

**OPEN MEETING****REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, October 10, 2018 - 9:30 a.m.**  
**Laguna Woods Village Community Center BOARD ROOM**  
**24351 El Toro Road**

**NOTICE AND AGENDA**

*This Meeting May be Recorded*

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for October 10, 2018
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

**Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

8. Project Log

**Reports:**

9. Clubhouse 2 Video Club Expansion

**Items for Future Agendas:**

- Chemical Storage at Five Pool Facilities
- Expand the North wall of the Kitchen at 19 Restaurant
- West Creek Benches at Gate 11
- EV Charging Stations

**Concluding Business:**

Committee Member Comments

Date of Next Meeting: December 12, 2018

Adjournment

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, August 8, 2018 – 9:30 A.M.**  
**Laguna Woods Village Community Center, Board Room**  
**24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Beth Perak, Bert Moldow (in for Richard Palmer), Bunny Carpenter, John Frankel, Don Tibbetts, Carl Randazzo, Ryna Rothberg

**ADVISORS PRESENT:** None

**MEMBERS ABSENT:** Richard Palmer, Advisor – John Luebbe

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Laurie Chavarria

**1. Call to Order**

Chair Matson called the meeting to order at 9:32 a.m.

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

Chair Matson removed Item #12, Handout on Parking Rules & Signage at Gatehouses from the agenda and replaced it with the Lease Agreement with the Willows Foundation. The agenda was approved as amended.

**4. Approval of Meeting Report for June 13, 2018**

The meeting report for June 13, 2018 was approved as written.

**5. Chair's Remarks**

Chair Matson remarked on the items on the project log and suggested the Committee review the jobs and take time to visit the various projects as they are in progress.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz provided an update on the HVAC installation in the Woodshop at Clubhouse 4, the Pickleball & Paddle Tennis Renovation and the Civil Work Improvements for the Gates.

Discussion ensued regarding gatehouse renovations, time frames for construction, a suggestion to combine Gates 10 and 11, and abandonment of the right of way along Santa Maria.

A motion was made to recommend the Board approve supplemental funding to add gate arms at Gate 10. This item will be added to the GRF Finance agenda.

By a vote of 6/1/0 (Director Tibbetts opposed), the motion carried.

Joan Brown (5587-A) asked the Committee to consider adding a sink to the Pickleball and Paddle Tennis project.

Discussion ensued regarding necessity, and cost.

Staff was directed to add a sink using the existing budget, not to exceed \$2,500.

By a vote of 4/3/0 (Directors Tibbetts, Rothberg, Perak opposed), the motion carried.

### Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

## **8. Project Log**

The Consent Calendar was approved as written.

### Reports:

## **9. PAC Value Engineering and 2019 Capital Plan Expenditure**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the definition of value engineering, and ADA requirements.

A motion was made and unanimously carried to recommend the Board accept staff's recommendation to implement the PAC's needed maintenance and equipment upgrades as identified in prior year budgets, and in SVA's Facility Assessment Report., and initiate the preparation of construction documents to implement the recommended PAC maintenance and equipment upgrades, using the existing funding.

#### **10. Clubhouse 2 Video Club Expansion**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding budget, future plans for the Annex, destructive testing, costs for expansion, the need for construction documents, and previous design elements reviewed by the Committee.

By consensus staff was directed to get a quote from a contractor without using construction documents and bring this information back to a future Committee meeting.

#### **11. Chemical Storage at Five Pool Facilities with PowerPoint Presentation**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding the type of storage facility needed, code requirements and possible costs.

A motion was made to direct staff to advertise a request for proposal to replace five pool chemical storage units with new code compliant units at clubhouses 1, 2, 4, 5 and 6.

By a vote of 6/1/0 (Director Moldow opposed), the motion carried.

#### **12. Sidewalk Lease Agreement with The Willows Foundation**

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding taxes, legal review, terms of the agreement, and current maintenance needs.

A motion was made and unanimously carried to recommend the Board approve and sign a lease agreement with The Willows Foundation, Inc. (The Willows) for Golden Rain Foundation's (GRF) exclusive sidewalk use.

**13. West Creek Benches at Gate 11 (Oral Discussion by Chair)**

Chair Matson provided an overview of the request for benches to be installed in the West Creek area. Ernesto Munoz provided an update on the current status of this request.

