



Facilities and Amenities Review (FAR) Ad Hoc Committee

Agenda

Administration Conference Room

Monday, May 2, 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 – April 4, 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
8. New Business
 - a. Committee name Change/Renewal and Charter of FAR Ad Hoc Committee
 - b. Review of Miscellaneous Trust Parcels (hand out)
 - c. Discussion of Future Agenda Items
9. Policies
 - a. (none)
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. **June 6, 2016 next meeting**
 - b. Monday, May 9, 2016 – Minutes distributed and posted on the web site
 - c. Friday, May 20, 2016 – Agenda items are due to the Recording Secretary
 - d. Friday, May 27, 2016 – Agenda packets are to be distributed and posted on the web site



**FACILITIES AND AMENITIES REVIEW (FAR) AD HOC COMMITTEE MINUTES
Monday, April 4, 2016**

The meeting of the Facilities and Amenities (FAR) Ad Hoc Committee was held on Monday, April 4, 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. DeLeon, Recreation Manager
 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 4th 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 May.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed Committee members and also recognized attendees Executive Director, Randy Ankeny; Recreation Manager, Terry DeLeon; and Recording Secretary Deanna Bennett.

APPROVAL OF MINUTES

The minutes of the regular meeting of March 7, 2016 were unanimously accepted, as presented.

MEMBER/SHAREHOLDER COMMENTS

No 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 Recreation Manager advised that the locker assignment project is progressing.

Update- Clubhouse Five

The Executive Director advised that all required actions will soon be complete for the movement of the Video Producers Club into Clubhouse Three. Additionally, Life Line is vacating their space within Building Five, which allows for the following proposal regarding space allocations:

Phase 1 – Video Producers Club is estimated to be complete by May 31, with approved funding to \$5000. Allow use of vacated Life Line space by the Physical Properties and Recreation departments. Direct costs would be staff time, on an as-needed basis.

Phase 2 – Retrofit the area vacated by the Video Producers Club into a meeting and conference room similar to the Administration Conference Room. Cost estimates are pending and would be subject to final Committee and GRF Board approval.

Phase 3 - Retrofit the area vacated by the Computer Club into a satellite Security Office. Cost estimates are pending and would be subject to final Committee and GRF Board approval. Also, relocate the Council on Aging; the estimated expenses are no greater than \$500.

Phase 4 – Create new Recreation and Distribution space; project to commence by Committee action when sufficient need and funding is in place.

Eight Committee members and the Executive Director discussed the topic.

News Building, Second Floor

As a matter of information, the Executive Director advised that the available space on the second floor of the News Building would be more than adequate to relocate the ITS department staff and provide work space for hardware configuration; the topic of supervision of the ITS staff will be discussed in the Executive Session of the Executive Committee. The space vacated by the ITS department would allow for the Accounting Department's general needs.

Shuffleboard Courts/Proposed Multi-Use Outdoor Area, Clubhouse Two

Removal of the unused Shuffleboard courts and the potential construction of a picnic area was discussed.

Shareholder/members have embraced the activity of Pickle ball enthusiastically, leading to shareholder/members waiting to use the two courts on Sundays. General discussion was held on the possibility of renovating the unused area behind Clubhouse Two (the previous lawn bowling courts) into a multi-use court, which could be used for pickle ball, badminton, basketball, outdoor exercise or events/general use.

Ms. Rapp MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee-

TO refer conceptual approval of a Multi-use Outdoor area, Clubhouse Two, to the Recreation Department.

NEW BUSINESS

Vacant Trust Property, Mutual 8/E Dorado or Trust Property, Mutual 8/Lot E

The Recreation Department has received requests for the addition of a Bocce Ball court and was substantiated by a petition bearing the names of 55 shareholder/members who believe the addition would be beneficial to the amenities offered on Trust Property.

Two possible locations have been identified as having suitable space and would require only limited improvements for Bocce Ball use: the lawn behind Clubhouse One shuffleboard and the 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 10 ft x 80 ft into a flat, level turf surface. Bocce Ball players would be required to mark the court and remove strings/ribbons upon completion of the game.

Mrs. Damoci MOVED, seconded by Mr. Lukoff and carried unanimously by the Committee –

To refer consideration of locating the Bocce Ball court to Trust Property, at Clubhouse One, to the Recreation Committee.

Conversion of Existing Facilities Drawings to CAD

In response to requests to obtain a quote from Hoskins and Hoskins to reproduce facilities existing drawings in a CAD format, to allow for better legibility. The cost, using current square footage, is \$7,950; for an additional charge of \$2,500, square footage could be verified.

Ms. Snowden MOVED, seconded by Mrs. Damoci and carried unanimously by the Committee-

TO refer the recommendation to reproduce existing facilities drawings in a CAD format to the Physical Properties Committee.

POLICIES

No policy matters were discussed.

STAFF REPORTS

The Recreation Supervisor will have a report on pickle ball usage next month.

The Executive Director's report was presented during the course of the meeting.

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

Eight Committee Members spoke on the proceedings of the meeting.

ADJOURNMENT

The Chair adjourned the meeting at 11:35 a.m.

Perry Moore, Chair
Facilities and Amenities Review (FAR) Ad Hoc Committee
dfb/04.04.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FACILITIES AND AMENITIES
AD HOC COMMITTEE MEETING ON April 4, 2016**

ACTIONS

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

MOTIONS

- **TO** refer conceptual approval of the proposed multi-use outdoor area, Clubhouse Two, to the Recreation Committee;
- **TO** refer consideration of locating the Bocce Ball court behind Clubhouse One shuffleboard and the lawn area to the Recreation Committee.
- **TO** refer approval of a contract with Hoskins and Hoskins to reproduce Facilities Drawings to CAD to the Physical Properties Committee.