



STRATEGIC PLANNING AD HOC COMMITTEE MINUTES

Tuesday, January 3, 2017

The meeting of the Strategic Planning Ad Hoc Committee was held on Tuesday, January 3, 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	Mr. B. Lukoff
	Ms. K. Rapp, Vice-Chair	Ms. L. Perrotti
	Mr. P. Hood	Mr. P. Pratt
Present:	Ms. S. Hopewell	Mrs. C. Damoci, Ex-Officio
Staff and	Hon. S. Massa-Lavitt, Mayor of Seal Beach	
Guests:	Mr. R. Stone, GRF Representative, Mutual One	
	Mr. R. Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. H. Tran, GRF Representative, Mutual Fifteen	
	Mr. R. Ankeny, Executive Director	
	Ms. K. Lukina, Recording Secretary	
	Five Shareholders/Members	

CHAIR'S ANNOUNCEMENTS

Chair Stone welcomed Committee members, and also recognized the attendees GRF President Carole Damoci, Executive Director Randy Ankeny, Mayor of Seal Beach Sandra Massa-Lavitt, and 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 February.

RULES OF ORDER

Chair Stone reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. She also respectfully asked everyone to turn off their cell phones or step outside to take a call.

APPROVAL OF MINUTES

Minutes of December 6, 2016 were accepted, as amended.

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 presented a draft of 2017 Projects Origination and Process booklet, which lays out 2017-2018 key events for various Committees and departments, and can be used as a road map to Reserves and Capital expenditures. He also stated that the included master project list for 2017 shows the direction of the projects to be reviewed by a specific Committee and the Board. The Executive Director also stated that in the future he would like to present the projects plan in the form of an online master calendar, whereas each department could see the projects it is responsible for, and the progress towards their completion.

The Executive Director asked the Committee to review presented projects plan, and advise him of any changes to be made. Otherwise, the projects will be completed as scheduled, upon the Board's approval.

The Committee also discussed allocating the funds for landscaping. After a discussion, the Committee came to the consensus of addressing it in Reserves as a Landscape Replacement project to be done in phases, for the years of 2017-2023, and as an additional item under a Clubhouse or building project. The Physical Property Committee could then make a recommendation to the Finance Committee to change the amount allocated in Reserves for landscaping improvements, if needed.

The Committee also briefly discussed the Streets project, the process of managing, and maintaining a relationship with the vendors and contractors within the community, and received an update from the Executive Director on negotiation process with SCE on the placement of fiber optic cables to the Main Gate.

Year 2016							
Reserve Funding	Projects	Approx. Funding \$		Beg. Time (in quarters)			
		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)			
		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)					
Reserve Funding	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)					
		Approx. Funding \$	\$1,150,000.00	Beg. Time (in quarters)			
		Req. Funding \$	\$1,304,000.00	1	2	3	4
		Streets Phase II	\$600,000.00			X	
		Main Gate Entrance	\$229,000.00		X		
		Hardscape, Landscape, Fountain, Signage					
		Clubhouse Two	\$400,000			X	
Capital Funding	Projects	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				
		Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)			
		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	
Capital Funding	Projects	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	Approx. Funding \$		\$1,200,000.00	Beg. Time (in quarters)				
	Req. Funding \$		\$1,130,000.00	1	2	3	4	
	Projects	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					
		Approx. Funding \$		\$300,000.00	Beg. Time (in quarters)			
		Req. Funding \$		\$275,000.00	1	2	3	4
	Projects	Main Gate Building Security offices, Restrooms, Roof	\$125,000.00					
Amphitheater Lighting Sound Curtains		\$150,000.00						

