

PHYSICAL PROPERTY COMMITTEE MINUTES

June 4, 2014

The regular meeting of the Physical Property Committee was called to order by Chair Blake at 1:00 p.m., on Wednesday, June 4, 2014, in the Administration Conference Room, followed by the Pledge of Allegiance led by Joy Reed, Mutual Four Shareholder.

ROLL CALL

Present:	Mr. L. Blake, Chair	Mr. M. Supple
	Mr. P. Moore (1:15 pm)	Ms. K. Rapp
	Ms. B. Coven	Ms. A. Seifert
Absent:	Mr. T. Bolton	Mr. M. Michaelides, Ex-Officio
Also	Mr. R. Ankeny, Executive Director	
Present:	Mr. M. Weaver, Community Facilities Manager	
	Mr. R. Gonzalez, Service Maintenance Supervisor	
	Ms. L. Lubin, Recording Secretary	
	Mr. D. Rudge, Project Coordinator	
	Mr. J. DeMarco, GRF Representative, Mutual Two	
	Mrs. M. Wood, GRF Representative, Mutual Six	
	Ms. R. Winkler, GRF Representative, Mutual Ten	
	Fourteen Foundation Members	

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

TO approve the regular meeting minutes of May 7, 2014.

CHAIR'S ANNOUNCEMENTS

Chair Blake stated that in a recent Mutual One roofing project meeting that Mr. Weaver and Mr. Rudge did a very good job of firmly insisting the contractor put all proposed substitutions and changes in writing for approval by the Mutual. Chair Blake reported that undocumented and undetected substitutions could have affected the warranty. Chair Blake commended Mr. Weaver and Mr. Rudge on a job well done and for their research and thoroughness.

CORRESPONDENCE

Remove Parking Space at Crosswalk

In response to a letter submitted from a shareholder, the Community Facilities Manager reported that the letter suggests eliminating a parking space on each side of the street before a crosswalk to allow a greater viewing area for and viewing of pedestrians and those who use scooters.

The Community Facilities Manager reported that the item can be included in the street painting project the department is putting together.

The Chair concurred that the suggestion was previously made by a Committee member.

Further discussion took place regarding parking spot lengths, vision of sight at every angle, street signs and their height. The Executive Director reported that the Traffic Study gave guidelines for sign height and that the California Drivers Handbook states that pedestrians must use reasonable care when entering crosswalk.

The Committee concurred to look into this issue; requested the street paving bid proposal include this item if approved by the Committee and Board; and to have a letter sent to the shareholder stating the suggestion has already been made by a GRF Board member and will be discussed at a future Committee meeting.

Metal Cover in Street at North Gate Exit

In response to a letter submitted from a Mutual President, the Community Facilities Manager reported that the low spot in the pavement surrounding a metal cover in the street at the North Gate exit has been repaired by the Service Maintenance staff with a cold patch. A letter will be sent to the Mutual President with the update.

A Committee member suggested that an additional stanchion be placed in the area to avoid hitting the curb at the patrol officer's island as drivers turn the corner to exit.

Stop Sign or Right Turn Lane at St. Andrews Drive and Interlachen Road

In response to letters submitted from a Mutual President and shareholder, the Community Facilities Manager reported that the GRF Board has approved a three way stop at Oakmont Road and St. Andrews Drive.

During discussion it was noted that the suggestions in the letters would require a median in the middle of the road for the right turn only lane and possible u turns.

The Executive Director reported that emergency service vehicles would have difficulty with a median and would have difficulty making a required u turn to reach residences in the area.

The Committee concurred to have staff write letters to the Mutual President and shareholder stating that the Committee's decision to not modify the GRF Board's decision to make a three way stop at Oakmont Road and St. Andrews Drive.

STAFF REPORTS

Executive Director: The Executive Director thanked Chair Blake and the Committee members for the fantastic year and stated they accomplished a lot, and it was a pleasure to work with the Committee members.

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

The Community Facilities Manager reported that the Audible Pedestrian System project has been completed and is an asset to the community.

The Perimeter Wall Section R project has been completed and a contract is being drafted for the sidewalk replacement along Seal Beach Boulevard near Mutuals Seventeen and One.

