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Facilities and Amenities Review (FAR) Ad Hoc Committee

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**Agenda**

Administration Conference Room

Monday, April 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 – March 7, 2016 (pp. 1- 5)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence
  - a. No correspondence
7. Unfinished Business
  - a. Locker Assignments Update
  - b. Update Building Five Use (pp. 6-8)
    - i. Old Lifeline Space
    - ii. Recreation/Security Update
  - c. News Building, Second Floor (pp. 9-10)
  - d. Shuffleboard Courts
  - e. Pickle Ball (pp. 11-12)
8. New Business
  - a. Vacant Trust Property, Mutual 8/El Dorado – discussion
  - b. Trust Property, Mutual 8/Lot E – review/discuss for Bocce Ball  
(pp. 13-15)

- c. Conversion of Existing Facilities Drawings to CAD (pp. 16-20)
  - d. Additional Topics
- 9. Policies (no action)
- 10. Committee Reports (not applicable to the agenda)
- 11. Staff Reports
  - a. Recreation Supervisor, Terry DeLeon
  - b. Assistant Recreation Supervisor, Tommy Fileto
  - c. Executive Director, Randy Ankeny
- 12. President's Comments
- 13. Shareholder Member Comments  
*(Limited to 3 minutes per person)*
- 14. Committee Member Comments
- 15. Next Meeting/Adjournment
  - a. **May 2, 2016 next meeting**
  - b. Monday, April 11, 2016 – Minutes distributed and posted on the web site
  - c. Wednesday, April 20, 2016 – Agenda items are due to the Recording Secretary
  - d. Monday, April 25, 2016 – Agenda packets are to be distributed and posted on the web site



**FACILITIES AND AMENITIES REVIEW (FAR) AD HOC COMMITTEE MINUTES  
Monday, March 7, 2016**

The meeting of the Facilities and Amenities (FAR) Ad Hoc Committee was held on Monday, March 7, 2016. The meeting was called to order at 10:00 a.m., by Chair Moore, in the Administration Conference Room. The Pledge of Allegiance was led by Mrs. Reed.

**ROLL CALL**

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

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

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 April.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed Committee members and also recognized attendees Executive Director, Randy Ankeny; Assistant Recreation Supervisor, Tommy Fileto; and Recording Secretary Deanna Bennett. 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 February 1, 2016 were unanimously accepted, as presented.

## **MEMBER/SHAREHOLDER COMMENTS**

Two shareholder/members offered comments pertaining to the Committee's area of purview.

## **CORRESPONDENCE**

No correspondence was received by the Committee.

## **UNFINISHED BUSINESS**

### **Locker Assignments Update**

The Assistant Recreation Supervisor presented a detailed list of lockers currently in use or available and provided an update on the locker assignment project.

The consensus of the FAR Ad Hoc Committee is to refer the waiting list for lockers to Recreation Committee.

### **General Costs to Move the Golf Hitting Cage to Clubhouse Two**

The Assistant Recreation Supervisor presented the costs to move the Golf Hitting Cage to Club House Two: \$3500 labor, \$200 materials for a total of \$3700.

The consensus of the FAR Ad Hoc Committee is to refer the Hitting Cages move to Clubhouse Two to the Recreation Committee.

### **Update- Clubhouse Five**

The Executive Director stated that he would provide preliminary plans for Clubhouse Five at the next FAR Ad Hoc Committee meeting.

## **NEW BUSINESS**

### **Shuffleboard Courts/Clubhouse Two**

The Committee discussed possible uses of the Shuffleboard Courts.

### **1.8 Acres, Possible Space for Additional Mini-Farms**

The consensus of FAR Ad Hoc Committee is to refer the review of converting 1.8 acres to additional mini-farms to the Recreation Committee.

### **New Pickle Ball Trial Location (Clubhouse One)**

The Assistant Recreation Supervisor reported that from 6:30 am. to 4:00 p.m., 74 people signed up for Pickle Ball. The Recreation Department will include the participation level in the Recreation usage report.

### **FAR Ad Hoc Committee Vision**

The FAR Ad Hoc Committee vision was reaffirmed: the need to assess what areas are not used/are underutilized, formulate several options of each location and present to the full GRF Board of Directors, as a whole concept.

### **Additional Topics**

The Committee discussed secondary emergency preparedness sites.

## **POLICIES**

No policy matters were discussed.

## **STAFF REPORTS**

The Recreation Supervisor was not in attendance.

The Assistant Recreation Supervisor's report was presented during the discussion of locker assignment.

The Executive Director report was presented during the discussion of the Clubhouse Five update.

## **PRESIDENT'S COMMENTS**

The President remarked on the Committee's goals.

**SHAREHOLDER COMMENTS**

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

**COMMITTEE MEMBER COMMENTS**

Five Committee Members spoke on the proceedings of the meeting.

