

GRF Mutual Project Log								
Priority	#	Type	Name	Description	Status	Estimated Completion	Budget	Last Updated
	1	904 Maint Svc	GRF Facilities LED Conversion	Upgrade GRF Facility lighting with LED where cost effective and appropriately shielded. Scope includes interior and exterior lights at GRF-owned clubhouses, gate houses, parking lots, streetlights, and recreation facilities.	Bollards surrounding Clubhouse 7, tennis courts and pathway to CC have been replaced. A pre-installation audit at the Community Center and Maintenance Buildings was performed April 11th in order to receive rebates from Southern California Edison. LED bulb installation at the Community Center is nearly completed. The only remaining items are the recessed cans in the entry lobby that will be installed in August. Maintenance Buildings D, E and Vehicle Maintenance are completed. The parking areas at the maintenance area and both RV lots have been upgraded to LED lights with photocells and motion sensors. A pre-installation audit has occurred for Clubhouses 5 and 1. Lighting in these clubhouses will continue to be replaced in throughout August.	Ongoing	Facilities Fund '16 Budget: \$600,000 Invoiced: \$261,117 Balance: \$338,883	26-Jul
	2	904 Maint Svc	CH 4 Pool Covers	Replace Pool Covers at Clubhouse 4.	Covers have been ordered and should arrive by mid-August. Staff has also sent in a refund application to the gas company.	December 2017	Equip. Fund '17 Budget: \$11,000	26-Jul
	3	904 Maint Svc	CH 5 Commercial Appliances	Replace Clubhouse 5 Dishwasher and Booster Pump.	Staff has reviewed condition of dishwasher and it was determined that replacement is not required. The booster pump will be ordered and installed as soon it arrives.	December 2017	Equip. Fund '17 Budget: \$23,000	26-Jul
	4	904 Maint Svc	Pool 2 Maintenance	Replace Clubhouse 2 Pool Filter and Pool Heater.	Staff has replaced all three filters. Pool heater was inspected, and it was determined that replacement was not necessary. During inspection it was observed that the spa heater had reached its useful life and requires replacement. Spa heater will be ordered by the end of the month.	December 2017	Facilities Fund '17 Budget: \$26,000 Invoiced: \$4,513 Balance: \$21,487	26-Jul
	5	904 Maint Svc	Pool 5 Maintenance	Replace Clubhouse 5 Waterline Tile.	Staff is currently formulating a scope of work to get bid proposals for this project.	December 2017	Facilities Fund '17 Budget: \$26,000	26-Jul
	6	904 Maint Svc	CH 4 HVAC System	Install Air Conditioning System at Clubhouse 4 Woodshop.	Staff was given direction from the Board to cancel the project for this year. Staff will consider recommendations made in the JCI report, which included installing two (2) Indirect Evaporative Coolers for the Woodwork Shop.	N/A	Facilities Fund '17 Budget: \$37,000	26-Jul

	7	904 Maint Svc	CH 6 HVAC System	Repair HVAC at Clubhouse 6.	Have received bids from contractors, currently analyzing bids with in house staff.	December 2017	Facilities Fund '17 Budget: \$104,000	26-Jul
	8	910 Maint Opr	RV Lot B Bathroom Renovation	Staff was directed by the CEO to perform interior and exterior renovations to the RV Lot B Bathroom.	Staff is currently remodeling the RV lot B Bathroom . Work will be performed by in-house staff and is expected to be completed by in August.	December 2017	Miscellaneous Projects fund '17 Budget: \$14,300 Invoiced: \$0 Balance: \$0	24-Jul
	9	910 Maint Opr	Miscellaneous Building Equipment	The carpentry and interior components departments have many projects and programs. The departments need additional equipment to increase productivity and efficiently meet the set schedules and guidelines.	Staff is currently researching suppliers as to purchase a downdraft table for the carpentry and interior components department, which eliminates the external vacuum source needed for cleaning the air.	December 2017	Equip. Fund '17 Budget: \$21,000 Invoiced: \$0 Balance:\$21,000	24-Jul
	10	910 Maint Opr	Miscellaneous Painting Equipment	The Paint crews need more equipment to handle the growing work load. Currently staff is using old and deteriorated equipment.	Staff is currently researching suppliers as to purchase this equipment consisting of pressure washers and paint sprayers.	December 2017	Equip. Fund '17 Budget: \$49000 Invoiced:\$20000 Balance:\$29000	24-Jul
