

PHYSICAL PROPERTY COMMITTEE MINUTES

March 5, 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 Anne Seifert, GRF Representative, Mutual Two.

ROLL CALL

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

Absent: Mr. T. Bolton

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Community Facilities Manager
Mr. R. Gonzalez, Service Maintenance Supervisor
Ms. L. Lubin, Recording Secretary
Mr. J. De Marco, GRF Representative, Mutual Two
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
Mr. D. Craig, GRF Representative, Mutual Eleven
Mrs. C. Damoci, GRF Representative, Mutual Twelve
Mr. R. Kravitz, GRF Representative, Mutual Fifteen
Sixteen Foundation Members

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

TO add Mr. Ruben Gonzalez, Service Maintenance Supervisor, to the agenda under staff reports as item 8 c.

Ms. Rapp MOVED, seconded by Ms. Coven and carried unanimously –

TO add the approval of appointing a Golden Rain Road Sub Committee to the agenda as item O under Old Business.

MINUTES

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

TO approve the special meeting minutes of January 31, 2014.

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

TO approve the revised regular meeting minutes of February 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, March 12 and the draft of the agenda for the April 2014 meeting to be ready for review by 4:00 p.m. on Monday, March 24.

CORRESPONDENCE

Golden Rain Road Striping and Signage: An email was received from a GRF Representative regarding the implementation of the recommended striping and signage along Golden Rain Road. The Committee concurred to discuss the matter under Striping Plan.

Mutual Seventeen Removal of Plant Material: A letter was received by a Mutual President seeking a resolution of the cost of removal and replacement of plant materials during construction of the Perimeter Wall, Section R.

The Committee concurred to take arborist, Ted Stamen's recommendation to remove nine eucalyptus trees and the Community Facilities Manager stated that a request for proposal is out for the removal of nine trees. The Committee requested the Community Facilities Manager review Committee minutes from the time period of the Mutual Eleven and Mutual Fifteen perimeter wall sections C, D, E and F regarding tree and plant material removals and replacements and bring his findings to the next meeting. Also, the Committee concurred that in the future trees will not be placed near any wall.

Water Conservation: A letter was received from a Mutual President regarding the status of water conservation efforts in the community. The Community Facilities Manager reported that reconfiguring the water system and installing water meters at each Mutual was researched in the past. The water delivery system in the community is owned by the City of Seal Beach and altering the current system was deemed cost prohibitive. The Committee concurred that since the matter has already been looked into in detail, there is nothing new to report, and there is no further discussion needed on this issue at this time.

STAFF REPORTS

Executive Director: The Executive Director will comment on items as they come up.

Community Facilities Manager: A summary of the updated action report was presented and is attached to the Minutes. The budget variance reports were distributed.

The tile selection to be used in the Clubhouse Four flooring project has changed according to the manufacturer's representative from Armstrong Flooring. It has been suggested to have a moisture test completed on the area prior to going out for bid. The Committee concurred to send this project back to the Recreation Committee for review and coordination with other improvements for Clubhouse Four.

Ms. Coven MOVED, seconded by Ms. Rapp –

TO budget \$1,000 for moisture tests in Clubhouse Four to assess the moisture condition of the flooring below the tiles.

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

TO amend the motion to request staff obtain three bids for moisture tests, go with the best qualified bid, and if the bid is more than \$5,000 staff will obtain approval from the Chair prior to the start of the required testing.

Service Maintenance Supervisor: A summary of the Service calls for the month of February were distributed. The largest number of calls was for plumbing. Overtime has been approved by a Mutual for water heater replacements on Saturdays. A failure of the Clubhouse Two pump station occurred when the power was restored after a power outage. A switch has been removed and is awaiting repairs from an outside contractor.

During the recent rainstorm plastic tarps were placed over roofs where leaks were reported and repairs will be done at a later date. A copy of the repair order is sent to the inspector for review and recommendations.

The Chair excused the Service Maintenance Supervisor at 1:52 pm

NEW BUSINESS

Inspecting of Bridges on Golden Rain Road

The Executive Director reported that there are five bridges across Golden Rain Road and they were installed in early 1960s in compliance with building codes at that time. There may be some structural issues and they should be inspected on a routine basis. The Community Facilities Manager reported that during his research he found that the County of Orange takes no responsibility for the inspection of the bridges, and only inspects the flood control channel.

