

Bixby Village Community Association
Meeting of the CAC Committee
Tuesday, January 3, 2012

CALL TO ORDER

The meeting of the Bixby Village Community Association CAC Committee was called to order on January 3, 2012, at 8:00 a.m. at the Bixby Village Clubhouse, located at 5951 Bixby Village Drive, Long Beach, California, by CAC Chair, David Spencer

ATTENDANCE

CAC Members Present: Chuck Carrey, Duane Dalman, Steve Gonzalez, Karen Calder

Absent: Joseph Ho and Joan Millsbuffehr

Other Attendees:

Marilyn Heron, (President BODs), John Sausen (BODs), Jeff Gidley BODs, Roger Keyfauber (BODs CAC Liaison) Jennifer Holden (PCM), Jack Speciale (HOA Maintenance Supervisor

The agenda for this meeting was posted at the Clubhouse five days prior in order to allow for more than two BODs to attend. The focus of this meeting was to inform the new BODs of CAC planned work schedule to be accomplished in CY 2012.

CAC PROJECT MANAGEMENT PRACTICES

- BV 2012 Master Schedule Review: Dave Spencer led attendees through a review of the CAC Master Schedule of projects and tasks to be completed during CY 2012
- CAC 2012 Meeting Schedule: A discussion ensued regarding the CAC monthly meeting schedule. We decided to move the meeting up a week earlier in order to have more time to generate CAC decision documents for Board actions.
- CAC 2012 Estimated Cost Expenditures: Dave Spencer presented the time-phased estimated cost expenditures planned for CAC projects during CY 2012. This information will be passed on the FC for review. This data shows the cash flow timing needed to support the work effort.
- CAC Staffing: Karen Calder was welcomed as the latest addition to the CAC.
- November Meeting Minutes Approval: We did not have a meeting in December 2011. The November Meeting Minutes approval was deferred to the next meeting.
- Committee Members Roles and Responsibility Review: Dave Spencer led committee members through a review of the published BV committee roles and responsibilities. A copy was passed to Karen Calder.
- BOD Comments
- CAC Meeting Schedule: The February Meeting will be meeting held on Tuesday, January 31st, at 8:00 a.m. at the Bixby Village Clubhouse. Henceforth the CAC committee meetings will be held on the last Tuesday of the month at 8:00 AM in the Clubhouse.

2.2.1 STREETS AND SIDEWALKS (6064)

Announcements, discussions, motions

Sidewalks: (Duane Dalman)

A job walk was performed with our concrete repair contractor (T&E) on December 29th. This scope of work will include about 1/3rd of the community north of North Greenway between John K and Wakefield Ct. T&E will submit a proposal to PCM for CAC review and recommendation at the next CAC meeting.

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The CAC plans on surveying sidewalks two other times during CY 2012. Once completed, the total sidewalk repair effort will give us a good baseline on sidewalk condition. It is hoped that this approach will reduce our future sidewalk repairs costs, improve appearance and improve safety.

Streets: A discussion ensued regarding the plans for street sealing, which is planned for the late June or early July timeframe. We will need to retain our street consultant (LaBelle-Marvin) in the March time frame to finalize the engineering plans.

Construction signs: Jack will obtain pricing on 36 signs. Jessica and Duane will research a couple of other suppliers for comparison purposes. We believe additional signage during the sidewalk, street, roofing, and lighting projects will improve community awareness and safety.

2.2.2 Roofing (6053)

The 2012 roofing schedule will occur during August and September. We will re-roof all 10 buildings on Brockton Ct. PCM and BODs will need to exercise the contract option for Phase VIII. PCM will need to solicit and updated proposal from Jordan Roofing to support the 2012 cost phase. The updated proposal will need to be adjusted for the use of stainless steel nails and 9 additional dormers.

2. 2. 3 EXTERIOR MAINTENANCE

2.2.3.1 Painting (6019)

2.2.3.2 Wood Repair (6018)

The scope of work for exterior paint and wood repair will include 30 buildings on Holbrook Ct, Brockton Ct, and Pittsfield Ct. CAC is requesting BODs direction for retaining our current contractors: Spectrum and Empire Painting and Construction Services.

2.2.4 LIGHTING (6058)

Plans are in place and materials ordered to complete replacement of streetlights and bollards by the end of August. Work will start in the spring staking out lighting locations and trimming/removal of foliage. Light poles will start arriving in May followed by bollards in the July timeframe.

The CAC prepared and published information to H/Os concerning impacts on landscaping.

2.2.5 FENCING (6020) No discussion.

2.2.6 RECREATION AREAS (6057)

Pools: Jeff Kerber plastering is the selected contractor for the Clubhouse Pool Renovation Project. This will include replastering the pool and spa, replacing pool railings, adding LED lights, replacing tile and coping, replacing filters and drains, removing and replacing it with a more durable deck, and refurbishment of handrails.

The BODs has approved Fujiwa Tile Titan 333 tile. Jeff Kerber has submitted paperwork for City of Long Beach building and health department permits. Project start with draining the water and demolition is expected on or about January 9th.

The spa heater pump has failed. We recommended not replacing any mechanical at this time. Will work these issues during the pool start up time frame.

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Discussions with the BODs were directed toward assuring that we had the cash flow in place to support the contractor's requested payment cycle.

Furniture Replacement: The CAC will start looking at replacing the Clubhouse Pool furniture in the spring timeframe.

Security System: Duane and PCM are researching security companies for a security system around the two pool areas and clubhouse. Job walk meets are planned later in the week. Concept proposals will be requested and forwarded to PCM for review and recommendations at the next CAC meeting.

2.2.7.7 GROUNDS

2.2.7.1 Irrigation Systems (6025)

Repair of drainpipe outside of 581-101 was completed by the H/O
Repair of window at 500-103 Chelsea Ct was replaced by the H/O. CAC requested Association consideration for this task based on latent failure incidental to roofing.

2.2.7.2 Community Appearance/Materials Upgrade (6039)

OTHER

- There was a motion to adjourn the meeting at 9:50 a.m. The motion was seconded and passed.

ATTEST

Name _____ Date _____

Name _____ Date _____