	11	910 Maint Opr	CH 1 Maintenance	Carpet at CH 1 Main lounge, Art Gallery and in the Cardroom is deteriorated. Acoustic Paneling in the Art Room need to be replaced, as well as miscellaneous repairs.	Staff is currently formulating a scope of work to get bid proposals for this project.	December 2017	Facilities Fund '17 Budget:\$75,000 Invoiced: \$3,861.00 Balance:\$71,139	24-Jul
	12	910 Maint Opr	Clubhouse 4 Fumigation	Fumigation of Clubhouse 4	Clubhouse 4 will be fumigated on 8/8 & 8/9/17, due to the existence of drywood termites in the Art Studio eves, open beam ceiling and roof.	August 2017	\$24,906 Unbudgeted	24-Jul
	13	910 Maint Opr	CH 5 Bar Area Flooring	Replace carpet in the mail lounge bar area due to fading and fraying.	Staff has obtained the new material for bar room flooring and is schedule to be installed on August 31st.	December 2017	Facilities Fund '17 Budget:\$19,000 Invoiced:\$4417.00 Balance:\$14,583	24-Jul
	14	910 Maint Opr	CH 5 Maintenance	The carpet in room 2 has mold and cannot be replaced. CH 5 is in need of minor repairs.	Staff is obtaining materials for these projects and will be completing these projects by the end of the year.	December 2017	Facilities Fund '17 Budget:\$50,000 Invoiced:\$3,028.00 Balance:\$46,972.00	24-Jul
	15	910 Maint Opr	Village Greens Maintenance	The Village Greens building is 5 years old and portions of flooring need to be replaced and miscellaneous touchup painting would help increase the general aesthetic of the facility.	Staff is currently formulating a scope of work to get bid proposals for this project.	December 2017	Facilities Fund '17 Budget:\$25,000 Invoiced:\$0 Balance:\$25,000	24-Jul

	16	910 Maint Opr	Gate House Remodel	Staff was directed by the CEO to accelerate the updates on Gate Houses 8 & 9 from the proposed GRF Capital Plan for 2018. This project will address dry rot issues as well as interior fixtures, counter tops, paint, flooring, etc.	Projects are scheduled to start in August and finish in September.	December 2017	Miscellaneous Projects Fund '17 Budget: \$43,000 Invoiced: \$0 Balance: \$43,000	2-Aug
#1 HIGH PRIORITY	17	920 Projects	Community Center HVAC and Controls Upgrade	This project is dedicated to engineering and retrofitting the Community Center HVAC and controls.	Staff is working with IDS to modify the original design and specification to replace HVAC and EMS controls. The special provisions are in progress and an RFP is anticipated for solicitation in September.	Unknown	Facilities Fund '14 Budget: \$533,400 Invoiced: \$47,696 Balance: \$485,704	24-Jul
	18	920 Projects	Clubhouse 5 HVAC and Roof Replacement	This project is dedicated to engineering and implementing a new HVAC system at CH 5, and installing a white PVC cool roof.	HVAC and Roofing Completed. City has signed off on HVAC project. HVAC commissioning report being completed in August. EMS upgrade work will also be completed before the end of summer. A report will be presented to the Board upon completion. Final invoicing pending.	December 2017	Facilities Fund '15 Budget: \$700,500 Invoiced: \$415,907 Balance: \$284,593	24-Jul
#1 HIGH PRIORITY	19	920 Projects	Pickleball and Paddle Tennis Courts	Determine best suited site to construct New Pickleball and Paddle Tennis Courts	Staff has been working with the design consultant to develop a complete design package to be submitted for city planning review. After several design revisions, a final design package is anticipated to be submitted for city planning review in early August.	Unknown	Facilities Fund '15 Budget: \$600,000 Invoiced: \$20,690 Balance: \$579,310	24-Jul
	20	920 Projects	Community Center Lobby Acoustics	Staff was given direction to investigate a noise mitigation solution for the Community Center Lobby.	A Consultant was retained to evaluate the noise issue and provide a solution. The consultant developed a scope of work and the Purchasing department solicited proposals from outside vendors. A bid spread was created and evaluated. Staff presented a report at the May M&C meeting. This item is on hold until the lobby/resident services area Space Planning Project is complete.	On-Hold	Not Budgeted	24-Jul
	21	920 Projects	2016 Performing Arts Center Renovation (Clubhouse 3)	Staff was directed to retain SVA Architects to perform an assessment, schematic design, and design development to renovate the interior of the Performing Arts Center.	The consultant interactive workshops with the user groups were completed in mid July. The consultant delivered a report of the study to staff on July 31st. Staff will analyze the report for completeness and present a report to the M&C Committee September 21, 2017.	December 2017 (Design)	Equip. Fund '15 Budget: \$150,000 Invoiced: \$3,500 Balance: \$146,500 Equip. Fund '16 Budget: \$600,000 Invoiced: \$48,932.66 Balance: \$551,067.34 Facilities Fund '17 Budget: \$728,000 Invoiced: \$0 Balance: \$728,000	24-Jul

