



PHYSICAL PROPERTY COMMITTEE MINUTES

October 2, 2019

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m., by Chair Rapp, on Wednesday, October 2, 2019, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. K. Rapp, Chair
Mrs. Perrotti
Mr. B. Lukoff

Ms. P. Snowden
Ms. L. Stone, Ex-Officio

Absent: Ms. S. Fekjar
Ms. R. Winkler

Also Present: Mr. M. Weaver, Facilities Director
Mr. D. Rudge Physical Property Manager
Ms. S. Hopewell, GRF Representative, Mutual Six
Hon. S. Massa-Lavitt, City Council
Ms. M. Kmiecik, Recording Secretary
Eleven (11) Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

There being no objections, Chair Rapp declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that 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. 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/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Committee Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in October 2019.

RULES OF ORDER

Chair Rapp asked everyone to turn off or silent their cell phones, wait for their turn to speak, and be courteous to one another.

CHAIR'S COMMENTS

Chair Rapp welcomed Committee members, and recognized the attendees –Facilities Director Mark Weaver, Physical Property Manager David Rudge, and Recording Secretary Marcy Kmiecik.

SHAREHOLDER/ MEMBER COMMENTS

Two (2) shareholder/Members commented.

APPROVAL OF MINUTES

The minutes of the September 4, 2019, regular meeting were approved, as presented.

CORRESPONDENCE**Air Traffic – R. MacLaran**

The Committee reviewed the correspondence and requested the Recording Secretary send a letter of acknowledgement and provide the telephone number for the Long Beach Noise Compliance Office.

STAFF REPORTS**Facilities Director**

The Facilities Director provided the Committee with updates on current projects as submitted, and commented on the items pertaining to the Committee's area of purview throughout the meeting.

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mrs. Perrotti and carried unanimously by the Committee members present-

TO approve the completion of Project #591-01B-JK, Perimeter Wall
Project – Section J&K.

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mrs. Perrotti and carried unanimously by the Committee members present-

TO approve the completion of Project #902-19, Replacement of
Asphalt and concrete on Trust Property.

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Mrs. Perrotti and carried unanimously by the Committee members present-

TO approve the completion of Project #906-19, Clubhouse Four
Improvements.

Physical Property Manager

The Physical Property Manager presented the Total Quality Checklist for Clubhouse Two and Clubhouse Six, as submitted.

Executive Director

The Executive Director offered no comments.

SUBCOMMITTEE REPORTS

There were no subcommittee reports at the time of the meeting.

UNFINISHED BUSINESSClubhouse Four – Phase IV

Following a brief discussion, Mrs. Perrotti MOTIONED, seconded by Mr. Friedman and carried unanimously by the Committee members present-

TO recommend the GRF Board approve the estimate from Service Maintenance for the improvements and betterments at Clubhouse Four in the Ceramics, Art and Lapidary Rooms for a cost not to exceed \$30,020, pending Finance Committee Review.

Clubhouse Six – Ambulance Room

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Mr. Friedman and carried unanimously by the Committee members present-

TO recommend the GRF Board approve additional Capital funds in the amount not to exceed \$1,419 for the Ambulance Room project at Clubhouse Six (approved at the August Board Meeting) and authorize the President to sign the contract, pending Finance Committee review.

Electric Vehicle Charging Stations

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Snowden-

TO recommend the GRF Board approve the installation of five (5) level two charging ports, and include a five-year warranty/maintenance plan along with the five-year prepaid Commercial Cloud Plan for a total cost not to exceed \$15,478, pending Finance Committee review.

The motion failed with four no votes: Mr. Friedman, Mr. Lukoff, Mrs. Perrotti, and Ms. Snowden.

Following further discussion, it was the consensus of the Committee to forward this project to the Finance Committee for funding review, and to the GRF Board of Directors for further review.

NEW BUSINESS**1.8 Project**

Following a brief discussion, Ms. Snowden MOTIONED, seconded by Mr. Friedman -

TO recommend the GRF Board award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven (7) new light poles and fixtures including three (3) poles with video surveillance and adding internet service for the video surveillance at a cost of \$35.00 per month, and MJ Jurado to install two (2) new 8' wrought iron gates at the entrance and exit, and adding \$4,000 in contingencies for permits and any unforeseen costs, for a total cost not to exceed \$61,677, Capital funding, pending Finance Committee review.

Ms. Snowden withdrew the motion, seconded by Mr. Friedman.

Following further discussion, Ms. Snowden MOTIONED, seconded by Mrs. Perrotti and carried unanimously by the Committee members present-

TO recommend the GRF Board approve MJ Jurado install two (2) new 8' wrought iron gates at the entrance and exit of the 1.8 area for a cost of \$18,000 and add \$1,000 in contingencies for a total cost of \$19,000, Capital funding, pending Finance Committee review.

Clubhouse Six – HVAC RFP

Following a brief discussion, Mrs. Perrotti MOTIONED, seconded by Ms. Snowden and carried unanimously by the Committee members present-

TO recommend the GRF Board approve SPEC Group and ATC (All Temperature Control) provide consulting services for a total cost not to exceed \$5,000 non-budgeted operating expense, to evaluate the HVAC system in Clubhouse Six, pending Finance Committee review.

Following a brief discussion, Mr. Lukoff MOTIONED, seconded by Mr. Friedman and carried unanimously by the Committee members present-

TO recommend the GRF Board award a contract to Greenwood Heating and Air for a cost not to exceed \$8,800, Reserve funding, for the replacement of HVAC unit #2 in Clubhouse Six, pending Finance Committee review.

GOVERNING DOCUMENTS**Review 60-3331-1, Landscape Perimeter Walls**

It was the consensus of the Committee to accept 60-3331-1, Landscape Perimeter Walls, as reviewed.

Review 60-5350-3, Construction Bids and Contracts

It was the consensus of the Committee to bring back 60-5350-3, Construction Bids and Contracts to the next Committee meeting for amendment.

Review 60-5504-1, Insurance Requirements – Contractors

It was the consensus of the Committee to accept 60-5504-1, Insurance Requirements –Contractors, as reviewed.

Review 60-5504.01-1, Insurance Requirements – Vendors

It was the consensus of the Committee to accept 60-5504.01-1, Insurance Requirements – Vendors, as reviewed.

Review 60-5130-3, Physical Property Committee Charter

It was the consensus of the Committee to accept 90-5130-3, Physical Property Committee Charter, as reviewed and add key words; Physical, Property, Charter, and Service Maintenance.

FUTURE AGENDA ITEMS

The Committee discussed future agenda items and concurred to include the below topics on the next Committee agenda:

1. Amend 60-5350-3, Construction Bids and Contracts

PRESIDENT'S COMMENTS

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

ADJOURNMENT

Chair Rapp adjourned the meeting at 2:25 p.m.



Kathy Rapp, Committee Chair
Golden Rain Foundation

