



ARCHITECTURAL DESIGN & REVIEW COMMITTEE

Agenda

Administration Conference Room
Wednesday, March 27, 2019
1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - Linda Stone, GRF President
 - Randy Ankeny, Executive Director
 - Mark Weaver, Facilities Director
 - Thomas Fileto, Recreation Manager
 - Nataly Chigireva, Communications and Technology Director
 - Corina Mancilla, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report
- 4. Approval of Minutes**
 - a. Minutes of Regular Meeting, February 27, 2019 (pp. 1-5)
- 5. Staff Reports**
 - a. Facilities Director (p. 6)
 - b. Recreation Manager
 - c. Executive Director
- 6. Shareholder/Member Comments – Agenda Items Only**

(Limited to 3 minutes per person)
- 7. Correspondence**
 - a. Previous Meeting (N/A)
 - b. New Correspondence (N/A)
- 8. Unfinished Business**
 - a. Finalize Corporate Image Template
 - b. Landscape
 - i. Sundial Annual Quote
 - ii. Health Care/CH6/Admin Parking Lot
 - iii. Future Projects

- c. Veterans Shade – Review
- d. Art Work – Trust Property Buildings
- e. Review Channel Fencing Quotes
- f. Grass Relocation at the Globe
- g. Review Holiday Decoration Quotes
- h. Review Outdoor Map Kiosks Quotes
- i. Golf/Pool Area (pp.
 - i. Wall Type Selection
 - ii. Tile Selection

9. New Business

10. Policies (N/A)

11. President’s Comments

12. Shareholder Member Comments
(Limited to 3 minutes per person)

13. Committee Member Comments

14. Next Meeting

Wednesday, April 24, 2019 – 1:00 p.m.
Administration Conference Room

15. Adjournment



ARCHITECTURAL DESIGN & REVIEW COMMITTEE MINUTES

February 27, 2019

The meeting of the Architectural Design & Review Committee (ADRC) was held on Wednesday, February 27, 2019 and was called to order at 1:00 p.m. by Chair Heinrichs in the Administration Conference Room B, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. I. Heinrichs, Chair
Ms. S. Hopewell, Vice Chair
Ms. S. Fekjar
Ms. L. Findlay
Mr. B. Lukoff

Also Present: Mr. M. Weaver, Facilities Director
Mr. T. Fileto, Recreation Manager
Ms. N. Chigireva, Communications and Technology Director
Hon. S. Massa-Lavitt, City Council
Ms. C. Mancilla, Recording Secretary
Mr. T. Doder, GRF Representative, Mutual Nine
Six Shareholders/Members

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

CHAIR'S ANNOUNCEMENTS

Chair Heinrichs welcomed the Committee members, guests and staff, including Facilities Director Mark Weaver, Recreation Manager Thomas Fileto, Communications and Technology Director Nataly Chigireva and Recording Secretary Corina Mancilla.

APPROVAL OF MINUTES

The minutes of the January 23, 2019, regular meeting and February 21, 2019, 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 no report at the time of the meeting.

Executive Director

The Executive Director was not available to provide a report.

CORRESPONDENCE N/A

There was no correspondence at the time of the meeting.

UNFINISHED BUSINESS

Corporate Image

The Communications and Technology Director presented different samples of colors for the Corporate image. No action was taken.

Career Fair Participation and Recruitment/Marketing Documents

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

TO approve the Career Fair Participation and Recruitment/Marketing Documents, as presented.

Plant and Tree List

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

TO approve the flower and plant list, as presented.

Landscape

The Facilities Director provided an update on landscape and was requested to bring back a cost on planters at the Medical Center and the four corners at the traffic light.

Veteran's Shade – Review

The Committee discussed the Veteran's shade agenda item; no action was taken.

Art Work – Trust Property Buildings

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

Annual Color Replacement at Sundial

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

TO have the Facilities Director request a bid from Anguiano Lawncare, on planting blue and yellow petunias, in a pattern sequence, at the sundial and bring back to the next scheduled meeting.