	22	920 Projects	Clubhouse 3 HVAC System	Replace rooftop HVAC units at the PAC (formerly CH 3), which are beyond their estimated serviceable life.	This project is to replace the PAC (CH3) rooftop HVAC units. This project will be completed with the PAC Renovation.	2018	Facilities Fund '17 Budget: \$300,000	24-Jul
	23	920 Projects	Space Planning Project	Convert the current fitness center located on the third floor of the Community Center into a call center capable of supporting 20 customer service representatives.	Existing space layouts have been completed. A designer, G/M Business Interiors has been retained. An Architectural firm will be retained to assist with the changes. The Call Center has been incorporated into the Space Planning Study. This study is in progress and staff is coordinating information between the designer and the team. Layouts are being completed for relocating the Security Division to the third floor and to move Manor Alterations by the Social Services office.	Unknown	Facilities Fund '16 Budget: \$122,500 Invoiced: \$0 Balance: \$122,500	24-Jul
	24	920 Projects	Clubhouse 7 Bridge Room Flooring	The Clubhouse 7 Bridge Room carpet replacement.	Staff met with the Bridge Club three times, each time with different carpet samples based on direction from the prior meeting. After the third meeting staff presented digital carpet examples with custom colors (chosen by the Bridge Club), these images were presented to the Bridge Club's Board and both a field and runner carpet were chosen and approved. Bids have been received and are currently being reviewed. Scheduling has been placed on hold to merge the Bridge Room kitchen renovation with this project.	On-Hold	Facilities Fund '16 Budget: \$70,000 Invoiced: \$0 Balance: \$70,000	24-Jul
#1 HIGH PRIORITY	25	920 Projects	Clubhouse 7 Main Lounge Wood Floor	The existing wood floor was built with the clubhouse to host dances and events. It is approximately 2,100 square feet in size, has been heavily scratched and worn throughout the years. On September 6, 2016, the GRF Board approved the Capital Plan: Clubhouse 7 Wood Floor - Main Lounge, with an appropriation of \$11,000 to be funded from the Facilities Fund. The Capital Plan involves refinishing the wood floor.	Staff is working with the recreation department to schedule a meeting with the clubs that utilize this facility for a flooring sample selection. Staff is investigating a suitable product for this application.	December 2017	Facilities Fund '17 Budget: \$11,000 Invoiced: \$0 Balance: \$11,000	24-Jul
	26	920 Projects	GRF Paving & Sealcoat Programs	Asphalt Paving Overlay work on selected GRF street and parking lot areas.	Asphalt overlay work in progress and will be completed by mid August 2017. Paving Sealcoat work will commence and finish in August 2017.	December 2017	Facilities Fund '17 Budget: \$630,000 Invoiced: \$0 Balance: \$645,000	21-Jul

	27	920 Projects	Community Center Air Curtains	This project initially investigated a vestibule design to maintain temperature and lower energy usage within the Community Center. Staff has determined the air lock approach to unfeasible due to physical and code restrictions.	Staff has investigated the use of air curtains to maintain temperature and reduce energy costs at the Community Center. Estimates for costs on units have arrived. Costs for electrical hook-up is being developed by an outside contractor. The GRF Board approved the air curtain installation. Staff will prepare a contract and commence the work as soon as possible. The anticipated completion of this installation is the end of August.	August 2017	Facilities Fund '17 Budget: NTE \$12,000	24-Jul