Ms. Coven MOVED, seconded by Ms. Rapp –

TO request that staff obtain three qualified bids for inspection services for the five bridges on Golden Rain Road.

Ms. Seifert MOVED, to amend the motion and passed unanimously –

TO have staff request the last inspection report for the bridges from the City of Seal Beach.

Install Automatic Doors at Clubhouse Three

The Community Facilities Manager reported that this item, which specifically addresses two bathroom doors, was brought up at the last GRF Board meeting due to issues of privacy. The current bath room doors are heavy doors, making them less accessible to the handicapped. There are no budgeted funds for the project. In the past the cost for a similar automatic door was approximately \$3,200 per door. In response to a question, the Treasurer stated that money can be made available through the Trust Improvement Fund.

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

TO approve the installation of two automatic doors in Clubhouse Three using funds from the Trust Improvement Fund.

UNFINISHED BUSINESS**Pharmacy Entrance**

The architect is revising the plan. An update was included in the Community Facilities Manager's report.

Pest Control and Termite Inspection Services (#692-13)

The Community Facilities Manager reported that the bids opened at the last meeting were reviewed and a recommendation was requested from staff by the Committee.

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

Action by Physical Property Committee to recommend the Board approve Fenn Termite and Pest Control for a three-year contract for a total of \$35,276.76 from the Operating Budget and authorize the President to sign the contract, is requested.

Trust Street Paving Project (#674-13)

An update was included in the Community Facilities Manager's report. The contractor is completing punch list items and has not been paid the final retention amount.

Lighted Pavement Cross-Walk at St. Andrews Drive and Swimming Pool – Bid Opening (#702-13)

The bid submitted was from the sole bidder who attended the bidders' conference.

The Community Facilities Manager reported that six bid packages were sent out. One contractor thought another system was better and less prone to failures. The rest of the contractors were not interested in bidding.

The bid received is as follows:

<u>Bidder</u>	<u>Bid Amount</u>	<u>Days to Complete</u>
Dyna-electric	\$45,600.	None stated

The Committee concurred to have staff investigate the cost and quality of similar cross-walk systems in nearby communities and report their findings at the next Committee meeting.

Clubhouse Four Floor Tile Replacement (#695-13)

An update was included in the Community Facilities Manager's report.

Emergency Preparedness

Ms. Rapp reported that she is in the process of finding a date and room for their first meeting by end of March.

Main Gate Beautification (#686-12)

The Executive Director reported that a meeting will be held this month. The final renderings should be ready in time for presentation at the April meeting.

The Executive Director reported that a poll for the entire community will be printed in the *NEWS* for a vote on whether to keep the Globe as-is or make it a sphere by removing the continents.

Perimeter Wall Section R (#591-01)

An update was included in the Community Facilities Manager's report.

The Community Facilities Manager reported that three bids were obtained for the replacement of the sidewalk along Seal Beach Boulevard. The bids were about \$48,000 and the City of Seal Beach has offered to pay \$7,000 toward the sidewalk replacement. The Foundation has planted and maintained the trees that have caused the damage to the sidewalk. The Executive Director stated that he will reach out to the Mayor and Seal Beach City Council for additional funding. The Community Facilities manager showed a picture of the wall next to the church on Section R where the elevation changes from six feet to ten feet.

Ms. Coven MOVED, seconded by Ms. Seifert and passed unanimously –

TO leave the Perimeter Wall Section R six feet tall at the church parking lot and ten feet tall for the main Perimeter Wall which will include spike strips.

Phone Poll Perimeter Wall

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

TO ratify the phone poll conducted on February 20, 2014 for the change order presented at the February 25, 2014 GRF Board meeting.

2014 Block Wall Project

The Community Facilities Manager reported on three options for Section L and M of the Perimeter Wall along Westminster Avenue. The options include: put the wall next to the canal, remove the wall, and keep the wall in its current location and add a second retaining wall.

The Community Facilities Manager reported that an engineer would be needed for designing a grading plan for the area of Sections L and M.

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

TO recommend the Perimeter Wall Sections L and M, along Westminster Avenue, be constructed to the new property line along the canal.

The Committee concurred to have staff obtain bids from engineering firms for the project expressing the desire to bring the Perimeter Wall Section A to the property line at the edge of the canal.