**ADJOURNMENT**

The Chair adjourned the meeting at 11:37 a.m.

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Perry Moore, Chair  
Facilities and Amenities Review (FAR) Ad Hoc Committee  
dfb/03.07.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FACILITIES AND AMENITIES  
AD HOC COMMITTEE MEETING ON MARCH 7, 2016**

**ACTIONS**

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- To refer the locker assignment waits lists to the Recreation Committee
- To refer the hitting cages move to Clubhouse Two to the Recreation Committee
- To refer the conversion of 1.8 acres to additional mini-farms to the Recreation Committee



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## COMMITTEE ACTION REQUEST

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**TO:** FACILITIES AND AMENITIES REVIEW COMMITTEE  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** BUILDING 5  
**DATE:** MARCH 25, 2016  
**CC:** FILE

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I estimate all required actions will be complete to the movement of the Video Producers Club into Room A of CH3. This and Life Line's vacating their previously used space within Building 5 allows plans to proceed in the space allocations. I respectfully would like to propose the following for the Committees review:

### Phase 1

- Relocate Video Producers Club (Green Zone)
  - Upon signing lease agreement, estimated time 30 days
    - Move is estimated to be completed by May 31<sup>st</sup>, dependant on the above.
  - Approved funding to \$5,000
- Allow Physical Properties and Recreation to use the "Life Line" space (Red Zone)
  - Action could occur immediately
  - Only direct cost will be staff time, on an as available basis. No materials are required

### Phase 2

- Retrofit the area previously used by the Video Producers Club into a meeting and conference room similar to the Admin Conference room (Green Zone)
  - Dependant on committee and Board approvals, retrofitting would require 45-60 days (June to August 2016)
  - Cost estimates pending and will be subject to final committee and Board approved selections.

### **Phase 3**

- Retrofit space previously used by the Computer Club into a satellite Security Office (Yellow Zone)
  - Dependant on committee and Board approvals, summer 2016 project
  - Cost estimates pending and will be subject to final committee and Board approved selections
- Relocate Council on Ageing (Orange Zone)
  - Relocation could commence in May 2016 and require no more than 30 days
  - Estimated expenses, no greater than \$500

### **Phase 4**

- Create new Recreation and Distribution space (Blue Zone)
  - Project to commence by committee action when sufficient need and funding is in place

