



ARCHITECTURAL DESIGN REVIEW COMMITTEE

Agenda

Administration Conference Room

Monday, July 10, 2017

2:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
 - d. Appointment of Vice Chair
- 4. Approval of Minutes**
 - a. Minutes of May 9, 2017 (Pgs. 1-7)
- 5. Shareholder/Member Comments – Agenda Items Only**

(Limited to 3 minutes per person)
- 6. Correspondence (not applicable)**
 - a. Susan Dodson, Tennis Club President – Flooring (Pg. 8)
- 7. Old Business**
 - a. Main Gate Landscape – Update
 - b. Mission Bell, Clubhouse 3
 - c. North Gate Gravel
 - d. St. Andrews Median
 - e. Historical Society – WWI Memorial
 - f. Clubhouse 4 Mural
 - g. Donor Wall – Astrolade Area (Pg. 9)



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8. New Business

- a. Clubhouse 6
 - i. Paint Color, Interior & Exterior
 - ii. Floor Selection
- b. Post Office Painting
- c. Electric Cart Color

9. Policies

10. Staff Reports

- a. Facilities Director
 - i. ADRC Budget (Pgs. 10-11)
 - ii. Variance Report (pg. 12)
- b. Executive Director

11. President's Comments

12. Shareholder Member Comments

(Limited to 3 minutes per person)

13. Committee Member Comments

14. Next Meeting

- a. Monday, August 14, 2017
Administration Conference Room – 1:00 p.m.

15. Adjournment



ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES

May 9, 2017

The meeting of the Architectural Design & Review Committee (ADRC) was held on Tuesday, May 9, 2017, and was called to order at 10:00 a.m. by Chair Hopewell in the Administration Conference Room, followed by the Pledge of Allegiance by Mrs. J. Reed.

ROLL CALL

Present: Ms. S. Hopewell, Chair
Mrs. J. Reed, Vice Chair
Mrs. M. Dodero
Mr. P. Moore
Ms. L. Stone
Ms. R. Winkler
Mrs. C. Damoci, Ex-Officio

Absent: Mr. S. McGuigan

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Mrs. L. Whitlock, Administrative Secretary
Ms. P. Snowden, GRF Representative, Mutual Two
One Shareholder/Member

Chair Hopewell greeted and welcomed everyone to the Architectural Design & Review Committee meeting and introduced Foundation members, guests and staff.

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 ADR 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members.

The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in July, 2017.

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed the Committee members, guests and staff, including GRF President, Carol Damoci; Executive Director, Randy Ankeny; Facilities Director, Mark Weaver; and Administrative Secretary, Laura Whitlock.

APPROVAL OF MINUTES

The meeting minutes of the April 11, 2017 meeting, were approved as presented.

OLD BUSINESS

Main Gate Landscape, Update

- a) Lighting – The Facilities Director reported that on April 25, 2017, the Board approved the allocation from the Globe Reserve Fund, in the amount of \$2,000, for lighting architect, Fox & Fox to provide lighting design/plan. A contract will be ready shortly.
- b) Conceptual Approval of Landscape Design – Following a discussion, Mr. Moore MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –

TO approve the conceptual landscape design, as provided by Mission Landscape with the updated and corrected list of plants, flowers and trees and forward to the Board for approval.

Also, it is the consensus of the committee to add the following verbiage ADRC Charter, Policy 5160-ADR and forward to the Board for approval, "Hardscape materials for projects on Trust Properties, when it is within the landscape master plan," and forward to the Board for approval.

- c) Concrete – MJ Jurado – it is the consensus of the Committee to direct staff to obtain a quote from MJ Jurado for concrete work at the Main Gate and forward to the new ADR Committee in July.

Clubhouse 4, Update

- a) Display Cabinet – Following a brief discussion, Ms. Stone MOTIONED, seconded by Mr. Moore and carried by Committee members present with one "No" vote from Mrs. Reed –

TO not move forward with the purchase of Display Cabinets for Clubhouse 4, as presented by staff, and direct staff to offer the Lapidary Club the use of shelf in display cabinet in Clubhouse 2.

- b) Color Signage – Following a discussion, Ms. Stone MOTIONED, seconded by Ms. Winkler and unanimously carried by Committee members present –

TO approve the design of color signage with the following changes: 1) add a space after the letters “CH” before the Clubhouse Number; 2) scale down the font size on Building 5; and 3) ensure font size is the same for Distribution and Security Departments.

