



STRATEGIC PLANNING AD HOC COMMITTEE MINUTES

Tuesday, February 7, 2017

The meeting of the Strategic Planning Ad Hoc Committee was held on Tuesday, February 7, 2017. The meeting was called to order at 1:00 p.m., by Chair Stone, in Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

	Ms. L. Stone, Chair	Ms. L. Perrotti
	Ms. K. Rapp, Vice-Chair	Mr. P. Pratt
	Mr. P. Hood	Mrs. C. Damoci, Ex-Officio
Present:	Mr. B. Lukoff	
Absent:	Ms. S. Hopewell	
Staff and	Hon. S. Massa-Lavitt, Mayor of Seal Beach	
Guests:	Ms. J. Reed, GRF Representative, Mutual Four	
	Ms. H. Tran, GRF Representative, Mutual Fifteen	
	Mr. R. Ankeny, Executive Director	
	Ms. K. Lukina, Recording Secretary	
	Three Shareholders/Members	

CHAIR'S ANNOUNCEMENTS

Chair Stone welcomed Committee members, Mutual Presidents, and recognized the attendees - GRF President Carole Damoci, the Executive Director Randy Ankeny, the Mayor of Seal Beach Sandra Massa-Lavitt, and the Recording Secretary Katya Lukina.

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 Strategic Planning Ad Hoc 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 as 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 three 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 March.

RULES OF ORDER

Chair Stone respectfully asked everyone to turn off or silence their cell phones, and comment only on the items pertaining to the Committee's area of purview.

CHAIR'S REPORT

Chair Stone had no report to present at the time of the meeting.

APPROVAL OF MINUTES

Minutes of January 3, 2017 were accepted, as presented.

SHAREHOLDER/ MEMBER COMMENTS

There were no comments made by Shareholders/ Members at the time of the meeting.

OLD BUSINESS

Ten-year Plan

The Executive Director provided Committee members with the updates on 2016-2017 projects, and stated that the Board approved Phase I Streets project that will be moving forward within the next two months, the equipment purchasing for the Service Maintenance is on schedule, the Clubhouse Four upgrades are on budget and on schedule, the 1.8 Acre project was approved by the Board, and will be back on schedule once the weather stabilizes, and the Administration building 1st floor upgrades will be reviewed by the Physical Property Committee at its next scheduled meeting.

The Executive Director also stated that the Streets Phase II project, the Main Gate landscaping project, and Clubhouse Two interior upgrades project are on schedule, and the Clubhouse Six interior upgrades will be reviewed by the Finance Committee at its next scheduled meeting. The Committee also discussed the Landscape Replacement Phase I as part of the Clubhouse Two project, and the Streets Phase II under 2017 Reserves.

After a discussion, it was the consensus of the Committee to add Signage as part of the Streets Phase II Reserve Funding project under 2017, to be done as soon as possible, and add an additional column to Project plans to mark the projects completed.

The Executive Director also informed the Committee that Westminster Wall sections J & K project is delayed for 30 days due to weather conditions, and of the issues that are not

on the projects list and need to be addressed, including roof leaks in Administration building, and the Clubhouse Four exterior.

Year 2016									
Reserve Funding	Projects	Approx. Funding \$		Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$889,000.00	1	2	3	4		
		Streets Phase I	\$600,000.00	X					
		Service Maintenance/ Purchasing	\$50,000.00	X					
		Replace service maintenance woodshop							
		Replace equipment							
		Replace dust extraction system							
		Replace work tables							
		Service Maintenance (Capital and/or Reserve projects)	\$15,000	X					
		Replacement of storage racks							
Capital Funding	Projects	Clubhouse Four	\$224,000.00	X					
		Flooring, the dais carpet to cover the wall divider, Dais drapes, LED Lighting, Painting interior floor (incl. the lobby floor), Lobby furniture, One power door and the glass front, Stone veneer, Replacement doors, The ADA approved upgrades to the dais area, Contingency fund							
		Approx. Funding \$		Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$180,000.00	1	2	3	4		
		1.8 Acre	\$20,000.00						
		Area for club use (Annual lease) for servicing of shareholders golf carts							
		Addition of a concrete pad							
		Awning, Electrical, Storage shed							
		Service Maintenance/ Purchasing	\$25,000.00						
		Insulate Purchasing building (spray foam)							
	Projects	File Storage (Capital and/or Reserve projects)	\$35,000.00						
		Administration "Vault" new file storage							
		Administration Building (1st floor - Finance and Stock Transfer office) (Capital and/or Reserve projects)	\$100,000.00						
		Carpet, Paint, Lighting, Replacement of work stations, New service counters (ADA friendly)							