**14. Expand the North wall of the Kitchen at 19 Restaurant (Oral Discussion by Chair)**

Chair Matson provided a hand drawn sketch of the area that could be expanded to increase the size of the kitchen at 19 Restaurant and summarized the requirements to increase the square footage inside the kitchen by at least 90 square feet.

Discussion ensued regarding compensation from 19 Restaurant for this expansion, lease agreement versus a contract for service, how the extra space will be used, seismic requirements for moving an exterior load bearing wall, and the benefits of the expansion to GRF and the residents.

By consensus, CEO Brad Hudson will be asked to initiate a conversation with the current restaurant manager on possibly renegotiating the service contract for 19 Restaurant if GRF enlarges the kitchen.

**Items for Future Agendas:**

- EV Charging Stations

**Concluding Business:**


**Committee Member Comments**

- Director Rothberg commented on the committee's fiduciary responsibility to the residents.

**Date of Next Meeting: October 10, 2018**

**Adjournment:**

The meeting was adjourned at 12:07 pm.

  
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Jim Matson, Chair

## GRF Mutual Project Log (September 2018)

#	Type	Name	Description	Status	Estimated Completion	Budget
1	904 Maint Svc	<b>CH 6 HVAC System</b>	Replace HVAC at Clubhouse 6.	Absolute Consulting Engineers was selected as the engineering firm to design the system. Plans were received in late July, staff reviewed plans, worked with engineer to make minor adjustments. Plans were submitted to the City on August 9th, corrections were made and resubmitted on September 6th. Once plans are approved staff will advertise for bids, award a contract and work will begin immediately afterward. The project is expected to be completed in early October, depending on contractor availability.	September 2018	Facilities Fund Budget: \$104,000 Invoiced: \$0 Balance: \$104,000
2	904 Maint Svc	<b>Pool 5 Maintenance</b>	Replace Clubhouse 5 Pool Waterline Tile & Plaster.	The waterline tile replacement project was expanded to include the removal and replacement of the pools plaster. This project required additional funding of \$46,000 which was approved by the Board on March 6th. The work will be coordinated with the pool shutdown in the last quarter of the year.	December 2018	Facilities Fund Budget: \$26,000 Supplemental: \$46,000 Invoiced: \$0 Balance: \$72,000
3	904 Maint Svc	<b>Service Center Radiant Heaters</b>	Replace 12 forced air units with radiant heaters.	The existing 12 forced air units are extremely inefficient and do not heat the spaces effectively. Utility costs are very high and comfortable working conditions are not maintained. Staff is currently generating a scope of work. The project is scheduled to be advertised in September, and a contract awarded in October. Work will begin immediately after the contract is awarded.	November 2018	Facilities Fund Budget: \$50,000 Invoiced: \$0 Balance: \$50,000
Agenda Item #8	904 Maint Svc	<b>CH 7 Boiler and Water heater</b>	Replace boiler and domestic hot water heater.	The domestic hot water heater was replaced in April 2018. The boiler will be put out to bid in September and work is expected to occur in October.	October 2018	Equipment & Facilities Funds Budget: \$17,000 Invoiced: \$6,960 Balance: \$10,040