- c) Flag Pole, Murals, Landscaping, Light Poles (Tops)

- a. Flag Pole – following a brief discussion, Mr. Moore MOTIONED, seconded by Mrs. Dodero and carried by Committee members present with one “No” vote from Ms. Stone –

TO not move the flag pole that is in front of Clubhouse Four and leave it where it currently is.

- b. Murals – following a brief discussion, Mrs. Reed MOTIONED, seconded by Ms. Stone and unanimously carried by Committee members present –

TO make a recommendation to the Strategic Planning Ad Hoc (SPA) to allocate \$7,000 from Capital Funding Budget 2017-2018, for the Mural project at Clubhouse 4, which will consist of photos of landscaped areas on Trust properties.

Clubhouse 3, Update

The Facilities Director reported that he is still waiting for a quote from the Don Ness of Coast Factor Blinds. He will reach out to Mr. Ness and possibly get a referral for another company if Mr. Ness is not able to complete this project. No action taken.

Naming of the Garden Area Contest

It is the consensus of the Committee to have this item revisited by the new ADR Committee. No action taken.

WWI Memorial

It is the consensus of the Committee to have staff arrange a meeting with the Historical Society and Service Maintenance staff member, John Holland, to ascertain opinion of creating a cabinet for the WWI Memorial.

NEW BUSINESS

Paint North and St. Andrews Gates Security Houses.

Following a brief discussion of the repainting of the Security Houses at North and St. Andrews Gates, Ms. Stone MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –

TO paint the North and St. Andrews Gate Security Houses the same color pallet as the Security Main Gate.

Crash Site, Update

The Facilities Director reported that the “Crash Site” wall has been repaired and will expedite the painting of the area. No action taken.

Approval of Royal Star Magnolia Tree

Following a brief discussion, Mrs. Reed MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –

TO approve the addition of the Royal Star Magnolia Tree to the approved ADRC tree list.

Mission Bell

It is the consensus of the Committee to have this item revisited by the new ADR Committee. No action taken.

North Gate Gravel

It is the consensus of the Committee to have this item revisited by the new ADR Committee. No action taken.

St. Andrews Median

Following a brief discussion, Mrs. Reed MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –

TO allow Ms. Stone to work with Johns Landscaping to obtain a plan and bid for a 50 ft. section of the St. Andrews Median area.

STAFF REPORTS

Executive Director

The Executive Director provided updates and reports throughout the meeting.

Facilities Director

The Facilities Director provided his report as presented in the agenda packet.

COMMITTEE MEMBERS COMMENTS

Five Committee members spoke on the proceedings of the Committee meeting.

ADJOURNMENT

Chair Hopewell adjourned the meeting at 11:45 a.m.

Susan Hopewell, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

law 05.10.17

RECAP OF MOTIONS AND ACTIONS TAKEN AT THE ARCHITECTURAL DESIGN & REVIEW COMMITTEE MEETING

MOTIONS

- **By** unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.
- The meeting minutes of the April 11, 2017, were approved as presented.
- **TO** approve the conceptual landscape design, as provided by Mission Landscape with the updated and corrected list of plants, flowers and trees and forward to the Board for approval.
- **TO** not move forward with the purchase of Display Cabinets for Clubhouse 4, as presented by staff, and direct staff to offer the Lapidary Club the use of shelf in display cabinet in Clubhouse 2.
- **TO** approve the design of color signage with the following changes:
1) add a space after the letters “CH” before the Clubhouse Number;
2) scale down the font size on Building 5; and 3) ensure font size is the same for Distribution and Security Departments.
- **TO** not move the flag pole that is in front of Clubhouse Four and leave it where it currently is.
- **TO** make a recommendation to the Strategic Planning Ad Hoc (SPAH) to allocate \$7,000 from Capital Funding Budget 2017-2018, for the Mural project at Clubhouse 4, which will consist of photos of landscaped areas on Trust properties.
- **TO** paint the North and St. Andrews Gate Security Houses the same color pallet as the Security Main Gate.
- **TO** approve the addition of the Royal Star Magnolia Tree to the approved ADRC tree list.
- **TO** allow Ms. Stone to work with Johns Landscaping to obtain a plan and bid for a 50 ft. section of the St. Andrews Median area.