Possible Future Council On Ageing Office

Conference Room B

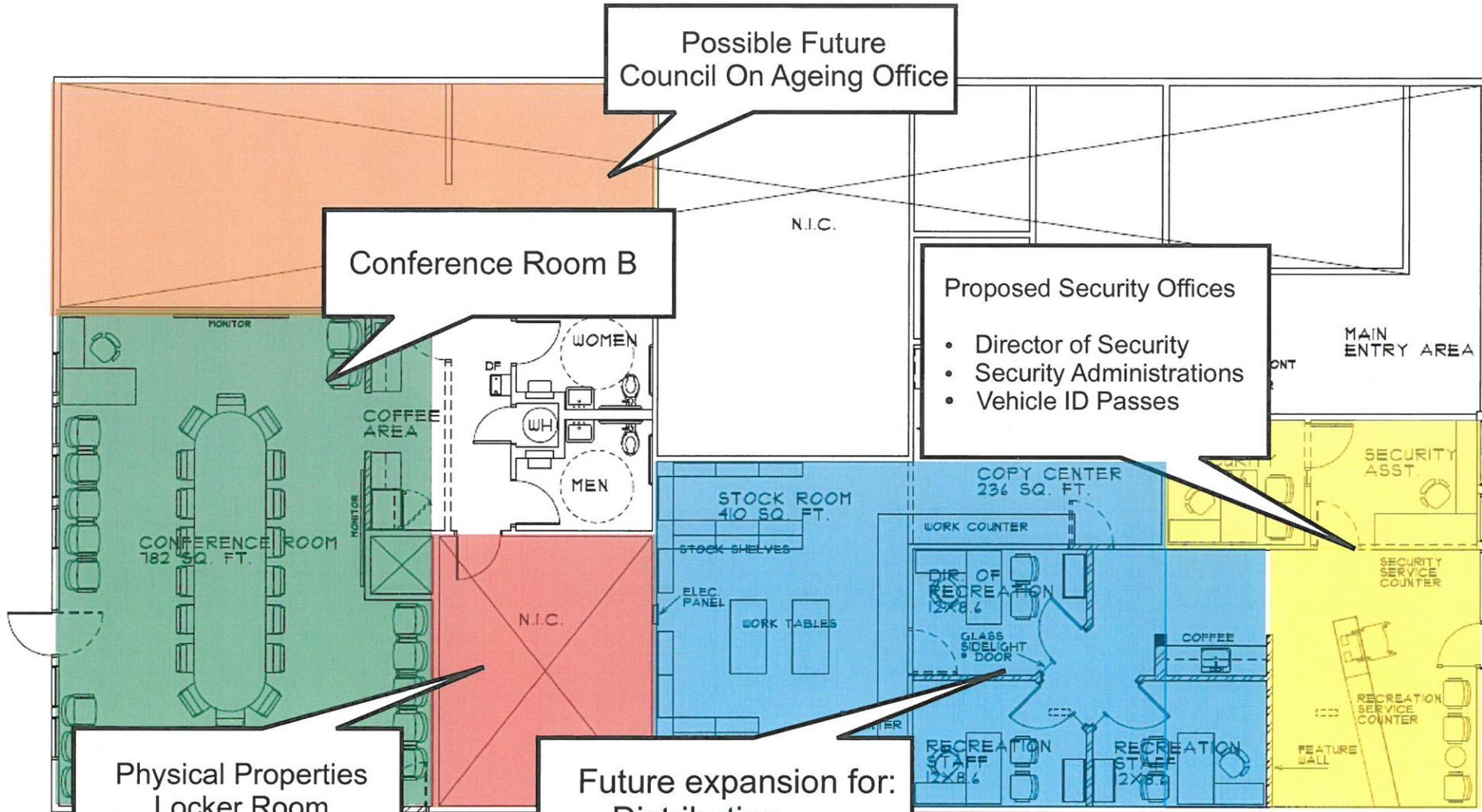
Proposed Security Offices

- Director of Security
- Security Administrations
- Vehicle ID Passes

Physical Properties Locker Room & Storage

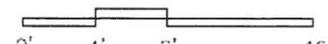
Future expansion for:

- Distribution
- Recreation



REMODEL SPACEPLAN

2/26/2016



Building 5



Golden Rain Foundation

Leisure World, Seal Beach

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### COMMITTEE ACTION REQUEST