5	910 Bldg. Maint	<b>Miscellaneous Painting Equipment 2018</b>	The paint crew needs additional equipment to meet set schedules and deadlines for their various programs.	Staff has researched suppliers to procure needed equipment and is doing so on an ongoing basis.	December 2018	Facilities Fund Budget: \$100,000 Invoiced: \$76,102 Balance: \$23,898
6	910 Bldg. Maint	<b>Fumigation for Termites</b>	On March 6, 2018 the GRF Board approved a supplemental appropriation for termite fumigation at several GRF Facilities. A full structure treatment and localized treatments are required to eradicate the termite infestation.	The Lawn Bowling Clubhouse & Storage Building at Clubhouse 2 was fumigated for termites on 5/22. Gate House 8 was fumigated on 7/10. Clubhouse 3 was fumigated on 7/31. The Clubhouse 2 Multi-Purpose room will be fumigated on 10/23.	November 2018	Supplemental Appropriation Budget: \$33,000 Invoiced: \$27,174 Balance: \$5,826
7	920 Projects	<b>CH 4 Upper Roof Top Deck 2018</b>	The CH 4 roof top and pool decks are in need of replacement/repair.	The upper roof top pool deck located above the old bridge room requires a complete rebuild and resurfacing. Staff has retained an engineer to design the scope of work entailed. We are in the discovery stage to determine where water leaks have occurred over time in the bridge room.	December 2018	Facilities Fund Budget: \$62,000 Invoiced: \$0 Balance: \$62,000
8	920 Projects	<b>Energy Consultant Services</b>	An Energy Consultant will be used as needed in order to advance GRF's and the Community's future energy initiatives.	A contract was awarded to The Energy Coalition, for a not to exceed amount of \$50,000 and was approved at the July 3, 2018, Board meeting. The Village Energy Task Force provided their top priorities to the energy consultant. The consultant is currently working on a proposal which will be presented to the Village Energy Task Force in November.	On-going	Contingency Fund Supplemental Appropriation: \$50,000 Invoiced: \$0 Balance: \$50,000
9	920 Projects	<b>Clubhouse 2 Annex Project / Interim Green Space</b>	This project is dedicated to interior and exterior building improvements at the Clubhouse 2 Annex facility. The original intent to demolish the classrooms was abandoned and an interim green space will be installed in the location where the shuffleboard courts were demolished.	This project is in progress. Construction started on August 20, 2018 and will be completed in early October 2018.	October 2018	Facilities Fund Budget: \$240,000 Invoiced: \$63,005 Balance: \$176,995

10	920 Projects	<b>Pickleball and Paddle Tennis Courts</b>	This project was intended to construct new Paddle Tennis and Pickleball courts within Gate 12.	The permit has been issued and the electrical work will start the third week of September and the court work is scheduled to start the first week of October and finish late December.	December 2018	Facilities Fund Budget: \$600,000 Supplemental: \$250,000 Invoiced: \$106,933 Balance: \$743,067
11	920 Projects	<b>Performing Arts Center Renovation</b>	Project funding is for the maintenance and upgrade of the Performing Arts Center renovation.	The Design Development phase for the Performing Arts Center Renovation Project was completed; and the results were presented to the PAC Ad Hoc Committee, as well as the GRF Board. A recommendation was made by the PAC Ad Hoc Committee on July 6, 2018, to:  1. Allocate \$2 million in the 2019 Capital Budget for a PAC maintenance and equipment upgrade project 2. Initiate the construction documents to include the maintenance project, as well as other long term design elements.  Staff is working with SVA Architects to define the scope and fee for preparing construction documents. Staff will bring a recommendation to award a contract at the October M&C Committee meeting.	On-going	Facilities Fund Budget: \$1,778,000 Invoice: \$247,156 Balance: \$1,530,844
12	920 Projects	<b>Community Center HVAC and Controls Upgrade</b>	This project is dedicated to making the facility more energy efficient by engineering and retrofitting the Community Center with a new Heat Ventilation Air Conditioning (HVAC) and upgraded controls being integrated to the existing Energy Management System (EMS).	A contract for this project was awarded at the July 3, 2018, Board meeting. A pre-construction meeting was held with the contractor and the 'Bridging Document' consultant on August 3. The HVAC contractor (AMS) submitted a schedule indicating the design will be prepared in September; the building permit will be obtained in November; HVAC fabrication will take 4 months from November 2018 to February 2019; and HVAC will be installed February - April 2019. The project in its entirety is schedule to be completed by the end of May 2019.	May 2019	Facilities Fund Contract: \$1,447,163 Invoiced: \$0 Balance: \$1,447,163