The Community Facilities Manager will give tours to Committee and Board members who wish to survey the area in person. A Committee member from Mutual Five stated that the tour was time well spent and gave her a better understanding of the project.

Clubhouse One Propane Tank

An update was included in the Community Facilities Manager's report.

In response to concerns over viewing the propane tanks from the second and third floor balconies in Mutual Seventeen, it was suggested to add a cover to the top of the lattice work.

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

TO have staff construct and place a shade screen on top of the current lattice work to make it aesthetically more pleasing at a cost not to exceed \$600 and to show plant selections to Mutual Seventeen for their input.

Pavement Maintenance Plan

The Pavement Maintenance Plan has been distributed and the Committee concurred to have more time to digest the plan and discuss at next month's meeting.

Approve the Cost of Fire Lane Signs on Golden Rain Road

At its last meeting, the GRF Board took no action for the Fire Lane No Parking signage approved at the Committee's February meeting as it was requested by the President. At the GRF Board meeting no action was taken by the GRF Board. Therefore, the Chair brought this item back to Committee to ask for a vote approving the cost of the signage.

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

TO approve the cost of the signage, using the same posts, stating Fire Lane No Parking along Golden Rain Road at a cost not to exceed \$2,500, as requested by the Orange County Fire Authority.

Approve Cost of Painting Golden Rain Road Curb Red

A lengthy discussion was held regarding the cost of doing both curb painting and signage and weighing the cost against the increase in incidents since the curb was painted white, and overall safety and liability concerns for the entire community.

Mr. Supple MOVED, seconded by Ms. Rapp and passed with two NO votes (Coven, Seifert) –

TO approve the cost of the painting of the curbs the color red along Golden Rain Road at a cost not to exceed \$8,000.

The Chair called for a recess from 3:30 – 3:45pm

Golden Rain Road Sub Committee

The Chair proposed the formation of a Sub Committee to address the concerns of Mutuals along Golden Rain Road in regard to the fire lane, signage and curb painting.

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

TO approve the formation of a Sub Committee to include a representative from each Mutual along Golden Rain Road because they are the most affected by the fire lane signage and curb painting and the Community Facilities Manager. The Chair will provide the names of its members at the next Committee meeting for approval.

Shareholder comment period

Shareholders spoke on issues including: the fire lane signage and curb painting, budget comparison report, Westminster Avenue development project, globe poll, bridge inspections, tree removal at perimeter wall, and covering the channel along Golden Rain Road.

Committee Member Comments

In response to a Committee member from Mutual Two, who requested a procedure for making corrections to approved Committee minutes, the Executive Director stated that when minutes are approved they stand.

Next Meeting: Wednesday, April 2, 2014 – 1:00 p.m., Administration Conference Room

ADJOURNMENT

Chair Blake adjourned the meeting at 4:10 p.m.


Larry Blake, Chair
PHYSICAL PROPERTY COMMITTEE

II 03/13/14

MOTIONS

TO budget \$1,000 for moisture tests in Clubhouse Four to assess the moisture condition of the flooring below the tiles.

TO amend the motion to request staff obtain three bids for moisture tests, go with the best qualified bid, and if the bid is more than \$5,000 staff will obtain approval from the Chair prior to the start of the required testing.

TO request that staff obtain three qualified bids for inspection services for the five bridges on Golden Rain Road.

TO have staff request the last inspection report for the bridges from the City of Seal Beach.

TO approve the installation of two automatic doors in Clubhouse Three, using funds from the Trust Improvement Fund.

TO recommend the Board approve Fenn Termite and Pest Control for a three-year contract for a total of \$35,276.76 from the Operating Budget and authorize the President to sign the contract.

The Committee concurred to have staff investigate the cost and quality of similar cross-walk systems in nearby communities and report their findings at the next Committee meeting.

TO leave the Perimeter Wall Section R six feet tall at the church parking lot and ten feet tall for the main Perimeter Wall which will include spike strips.

TO ratify the phone poll conducted on February 20, 2014 for the change order presented at the February 25, 2014 GRF Board meeting.

TO recommend the Perimeter Wall Sections L and M, along Westminster Avenue, be constructed to the new property line along the canal.

TO have staff construct and place a shade screen on top of the current lattice work to make it aesthetically more pleasing at a cost not to exceed \$600 and to show plant selections to Mutual Seventeen for their input.