Work at Perimeter Wall Section A-1, along Seal Beach Boulevard near the Main Gate entry, including Juniper tree removal, will start shortly and was approved via a change order at the GRF Board's March meeting.

Construction plans for the improvement of Tam O'Shanter Road and St. Andrews Drive, as part of the Traffic Study, should be completed in the next week. The plans will be used to go out to bid for the project and will be included in the 2014 Paving Project.

The contractor is being vetted for the three way stop at Interlachen Road and St. Andrews Drive and there may be a delay in starting the project.

The Clubhouse Five Painting project is complete.

The Clubhouse Five First Floor Flooring project is complete except for the elevator flooring which the contractor will return and complete.

The St. Andrews Gate Improvements project is on hold due to the contractor misquoting the job and included equipment for traffic rated gates, which do not apply.

A Request For Proposal (RFP) for the grading plans is being developed for the Perimeter Wall project Sections L and M along Westminster Avenue pending the completion of soils testing.

The RFP for the Perimeter Wall Sections J and K with an option to do Section I is on hold pending documentation from the County of Orange confirming where the property line is.

The Clubhouse Three Automatic Door Closures for the West Side Restrooms project is underway and is expected to be completed mid-June.

The Sewer Maintenance project contract has been signed and the work will be completed between October and December for three years.

The RFP for the Clubhouse One Roof Replacement is being completed and will be sent out next week.

The Landscape Improvements project will be postponed and the new Committee members will address this matter.

In response to a Committee member, the Community Facilities Manager reported that the contractor is in the process of making the repairs to the irrigation and dry spots on the grass areas and Mutual Seventeen may be asking the Foundation for reimbursement for the plants that were removed.

Service Maintenance Supervisor: A summary of the Service calls for the month of May was distributed.

The Chair shared his experience with an attic check done in his building. A damaged pipe was replaced prior to leaks and flooding. He said the Service Maintenance staff tried to accommodate residents during the inconvenience that took most of the day.

In response to a Committee member, the Service Maintenance Supervisor reported that overtime hours noted on his report have been documented, approved, and paid by Mutuels for water heater replacements and other emergencies.

Additionally, the Executive Director reported that the overtime paid by the Foundation was for emergency cases that have been thoroughly documented by staff.

Several Committee members thanked the Service Maintenance Department for all their hard work.

NEW BUSINESS

Request to Install Equipment by The Gas Company

The Community Facilities Manager reported that the Gas Company approached the Foundation for permission to install an Electronic Pressure Monitoring device at the Library at no charge. The device is a box shape that will monitor the high pressure gas lines that run along North Gate Road for public safety reasons.

A lengthy discussion took place regarding alternate locations that could have been chosen for the meter, the look of the meter, the gas lines running under the community to the clubhouses, existing easements, and shareholder safety.

The Committee concurred to have staff ask The Gas Company why they chose this location, if they have asked other nearby locations to install a meter, if the Foundation

can receive money for the inconvenience from the meter's installation, and report their findings at the next meeting.

UNFINISHED BUSINESS

Pharmacy Entrance

The Community Facilities Manager reported that the drawing has been finalized for the project and bid packages will be sent out shortly and will be back for a future meeting.

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

At the last meeting the Committee requested that staff obtain three bids for the project. The Community Facilities Manager reported that two bids have been received so far:

<u>Contractor</u>	<u>Bid</u>
Gilbert Engineering	\$2,000
Anderson Penna Partners	\$6,500

The Committee concurred with the Executive Director who stated that the project should go through the GRF Board and due process and that a third bid should be obtained by staff and presented at the next meeting.

Emergency Preparedness

Ms. Rapp reported that their next meeting will be held on June 27th. The subcommittee will prepare and present a wish list of items for the 2015 Budget.

Main Gate Beautification (#686-12)

The Executive Director reported that staff is working with a new contractor for the water feature. The original contractor presented an unreasonable request which negated the original proposal and could not be accepted by the Foundation. A status report will be given in the July meeting.

Perimeter Wall, Section R (#591-01)

Some updates were also included in the Community Facilities Manager's report.