13	920 Projects	<b>Community Center First Floor Renovation Project</b>	This project is dedicated to space planning, interior improvements, and the relocation of Manor Alterations, and the reconfiguration of Resident Services within the Community Center's first floor.	The space planning consultant is working with staff on drawing revisions. Once the drawings are completed, materials will be ordered and will take approximately 12 weeks for delivery.	December 2018	Facilities Fund Budget: \$750,000 Invoiced: \$29,655 Balance: \$720,345
14	920 Projects	<b>Community Center Roof Replacement Project</b>	This project is dedicated to maintaining the Community Center building by replacing the built up roofing at the end of its serviceable life. The old built up roofing will be replaced with a PVC cool roofing material.	This project is dependent upon the HVAC installation schedule, which was submitted by the HVAC Contractor in August. The roof replacement will be completed directly following the placement of the HVAC rooftop equipment schedule for April 2019.	TBD	Facilities Fund Budget: \$155,000 Invoiced: \$0 Balance: \$155,000
15	920 Projects	<b>Clubhouse 1 Renovation Assessment</b>	This project is dedicated to assessing the existing buildings at Clubhouse 1 to assist with the development of future improvement plans. The assessment will include determining required building code compliant upgrades, identifying the presence of hazardous materials, improve ADA accessibility, and survey condition of structural, mechanical, electrical, and plumbing elements.	A contract was awarded at the July 3, 2018, Board meeting. The assessment began on August 14, 2018. SVA has been discussing with maintenance staff the condition of the existing mechanical, electrical, and plumbing (MEP) systems. SVA has also conducted meetings with recreation staff to determine existing and future programming at the Clubhouse 1 site to determine future facility needs. SVA will be conducting an analysis on the building structure including selective destructive openings to inspect, view or test interior building components. SVA is expected to submit a draft report of the building assessment to staff in November 2018.	December 2018	Facilities Fund Budget: \$80,000 Invoiced: \$2,400 Balance: \$77,600
16	920 Projects	<b>Clubhouse 1 HVAC Replacement Project</b>	This project is dedicated to maintaining Clubhouse 1 by replacing the HVAC system according to its serviceable life. This project will be designed after the building assessment has been completed.	This project is predicated on the recommendation provided by the consultant performing the building assessment, which is scheduled to be completed by the end of December 2018.	TBD	Facilities Fund Budget: \$350,000 Invoiced: \$0 Balance: \$350,000

17	920 Projects	<b>Gates 1, 2, 3 &amp; 4 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Plans are being processed by the City of Laguna Woods for permit issuance and staff is soliciting contractor bids. A pre-bid meeting was held on September 6, with contractor bids due on September 27.	TBD	Facilities Fund Budget: \$440,000 Invoiced: \$28,350 Balance: \$411,650
18	920 Projects	<b>Gates 7, 8, 9 &amp; 14 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	This project is being run concurrently with the Gate 1, 2, 3, & 4 Civil Work.	TBD	Facilities Fund Budget: \$440,000 Invoiced: \$26,872 Balance: \$413,128
19	920 Projects	<b>Gate 10 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	At the September 4, 2018 GRF Board meeting, Gate 10 was added to the civil work project and supplemental funding was approved.  The engineer is currently preparing construction documents.	TBD	Supplemental: \$110,000 Invoiced: \$0 Balance: \$110,000
20	920 Projects	<b>GRF Paving &amp; Sealcoat Programs and Concrete Repairs</b>	This project is dedicated to Asphalt Paving Overlay, Sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The Sealcoat work was completed in August and consisted of 1,106,900 square feet of pavement area. Invoicing for sealcoat work is pending. The Aliso Creek walkway was completed in July.  The asphalt paving work and concrete repairs are scheduled to begin in September and be completed in October. The 2018 program will consist of 251,400 square feet of pavement replacement and 10,000 square feet of concrete work.	December 2018	Facilities Fund Budget: \$955,000 Invoiced: \$17,940 Balance: \$937,060
21	920 Projects	<b>Pool Chemical Storage Facilities</b>	This project is dedicated to replacing all pool chemical storage facilities with new code compliant units.	Staff was directed to advertise for contractor bids to install pool chemical storage units at the community pools. The current storage facilities have outlived their useful life and do not meet current state and federal codes. Staff is preparing the scope of work and specifications for the bid documents and will advertise this project in September.	TBD	Unbudgeted

