

## FACILITIES

Committee Meeting Agenda  
Tuesday, August 1, 2023 - 10:00 A.M.  
Conference Room A

*This meeting may also be live streamed at [www.lwsb.com](http://www.lwsb.com).*

*The tab will be active 15 minutes prior to the start of the meeting.*

*The live streaming uses YouTube live and terminates at the close of the meeting.*

### 1. Call to Order/Pledge of Allegiance

### 2. Roll Call

- Nick Massetti – Chair
- Carole Damoci
- Susan Hopewell
- Janet Isom
- Edward Jablonski
- Carol Levine
- Lee Melody
- Daniel Weber
- Marsha Gerber, Ex-Officio.

### 3. Chair Announcement

### 4. Approve Minutes

- a. Facilities Committee, July 3, 2023

### 5. Member Comments/Correspondence

### 6. Staff Report

### 7. Priority Items

- a. Annual Budget Preliminary Review
  - i. Shuffleboard Maintenance
- b. Reserve Study Proposed Updates
  - i. Shuffleboard Facility

### 8. Capital Funding Items

- a. Elevator Cab Remodel
- b. Bocce Court Club Request
- c. Rubberized Walking Path to the Bridge at the Gold Course
- d. Backup Power to Service Maintenance
- e. Update on Solar on Church for Pool
- f. Cooling Turbines for Shuffleboard Court
- g. Location for the Donation of Palm Tree Sculpture

### 9. Reserve Funding Items

### 10. Strategic Initiatives

- a. Main Gate renovation - include in reserve study
- b. CH1 & CH2 renovations scheduled for 2024
- c. CH3 refurbish scheduled for 2024
- d. CH4 refurbish scheduled for 2025
- e. Rebuild the Amphitheater



- f. CH2 woodshop space utilization
- g. Energy Independence
- h. Emergency Preparedness

#### **11. Future Agenda Items**

#### **12. Next Meeting Date**

- Tuesday, September 4, 2023, at 10:00 a.m. – Conference Room A

#### **13. Adjournment**

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Please be always courteous and respectful to other members, Board Directors and representatives from Management. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



## **FACILITIES COMMITTEE MINUTES**

**July 3, 2023**

The regular meeting of the Facilities Committee was called to order at 10:00 a.m. by Chair Massetti on Monday, July 3, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Nick Massetti - Chair  
Carole Damoci  
Susan Hopewell  
Janet Isom – arrived at 10:05 a.m.

Carol Levine  
Lee Melody  
Daniel Weber

Staff and Guest: J. Sedgwick, Executive Director  
M. Gerber, GRF President  
M. Weaver, Senior Director of Facilities  
T. Makakaufaki, Executive Coordinator  
Josh Park, Stantec Via Zoom  
Keith Rutherford, Stantec Via Zoom

### **CHAIR'S ANNOUNCEMENTS**

Chair Massetti greeted and welcomed everyone to the Facilities Committee meeting and introduced Foundation members and staff.

Chair Massetti appointed Director Melody as Vice-Chair.

### **APPROVAL OF MINUTES**

The minutes listed were approved, as presented:

- Architectural Design and Review, April 14, 2023
- Physical Property, May 3, 2023
- Special Physical Property, May 10, 2023

### **SHAREHOLDER/MEMBER COMMENTS**

Three Shareholders spoke at the time of the meeting.

### **CORRESPONDENCE**

One correspondence was reviewed at the time of the meeting.

## **FACILITIES COMMITTEE MINUTES - 07.03.2023**

### **STAFF REPORTS**

The Senior Director of Facilities presented the monthly report, as presented in the agenda packet.

#### Channel Fence

After discussion and selection of a fence, Senior Director of Facilities was advised by the Committee to come to the next scheduled meeting with cost proposal.

### **PRIORITY ITEMS**

#### Annual Budget Preliminary Review

Committee members and Executive Director provided an update; Annual Budget Preliminary will be brought back for further updates.

#### Reserve Study Proposed Updates

Committee members and Executive provided an update.

Clubhouse One Pool Table has been directed to the Members Service Committee.

#### Administrative Building Windows

The Committee and Executive Director discussed Administrative Building Windows.

Motion: To remove the Administrative Building Windows from the Reserve Study.

The motion passed with two no votes (Director Hopewell and Damoci).

### **CAPITAL FUNDING ITEMS**

#### Pool Cover/Thermal Solar

The Senior Director of Facilities reported on Pool Cover/Thermal Solar.

Motion: To remove pool cover from the agenda.

The motion passed with two no votes (Director Damoci and Levine).

