



## **ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES**

**July 25, 2018**

The meeting of the Architectural Design & Review Committee (ADRC) was held on Wednesday, July 25, 2018 and was called to order at 1:00 p.m. by Chair Heinrichs in the Administration Conference Room A, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present: Ms. I. Heinrichs, Chair  
Ms. S. Fekjar  
Ms. S. Hopewell

Mr. B. Lukoff  
Ms. Stone, Ex-Officio

Also Present: Mr. R. Ankeny, Executive Director  
Mr. M. Weaver, Facilities Director  
Mr. T. Fileto, Recreation Manager  
Ms. C. Miller, Director of Finance  
Mrs. C. Mancilla, Recording Secretary  
Mrs. L. Perrotti, GRF Representative, Mutual One  
Ms. M. Gerber, GRF Representative, Mutual Four  
Two Shareholders/Member

Chair Heinrichs 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 Architectural, Design and Review 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 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 August 2018.

**APPOINTMENT OF VICE CHAIR**

Ms. Heinrichs appointed Ms. Hopewell for Vice Chair. There being no further discussion, Ms. Hopewell was declared Vice Chair of the Architectural, Design and Review Committee, by acclamation.

**CHAIR'S ANNOUNCEMENTS**

Chair Heinrichs welcomed the Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny; Facilities Director Mark Weaver; Recreation Manager Thomas Fileto; Director of Finance Carolyn Miller and Recording Secretary Corina Mancilla.

**APPROVAL OF MINUTES**

The minutes of the:

- i. Special Meeting Minutes, May 7, 2018
- ii. Regular Meeting Minutes, May 14, 2018
- iii. Emergency Meeting Minutes, June 11, 2018
- iv. Special Meeting Minutes, July 6, 2018

were approved, as presented.

**STAFF REPORTS****Facilities Director**

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

**Recreation Manager**

The Recreation Manager provided his report, as presented, in the agenda packet.

**Executive Director**

The Executive Director presented no report.

**UNFINISHED BUSINESS****St. Andrews South - Landscape**

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar -

**TO** recommend the GRF BOD approve the expenditure at no more than \$20,000, for planting of Median #2, to be consistent with Median #3, on St. Andrews South.

The motion carried with one no vote (Lukoff)

The Facilities Director provided an update on Solar Lighting.

New Murals – Update

After a brief discussion, Ms. Fekjar MOTIONED, seconded by Mr. Lukoff and carried unanimously by the Committee members -

TO recommend the GRF BOD approve the installation of Murals at Clubhouse Four, including installation and molding, in an amount not to exceed \$5,000 Capital funding, pending Finance approval.

Old Mural – Clubhouse Six Update

It was consensus of the Committee to address this agenda item at the next scheduled meeting.

Clubhouse Two – Update

The Facilities Director provided an update on Clubhouse Two.

Community Facilities – Tree Trimming Contract

After a brief discussion, Mr. Lukoff MOTIONED, seconded by Ms. Hopewell and carried unanimously by the Committee members -

TO recommend the GRF BOD award a contract to Peterson's Tree Works, to maintain the Community Facilities tree trimming, for a cost not to exceed \$361,535, for a period of two and a half (2.5) years, pending Finance approval of Non-budgeted Operational funding.

Holiday Decorations - Update

The Recreation Manager provided an update on Holiday Decorations.

Amphitheater Bus Enclosure

The Executive Director provided an update on the Amphitheater Bus Enclosure.

Building Signage - Review

After a brief discussion, Ms. Fekjar MOTIONED, seconded by Ms. Hopewell and carried unanimously by the Committee members -

**TO** recommend the GRF BOD approve signs for a cost not to exceed \$11,000, for:

- Administration Building – two signs, (one on the East side and one at the front, with the address (see agenda packet).
- Amphitheater – two signs, (one at front, and one over the Amphitheater stage, same as Clubhouse Six, (see agenda packet).
- LW Weekly Building – at the front, to include address (see agenda packet).

### Mission Park

After a brief discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously by the Committee members -

**TO** ratify the phone poll, conducted on July 10, 2018, to approve the selection of three (3) Tipuana Tipu trees at Mission Park, in the lawn area between the basketball court and the serenity garden.

After further discussion, Ms. Hopewell MOTIONED, seconded by Ms. Fekjar and carried unanimously by the Committee members -

**TO** ratify the actions taken by the Executive Director in the installation of the Silver Sheen, to protect the new fence.

### Plant and Tree List

The Committee discussed this agenda item. No action was taken.

## **NEW BUSINESS**

### 2019 Budget Assumptions

The Finance Director and Staff members reviewed and discussed the draft of 2019 Budget Assumptions, for Cost Center ADRC. Any changes and/or edits may be presented at the next schedule meeting.

Chair Heinrichs called in for a fifteen-minute break at 2:50 p.m.

### Landscape

The Committee discussed this agenda item. No Action was taken, pending a walk thru at the Golden Rain/St. Andrews Intersection, Medical Building and Clubhouse Six – Crosswalk Planter, scheduled Friday, July 27<sup>th</sup>, 2018 at 8:30 a.m.

**POLICY – ADRC CHARTER**

It was consensus of the Committee to accept Policy – ADRC Charter, as reviewed.

**Veteran's Banners**

The Recreation Manager provided an update on Veteran's Banners and was asked to bring back additional information at the next scheduled meeting.

**PRESIDENT'S COMMENTS**

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

**SHAREHOLDER COMMENTS**

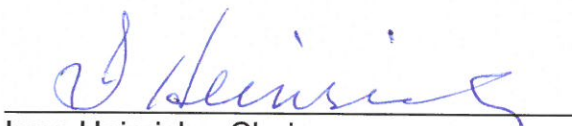
No shareholder/member spoke on items pertaining to the agenda.

**COMMITTEE MEMBERS COMMENTS**

Three committee/members comments at the time of the meeting.

**ADJOURNMENT**

Chair Heinrichs adjourned the meeting at 3:08 p.m.



Irma Heinrichs, Chair  
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

cm 07.25.18