	904 Maint Svc	<b>CH 1 Billiards Room Ducting and Equipment</b>	Rerouting of HVAC ducting and Replacement of Condenser	<b>COMPLETED</b>	January 2018	Facilities Fund Budget: \$15,000 Invoiced: \$13,367 Balance: \$1,633
	904 Maint Svc	<b>Golf Facilities</b>	Replacement of Aerator at Par 3 course	<b>COMPLETED</b>	February 2018	Not budgeted Invoiced: \$4,734
	904 Maint Svc	<b>Pool 2 Maintenance</b>	Replace Clubhouse 2 Pool Filter, Pool Heater & Spa Heater.	<b>COMPLETED</b>	May 2018	Facilities Fund Budget: \$26,000 Invoiced: \$6,921 Balance: \$19,079
	904 Maint Svc	<b>CH 4 HVAC System</b>	Install Air Conditioning System at Clubhouse 4 Woodshop.	<b>COMPLETED</b>	July 2018	Facilities Fund Budget: \$37,000 Additional Funding: \$16,508 Invoiced: \$49,740 Balance: \$3,768
	904 Maint Svc	<b>CH 1 Shower Boiler</b>	Replace the Shower Boiler & Storage Tank at Clubhouse 1.	<b>COMPLETED</b>	July 2018	Equipment Fund Budget: \$27,000 Invoiced: \$0 Balance: \$27,000
	904 Maint Svc	<b>Head end Building HVAC</b>	Replace the HVAC unit.	<b>COMPLETED</b>	September 2018	Facilities Fund Budget: \$12,000 Invoiced: \$6,463 Balance: \$5,537
	910 Bldg. Maint	<b>Village Greens Maintenance 2017</b>	Portions of the flooring at the Village Greens building need to be replaced and miscellaneous touchup painting is also needed to increase the general aesthetic of the facility.	<b>COMPLETED</b>	December 2018	Facilities Fund Budget:\$25,000 Invoiced: \$25,000 Balance:\$0
	910 Bldg. Maint	<b>CH 4 Maintenance 2018</b>	Funding for this program will complete body and full trim paint on the exterior of CH 4. Windows were also installed in the wood shop.	<b>COMPLETED</b>	August 2018	Facilities Fund Budget:\$ 91,000 Invoiced: \$85,533 Balance:\$5,467

	910 Bldg. Maint	<b>CH 5 Maintenance 2018</b>	Some areas in CH 5 need carpet, paint, blinds (skylight replacement was not needed). CH 5 received new doors on the Yoga room and Gym. New counter tops in Room 1. New blinds in the Main Ballroom, bar cardroom and Room 1.	<b>COMPLETED</b>	December 2018	Facilities Fund Budget: \$ 32,000 Invoiced: \$27,066 Balance: \$4,934
	920 Projects	<b>Pool 6 Maintenance</b>	This project is dedicated to the replacement of Clubhouse 6 waterline tile, re-plastering the pool, and replacement of the pool filter as a program to maintain the serviceable life of the pool.	<b>COMPLETED</b>	March 2018	Facilities Fund Budget: \$125,000 Invoiced: \$27,111 Balance: \$97,889
	920 Projects	<b>Lawn Bowling Resurface</b>	This project is dedicated to reconstructing the lawn bowling greens located within Gate 12. The previously constructed synthetic greens were not constructed to the World Bowls Standard and did not function per their design intent.	<b>COMPLETED</b>	March 2018	Facilities Fund Budget: \$592,303 Invoiced: \$601,645 Balance: -\$9,342 Additional Soil Remediation 1% Over Budget
	920 Projects	<b>History Center HVAC and Roof Replacement Project</b>	This project is dedicated to replacing the History Center HVAC system and roofing both of which are at the end of their serviceable lives.	<b>COMPLETED</b>	March 2018	Facilities Fund Budget: \$128,800 Invoiced: \$110,500 Balance: \$18,300
	920 Projects	<b>Clubhouse 7 Bridge Room Flooring Project</b>	This project is dedicated to replacing the carpeting at the Clubhouse 7 Bridge Room area.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$70,000 Invoiced: \$50,860 Balance: \$19,140
	920 Projects	<b>Clubhouse 7 Main Lounge Wood Floor Resurfacing Project</b>	This project is dedicated to resurfacing the wood flooring at the main lounge area located at Clubhouse 7.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$11,000 Invoiced: \$10,650 Balance: \$350
	920 Projects	<b>Community Center MIS Office Remodel</b>	This project is dedicated to remodeling the MIS Office on the second floor of the Community Center.	<b>COMPLETED</b>	April 2018	Contract: \$18,525 Invoiced: \$16,846 Balance: \$1,679