#### Bocce Ball Court Issue

The Senior Facilities Director reported on the Issues on the Bocce Ball Court.

## **FACILITIES COMMITTEE MINUTES - 07.03.2023**

Senior Facilities Director will meet with Bocce representative to go over the concerns about the court and get a cost proposal ready for the next scheduled meeting.

### Real Estate Sales Sign

The Senior Facilities Director reported on the Real Estate Sale Sign.

Motion: To recommend the GRF Board to award a contract to MJ Jurado to install a sign for the sales office at Leisure World's Main Gate for a cost not to exceed \$9,000, Capital Funding and authorize the President to sign the contract.

Frist: Susan Hopewell

Second: Carol Levine

The motion passed with two no votes (Director Damoci and Levine).

### Solar Power for Pool Operations

Chair Massetti reported on the Solar Power for Pool Operations.

The Committee authorized the Executive Director to negotiate with the Church about leasing their roof and the Facilities Sr. Director to solicit bids from solar power providers.

### Paving Project – Repair and Seal

Senior Facilities Director reported on the Paving Project.

Motion: To accept the MJ Jurado Inc. offer Trust Street Paving Project for the 2023 Slurry Asphalt Project until September 1, 2023.

First: Janet Isom

Second: Susan Hopewell

The motion passed unanimously.

### Engineering Inquiry for EV Stations (Maintenance Yard)

Senior Facilities Director reported on the Engineering Inquiry for EV Stations.

Motion: To recommend the GRF Board to award a contract to Control Engineering for field engineering to evaluate sources of power-to-power cart and EV chargers in the maintenance yard, at a cost not to exceed \$4,000.00 and authorize the president to sign the contract.

## **FACILITIES COMMITTEE MINUTES - 07.03.2023**

First: Susan Hopewell  
Second: Carole Damoci

The motion passed unanimously.

### Radar Speed Signs

Senior Facilities Director reported on the Radar Speed Signs.

Motion: To recommend the Board authorize a Capital funding reassignment to the purchase of three radar speed signs chosen by GRF Patrol Services for a total cost not to exceed \$15,000 and authorize the President to sign the contract.

First: Carol Levine  
Second: Carole Damoci

The motion passed unanimously.

### Donation of Aluminum and Stainless Wall Sculpture

Motion: To accept the donation of the wall sculpture. The location of the sculpture will be determined on a later day.

The motion passed with two no votes (Directors Damoci and Jablonski)

## **RESERVE FUNDING ITEMS**

### Clubhouse Three Kitchen Remodel Project – Color/Material Selection

After discussion, the Committee unanimously chose a color for the Clubhouse Three Kitchen.

### Safety Improvement at Golden Rain/Saint Andrews -Stantec

After discussion, the Senior Facilities Director will come back with more information to the next scheduled meeting.

### HVAC Unit in News Office

The Senior Facilities Director reported on the HVAC Unit in the News Office.

## **FACILITIES COMMITTEE MINUTES - 07.03.2023**

Motion: To recommend the GRF Board award a contract to Greenwood Heating and Air for the replacement of the HVAC unit in the News Office at a cost not to exceed \$22,800 Reserve Funding and authorize the President to sign the contract.

First: Carol Levine

Second: Carole Damoci

The motion passed unanimously.

### **Elevator Cab Remodel**

Due to not receiving the second bid, the Elevator Cab Remodel will be brought back to the next scheduled meeting.

### **STRATEGIC INITIATIVES**

- a. Main Gate renovation - include in reserve study
- b. CH1 & CH2 renovations scheduled for 2023
- c. CH3 refurbish scheduled for 2024
- d. CH4 refurbish scheduled for 2025
- e. Rebuild the Amphitheater
- f. CH2 woodshop space utilization
- g. Energy Independence
- h. Emergency Preparedness

### **GOVERNING DOCUMENT N/A**

### **FUTURE AGENDA ITEMS**

The Committee concurred to add as future agenda items:

Amphitheater Dancing Area

### **ADJOURNMENT**

Chair Massetti adjourned the meeting at 12:05 p.m.