ACTIONS

- It is the consensus of the committee to add the following verbiage ADRC Charter, Policy 5160-ADR and forward to the Board for approval, “Hardscape materials for projects on Trust Properties, when it is within the landscape master plan,” and forward to the Board for approval.
- It is the consensus of the Committee to have this item of the Naming of the Garden Area Contest be revisited by the new ADR Committee.
- It is the consensus of the Committee to have staff arrange a meeting with the Historical Society and Service Maintenance staff member, John Holland, to ascertain opinion of creating a cabinet for the WWI Memorial.
- It is the consensus of the Committee to have this item of the Mission Library revisited by the new ADR Committee.
- It is the consensus of the Committee to have this item of the North Gate Gravel be revisited by the new ADR Committee.
- Chair Hopewell adjourned the meeting at 12:02 a.m.

CORRESPONDENCE
Item 6A

From: Susan Dodson [<mailto:dodsonsusan78@yahoo.com>]
Sent: Wednesday, June 21, 2017 7:45 PM
To: Randy L. Ankeny <randya@lwsb.com>; Wendy Wu <wendywuwfg@yahoo.com>
Subject: flooring for table tennis

Mr. Ankeny,

I am writing to express further concerns about the proposed flooring. It was difficult to get everyone together this afternoon to consult about this issue, and I find, now, that there is not clear consensus... in fact to the contrary.

After we spoke, our club treasurer, who is a very high level player.... expressed her dismay to me about the proposed flooring.

She plays every morning with the highest skilled players and these are her concerns:

1. The floor is too tacky, and sticky, and feet do not slide well. She states that all of those she plays with express the same concern. This is her most important objection, as skilled players like the smoother floor and are concerned that more injuries will occur with the other kind of floor. (Of course, one cannot predict this; we will only find out by experience.)

Other ideas from the players at large:

1. If the floor is still useable in our area, why replace it now.
2. Do not pick such a dark, color.... depressing and not mood elevating. (a smaller, aesthetic issue, only)

I was told that you had waited long enough, and were ready to make a decision. I am sorry for bringing this up. but in fact, we have had little time to consider this, having just heard about the table set-up yesterday.

If you have questions, I am sure a panel of more skilled players would be happy to discuss this with you further.

Thank you so much for all you have done for the club. We want to keep up a good relationship with you, and hope these concerns can be further discussed.

Susan Dodson
Table Tennis Club President

DONOR WALL



GOLDEN RAIN FOUNDATION
2018 BUDGET ASSUMPTIONS
ADRC

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS
6211000 (64810)	Continuing Education	No funds were budgeted for 2017.	
6215000 (64820)	Mileage	This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.	
6410000 (64100)	Office Supplies	Typical items charged to this account are pens, staples, postage meter tape, resident card stock, hand sanitizer, envelopes, file folders, Post-It notes, etc.	
6438000 (64380)	Other Professional Fees	Covers professional fees relating to architectural planning.	
6475100 (64730)	Landscape Maintenance - Contacts	The maintenance contract for Community Facilities has been transferred from Cost Center 79 for 2018 and is based on the existing contract plus 5%.	
6475600 (64735)	Landscape Maintenance - Extras	In 2017, landscape extras had been budgeted in Cost Center 79. Estimated increase in tree trimming included in 2018 budget	
6482000 (64830)	Dues Memberships & Books	This line item will cover the purchase of reference materials.	
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2017 per Policy 5516. These funds are set aside for unbudgeted expenditures authorized at the committee level.	

Budget Variance Report - May 2017
Architectural Design Review - CC ## ADR

For Cost Center ADR there is a favorable variance of \$3,384 through the month of May 2017. The major variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
ADR	6951000	Committee Discretionary Expense	999	Favorable-the committee's discretionary budget of \$1,000 has not yet been spent.
ADR	6438000	Other Professional Fees	2,085	Favorable-the committee's budget has not yet been spent.
		Total Explained Variances	<u>3,084</u>	

<u>Acct #</u>	<u>Description</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Budget Variance</u>
	Expenses - Architectural Design & Review			
6215000 ADR	Mileage - Architectural Design	0	50	50
6410000 ADR	Office Supplies - Architectural Design	0	125	125
6438000 ADR	Other Professional Fees - Architectural	0	2,085	2,085
6482000 ADR	Dues, Memberships & Books - Architectura	0	125	125
6951000 ADR	Committee Discretionary Expense - Archit	1	1,000	999
	Total Expenses	1	3,385	3,384
5330000 ADR	Income / Refund from Mutuals - Architect	2,800	2,800	0
	Total Cost Recovery	2,800	2,800	0
	Off Budget Items			
	Net Income/ (Expense)	2,799	(585)	3,384