920 Projects	<b>Pool 4 Maintenance</b>	This project is dedicated to the replacement of Clubhouse 4 waterline tile, re-plastering the pool, replacement of the pool filter and replacement of the pool water heater as a program to maintain the serviceable life of the pool.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$125,000 Invoiced: \$120,765 Balance: \$4,235
920 Projects	<b>Clubhouse 7 Kitchen Improvement Project</b>	This project is dedicated to kitchen improvements including cabinets, countertops, appliances, accessibility, flooring, lighting and paint.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$130,000 Invoiced: \$110,315 Balance: \$19,685
920 Projects	<b>Clubhouse 5 &amp; History Center EMS Installation</b>	This project is dedicated to installing an energy management system (EMS) as a master plan for all GRF facilities. As new HVAC equipment is installed, an energy management system is subsequently installed which can be managed from an off site location using a computer connected to the internet.	<b>COMPLETED</b>	June 2018	Facilities Fund Budget: \$80,000 Invoiced: \$44,986 Balance: \$35,014
920 Projects	<b>Restaurant 19 Improvement Project</b>	This project is dedicated to interior improvements at Restaurant 19 located at the Village Greens Building. Additional work to install new cabinets doors in the dining room and a new cabinet on the patio to store the bus carts was added to the scope of this project.	<b>COMPLETED</b>	July 2018	Facilities Fund Budget: \$100,000 Supplemental: \$30,377 Invoiced: \$108,424 Balance: \$21,953
920 Projects	<b>Clubhouse 2 Wood Floor Repairs</b>	The Projects Department received a request to investigate wood flooring separation at CH2 .	<b>COMPLETED</b>	August 2018	Unbudgeted
920 Projects	<b>Clubhouse 4 Roof Replacement Project</b>	This project is dedicated to extending the life of GRF facilities by replacing the Roofing at the end of its serviceable life cycle.	<b>COMPLETED</b>	August 2018	Facilities Fund Budget: \$105,500 Invoiced: \$104,883 Balance: \$617

	920 Projects	<b>Gatehouse 10, 11 &amp; 12 &amp; 4 Improvement Project</b>	<p>This project is dedicated to interior and exterior improvements at gatehouses. Including new countertops, interior and exterior paint, flooring, plumbing fixtures, doors, windows and HVAC.</p>	<b>COMPLETED</b>	September 2018	<p>Facilities Fund Budget: \$60,000 Supplemental \$42,500 Invoiced: \$97,932 Balance: \$4,568</p>
	920 Projects	<b>Clubhouse 4 Kiln Replacements</b>	<p>This project is dedicated to replacing the 2 pottery kilns that are at the end of their serviceable life.</p>	<b>COMPLETED</b>	August 2018	<p>Facilities Fund Budget: \$100,000 Invoiced: \$98,743 Balance: \$1,257</p>

## STAFF REPORT

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**DATE:** October 10, 2018  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Clubhouse 2 Video Club Expansion Update

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### **RECOMMENDATION**

Receive and file.

### **BACKGROUND**

On March 6, 2007, the Golden Rain Foundation Board of Directors approved a request from the Video Club of Laguna Woods Village, (Resolution 90-07-16, Attachment 1) to permit exclusive use of the Multi-Purpose Room in the Clubhouse 2 Annex facility to accommodate the club's expanded activities. The Club's expanded activities required minor alterations to the existing floor plan. The Video Club has over 180 members and a few of the current activities in the Video Room include; classes and coaching, shooting special projects, training and meetings.

At the August 8, 2018 M&C Committee meeting, staff suggested retaining the services of a consultant to prepare construction documents for the alterations to the Video Club facilities. However, the Committee directed staff to solicit a quote directly from a contractor without using construction documents and to bring this information back to a future Committee meeting.

### **DISCUSSION**

On August 16, 2018, staff met with Video Club representatives and one of the Corporation's prequalified contractors to corroborate the project's scope of work to define the contractor's quote. Subsequently, staff presented a sketch depicting the new room layout and a preliminary cost estimate to the Video Club President for his review and acceptance (Attachment 2).

Once staff received and negotiated the contractor's quote, it was determine to be competitive with current pricing received for similar projects. Consequently, staff is preparing the contract documents for processing and scheduling the work to be completed in October.

### **FINANCIAL ANALYSIS**

This project will be funded in the amount of \$17,362 from the 2016 Facilities Fund. Since the contract amount is within the CEO's signing authority, staff is processing the contract to be executed accordingly.