#1 HIGH PRIORITY	28	920 Projects	Lawn Bowling Resurface	This project was originally prepared to resurface two lawn bowling greens that were displaying undulations. Staff solicited lawn bowling installation companies and found that they would not warranty a resurfacing and recommended a full replacement be performed. Staff has also solicited consultants to determine the cause of these undulations. Staff was directed to solicit bids to replace one green with alternate bids to replace two greens.	At its July 20, 2017 closed session meeting, GRF M&C Committee selected a vendor and proposed additional funds to resurface both lawn bowling greens. The GRF Board approved staff's recommendation to award a contract to replace the lawn bowling greens. Staff is drafting the contract and will execute it as soon as possible. Staff will coordinate the project schedule with the awarded contractor and report the start and completion dates once availability has been determined. This contractor will be shipping materials from overseas.	Anticipated to start end of September and be completed end of November.	Facilities Fund '17 Budget: \$180,000 Supplemental Appropriation: \$412,303 Total Budget: \$592,303 Invoiced: \$3,880 Balance: \$588,423	24-Jul
	29		Par 3 Golf Starter Building Office Renovation	This project is to replace the cabinets, countertops, flooring, ceiling, windows, door, and paint of the Par 3 starter building office.	This project began June 26, 2017 and is in progress. The Par 3 starter operations will take place in the Par 3 Lounge building during construction. Presently, the windows, paint, ceiling, cabinets, and countertops are complete. The entry door, carpet, stucco, and touch-up remain.	December 2017	Facilities Fund Budget: \$24,446 Invoiced: \$0 Balance: \$24,446	24-Jul
	30	920 Projects	Par 3 Golf Starter Building Restrooms Renovation	This project is to replace the windows, countertops, sink, and paint of the Par 3 starter building office and restrooms. The tile surfaces will also be cleaned.	This project began June 26, 2017 and is in progress. Temporary restrooms are provided in the parking lot during construction. Presently, the windows, countertops, and sinks are complete. Paint and tile rehabilitation remain.	December 2017	Facilities Fund Budget: \$8,771 Invoiced: \$0 Balance: \$8,771	24-Jul
	31	920 Projects	Clubhouse 2 Park	The utilization for the Clubhouse 2 annex building is very low. It is primarily used by video editing clubs and card players. On September 6, 2016, the GRF Board approved Clubhouse 2 Annex Building Renovation, with an appropriation of \$240,000 to be funded from the Facilities Fund. This Capital Plan Item includes demolishing the shuffleboard courts and replacing them with a park area.	A vendor has been selected to perform the demolition of the CH2 Annex shuffleboard courts and the contract awarded. The demo of the shuffleboard courts and canopy structures is scheduled to start mid-August.	December 2017	Facilities Fund '17 Budget: \$240,000 Invoiced: \$2,000 Balance: \$238,000	3-Aug

#1 HIGH PRIORITY	32	920 Projects	Simulsat Antenna	Purchase and installation of an additional Simulsat Antenna.	<p>With the increase in channels and satellites being viewed, an antenna with the latest technological advancements is required to maintain the existing levels of service.</p> <p>The GRF Board approved purchasing an additional Simulsat Antenna, with an appropriation to be funded in the 2017 Capital Plan. Subsequently, the GRF Board approved a Supplemental Appropriation for the construction of the foundation and infrastructure necessary to support the new Simulsat Antenna.</p> <p>The project is slightly ahead of schedule and the foundation concrete placement was completed on July 7th. The antenna was delivered on July 13th and fully erected July 20th. Staff has requested changes to the fence work and construction is scheduled to be completed and turned over to Broadband in early August.</p>	August 2017	Equip. Fund '17 Budget: \$315,600 Invoiced: \$21,384 Balance: \$294,215	24-Jul
	33	920 Projects	Pool 4 Maintenance	Replacement of Clubhouse 4 waterline tile, re-plastering the pool, replacement of the pool filter, and replacement of the pool water heater.	Staff is preparing a SOW for the RFP. The Project will go to bid in August and is expected to start early October when summer season is over.	December 2017	Facilities. Fund '17 Budget: \$125,000	21-Jul
	34	920 Projects	Pool 6 Maintenance	Replacement of Clubhouse 6 waterline tile, re-plastering the pool, and replacement of the pool filter.	Staff is preparing a SOW for the RFP. The Project will go to bid in August and is expected to start early October when summer season is over.	December 2017	Facilities. Fund '17 Budget: \$125,000	21-Jul