TO approve the cost of the signage, using the same posts, stating Fire Lane No Parking along Golden Rain Road at a cost not to exceed \$2,500, as requested by the OCFA.

TO approve the cost of the painting of the curbs the color red along Golden Rain Road at a cost not to exceed \$8,000.

TO approve the formation of a Sub Committee to include a representative from each Mutual along Golden Rain Road because they are the most affected by the fire lane signage and curb painting and the Community Facilities Manager. The Chair will provide the names of its members at the next Committee meeting for approval.

ACTION ITEMS

- The Committee requested the Community Facilities Manager review Committee minutes from

the time period of the Mutual Eleven and Mutual Fifteen perimeter wall sections C, D, E and F regarding tree and plant material removals and replacements and bring his findings to the next meeting. Also, the Committee concurred that going forward trees will not be placed near any wall.

- The tile selection to be used in the Clubhouse Four flooring project to be sent back to the Recreation Committee for review and coordination with other improvements for Clubhouse Four.
- Staff to obtain three qualified bids for inspection services for the five bridges on Golden Rain Road.
- Staff to request the last inspection report for the bridges from the City of Seal Beach.
- Install two automatic doors in Clubhouse Three using funds from the Trust Improvement Fund.
- Staff to investigate the cost and quality of similar lighted cross-walk systems in nearby communities and report their findings at the next Committee meeting.
- Executive Director stated that he will reach out to the Mayor and Seal Beach City Council for additional funding to replace sidewalk at Perimeter Wall Section R.
- Staff to obtain bids from engineering firms & express the desire to bring the Perimeter Wall Section L and M to the property line at the edge of the canal.
- Community Facilities Manager will give tours to Committee and Board members who wish to survey the area in person.
- Staff to construct and place a shade screen on top of the current lattice work to make it aesthetically more pleasing at a cost not to exceed \$600 and to show plant selections to Mutual Seventeen for their input.
- Chair Blake to provide the names of the Golden Rain Road Sub Committee members at the next Committee meeting for approval.

Mark, Liz
Please add to correspondence for Wednesday's Physical Properties meeting.
Larry Blake

-----Original Message-----

From: DENIS CRAIG <deniscraig@verizon.net>
To: Blake Larry R. <lrblake1018@aol.com>
Cc: Supple Michael & Pat <supplemike5@gmail.com>
Sent: Sat, Mar 1, 2014 11:08 am
Subject: Correspondence - - Fwd: Fire Lane - Curb and Signage for Golden Rain Road

To: Larry Blake, Chair of the Physical Properties Committee
From: Denis Craig, GRF Director for Mutual 11
Subject: Curb and Signage for Golden Rain Road

Dear Mr. Blake,

I am forwarding the official stance of Mutual 11 re: Golden Rain Road (GRR) and how as a Fire Lane, GRR is to be marked, both Curb and Signage - wise. At the most recent GRF BOD meeting (Tuesday, Feb. 25, 2014) this matter was sent back to the Physical Properties Committee. My firm understanding is the original decision by the Physical Properties Committee is to be followed:

1- Paint the curbs RED, 2- Place signage at lawfully spaced intervals which states 'FIRE LANE' and the appropriate CA Vehicle Codes - as shown in the attached email.

Mutual 11 expects the Physical Properties Committee to immediately implement this matter. Any continuing delay places the entirety of GRF Shareholder/Owners at risk for the potential liabilities which result from 'scofflaws', who have quite recently shown propensities for ignoring conditions on GRR. Director Betty Osborne provided the full BOD with eyewitness account of such 'scofflaw' behavior and the difficulty emergency vehicles had with this issue.

Mutual 11 asks the Physical Properties Committee to properly mark GRR with curb and signage as requested in the email attached below.

In anticipation of the Physical Properties Committee's prompt compliance with this request, which protects all Shareholder/Owners, we thank you.

Respectfully,

Denis Craig - GRF Director Mutual 11

attached,
Begin forwarded message:

From: DENIS CRAIG <deniscraig@verizon.net>
Subject: Fire Lane - Curb and Signage for Golden Rain Road
Date: February 15, 2014 at 8:45:17 AM PST
Cc: "Ankeny Randy L." <randya@lwsb.com>, Weaver Mark <markw@lwsb.com>

Good morning GRF Directors,

Re: the upcoming GRF BOD meeting where the Board will be asked to ratify the Physical Properties Committee's recommendation for marking Golden Rain Road to comply with local and State of California codes which govern Fire Lanes.