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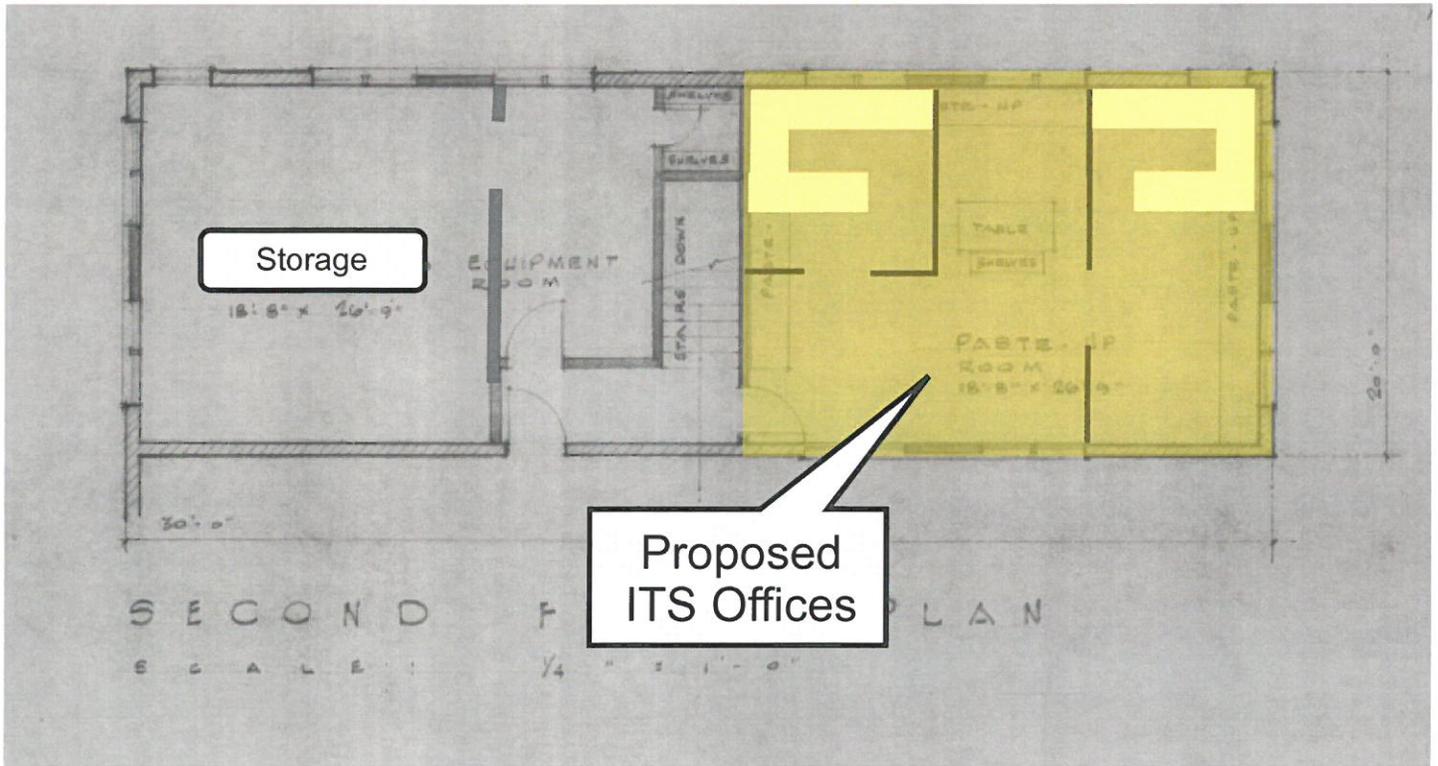
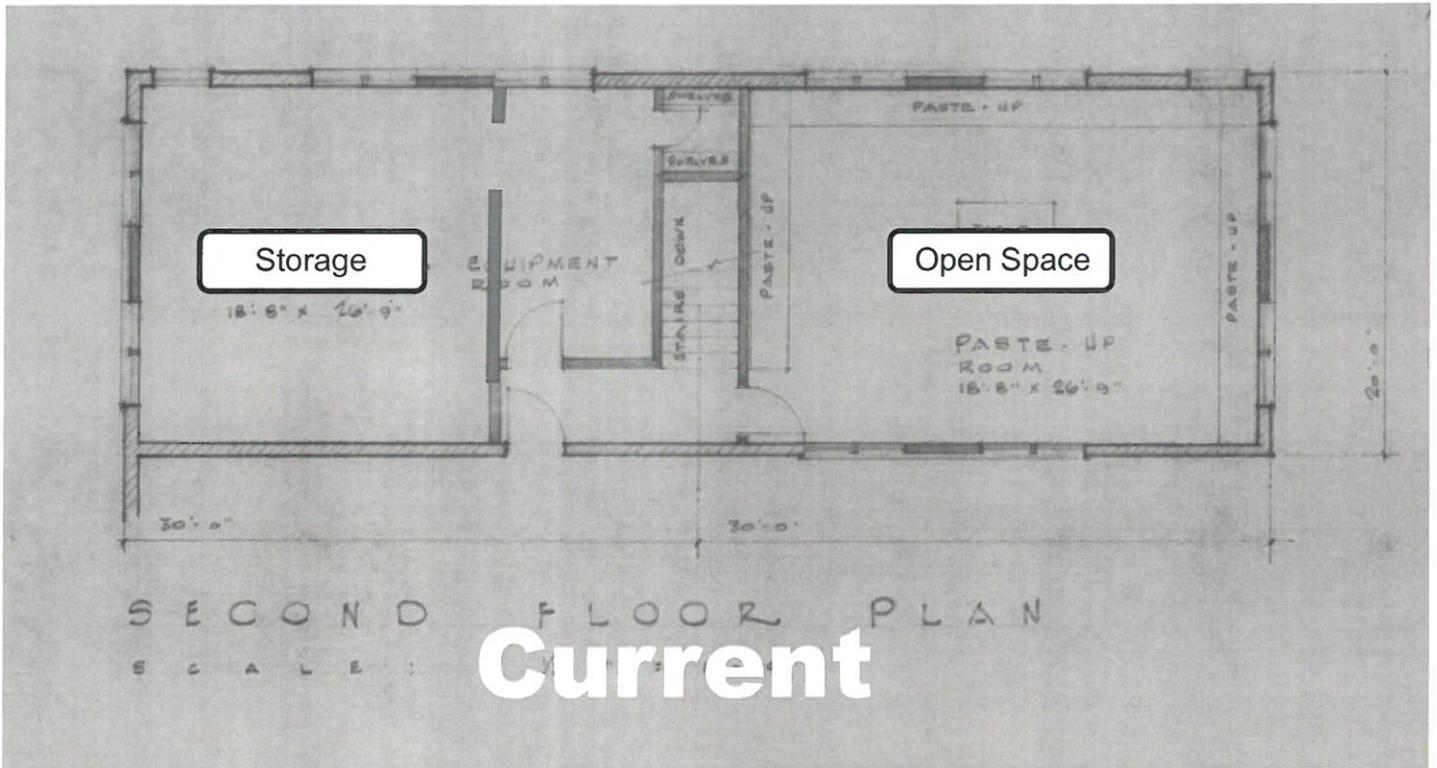
**TO:** FACILITIES AND AMENITIES REVIEW COMMITTEE  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** NEWS BUILDING, 2<sup>ND</sup> FLOOR  
**DATE:** MARCH 28, 2016  
**CC:** FILE

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Space is currently open and available on the 2<sup>nd</sup> Floor of the News Building (see attached).

The available space would be more than adequate to relocate the ITS department staff and provide work space for hardware configuration.

Space vacated in the Administration Building would allow for accounting general needs.