Channel Fencing

It was the consensus of the Committee that the Facilities Director bring back a quote, for the blue channel fencing at the traffic light, to the next scheduled meeting.

Grass Relocation at the Globe

The Committee discussed the grass relocation at the globe. No action was taken, pending information from the Facilities Director to review the contract on previously completed work done at the globe.

St. Andrews – Median Landscaping

The Committee discussed the St. Andrews median landscaping. No action was taken.

Landscape Reserves – Establish Project Areas

The Committee spoke previously on this agenda item, under item d of the agenda.

Holiday Decoration Critique

It was a consensus of the Committee to have the Recreation Manager request RFP's for one, two and three-year's contracts, on holiday decorations.

Marquee Replacement

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

Pool Area

The Committee discussed this agenda item. No Action was taken pending a site review, to go see tiles, scheduled on Monday, March 11th at 9:00 a.m.

NEW BUSINESS

Mission Park Outdoor Bulletin Board, Color Selection

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

TO approve green color, for the outdoor Bulletin Board installation, at Mission Park.

Employee Recognition Wall

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

TO approve the plaque selection image on page forty of the agenda packet, location, to be placed in the administration building, first floor.

Uniform Polo Shirts, Copy & Supply Center Staff

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

TO approve color navy blue, for the new Uniform Polo Shirts, for the Copy & Supply Center Staff, with the proper GRF name tags added.

Outdoor Map Kiosks

It was the Consensus of the Committee to request the Communications and Technology Director, bring back a quote for the outdoor map kiosks, to the next scheduled meeting.

Golf/Pool Area Lobby

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

TO approve the finishes, as noted in the agenda packet, page forty seven.

Locker Color Selection

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

TO approve color blue, for the lockers in Clubhouse Four.

Slump Stone

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

PRESIDENT’S COMMENTS

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

SHAREHOLDER COMMENTS

No shareholders/members spoke on items pertaining to the agenda.

COMMITTEE MEMBERS COMMENTS

Four Committee members commented on the proceedings of the meeting.

ADJOURNMENT

Chair Heinrichs adjourned the meeting at 2:43 p.m.

Irma Heinrichs, Chair
ARCHITECTURAL DESIGN & REVIEW COMMITTEE

cm 02.27.19

Budget Variance Report - February 2019
Architectural Design Review - CC ## ADR

For Cost Center ADR there is a favorable variance of \$23,270 through the month of February 2019. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
ADR	6475100	Landscape Maintenance-Contract	10,400	Favorable-budget has funding for extra landscaper
ADR	6475600	Landscape Maintenance-Extras	4,416	Favorable-no extras paid out ytd
ADR	6475605	Landscape Maintenance-Tree Trimming	4,416	Favorable-Tree trimming to start in March
		Total Explained Variances	19,232	of \$23,270

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Architectural Design & Review			
6215000 ADR	Mileage - Architectural Design	0	20	20
6410000 ADR	Office Supplies - Architectural Design	0	50	50
6438000 ADR	Other Professional Services - Architectu	0	0	0
6475100 ADR	Landscape Maint. - Contract - Architectu	21,186	31,586	10,400
6475600 ADR	Landscape Maint. - Extras - Architectura	0	4,416	4,416
6475605 ADR	Landscape Maint. - Tree Trim - Architect	400	8,734	8,334
6481500 ADR	Community Entertainment - Architectural	0	0	0
6482000 ADR	Dues, Memberships & Books - Architectura	0	50	50
6951000 ADR	Committee Discretionary Expense - Archit	0	0	0
	Total Expenses	21,586	44,856	23,270
	Other Cost Recovery			
5385000 ADR	Other Income - Architectural Design	150	150	0
	Total Other Cost Recovery	150	150	0
5330000 ADR	Income / Refund from Mutuals - Architect	49,872	49,872	0
	Total Cost Recovery	50,022	50,022	0
	Off Budget Items			
	Net Income/ (Expense)	28,436	5,166	23,270