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

Year 2020							
Reserve Funding	Projects	Approx. Funding \$	\$1,250,000.00	Beg. Time (in quarters)			
		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	\$250,000				
		Greens, Fairway, Lake, Landscape general, Trees, Irrigation, Retaining wall, Concrete paths					
		Service Maintenance	\$125,000.00				
		Office, Locker rooms, Mechanics, Roof, Wood shop, Purchasing Department, General storage					
Capital Funding	Projects	Administration	\$125,000.00				
		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					
		Landscape Replacement Phase IV	\$50,000.00				
		Approx. Funding \$	\$300,000.00	Beg. Time (in quarters)			
		Req. Funding \$	\$250,000.00	1	2	3	4
		Relocate Golf Starter	\$100,000.00				
		Relocate Golf Starter to parking by Clubhouse One					
		Portable building					
Reserve Funding	Projects	Walkways					
		Benefit - would help free up parking in Clubhouse Six					
		5.5 Acres/ RV Storage	\$150,000.00				

Year 2021							
Reserve Funding	Projects	Approx. Funding \$	\$1,650,000.00 (total)	Beg. Time (in quarters)			
		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				
Capital Funding	Projects	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				
		Approx. Funding \$	\$400,000.00	Beg. Time (in quarters)			
		Req. Funding \$		1	2	3	4

Year 2022							
Reserve Funding	Projects	Approx. Funding \$	\$1,300,000.00	Beg. Time (in quarters)			
		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					
		Pool	\$500,000.00				
Capital Funding	Projects	Locker rooms, Major renovation/ replacement, Pool & spa					
		Landscape Replacement Phase VI	\$50,000.00				
		Approx. Funding \$	\$500,000.00	Beg. Time (in quarters)			
		Req. Funding \$	\$500,000.00	1	2	3	4
		Pool	\$500,000.00				
		Locker rooms, Major renovation/ replacement, Pool & spa					

Year 2023							
Reserve Funding	Projects	Approx. Funding \$	\$1,300,000.00	Beg. Time (in quarters)			
		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					
Capital Funding	Projects	Fleet	\$150,000.00				
		Trucks, Van, Forklift					
		Landscape Replacement Phase VII	\$50,000.00				
		Approx. Funding \$	\$400,000.00	Beg. Time (in quarters)			
		Req. Funding \$		1	2	3	4

NEW BUSINESS

The Committee discussed the income from units' resale, and membership fees in the past few years, and considered looking at the factors that may have negative effect on cash curve, and the real estate market within the community in the future.

The Committee agreed on paying attention to the projected income, and on keeping the community attractive to potential buyers to sustain the competition through upgrades and maintenance, social media, and by educating the realtors.

The Executive Director stated that the realtors will be informed of, and presented with the amended notice of intent document, to prevent them from misinforming potential buyers, and to better represent the community's real estate along with other services a buyer can benefit from as a shareholder.

POLICIES

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

STAFF REPORTS

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

PRESIDENT'S COMMENTS

The President spoke on the items pertaining to the Committee's area of purview throughout the meeting, and advised the Committee not to spend any money in the first quarter of 2017 on any projects, unless it is Capital Reserves.

SHAREHOLDERS/ MEMBERS COMMENTS

One shareholder/member expressed her concerns regarding the ditch along the Golden Rain Rd., and asked the Committee to look into improving the area's visual features. After a brief discussion, Chair Stone stated that this could possibly be implemented into a Ten-year project plan, and be done in phases.

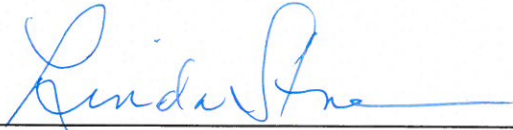
COMMITTEE MEMBER COMMENTS

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

The Mayor of Seal Beach also stated that a working group will be put together to meet quarterly, and discuss how Leisure World and the City of Seal Beach can work together on different projects.

ADJOURNMENT

The Vice-Chair adjourned the meeting at 2:23 p.m.



Linda Stone, Chair
Strategic Planning Ad Hoc Committee

KI 01.03.2017

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE STRATEGIC PLANNING
AD HOC COMMITTEE MEETING on January 3, 2017**

ACTIONS

- Minutes of December 6, 2016 were approved, as amended;
- It was the consensus of the Committee to add Landscape Replacement to Reserves as a Landscape Replacement project to be done in phases, for the years of 2017-2023, and as an additional item under a Clubhouse or building project.

MOTIONS

- The meeting was adjourned at 2:23 p.m.