News Building, 2nd Floor



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## COMMITTEE ACTION REQUEST

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**TO:** FACILITIES AND AMENITIES REVIEW COMMITTEE  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** PROPOSED MULTI USE OUTDOOR AREA, CH2  
**DATE:** MARCH 24, 2016  
**CC:** FILE

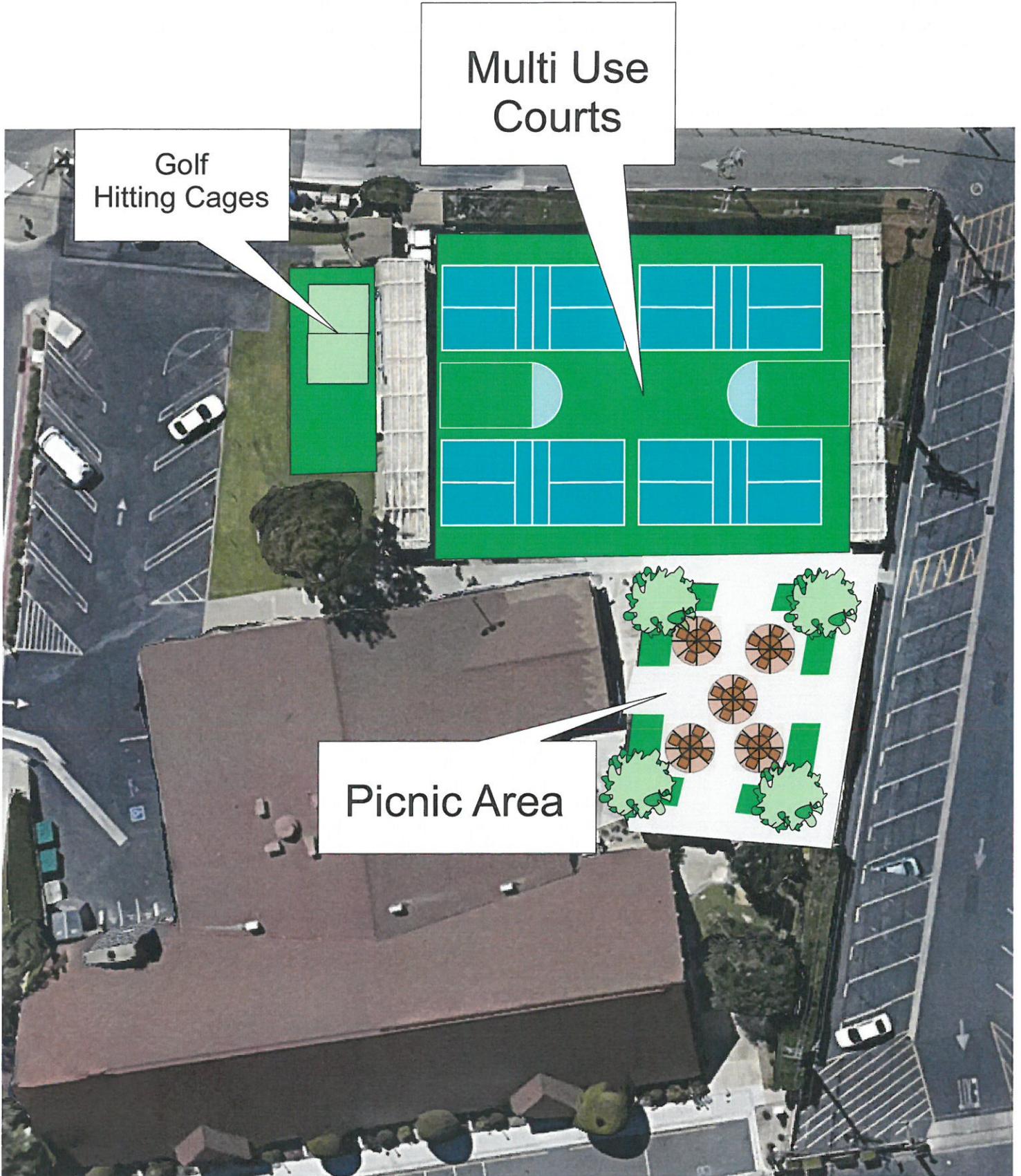
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The Recreation Committee has begun a 6 month test on the activity of Pickleball, within Clubhouse 1. The sport has rapidly gained popularity, with Shareholders waiting to use the 2 courts on Sundays. General discussion was held on the possibility of renovating the unused area behind Clubhouse 2 (previous lawn bowling courts) into a multi-use court. This multi-use court could be used for:

- Pickleball
- Badminton
- Basketball
- Outdoor Exercise
- Outdoor Events – General Use

Further consideration may be warranted to removing the unused Shuffleboard Courts and construction of a picnic area.

General conceptual plans attached.