	35	920 Projects	Historical Society HVAC and Roof	Replace HVAC and roof at Historical Society.	Engineer for HVAC system design selected. Design in process 95% complete. Construction scheduled for Fall 2017.	December 2017	Facilities. Fund '17 Budget: \$129,800	21-Jul
	36	920 Projects	Fall Protection Equipment	To comply with OSHA standards, fall protection equipment is required to be installed for worker protection for work over 6 feet on a building.	Staff is evaluating permanent fall protection devices that comply with OSHA safety standards. In conjunction with this evaluation, staff is acquiring costs for materials and installation. Crews working on buildings over 6 feet will install safety equipment needed for the job at hand and remove it when job is completed. No permanent safety anchors will be installed until staff is complete with its study.	December 2017	Equip. Fund '17 Budget: \$38,000 Invoiced: \$0 Balance: \$38,000	21-Jul

	37	920 Projects	Repairs to Aliso Creek Bridge	Project to repair and renovate pedestrian bridge at Aliso Creek bridge	Bridge repair plans have been approved. RFP's for bids are being sought. The Chambers Group (specialists in planning and environmental services) is working on securing permits from regulatory agencies. ETA for the permits is not available.	December 2017	Not Budgeted	18-Jul
	38	920 Projects	Clubhouse One Planters	Six courtyard planters will be reconstructed due to damage from vegetation.	Planter reconstruction is underway and was anticipated to be completed July 31st. However, adjustments to the schedule had to be made and the new anticipated completion date is August 7.	August 2017	Miscellaneous Projects fund: \$23,920	3-Aug
	39	920 Projects	Sink Hole Repairs	Staff discovered sink holes at the Maint. Center and on Via Mariposa by B2274	Engineering repair plans prepared. Contractor bidding in progress. Anticipate project completion by end of September 2017.	September 2017	Not Budgeted	21-Jul
	40	920 Projects	19 Restaurant Remodel	This project is to update the interior of the restaurant.	Design Contract out for Board Officer signatures.	December 2017	Misc. Projects Capital '17 Budget: \$38,400 Invoiced: \$0 Balance: \$38,400	26-Jul
	41	920 Projects	RV Lot Slurry Seal Coat	The CEO directed staff to slurry seal coat the RV lot on Via Campo Verde.	Seal coating the RV Lot provides a pavement surface coat to seal micro cracks in the pavement in an effort to extend pavement life.	December 2017	Not Budgeted	3-Aug
		360 MIS	Board Room Remodel	Board Room Remodel and Technology Upgrades to include: Cameras, Scene Lighting, Controls, Dais and Lectern, Flooring, Seating, Window Coverings, Security, Drywall and Paint.	COMPLETED Staff is preparing a Close Out Report for the Boards acceptance.	July 2017	Equip. Fund '17 Budget: \$301,000 Invoiced: \$263,127 Balance: \$37,873	N/A
		904 Maint Svc	Solar Thermal Pool Heater	Solar Thermal Heaters are to be installed at Clubhouse 4, 5 and 6.	COMPLETED	June 2017	Facilities Fund '16 Budget: \$173,100 Invoiced: \$23,809 Balance: \$149,291	N/A
		904 Maint Svc	CH 3 Commercial Appliances	Replace Clubhouse 3 Dishwasher.	NOT REQUIRED Staff has reviewed condition of dishwasher and it was determined that replacement is not required.	N/A	Equip. Fund '17 Budget: \$13,000	N/A
		904 Maint Svc	Pool 1 Maintenance	Replace Clubhouse 1 Pool Filter (Shower Heater Not Required).	COMPLETED	Completed: June 2017	Facilities Fund '17 Budget: \$12,000 Invoiced: \$3,756 Balance: \$8,244	N/A
		910 Maint Opr	CH 4 Maintenance	CH 4 has major dry rot issues that will need to be addressed. Sections of roofing will be removed/replaced by an outside contractor to access areas of dry rot. All affected areas to be repainted.	COMPLETED	June 2017	Facilities Fund '17 Budget: \$75,000 Invoiced: \$46,229 Balance: \$28,771	N/A

		920 Projects	Community Center Fitness Center Relocation	The Community Center Fitness Center to be relocated from the third floor to the first floor.	COMPLETED Staff is preparing a Close Out Report for the Boards acceptance.	July 2017	Facilities Fund '16 Budget: \$370,000 Invoiced: \$360,563 Balance: \$9,976	N/A
		920 Projects	CUP 1135	Conditional Use Permit to perform work on perimeter walls throughout the entire community.	COMPLETED	2017	Not Budgeted	N/A
		920 Projects	EV Charging Stations at Community Center	Provide one (1) dual port charging station for company vehicles located at the community center.	COMPLETED	May 2017	Equipment Fund Budget: \$23,299 Invoiced: \$21,326.00 Balance: \$1,973.00	N/A