

FACILITIES

Committee Meeting Agenda
Tuesday, January 2, 2024 - 10:00 A.M.
Conference Room A

This meeting may also be live streamed at 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, December 5, 2023

5. Member Comments

6. Staff Report

- a. Pedestrian Safety Initiative
 - i. Radar Speed Signs
- b. Facilities Project list

7. General

- a. Street Sweeping
- b. North Gate Road Barrier at Mutual 9
- c. Clubhouse 3 Cabinets
- d. Mary's Gate
- e. Review Reserve Funding

8. Reserve Funding Items

- a. Main Gate Office Renovation
- b. HVAC Unit #5 in Clubhouse One

Proposed Resolution: To recommend that the GRF Board award a contract to Greenwood Heating and Air for the Replacement of the HVAC unit #5 in Clubhouse One at a cost not exceeding \$9,995. Reserve Funding and authorize the President to sign the contract.

9. Governing Documents

10. Future Agenda Items

11. Next Meeting Date

- Tuesday, February 6, 2024, at 10:00 a.m. – Conference Room A



12. Adjournment

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

December 5, 2023

The regular meeting of the Facilities Committee was called to order at 10:01 a.m. by Chair Massetti on Tuesday, December 5, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Nick Massetti - Chair
Carole Damoci
Susan Hopewell – via Zoom
Carol Levine
Lee Melody
Daniel Weber

Not Present: Janet Isom
Edward Jablonski

Staff and Guest: M. Gerber, GRF President
J. Sedgwick, Executive Director
D. Potter, Executive Manager, Mutual Services
K. Black, Physical Property Manager
T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

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

APPROVAL OF MINUTES

The November 7, 2023, minutes were approved as presented.

SHAREHOLDER/MEMBER COMMENTS

One Shareholder spoke at the time of the meeting.

CORRESPONDENCE

There are no correspondences were reviewed at the time of the meeting.

STAFF REPORTS

The Physical Property Manager presented the monthly report, as presented in the agenda packet.

GENERAL

Mary's Gate

The Physical Property Manager stated parts are still on order. More information will be given at the next scheduled meeting.

RESERVE FUNDING

Main Gate Office Renovation

After discussion, it was consensus of the Committee to have the Executive Director go forward with the request for proposal. More information will be given at the next scheduled meeting.

GOVERNING DOCUMENT

Renumber and Rescind Policy

Motion: To accept 30-5041-5, Trust Real Property Acreage and to forward 40-3323-3, Disposition of Surplus Equipment, to the Administration Committee for further review.

FUTURE AGENDA ITEMS

- Main Entry Traffic Flow
- Review Reserve Study
- Clubhouse 3 Cabinet Follow-up

ADJOURNMENT

Chair Massetti adjourned the meeting at 10:48 a.m.

Nick Massetti, Chair
Facilities Committee
TM: 12.05.23

PHYSICAL PROPERTY COMMITTEE PROJECT REPORT

| Project | Proj # | Status | BOD Approved | Scheduled Completion | BOD Approved Funds | Used Funds | Balance |
|---|---------|--|--------------|----------------------|--------------------|-------------|-----------|
| Sales sign Main Gate | | In permit process with City | 23-Jul | TBD | \$9,500 | | \$9,500 |
| Speed Cushions | 1019-22 | OCFA Permit approved, Change order submitted for 1 Speed Cushion on Del Monte Start work January | 22-Jan | 24-Jan. | \$13,500 | | \$13,500 |
| Paving Trust Street Phase 6 | 1051-23 | Work in process, change order approved for Mayfield | 23-Jul | 24-Jan. | \$657,220 | (\$426,955) | \$230,265 |
| Maintenance Yard EV Engineering | 1063-23 | Work in process | 23-Jul | Dec. | \$10,770 | (\$2,154) | \$8,616 |
| Safety Improvements at Golden Rain / St. Andrews - Stantec Report | 1011-22 | Construction plans in process | 22-Aug | 24-Jan. | \$33,422 | (\$19,401) | \$14,021 |
| Radar Speed Signs | 1049-23 | Signs have been installed, adjustment in process | 23-Jul | November | \$15,000 | (\$13,309) | \$1,691 |
| | | | | | | | |
| Clubhouse One Remodel | 1060-23 | Work schedule to start Jan 2024 | 23-Sep | 24-Feb. | \$218,295 | (\$50,393) | \$167,902 |
| Library Painting, Flooring etc. | 1062-23 | Work scheduled for end of December start | 23-Oct | 24-Feb. | \$110,618 | \$0 | \$110,618 |
| 1.8 Acre Gardens | 1035-23 | RFP sent out, bids due back Sept. 29 AD HOC Committee to report to the BOD | NA | TBD | \$480,865 | \$0 | \$480,865 |
| Channel Fence Replacement | 1057-23 | Work schedule for December | 23-Sep | 24-Jan. | \$118,800 | \$0 | \$118,800 |
| Elevator Cab Remodel | 1048-23 | Contract executed work scheduled | 23-Aug | Dec. | \$20,427 | (\$9,285) | \$11,142 |
| Traffic Study Entry Main Gate | 1048-23 | Work in process | 23-Aug | 24-Jan. | \$14,400 | (\$1,050) | \$13,350 |
| Amphitheater Sewer Lift Station Repair | 1067-23 | Contract executed work scheduled | 23-Nov | 24-Feb | \$60,294 | | \$60,294 |
| Ventilation Shuffleboard Courts | 1065-23 | Contract executed work scheduled | 23-Nov | 24-Jan | \$8,000 | | \$8,000 |
| Bocce Ball Court improvements | | Contract executed work scheduled | 23-Nov | 23-Feb | \$12,777 | | \$12,777 |



COMMITTEE ACTION REQUEST

DATE: JANUARY 2, 2024
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: HVAC UNIT #5 IN CLUBHOUSE ONE

Background:

The HVAC unit #5 in Clubhouse One has failed and is beyond its useful life. The Physical Property Department obtained a quote from Greenwood Heating and Air for the replacement of this Reserve Component. The cost is as follows:

| | |
|---------------------------|---------|
| Greenwood Heating and Air | \$9,995 |
|---------------------------|---------|

Fiscal Impact:

Funding from Reserves. Routine maintenance is to be conducted in-house.

Recommendation:

I move to recommend that the GRF Board award a contract to Greenwood Heating and Air for the Replacement of the HVAC unit #5 in Clubhouse One at a cost not exceeding \$9,995. Reserve Funding and authorize the President to sign the contract.