintenance Yard renovation, flaking cement at channel, and u-turns made at Tam O'Shanter Road by the crosswalk.

In response to a question about the cost to change walkway lights in the Mutuels after hours, the Community Facilities Manager reported that the Service Maintenance Department charges for materials only and will look into any billing discrepancies and report back at the next meeting.

In response to a shareholder request for an update on the Clubhouse Four flooring project the Community Facilities Manager reported that the project is with the Recreation Committee and staff is checking with the flooring manufacturer on procedures for floor moisture samples.

In response to a concern over the cost to run the fountain water feature at the Main Gate Beatification project and cuts to bus service to fund projects such as this, the Executive Director reported that the \$200,000 project cost was the best educated guess and that the project is under review and study. He also reported that sustainable and environmentally friendly drought tolerant plants will be used in the community as a cost savings measure.

Several shareholders gave compliments to members of the Committee and the Chair for a good meeting and that there was a lot of information to absorb.

A Foundation Board member stated rules should be followed the same way in all committees when bringing items to the GRF Board for discussion and approval and would like to see a reduction in the number of meetings.

Committee Member Comments

One Committee member stated a master cohesive plan and funding for the community projects

should be developed.

One Committee member reported that it was his first meeting in the new conference room and felt it gave a reduced frustration and greater ease of use in presenting and discussing agenda items. He had also suggested items shown on the screen be oriented better.

One Committee member stated that if the property line is extended for Perimeter Wall Sections L & M along Westminster Avenue that the gravel and grading problems will be included in that.

Next meeting: Wednesday, May 7, 2014 – 1:00 p.m., Administration Conference Room

ADJOURNMENT

Chair Blake adjourned the meeting at 3:52 p.m.



Larry Blake, Chair
PHYSICAL PROPERTY COMMITTEE

II 04/09/14

MOTIONS

TO establish Clubhouse One Re-Roofing as a project and assign a project number. And, when the project goes out to bid, options for the re-roofing materials, skylights, and installation should be included.

TO establish a Subcommittee for landscape improvements in the community with the goal of prioritizing areas and establishing deadlines for completion. Mr. Supple will be the Chair of the Subcommittee and at the end of his term the chosen Vice Chair will take over the duties of the Subcommittee.

TO establish landscape improvements in the community as a project and assign a project number.

TO establish 2014 paving project to include realigning Tam O'Shanter Road at St. Andrews Drive, assign a project number, obtain proposals for engineering and consulting services for this project and have staff report back at next month's meeting.

TO accept the proposal from Pinnacle Landscape for removal of ten Eucalyptus trees at a cost of \$6,000 as a change order to the Perimeter Wall project (#591-01), is requested.

TO obtain pricing for soil samples, environmental testing, and engineering along perimeter wall sections L and M along Westminster Avenue; develop a comprehensive plan for how to develop and construct a wall in this area and extend the Service Maintenance Yard; and to switch the perimeter wall project focus to sections I, J, and K which run along the west side of the community at the flood control channel by Mutual Three and Four and obtain prices from the current contractor John Dantuma Masonry.

ACTION ITEMS

- Reply letter to shareholder correspondence regarding Security department name change & Golden Rain Road striping and signage.
- Reply letter to shareholder correspondence regarding two letters concerning the propane gas tank enclosure at Clubhouse One.
- Community Facilities Manager to contact the manufacturer, GAF, regarding what might be causing the shorter life of the Clubhouse One roof and obtain their professional assessment.
- Go out to bid for the Pharmacy Entrance project and include options for types of bollards to be used.
- Community Facilities Manager to compile a bid package utilizing the traffic engineer based on the new information for the Lane Light lighted crosswalk system. To include the saw cut concrete ribbon idea proposed by the Executive Director.
- The next meeting of the Emergency Preparedness Subcommittee will be held on April 25th at 1:00 p.m. in the Administration Conference Room and will review sections five through eight of the "red book".

- The community will participate this year in the great California Shake-Out on October 16th.
- The consensus of the committee is that due to concerns over structural damage to the wall, trees will not be planted closer than five feet to the wall again and will not be replaced. And a Mutual can plant trees further out than the five foot recommendation
- Community Facilities Manager will investigate clauses in the Perimeter Wall specifications stating damage to plant material will be reimbursed by the contractor and contact the Mutual President with his findings.
- Community Facilities Manager to obtain prices from the current contractor John Dantuma Masonry for Perimeter Wall Section I, J, and K.
- Community Facilities Manager to review the Sewer Maintenance project bids submitted with the contractors and talk to the contractors who did not submit bids.
- Community Facilities Manager stated that he will report on credits received on bills from the current sewer maintenance contractor.
- Community Facilities Manager reported that the Service Maintenance Department charges for materials only to change walkway lights and will look into any billing discrepancies and report back at the next meeting.
- Clubhouse Four Flooring project is with the Recreation Committee and staff is in the process of obtaining moisture samples procedures from the flooring manufacturer.

GOLDEN RAIN
foundation
SEAL BEACH

MEMO

TO: PHYSICAL PROPERTY COMMITTEE
FROM: MARK WEAVER COMMUNITY FACILITIES MANAGER
SUBJECT: TREE REMOVAL SECTION R
DATE: 3/26/2014
CC:

During the removal and replacement of the Perimeter Wall Section R, 10 Eucalyptus trees had their roots pruned to make room for the new wall footings. It was the recommendation of Mr. Ted Stamen that these trees be removed as they now are a potential high risk to the community.

The Physical Property Department sent out an RFP for the removal of these trees and the bids are as follows:

- Pinnacle Landscape 6,000
- Great Scott Tree Service 6,480
- Peterson Tree Works 12,500

Action by the Committee, to approve change order to the Perimeter Wall Section R Project #591-01 is requested.

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER
FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR
SUBJECT: SUPERVISOR REPORT FOR MAR. 2014
DATE: 04/01/14

CATEGORY	MAR. 2014		MAR. 2013	
	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	717	8	808	23
2. ELECTRICAL	490	24	597	49
3. CARPENTRY	250	23	355	31
4. LAUNDRY	96	N/A	150	N/A
5. CONCRETE	16	0	15	0
6. ROOF	39	0	7	0
7. PREV. MAIN.	31	15	39	12
8. OTHER MISC.	69	8	68	18
9. ESC. SELLER	119	N/A	244	N/A
10. ESC. MUT.	68	N/A	117	N/A
11. SUB TOTAL	1,895	78	2,400	133
12. PEST CONTROL	65	4	40	0
13. INFO. CALLS	1,400	N/A	1,250	N/A
14. SUB TOTAL	1,465	4	1,290	0
15. SUB TOTAL LINE 11	1,895	78	2,400	133
16. GRAND TOTAL	3,360	82	3,690	133

STOPPAGES

SINK STOPPAGE: 69
BK / BK STOPPAGE: 125
TOILET STOPPAGE: 49
BLDG. STOPPAGE: 17

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 96.5 HRS.
GRF – 20 HRS.

APPOINTMENTS: 175

SATISFACTION SURVEYS:

POSITIVE: 21

NEGATIVE: 2