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Facilities and Amenities Review (FAR) Ad Hoc Committee

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**Agenda**

Administration Conference Room

Monday, January 4, 2016

10:00 a.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes – November 19, 2015 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence
  - a. No correspondence
7. Old Business
  - a. Locker Assignments Update
  - b. Relocation of Video Producers Club
  - c. Status of Upper Floor of News Building
8. New Business
  - a. Leisure World Historic Society Move
  - b. Table Tennis Robot Safety Issues
  - c. Storage Areas
  - d. Increase of space for Mini-Farms
  - e. Dedicated Spaces/Leases
  - f. Additional Topics
8. Policies (no action)
9. Committee Reports (not applicable to the agenda)

10. Staff Reports

- a. Recreation Supervisor, Terry DeLeon
- b. Executive Director, Randy Ankeny

11. President's Comments

12. Shareholder Member Comments  
*(Limited to 3 minutes per person)*

14. Committee Member Comments

15. Next Meeting/Adjournment

- a. **February 1, 2016 next meeting**
- b. Monday, January 11, 2016 – Minutes distributed and posted on the Portal
- c. Wednesday, January 20, 2016 – Agenda items are due to the Recording Secretary
- d. Monday, January 25, 2016 – Agenda packets are to be distributed and posted on the website



**FACILITIES AND AMENITIES REVIEW (FAR) AD HOC COMMITTEE MINUTES**  
**Thursday, November 19, 2015**

The meeting of the Facilities and Amenities (FAR) Ad Hoc Committee was held on Monday, November 19, 2015. The meeting was called to order at 1:00 p.m., by Chair Moore, in the Administration Conference Room.

**ROLL CALL**

Present: Mr. P Moore Ms. K. Rapp  
Mr. P. Hood Ms. P. Snowden  
Mr. B. Lukoff Ms. L. Stone  
Mrs. R. Winkler, Ex-Officio

Absent: Mrs. C. Damoci  
Mrs. J. Reed

Staff and Mr. R. Ankeny, Executive Director  
Guests: Mr. T. DeLeon, Recreation Supervisor  
Mrs. D. Bennett, Recording Secretary  
Mr. R Stone, GRF Representative, Mutual One  
One Shareholder/member

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in October.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed Committee members and also recognized attendees Executive Director, Randy Ankeny; President Ronde Winkler. The Chair also asked that the Committee members send items to be placed on the agendas to him.

## **APPROVAL OF MINUTES**

The minutes of the regular meeting of November 2, 2015 were unanimously accepted, as presented.

## **MEMBER/SHAREHOLDER COMMENTS**

No shareholder/member offered comments pertaining to the Committee's area of purview.

## **CORRESPONDENCE**

No correspondence was received by the Committee.

## **OLD BUSINESS**

### **Locker Assignments Update**

The Assistant Recreation Supervisor was not available to provide an update.

## **NEW BUSINESS**

### **Clubhouse Five**

#### **i. Space Allocation**

A conceptual diagram of the Recreation Department, Distribution Department and a satellite Security Office move to Clubhouse Five was reviewed and discussed (the diagram assumes that the Computer Club and the Video Producers Club moves go forward). The Committee had no objections, conceptually, to the space reallocation, particularly since the responses of the Mutual Administration Director and the Stock Transfer Supervisor are favorable.

### **Clubhouse Five Move/Conference Room B:**

The merits of creating a conference room in Clubhouse Five were discussed. The FAR Ad Hoc Committee reached unanimous consensus to approve the concept and are in favor of moving forward with this project, as shown, with input by the FAR Ad Hoc Committee and with property descriptions and costs for the Physical Property Committee's review.

ii. Relocation of Video Producers Club

The pending move of the Video Producers Club was discussed by the Committee.

Facilities Usage Report

Mrs. Damoci was not available to provide an update on this topic.

Additional Topics

The Committee discussed Leisure World Clubs and unused space.

**POLICIES**

No policy matters were discussed.

**STAFF REPORTS**

(See the Recreation Supervisors' report below).

The Assistant Recreation Supervisor's report was presented by the Recreation Supervisor (see below).

The Executive Director offered no further report other than presented in the Space Reallocation agenda item.

**PRESIDENT'S COMMENTS**

The President spoke on a possible name change of Clubhouse Five and the December 2015 Board of Directors meeting.

**SHAREHOLDER COMMENTS**

Two Foundation members spoke on various items pertaining to the Committee's area of purview.

**COMMITTEE MEMBER COMMENTS**

Six Committee Members spoke on various items pertaining to the Committee's area of purview.

**ADJOURNMENT**

The Facilities and Amenities Review (FAR) Ad Hoc Committee meeting was adjourned at 2:12 p.m.

The Facilities and Amenities Review (FAR) Ad Hoc Committee reconvened at 2:14 p.m. in order to receive the Recreation Supervisor's report. The Recreation Supervisor reported, on behalf of the Assistant Recreation Supervisor, that the locker assignment project is three-quarters complete. He also advised that the preparations to receive the Council on Aging are complete, the status of the excess pool tables, the preparations for the holiday tree lighting and the community-wide power outage on Monday, November 16, 2015.

The meeting was adjourned at 2:25 p.m.

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Perry Moore, Chair  
Facilities and Amenities Review (FAR) Ad Hoc Committee  
dfb/11.19.15

**MOTIONS:**

- TO refine the presented concept of space reallocation in Clubhouse Five, with input of the FAR Ad Hoc Committee and property descriptions and costs.
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