Year 2017									
Reserve Funding	Projects	Approx. Funding \$	\$1,150,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$1,304,000.00	1	2	3	4		
		Streets Phase II	\$600,000.00			X			
		Signage							
		Main Gate Entrance	\$229,000.00		X				
		Hardscape, Landscape, Fountain, Signage							
		Clubhouse Two	\$400,000			X			
		Lobby, Stage (repair existing), Restrooms, Multi-use Rooms, Parking, Exterior Paint, General Area, Kitchen, Wood shop, Roof, Shuffle Board Pavilion, Landscape, Flooring							
		Landscape Replacement Clubhouse Two	\$25,000						
		Landscape Replacement Phase I	\$50,000						
Capital Funding	Projects	Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$375,000.00	1	2	3	4		
		Clubhouse Two (Needed Interior Improvements)	\$100,000.00			X			
		Storage cabinets, Stage, Curtains							
		Clubhouse Six	\$25,000.00	X					
		Air walls							
		Multipurpose Court	\$250,000.00			X			
						(end)			
		Building Five (Capital and/or Reserve projects)	\$55,000.00 (total)	To be completed at a later time					
		Relocate Recreation offices (1st floor)	\$30,000.00						
		Add a Purchasing Sales Center	\$25,000.00						

Year 2018									
Reserve Funding	Projects	Approx. Funding \$	\$1,200,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$1,130,000.00	1	2	3	4		
		Streets Phase III	\$500,000.00						
		Service Maintenance/ Purchasing (Capital and/or Reserve projects) Relocate underground fuel storage tanks	\$150,000.00						
		Amphitheater Stage, Lights, Sound, Restrooms, Blast door, Seating	\$200,000						
		News Building News offices, Break room, Roof, ITS offices, HR storage, Paint	\$50,000.00						
		North Gate Building	\$50,000.00						
		Clubhouse Five Physical Property office (small conf. room, break room), Security office, Conf. room B, Meeting room, Storage, Patio, Landscape, Recreation Office, Restrooms (1st & 2nd floors), Café, Council on Aging, Elevator, Parking Landscape Replacement Clubhouse Five	\$55,000.00 \$25,000						
		IT Server (1st floor Finance & Stock Transfer Office) (Capital and/or Reserve projects) Replace back-up server	\$50,000.00						
		Landscape Replacement Phase II	\$50,000.00						
Capital Funding	Projects	Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$275,000.00	1	2	3	4		
		Main Gate Building Security offices, Restrooms, Roof	\$125,000.00						
		Amphitheater Lighting Sound Curtains	\$150,000.00						

Year 2019									
Reserve Funding	Projects	Approx. Funding \$	\$1,200,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$1,000,000.00	1	2	3	4		
		Streets Phase IV	\$250,000.00						
		Buses Phase I	\$500,000.00						
		Cushmans Phase I	\$200,000						
		Landscape Replacement Phase III	\$50,000.00						
Capital Funding	Projects	Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)				Compl.	
		Req. Funding \$	\$250,000.00	1	2	3	4		
		St. Andrews Gate Building	\$50,000.00						
		Computer Lab Based upon available space portable building for a computer lab	\$150,000.00						
	Projects	Mini Farms	\$50,000.00						

Year 2020								
Reserve Funding	Projects	Approx. Funding \$	\$1,250,000.00	Beg. Time (in quarters)				Compl.
		Req. Funding \$	\$1,000,000.00	1	2	3	4	
		Streets Phase IV	\$250,000.00					
		Cushmans Phase II	\$200,000.00					
		Golf Course Phase I Greens, Fairway, Lake, Landscape general, Trees, Irrigation, Retaining wall, Concrete paths	\$250,000					
		Service Maintenance Office, Locker rooms, Mechanics, Roof, Wood shop, Purchasing Department, General storage	\$125,000.00					
		Administration Stock Transfer office, Mutual Administration office, Conference room A, Break rooms (1st & 2nd floors), Board work room, Patio, Room, Finance office, General Administration office, Restrooms (1st & 2nd floors), Computer server room, Elevator, Parking	\$125,000.00					
		Landscape Replacement Phase IV	\$50,000.00					
		Capital Funding	Projects	Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)		
Req. Funding \$	\$250,000.00			1	2	3	4	
Relocate Golf Starter Relocate Golf Starter to parking by Clubhouse One Portable building Walkways Benefit - would help free up parking in Clubhouse Six	\$100,000.00							
5.5 Acres/ RV Storage	\$150,000.00							