Golf Hitting Cages

Multi Use Courts

Picnic Area

Clubhouse 2  
Possible Outdoor Multi Use Areas



Golden Rain Foundation

Leisure World, Seal Beach

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**COMMITTEE ACTION REQUEST**

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**TO:** FACILITIES AND AMENITIES REVIEW COMMITTEE  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** BOCCE BALL  
**DATE:** MARCH 24, 2016  
**CC:** FILE

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The Recreation Committee has received requests for the addition of a Bocce Ball court. The request was substantiated by a petition containing the names of 55 Shareholders, who deem the additional of a Bocce Ball court beneficial to the amenities offered upon Trust property.

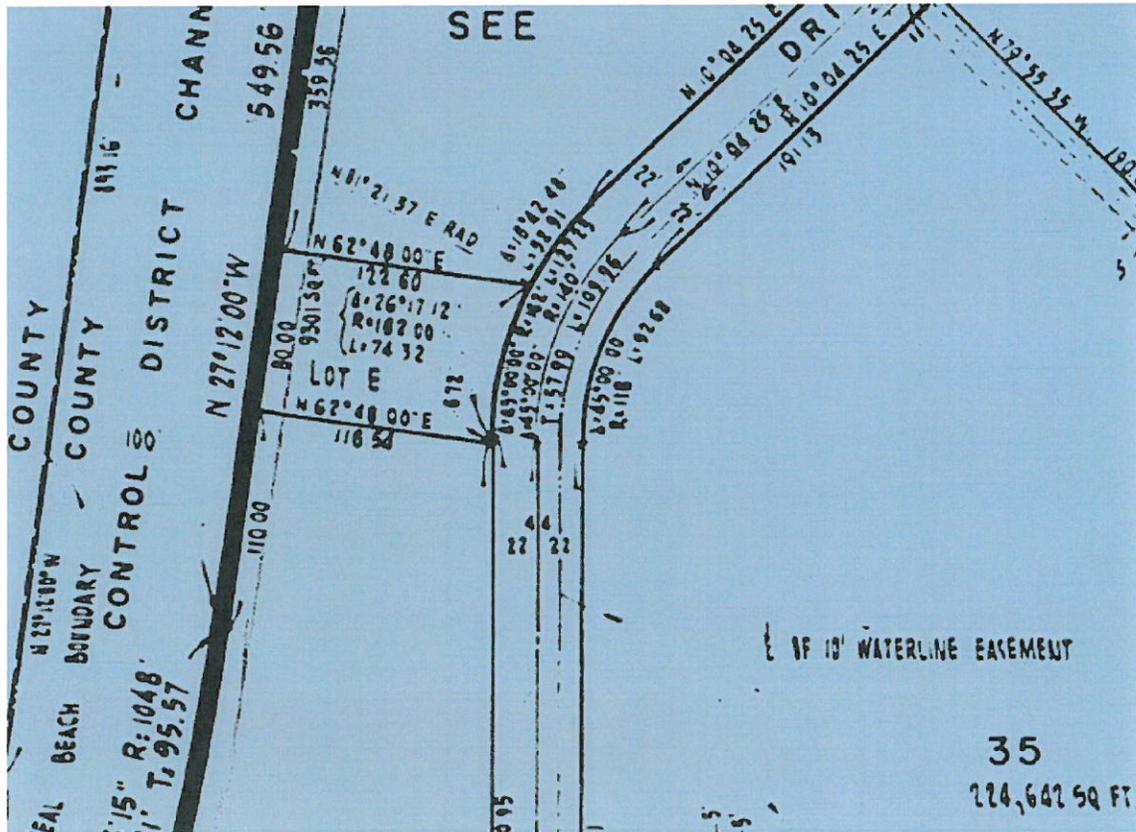
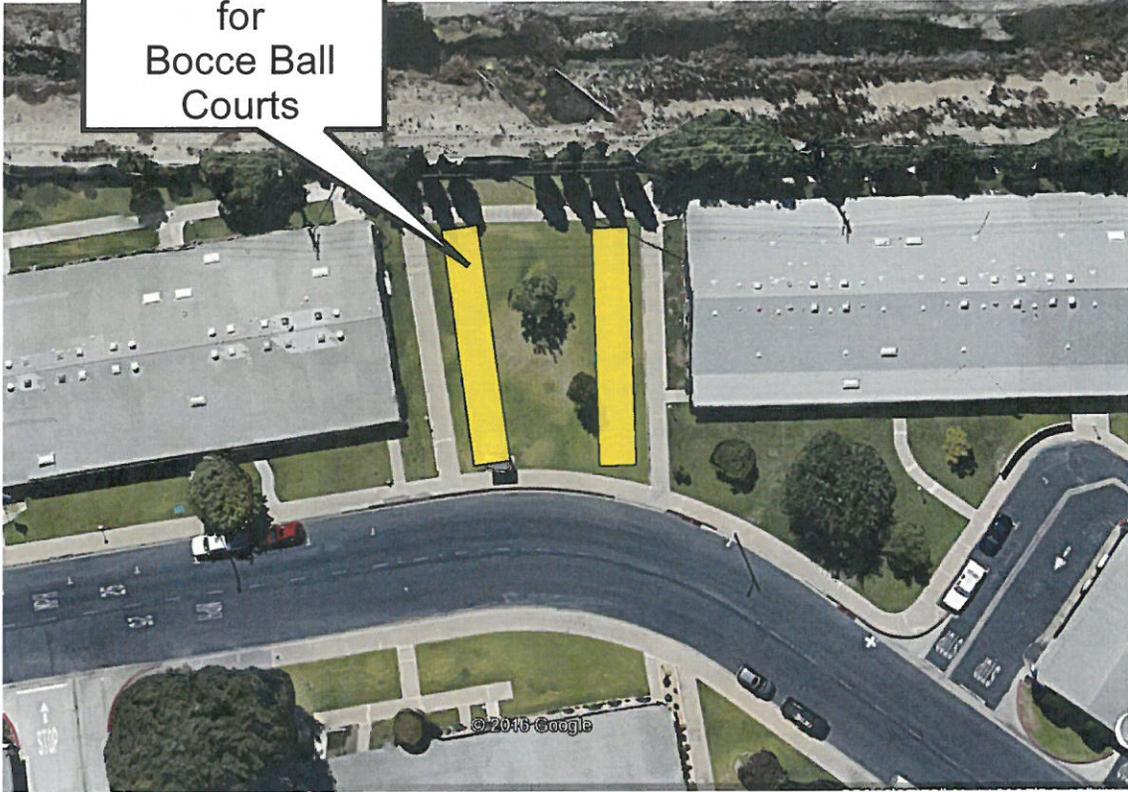
In review of possible locations, 2 areas were identified as possibilities having suitable space and would require only limited improvements for Bocce Ball use.