A letter from Edward Medeiros of Crop Production Services was included in the agenda and includes a care plan to aid the trees in dealing with the stress they have been under due to pruning during construction.

In response to a Committee member, the Community Facilities Manager stated that a quote will be obtained shortly for the care program and that it should not be very expensive.

The Community Facilities Manager will present a copy of the letter to the President of Mutual Seventeen upon his return from vacation and has already shown the letter to the Mutual's Landscape Chairperson.

2014 Perimeter Wall Project – Sections I, J, K (#591-01)

An update has been included in the Community Facilities Manager's report

Re-Roof Clubhouse One (#680-12)

The Project Coordinator reported that what was learned from the Mutual One Re-Roofing project and specifications will be incorporated into the Clubhouse One Roofing project RFP.

The Chair stated he felt the rest of the Committee would agree that Mutual One did an excellent job with their specifications on their re-roofing project.

In response to a Committee member, the Project Coordinator stated that dark roofs often cost more and that the current color chosen for the re-roofing of Mutual One is Golden Cedar which is a brown roof. The Community Facilities Manager stated that color charts could be made available.

The Committee concurred with the Executive Director's suggestion to have staff bring color sample samples to next committee meeting and provide energy star roofing data and comparisons to the next meeting.

In response to a Committee member, the Project Coordinator stated that condensation at the inside of the roof is about ventilation.

2014 Paving Project (#708-14)

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

Shareholder Comment Period

Shareholders spoke on issues including: crosswalk safety, parking spaces on Trust streets, measuring parking spaces, damaged pipes in attics, self-filling fountain at Main Gate, The Gas Company monitoring device, Clubhouse One roof substitutions, add Security Department to notification on emergency items, contractor parking area, holes in fence at contractor parking area, standing water at the Mini Farm, sandbags, and skip loader.

In response to a shareholder, the Community Facilities Manager reported that the redesign of traffic flow at the St. Andrews Gate will be included in the 2014 Paving project.

In response to a shareholder, the Executive Director stated that designated compact car spaces can be made.

In response to a shareholder, the Community Facilities Manager stated the current vendor that is repairing the lifts will not be used again. The lift was returned to the vendor due to unacceptable repairs which is causing extensive delays. In the past the vendors work was acceptable and without problems.

In response to a shareholder, the Community Facilities Manager stated additional signals in the community would have costs similar to the \$800,000 the City of Seal Beach paid for new signal at Golden Rain Road and Seal Beach Boulevard.

A GRF Board member thanked the Committee for its hard work and encouraged all residents to go exploring through the community as she and a Mutual director recently did.

A shareholder apologized for his cell phone ringing during the meeting

Committee Member Comments

A Committee member thanked the Service Maintenance Supervisor and the Community Facilities Manager and said it was a pleasure to work with both of them. He also stated that from the work he has seen from the Project Coordinator that he will do well in his position.

A Committee member thanked Chair Blake for the interesting meetings and stated there was a lot of work to do and a lot of things got accomplished.

A Committee member clarified that she saw the Foundation has some options for The Gas Company proposal and felt they should be explored and if there was immediate danger she would not hesitate to approve the proposal as-is. She also stated it was a pleasure to participate and she learned a lot.

A Committee member suggested taking into consideration an elevated linear public space similar to Highline Park in New York for the Perimeter Wall Section L and M along Westminster Avenue. She also stated it was a pleasure to participate and she learned a lot.

In response to a Committee member, the Community Facilities Manager stated that vector control will be called out to spray the channel along Golden Rain Road.

The Community Facilities Manager reported that a Mutual President informed him that the County of Orange is at the front gate at the channel installing a coyote gate.

A Committee member stated it has been a pleasure to be on the Committee, learned a lot, and saw some great projects begun and completed. She thanked Chair Blake for his leadership and his ability to stay on top of so many problems and details which could have gone astray. She also thanked the Community Facilities Manager and staff for doing a great job for the shareholders in the community.