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Nick Massetti, Chair  
Facilities Committee  
TM: 07.03.23

**PHYSICAL PROPERTY COMMITTEE PROJECT REPORT**

<b>Project</b>	<b>Proj #</b>	<b>Status</b>	<b>BOD Approved</b>	<b>Scheduled Completion</b>	<b>BOD Approved Funds</b>	<b>Used Funds</b>	<b>Balance</b>
Speed Cushions	1019-22	Contractor scheduling installation OCFA approved, material on order	22-Jan	TBD	\$13,500		\$13,500
Paving Trust Street Phase 6		Contract execution in process	23-Jul	TBD	\$580,000		\$580,000
Maintenance Yard EV Engineering		Contract execution in process	23-Jul	TBD	\$4,000		
Safety Improvements at Golden Rain / St. Andrews - Stantec Report	1011-22	Review Study in process	22-Aug	TBD	\$15,535	(\$9,954)	\$5,581
Radar Speed Signs		Order in process	23-Jul		\$15,000		\$15,000
News Office HVAV Replacement		Contract execution in process	23-Jul	TBD	\$22,800		\$22,800
Inside Sales Sign at Main Gate		Contract awarded - in permit process	23-Jul	TBD	\$9,500	\$0	\$9,500
Solar System for Swimming Pool		Budget/Negotiation cost in process	NA				\$0
Perimeter Wall Frontier		Work started	23-May	Sept.	\$211,530	\$0	\$211,530
Clubhouse 3 Kitchens		Contractor ordered material and scheduling work	22-May	Oct	\$122,905	(\$15,120)	\$107,785
Clubhouse One Remodel		RFP in process Interior lights, Lobby Carpet and Vinyl Flooring,	NA		\$0	\$0	\$0
Library Painting, Flooring etc.		Work scheduled for December start	NA			\$0	\$0
1.8Acre Design and Cost Study	1025-23	Draft in process			\$62,150	(\$5,000)	\$57,150
Channel Fence Type and Budget costs		RFP in process	NA		\$0	\$0	\$0





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## COMMITTEE ACTION REQUEST

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**DATE:** AUGUST 1, 2023  
**TO:** FACILITIES COMMITTEE  
**FROM:** SENIOR DIRECTOR OF FACILITIES  
**ACTION:** ELEVATOR CAB REMODEL

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**Background:**

The elevator cab in the Administration Building is beyond its useful life. The Physical Property Department obtained a quote from TK Elevator Service and Elite Elevator Services for the remodel of this Reserve Component. The cost is as follows:

TK Elevator Service	\$35,701
Elite Elevator Services	\$18,570

Staff recommends a 10% contingency for this project \$1,857.

**Fiscal Impact:**

There is \$38,000 in the reserve study for this project. There is currently a service contract for this elevator with TK Elevator Service.

**Recommendation:**

I move to recommend the GRF Board award a contract to Elite Elevator Services for the remodel of the elevator cab in the Administration Building at a cost not to exceed \$20,427, including a 10% contingency, Reserve Funding and authorize the President to sign the contract.



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## COMMITTEE ACTION REQUEST

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**DATE:** AUGUST 1, 2023  
**TO:** FACILITIES COMMITTEE  
**FROM:** SENIOR DIRECTOR OF FACILITIES  
**ACTION:** BOCCE BALL COURT CLUB REQUEST

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**Background:**

It has been requested of staff to meet with the Bocce Ball Club and report back to the Committee on improvements the club requests of the area. The club has requested the addition of an additional court or/and the addition of a concrete pathway on the south side of the area for travel outside the court. In addition, they are also requesting the oyster shell base be replaced with Artificial Turf

Cost to add a court - MJ Jurado	\$35,644
Cost to add a walkway- MJ Jurado	\$7,410
Cost to remove oyster shell and replace with Artificial Turf	\$ _____

**Fiscal Impact:**

Funding from Capital, additional court could have a minor impact on operations maintenance.

**Recommendation:**

I move to recommend the GRF Board award a contract to \_\_\_\_\_ for \_\_\_\_\_ cost not to exceed \$ \_\_\_\_\_ including a 10% contingency, Capital Funding and authorize the President to sign the contract.

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## COMMITTEE ACTION REQUEST

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**DATE:** AUGUST 1, 2023  
**TO:** FACILITIES COMMITTEE  
**FROM:** SENIOR DIRECTOR OF FACILITIES  
**ACTION:** RUBBERIZED WALKING PATH TO THE BRIDGE AT THE GOLF COURSE

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**Background:**

The rubberized walking path to the bridge at the Golf Course is beyond repair. Attempts to repair have not been successful. Staff received proposals from Robertson Recreational Surfaces and Cornerstone Floors:

Cornerstone Floors	\$30,395
Robertson Recreational Surfaces	\$12,905



**Fiscal Impact:**

Funding from Reserves (\$10,050 scheduled for 2023).

**Recommendation:**

I move to recommend the GRF Board award a contract to Robertson Recreational Surfaces for the Replacement of the rubberized walking path to the bridge at the Golf Course for a cost not to exceed \$14,195 including a 10% contingency, Reserve Funding and authorize the President to sign the contract.