- Lawn area behind CH1 Shuffle Board
- Lawn area, Lot E Trust Property (El Dorado Road, Mutual 8)

These areas would require progressive mowing and top dressing to bring an area of 10ft x 80ft into a flat level turf surface suitable for Bocce Ball. The intension would be to only provide a suitable playing surface, Bocce Ball players would be required to mark the court (strings, ribbons) and remove upon completion of the game.

Should the sport see continued growth, future consider could be given into additional court enhancements.

Possible Location for Bocce Ball Courts



Lot E, Trust Property (Between M8, 9300 sq. ft.)



Clubhouse 1



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**MEMO**

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**TO:** RANDY ANKENY EXECUTIVE DIRECTOR  
**FROM:** MARK WEAVER FACILITIES DIRECTOR  
**SUBJECT:** CONVERT EXISTING DRAWINGS TO CAD  
**DATE:** MARCH 23, 2016  
**CC:** FILE

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Staff was asked to obtain a quote from Hoskins and Hoskins to reproduce Facilities drawing to allow a more clear appearance. The cost using current square footage (as indicated on current drawings) is \$7,950 and for an additional charge of \$2,500 square footage can be verified. Attached is the proposal from Hoskins and Hoskins to provide this service. (See exhibit A)

Also attached is a sample of current and projected drawings (See exhibit B)

Action required

# EXHIBIT A

**HOSKINS+HOSKINS** Landscape Architecture & Site Planning • Space Planning & Interior Design  
1690 Minorca Place • Costa Mesa, California 92626 • 714.641.0990 • www.hoskinshoskins.com

## SERVICE CONTRACT

March 15, 2016

Golden Rain Foundation  
P.O. Box 2069  
Seal Beach, CA 90740

### PROJECT:

As-Built Documentation

### SCOPE OF SERVICES:

The scope of work to include:

1. Site measure and conversion of existing hard-copy floorplans to CAD formatted drawings for 66,104 SF approx. SF:  
Clubhouse 1 12,319 SF  
Administration Building - (2 floors) – 6,886 SF  
Clubhouse 2 – 11,818 SF  
Clubhouse 3 – 11,367 SF  
Clubhouse 4 – 13,650 SF  
Clubhouse 5 – 10,064 SF
2. Plans will include building footprint (exterior walls, windows, doors, stairs), interior walls/doors/windows, plumbing fixtures, and fixed millwork. **Excluded:** exterior adjacent patio and sidewalk areas, site plans, adjacent parking areas, exterior/interior equipment, electrical boxes, electrical and data outlets.
3. Square Footage notations by area – net usable floorspace.

### FEES

For items 1 and 2 listed above - \$ 7,950.00 (approx.. .12 per Sq. Ft.)  
For item 3 - \$2,500.00 (approx.. .03 per Sq. Ft.)