Year 2021								
Reserve Funding	Projects	Approx. Funding \$	\$1,650,000.00 (total)	Beg. Time (in quarters)				Compl.
		Req. Funding \$	\$1,425,000.00	1	2	3	4	
		Cushmans Phase III	\$200,000.00					
		Golf Course Phase II	\$125,000					
		Greens, Fairway, Lake, Landscape general, Trees, Irrigation, Retaining wall, Concrete paths						
		Buses Phase II	\$300,000.00					
		Three (3) buses						
		Clubhouse Three	\$400,000.00					
		General Purpose Room (small kitchen), Video producers, Patio (front & rear), Roof, Flag veterans monument, Multi-use area, Restrooms, Sewing room, Parking, Exterior paint, Landscape, Elevator, Parking						
		Landscape Replacement Phase Clubhouse Three	\$25,000.00					
Clubhouse Six	\$300,000.00							
Ping pong area, Fitness Center, Restrooms (1st & 2nd floors), Elevator, Parking, Roof, Multi-use rooms, Golden Age Found. Office, CARE apartment, Patio, Landscape								
Landscape Replacement Phase Clubhouse Six	\$25,000.00							
Landscape Replacement Phase V	\$50,000.00							
Capital Funding	Projects	Approx. Funding \$	\$400,000.00	Beg. Time (in quarters)				Compl.
		Req. Funding \$		1	2	3	4	

Year 2022								
Reserve Funding	Projects	Approx. Funding \$	\$1,300,000.00	Beg. Time (in quarters)				Compl.
		Req. Funding \$	\$1,100,000.00	1	2	3	4	
		Cushmans Phase IV	\$200,000.00					
		Library	\$250,000					
		Library, Restrooms, Computer stations, Paint (interior \$ exterior) Friends of the library, Patio, Roof						
		Library (Capital and/or Reserve projects)	\$100,000.00					
		Carpet, Interior lighting, Interior and exterior paint, Replacement of main counter, Tile, Roof						
Capital Funding	Projects	Pool	\$500,000.00					
		Locker rooms, Major renovation/ replacement, Pool & spa						
		Landscape Replacement Phase VI	\$50,000.00					

Year 2023								
Reserve Funding	Projects	Approx. Funding \$	\$1,300,000.00	Beg. Time (in quarters)				Compl.
		Req. Funding \$	\$975,000.00	1	2	3	4	
		Clubhouse One	\$350,000.00					
		Lobby, Kitchen, Multi-use rooms, Picnic area, Parking, Exterior paint, General area, Restrooms, Billiard rooms, Shuffle board pavilion, Wood shop, Landscape Replacement Clubhouse One	\$25,000.00					
		Clubhouse One	\$200,000					
		Needed interior improvements: Dropped ceiling, New wall between lobby and main room, Addition of storage closets, Central HVAC						
		Buses Phase III	\$200,000.00					
		Two (2) buses						
		Fleet	\$150,000.00					
		Trucks, Van, Forklift						
Capital Funding	Projects	Landscape Replacement Phase VII	\$50,000.00					

NEW BUSINESS

Vision... A Shared Image of a Desirable Future

The Committee discussed ongoing changes within the community such as demographics, newspaper, landscaping, logo, and the outside factors that affect the cost of living.

The executive Director stated that the vision statement should refer to the community as an independent, cooperative, a second home, and a safe place to live in, and reflect the Mutuals' purview of this community, and trust properties. The Committee and the Executive Director also discussed the 2017 Projects Origination & Process booklet, and

agreed on adding "Subject to change anytime" memo as changes within the community as well as external factors may affect the order, and projects to be done.

After a discussion, the Committee agreed on reviewing previously put together mission statement that could help in defining the direction for a vision statement, have the President of the President's Council prepare a draft of the vision statement, and present it for the Committee's review at the upcoming meeting.

The Committee also advised the Chair of New Buyer Video Sub-Committee to have the New Buyer Video correlate with the mission and vision statements to educate the new and current residents, and the realtors about the community, and how it operates.

The Executive Director also informed the Committee of working on 2016-2017 year book that would show before and after pictures of all of the projects completed within the community during that period of time, and include real estate reports that would reflect the increase in the cost of living and dues.

POLICIES

There were no policies to review at the time of the meeting.

STAFF REPORTS

There were no staff reports presented at the time of the meeting.

PRESIDENT'S COMMENTS

The President commented on the items pertaining to the Committee's area of purview throughout the meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

Two shareholders/members spoke on the items pertaining to the Committee's area of purview.

COMMITTEE MEMBER COMMENTS

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

ADJOURNMENT

The Chair adjourned the meeting at 2:19 p.m.

A handwritten signature in cursive script, appearing to read "Linda Stone", is written over a horizontal line.

Linda Stone, Chair
Strategic Planning Ad Hoc Committee

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE STRATEGIC PLANNING
AD HOC COMMITTEE MEETING**

ACTIONS

- Minutes of January 3, 2017 were approved, as presented;
- It was the consensus of the Committee to add Signage as part of the Streets Phase II Reserve Funding project under 2017, to be done as soon as possible, and add an additional column to Project plans to mark the projects completed.

MOTIONS

- The meeting was adjourned at 2:19 p.m.