GRF received clear "constructive notice" from the OC Fire Department that Golden Rain Road (GRR), due to its' current width is, by definition, a Fire Lane.

The matter has become somewhat celebrated as to potential liabilities which could attach, if GRF either failed to post GRR as such - or - as some have privately advocated, GRF was to turn an occasional blind eye to short term loading and/or unloading along GRR.

Mutual 11 herein is informing the Board that only complete curb marking and fully informing signage, together with full enforcement by the Foundation's Gates and Patrol department can be seen to be acceptable in an effort to mitigate potential liabilities should 'scofflaws' break these vehicle codes.

Only fully painted curbs (RED in Color as existed for 50 years previous) and signage calling out FIRE LANE and the associated Calif. Vehicle Codes (CVC) can be seen to be fully protecting Shareholder/Residents from drivers who might break these codes.



When the matter of having signs which simply state "NO PARKING" was discussed, some were heard to say, in effect - "if there are NO PARKING signs and someone breaks the law and something happens, it will be the fault of the someone, and not the fault of the Foundation". HOWEVER, Mutual 11 insists (I am positive that other Mutuals will join in this insistence) that every effort be made to fully and explicitly inform those who drive along GRR that it is a FIRE LANE with violation consequences sanctioned by law. Greater warning as provided by the sign shown in the picture above yields infinitely greater protection against any potential liability to the Foundation than simple NO PARKING signs would.

When the GRF BOD next meets to deal with this matter, please read this Mutual 11 correspondence into the record, and we will call for a roll call vote when the matter is voted upon.

Respectfully submitted by,

Denis Craig - GRF Representative for Mutual 11

MEMORANDUM

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

CATEGORY	FEB. 2014		FEB. 2013	
	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	628	12	808	23
2. ELECTRICAL	489	31	597	49
3. CARPENTRY	219	27	355	31
4. LAUNDRY	108	N/A	150	N/A
5. CONCRETE	15	2	15	0
6. ROOF	2	0	7	0
7. PREV. MAIN.	31	12	39	12
8. OTHER MISC.	55	12	68	18
9. ESC. SELLER	107	N/A	244	N/A
10. ESC. MUT.	40	N/A	117	N/A
11. SUB TOTAL	1,694	96	2,400	133
12. PEST CONTROL	45	1	40	0
13. INFO. CALLS	1,450	N/A	1,250	0
14. SUB TOTAL	1,495	1	1,290	0
15. SUB TOTAL LINE 11	1,694	96	2,400	133
16. GRAND TOTAL	3,189	97	3,690	133

STOPPAGES

SINK STOPPAGE: 56
BK / BK STOPPAGE: 102
TOILET STOPPAGE: 63
BLDG. STOPPAGE: 10

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 136.5 HRS.
GRF – 7 HRS.

APPOINTMENTS: 120

SATISFACTION SURVEYS:

POSITIVE: 25
NEGATIVE: 3

COMMUNITY FACILITIES MANAGER
ACTION REPORT 3/3/2014

1. AUDIBLE PEDESTRIAN SYSTEM (Donation from Golden Age Foundation)
 - First presented to the Security, Bus & Traffic Committee on 11/7/13
 - Golden Rain Foundation Board approved the donation on 11/26/13
 - Contract sent to contractor
 - Contractor modified contract
 - Waiting for execution of contract
 - Contract signed 2/20/14 material on order estimated installation is approximately six weeks

2. SECTION R OF THE PERIMETER WALL
 - First presented to the Physical Property Committee early 2013
 - Golden Rain Foundation Board approved \$499,456.50 on 11/26/2013
 - Contract executed
 - Applied for Permits and Bonds
 - Work to start the week after 1/1/2014
 - Replacement of wall proceeding as scheduled
 - Physical Property Committee to look at possibly adding the North Entrance Wall to the current Perimeter Wall project
 - Ted Stamen will be out on 2/20/14 to inspect roots pruned during footing installation near Mutual 17
 - Several trees will need to be removed recommendation coming from Ted Stamen RFP was sent out bids due March 14