CHAIRS COMMENTS

Chair Blake shared with the Committee that he learned of and has been dispelling negative rumors regarding his intentions toward staff members and that he believes they have been cleared up and set straight during the year. He stated that, in fact, he has had one of the best working relationships with a staff member of all the committees this year.

He also stated that bullying was not tolerated by he or any Committee member in regard to community safety issues.

He stated he appreciated the positive comments but that a person knows they did a good job and does not need validation from another person for that.

He stated that a lot was accomplished and there was a surplus in the Trust Street Paving project despite change orders coming out of that project's surplus. He also stated that there have been more positive than negative comments on the Trust Street Paving project and striping along Golden Rain Road.

Chair Blake thanked all committee members and to the shareholders that came to all meetings.

Next meeting: July 2014, Administration Conference Room

ADJOURNMENT

Chair Blake adjourned the meeting at 2:23 p.m.


Larry Blake, Chair
PHYSICAL PROPERTY COMMITTEE

II 06/10/14

MOTIONS**NONE****ACTION ITEMS**

- A letter will be sent to the shareholder stating the suggestion has already been made by a GRF Board member and will be discussed at a future Committee meeting.
- A letter will be sent to the Mutual President in reply to her letter regarding the metal cover in the street at the North Gate exit stating it has been repaired by the Service Maintenance staff with a cold patch.
- Staff to write letters to Mutual President and shareholder stating that the Committee's decision to not modify the GRF Board's decision to make a three way stop at Oakmont Road and St. Andrews Drive.
- The contractor will return and complete the re-flooring of the elevator for the Clubhouse Five First Floor Flooring project.
- The RFP for the Clubhouse One Roof Replacement is being completed and will be sent out next week.
- Staff to ask The Gas Company why they chose this location, if they have asked other nearby locations to install a meter, if the Foundation can receive money for the inconvenience from the meter's installation and report their findings at the next meeting.
- The drawing for the Pharmacy Entrance project has been finalized and bid packages will be sent out shortly and will be back at a future meeting.
- The Lighted Pavement Cross-Walk at St. Andrews Drive & Swimming Pool project should go through the GRF Board and due process and a third bid will be obtained by staff and presented at the next meeting.
- A copy of a letter from an arborist regarding the ongoing care of the trees along the Perimeter Wall Section R was requested by the President of Mutual Seventeen and will be presented to him upon his return from vacation for his review and approval.
- Staff will bring roofing material color sample samples to next committee meeting and provide energy star roofing data and comparisons to the next meeting.
- Vector Control will be called out to spray the channel along Golden Rain Road.

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITIES MANAGER
FROM: RUBEN GONZALEZ, SERVICE MAINTENANCE SUPERVISOR RG
SUBJECT: SUPERVISOR REPORT FOR MAY. 2014
DATE: 06/02/2014

MAY 2014			MAY 2013	
CATEGORY	SHRHLDR	COMM. FAC.	SHRHLDR	COMM. FAC.
1. PLUMBING	488	20	947	10
2. ELECTRICAL	343	27	580	22
3. CARPENTRY	284	21	370	20
4. LAUNDRY	67	N/A	107	N/A
5. CONCRETE	12	0	13	0
6. ROOF	3	0	1	0
7. PREV. MAIN.	3	10	10	12
8. OTHER MISC.	58	10	70	8
9. ESC. SELLER	191	N/A	357	N/A
10. ESC. MUT.	90	N/A	119	N/A
11. SUB TOTAL	1,539	88	2,574	72
12. PEST CONTROL	89	1	99	0
13. INFO. CALLS	2,100	N/A	1,120	N/A
14. SUB TOTAL	2,189	1	1,120	0
15. SUB TOTAL LINE 11	1,539	88	2,574	72
16. GRAND TOTAL	3,728	89	3,793	72

STOPPAGES

SINK STOPPAGE: 36
BK / BK STOPPAGE: 90
TOILET STOPPAGE: 34
BLDG. STOPPAGE: 11

SERVICE MAINTENANCE OVERTIME HRS.

MUTUAL – 181.75 HRS.
GRF – 25.75 HRS.

APPOINTMENTS: 200

SATISFACTION SURVEYS:

POSITIVE: 19
NEGATIVE: 2