**Prepared By:** Guy West, Projects Division Manager

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director

**ATTACHMENT(S)**

Attachment 1 – Resolution 90-07-16  
Attachment 2 – Sketch of New Video Control Room



**Attachment 1 – Resolution 90-07-16**

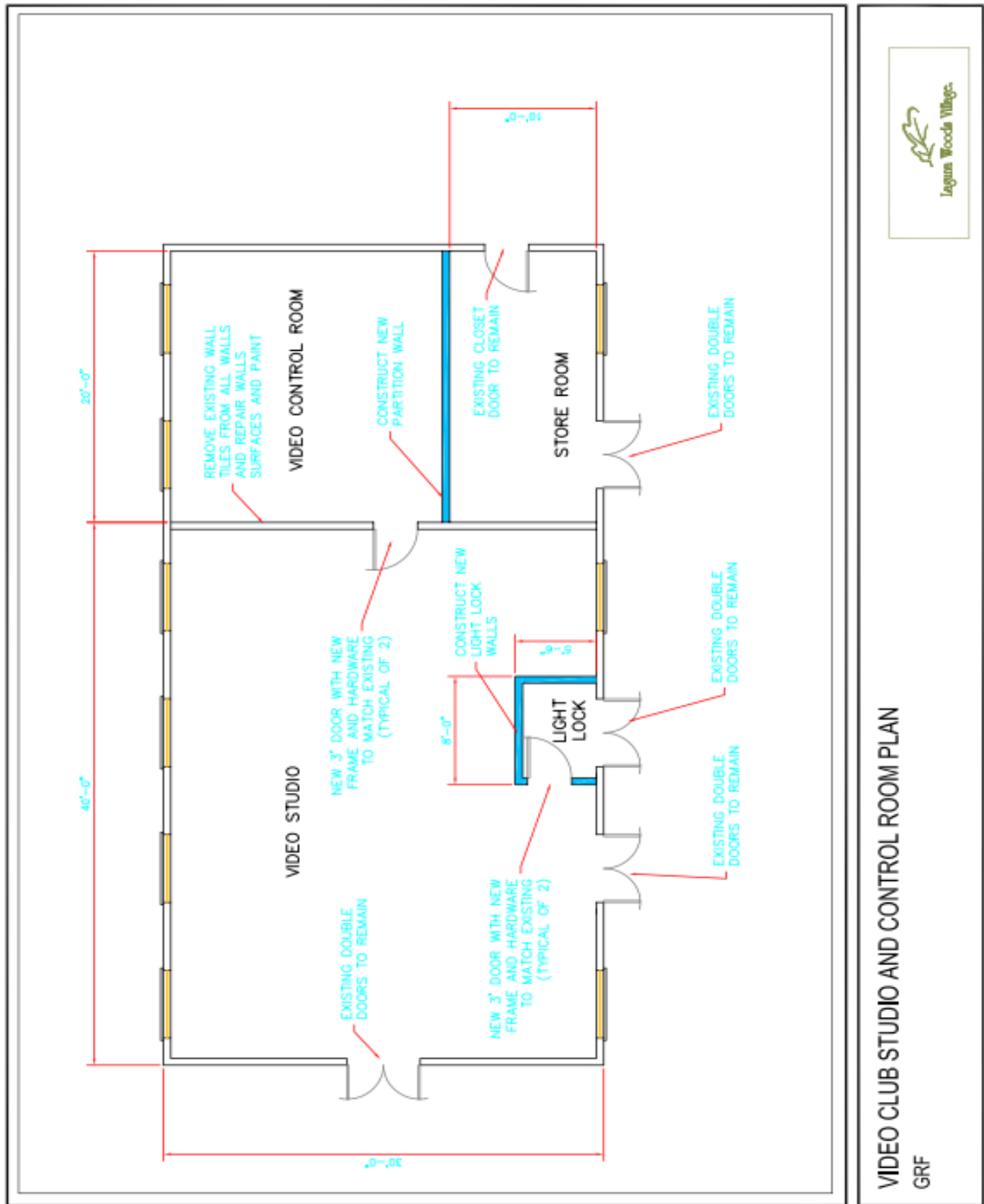
**Approve Video Club’s request to occupy additional room at Clubhouse Two**

**WHEREAS**, a request was received from the Video Club of Laguna Woods Village for exclusive use of the Multi-Purpose Room across from its Video Club Learning Lab in Clubhouse Two to accommodate its expanded activities;

**NOW THEREFORE BE IT RESOLVED**, March 6, 2007 that the Board of Directors of this Corporation hereby approves the Video Clubs request to occupy an additional room at Clubhouse Two; and

**RESOLVED FURTHER**, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

Attachment 2 – Sketch of New Video Control Room



VIDEO CLUB STUDIO AND CONTROL ROOM PLAN

GRF