3. PAVEMENT MAINTENANCE PLAN
 - First sent to Physical Property Committee 11/6/13
 - Golden Rain Foundation Board approved Anderson Penna at \$19,587 on 11/26/13
 - Contract executed
 - Work in progress
 - A draft of the plan was presented and will be available for the March Physical Property committee Meeting
 - Committee to review plan

4. ACCESS BUS (Donation from Golden Age Foundation)
 - First sent to Security, Bus & Traffic Committee 11/7/2013
 - Specifications and quotes in process
 - GRF Board approved donation of bus November 26
 - Final specifications, sales agreement and payment schedule signed 12/30/2013
 - The drafting and layout phase of the project is in process
 - Deliver is estimated sometime in August

5. PEST CONTROL COMMUNITY FACILITIES AND MUTUALS

- First presented at Physical Property Committee on 10/2/13
- Bids had large discrepancy and staff recommended resubmitting Request for Proposal to simplify bid forms
- Request for Proposal in process
- Bidders Conference completed bids will be opened at February Physical Property Committee Meeting
- Physical Property Department analyzing bids,
- Action to choose contractor will be requested at the March Physical Property Committee meeting
- Committee recommended to GRF Board for approval

6. COVERED BUS BENCHES IN FROM OF PHARMACY ENTRANCE

- Physical Property Committee agreed to look at the possibility of using Project Funds not used after the Pavement Project is completed to reduce risk in this area
- Physical Property was asked to look the cost to provide covered bus benches in front of the Pharmacy to prevent pedestrians from tripping over the curb
- Estimate of \$26,000 to install three bus shelters
- Craig Webber looking into possible solution to the area

7. TREE TRIMMING

- At the November Physical Property Committee meeting Requests for Proposal were brought to the meeting prior to reporting the bid amounts. The consensus of the Committee was to re-bid the project with revised specifications and request a tree inventory be conducted
- The Executive Director recommended an independent arborist consultant be speak to the Committee
- Ted Stamen will make a presentation on January 31st on caring for trees and HOA's responsibilities this will take place at Clubhouse 4 at 1:00 all are welcome
- Action by the Physical Property Committee to have Ted Stamen create specifications for tree trimming was passed at the February meeting
- Ted Stamen in the process of creating specifications to be used for RFP

8. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST. ANDREWS DRIVE

- At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
- Specifications for the Request for Proposal are complete
- RFP out for bid
- Bidders conference is 2/14/14 and bids are due back 3/3/14
- Bids will be opened at March meeting

- One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used

10. CLUBHOUSE FIVE PAINTING

- Budgeted amount \$26,000 in 2013 Budget for interior and exterior of building
- Bids were opened at the 11/2/13 Physical Property Committee meeting
- Physical Property Department staff are in process of analyzing bids
- Physical Property Committee approved forwarding the budgeted funds to 2014
- Action by the Committee to send request to GRF Board will be made at the January Physical Property Committee meeting
- Action by the GRF Board to approve a contract with PrimeCo Painting in the amount of \$19,985 was made at its January meeting
- Color selection in process
- Physical Property Committee choice option A of the color chart
- Work in process

11. CLUBHOUSE FOUR FLOORING

- Budgeted amount of \$40,000 in 2013 Budget
- Request for Proposals were sent out and are due back 12/9/13
- Physical Property Committee approved forwarding the budgeted funds to 2014
- Bid opening conducted at the January Physical Property Committee meeting
- PP Committee asked staff to analyze the bids and bring back information to an upcoming meeting
- Material selection in process
- This project was sent back to the Recreation Committee for further review

12. CLUBHOUSE FIVE FIRST FLOOR FLOORING

- Budgeted amount of \$10,000 in 2013 Budget
- Three quotes were obtained 12/2/2013
- Committee asked staff to analyze bids and report back at the next meeting
- Action by the Physical Property Committee to recommend the GRF Board approve project
- Item on the GRF Board agenda for action in January
- Action by the GRF Board to approve a contract with Golden State surfaces for \$20,200 at its January meeting
- Contract executed material on order scheduled for delivery the last week of February

- Scheduled for installation in Vending Café March 4th the remainder will be installed after interior is painted

13. CLUBHOUSE THREE SOUND PANELS – ROOMS 1-9

- Per the Capital Acquisition and approval of GRF President contract was signed 12/18/2013
- Work is in progress
- Project scheduled for completion mid February
- Room 1 is waiting for back ordered mounting clips to complete project
- Project completed

