



PHYSICAL PROPERTY COMMITTEE MINUTES

February 5, 2020

The regular meeting of the Physical Property Committee was called to order at 1:00 p.m., by Chair Rapp, on Wednesday, February 5, 2020, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. K. Rapp, Chair
Mrs. Perrotti
Mr. P. Friedman
Ms. R. Winkler
Ms. P. Snowden
Mr. B. Lukoff
Ms. S. Hopewell, Vice President

Absent: Ms. S. Fekjar

Also Present: Mr. R. Ankeny, Executive Director
Mr. M. Weaver, Facilities Director
Mr. D. Rudge Physical Property Manager
Mr. P. Pratt, GRF Representative, Mutual Two
Mr. W. Thompson, GRF Representative
Ms. I. Heinrichs, GRF Representative, Mutual Eleven
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Mrs. C. Damoci, Golden Age Foundation President
Hon. S. Massa-Lavitt, City Counsel
Ms. M. Kmiecik, Recording Secretary
Twenty-Five (25) 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 March 2020.

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

Five (5) shareholder/Members commented.

APPROVAL OF MINUTES

The minutes of the January 7, 2020, regular meeting were approved, as presented.

CORRESPONDENCE**Cross Walk Orange Flags – N. Fornelli**

The Committee reviewed the correspondence and requested the Recording Secretary send a letter of acknowledgement advising the Physical Property Department has placed additional flags at the crosswalk at Golden Rain and St. Andrews closest to the Golf Course.

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

TO approve the completion of project #931-19, 1.8 Acres – Gate Replacement.

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

TO approve the completion of project #936-19, Clubhouse Three – Automatic Door Replacement.

Physical Property Manager

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

Executive Director

The Executive Director commented on items throughout the agenda pertaining to the Committees area of purview and provided the Committee with a midterm project report.

SUBCOMMITTEE REPORTS

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

UNFINISHED BUSINESSPool/Golf Course Project

The Executive Director discussed this topic, as presented.

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

TO recommend the GRF Board approve an additional \$750,000, Reserve Funding, to make the needed replacement and repairs of deficiencies at the Pool/Golf Course Facility, pending Finance Committee review.

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

TO allow MJ Jurado to continue with previously approved demolition work prior to the additional funds being approved at the GRF Board meeting to avoid holding up the Pool Project by three weeks.

Alternative Energy – Microgrids – Update

The Executive Director provided an update on this topic. It was the consensus of the Committee to request staff bring back additional information to the next meeting.

Clubhouse Three – Learning Center's

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 renovation of Clubhouse Three room 9 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000, pending Finance Committee review.

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

TO recommend the GRF Board approve the renovation of Clubhouse Three room 10 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, pending Finance Committee review.

Upper Amphitheater – Loft

The Executive Director provided an update on this topic. The Recreation Committee reviewed and approved the scope of work at the February 3rd meeting and is scheduled to be presented at the March Physical Property Committee to review costs.

Street Replacement 2020

The Facilities Director spoke on this topic, and informed the Committee that he'll be bringing back cost to review at the next committee meeting.

1.8 Electrical

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

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 new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$43,677, Capital Funding, pending Finance Committee review.

Fire Protection Contract

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

TO recommend the GRF Board award a contract to National Fire Protection to service and maintain Trust Property Fire Protection Equipment for a Three-year period at a total cost not to exceed \$15,246, Operating Funds.

NEW BUSINESS

Golden Age Foundation Donation

Golden Age Foundation President, Carole Damoci, on behalf of GAF proposed a donation of up to \$125,000 to go towards putting in a new ramp or lift to the top of the Amphitheater.

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

TO conceptually approve the donation for the purpose of installing a new ramp or lift to the top of the Amphitheater, pending review by an engineer.

(Chair Rapp called a break between 2:30 p.m. and 2:45 p.m.)

Front Gate Pedestrian Traffic

It was the consensus of the Committee to request the Executive Director address this topic with the Mutual Fifteen Board, and report back at the next committee meeting.

Painting Projects

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

TO recommend the GRF Board approve the exterior painting of Clubhouse Four and the Service Maintenance buildings and interior painting of the Library and Friends of the Library buildings, including a 5% contingency, for a total cost not to exceed \$34,388, Reserve Funding.

Revisions at Main Gate

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 Service Maintenance Department to make improvements at the Security Main Gate; Break Room, Kitchen Area and Exit Office for a total cost not to exceed \$17,440 Capital Funding, pending Finance Committee review.

CH4 Lapidary Room Flooring

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 the replacement of flooring in the Lapidary room of Clubhouse Four for a cost not to exceed \$10,000, Reserve Funding, pending review by the Finance Committee.

Administration Roofing Project – HVAC unit #1 Replacement

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

TO recommend the GRF Board approve the replacement of HVAC unit #1 by Greenwood Heating & Air for a total cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director initiate the contract prior to the Board meeting to avoid holding up the roofing project.

GOVERNING DOCUMENTS

There were no Governing Documents to review at the time of the meeting.

FUTURE AGENDA ITEMS

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

1. Alternative Energy – Microgrids
2. Street Replacement 2020
3. Golden Age Foundation – Update
4. Front Gate Pedestrian Traffic
5. Canoebrook/Allan's Alley Report

PRESIDENT'S COMMENTS

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

ADJOURNMENT

Chair Rapp adjourned the meeting at 3:25 p.m.


Kathy Rapp, Committee Chair
Golden Rain Foundation