### TERMS AND CONDITIONS

Golden Rain Foundation shall make all areas accessible within normal daytime working hours.

All work for items 1 and 2 listed above shall be completed in 13 working days. Item 3, square footage calculations shall require 5 additional working days.

50% retainer required to initiate work, the balance due upon completion of Services as stated above.

Hoskins + Hoskins will deliver CAD formatted drawings on Compact Disc to Golden Rain Foundation.

Hardcopy reproduction (at client's request) is reimbursable at cost + 10% and will be due upon completion of Services stated above.

# EXHIBIT A

Page 2 – Service Contract – March 15, 2016

If this proposal meets with your approval please sign and return one copy.

Very truly,

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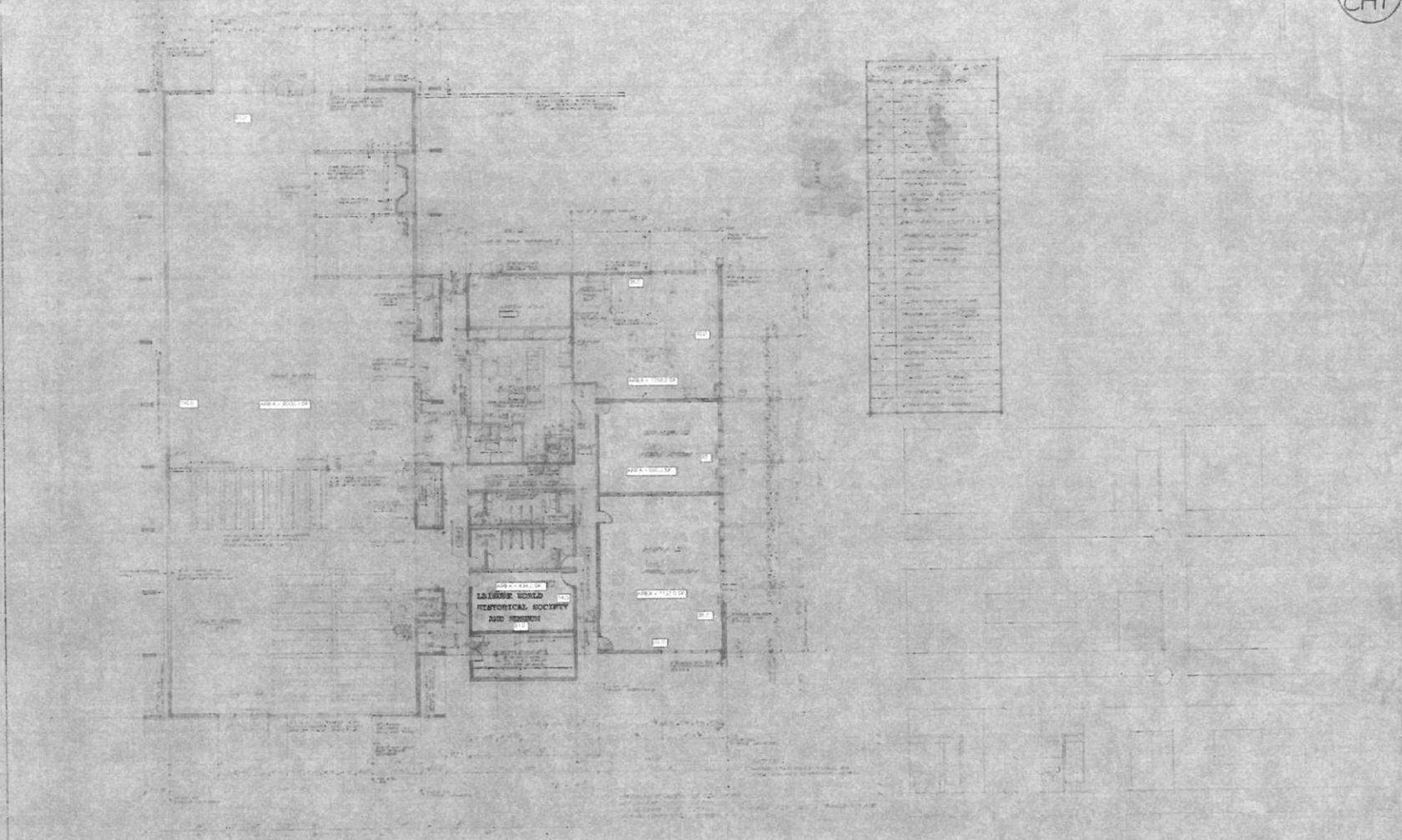
Amy Hoskins  
Principal  
Hoskins + Hoskins Corp.

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Mark Weaver  
Community Facilities Manager  
Golden Rain Foundation

Date: \_\_\_\_\_





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BURKE KOBER & NICOLAIS  
ARCHITECTS  
1000 P STREET, N.W. WASHINGTON, D.C.

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