14. PAVING PROJECT

- Bids received Nov. 2, 2012 for pavement reconstruction on Golden Rain Road, N. Fairfield Lane, Prestwick Road and Admin/Amphitheatre parking lots.
- Phys Prop Comm. Mtg. Nov. 7, 2012 bids were opened, the committee requested staff coordinate and arrange a bus tour of proposed streets and parking lots.
- Bus tour taken with committee members Dec. 17, 2012 to view Golden Rain Road, N. Fairfield Lane, Prestwick Road and Admin/Amphitheatre parking lots to assess and prioritize streets.
- Phys Prop Comm. Mtg. January 2, 2013 staff was instructed to get pricing on engineering inspection services for the project.
- Phys Prop Comm. Mtg. February 6, 2013 engineering inspection service proposals were reviewed and staff was instructed to present additional information and options of how much work can be done within the allotted budget at the next meeting.
- Phys Prop Comm. Mtg. March 6, 2013 staff presented 3 project scenarios using Champion Paving as the low bidder which included bids for engineering, the committee voted to recommend the Board approve Project 3 (Golden Rain Rd and Admin/ Amphitheatre parking lots) and award a contract to Champion Paving and AndersonPenna in for engineering inspection services and pull additional monies from the Trust Improvement Fund.
- GRF Board Mtg. March 26, 2013 GRF Board approved Phys Prop Comm. recommendation.
- Paving project began April 22, 2013.
- Phys Prop Comm. Mtg. October 2, 2013 the committee voted to authorize the Chair to sign the M.J. Jurado change order to perform the replacement of the amphitheater lift station storm drain with funds from the paving contingency fund.
- GRF Board Mtg. Nov. 26, 2013 Board approved the Champion Paving change order for single lane striping of Golden Rain Rd. lines and legends with traffic paint, and crosswalks on Golden Rain Rd. and adjoining streets with thermoplastic paint, with funds to be used from the Trust Street Paving project contingency fund.

- Meeting with contractor January 21, 2013 to finalize remaining punch list items and invoicing.
- Punch list in process
- Action by the GRF Board to act on parking / stopping issue on Golden Rain will be made at its February meeting

15. ST. ANDREWS GATE IMPROVEMENTS

- Phys Prop Comm. Mtg. Aug. 7, 2013, the committee reviewed the Community Traffic Survey which included safety improvements for the St. Andrews Gate.
- On September 20, 2013 the Phys Prop Comm. Chair signed the proposal authorizing AndersonPenna to move forward with developing St. Andrews Gate improvement plans.
- AndersonPenna is in the process of completing the St. Andrews Gate improvement plans and review by the Phys Prop Comm. at their February 5, 2014 meeting is anticipated.
- Plans have been completed item was presented at the PP Committee in February
- Action by the Physical Property Committee to send out an RFP was made at its February meeting
- RFP is process

16. Vending Machine Café

- GRF Board approved the modification of Clubhouse 5 for vending machine usage
- Work in process
- Doors installed
- Electrical permit signed off on 2/20/14
- Paint complete
- Carpet on back order
- Carpet scheduled to install in this area March 4

17. Automatic gate at Main Gate exit

- Action by the SBT Committee to have Physical Property Department send out RFP was made
- Physical Property Department developed RFP
- Physical Property Department received 3 bids
- Contract executed on 1/21/14
- Completion date is 4/7/14

18. Blind for Clubhouse 1 propane tank

- Action by the Physical Property Committee to install a lattice blind around the tank and have Ms Coven choose the landscaping was made at its February meeting
- Service Maintenance opened a work order for this task
- Meet with Ms. Coven for plant selection

19. Perimeter Wall Project 2014

- Action by the Physical Property Committee at its February meeting to inspect the condition of the remaining walls and bring back to the Committee 3 options to replace section L and M was requested
- Inspections in process
- Physical Property Committee at its March meeting asked staff send out RFP for grading plans at Perimeter Wall section L and M
- RFP in process

20. Library Seal Garden

- Action to accept the donation to upgrade the garden at the Library made at the Physical Property Committee meeting in January
- The Garden club has approved Total Landscape Maintenance to complete the Seal Garden Project
- A contract with Total Landscape Maintenance is drafted. GRF will pay the invoice and collect the donation from the Garden Club