

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR

June 14, 2017

Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.
Administration Building Conference Room A

SHAREHOLDER COMMENTS – Open Forum

1. CALL TO ORDER/*PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), STAFF:
Joy Reed, GRF Representative
Jodi Hopkins, Mutual Administration Director
Mark Weaver, Facilities Director
Kevin Black, Building Inspector
Carol Day, Recording Secretary
4. APPROVAL OF MINUTES– **Regular Monthly Meeting of April 12, 2017**
Organizational Meeting of May 24, 2017 (page 3)
Special Meeting of June 7, 2017 (page 4)
5. CORRESPONDENCE Tom Gerrity
6. GRF REPRESENTATIVE Joy Reed
7. BUILDING INSPECTOR'S REPORT (**pages 5-6**) Kevin Black
8. OLD BUSINESS –
 - a. Update on SmartBurners Bob Slater
 - b. Concrete Work - Directors walk with Inspector Black Board
 - c. Old Toilets Board
 - d. Parking Policy Committee Bob Slater
 - e. Tree book available Mike Levitt/Suzi Smith
 - f. Laundry Room Signage Board
 - g. Ratify amended/posted Policy 7502.04 – Carport Regulations (pages 7-10) Board
 - h. Ratify amended/posted Policy 7415.04 – Inside Patio Regulations (pages 11-12) Board
 - i. Ratify amended/posted Policy 7425.04 – Garden Areas and Shrubs (pages 13-16) Board
 - j. Ratify rescinded/posted policies as follows:
7301 – Audit Expenses; 7302 – Capital Accounts; 7304 – Financing Capital Projects;
7305 – Depreciation Straight Line Method; 7307 – Signature Requirement on Checks;
7310 – Mutual Budgets; 7320 – Patronage Refunds; 7331 – Interest on Impound Accounts;
7332 – Billing to Mutuals; 7333 – Income Items and Their Distribution;
7334 – Investment Records; 7337 – Financial Reports; 7340 – Accounts Receivable;
and 7341 – Cashier Service (pages 17-34) Board
9. NEW BUSINESS –
 - a. Notice of Intent To Withdraw (**page 35**) Board
 - b. Fenn Pest Control/Termite Proposal (**page 36**) Mr. Weaver
 - c. Policy 7549 – Lockout Procedures (page 37-38) Board
 - d. Signs at Contractors Board
 - e. Active Adult Community Disclosures (**pages 39-40**) Board
 - f. Budget 2018 Planning Projects (**page 41**) Bob Slater
 - g. Resolution to maintain procedure per policy 7510 and Stock Transfer Office (**page 42**) Board
 - h. Appointment of Advisory Directors Bob Slater

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

10. CHIEF FINANCIAL OFFICER'S REPORT

Suzi Smith

11. DIRECTORS REPORTS

12. DIRECTORS COMMENTS

13. MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Jodi Hopkins

14. SHAREHOLDER COMMENTS (subject to time available)

15. ADJOURNMENT

16. EXECUTIVE SESSION (start at 11:30 a.m.) (legal and member issues)

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

NEXT MEETING: Wednesday, July 12, 2017

Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.

ka:6/9/17

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR**

May 24, 2017

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Four was held following the Annual Shareholders' Meeting at Clubhouse 4. Ms. Fernandez, acting as Chairperson, called the meeting to order at 11:13 a.m. She stated the purpose of the meeting was to elect the officers for the 2017-2018 term of office and to ascertain the Regular Monthly Board Meeting location, day, and time.

Those Directors present were: Jan Kuhl, Bob Slater, Mike Levitt, Suzi Smith, Tom Gerrity, Phil Ladner, and Jon Russell. Also present was Mutual Administration Manager Fernandez, and Mutual Administration Office Secretary Dailey.

Ms. Fernandez opened the nominations for the office of President. Ms. Kuhl nominated Mr. Levitt for President. Ms. Smith nominated Mr. Slater. Following a secret ballot, it was determined that Mr. Slater was elected to the office of President for the 2017-2018 term of office.

The Chair was turned over to newly-elected President Slater, who then called for nominations for Vice President. Ms. Kuhl nominated Mr. Levitt for the office of Vice President. There being no further nominations, Mr. Levitt was elected to the office of Vice President for the 2017-2018 term of office.

President Slater called for nominations for the office of Secretary. Mr. Gerrity nominated Ms. Kuhl for the office of Secretary, which she declined. Mr. Gerrity nominated Mr. Russell, which he declined. Mr. Russell nominated Mr. Gerrity. There being no further nominations, Mr. Gerrity was elected to the office of Secretary for the 2017-2018 term of office.

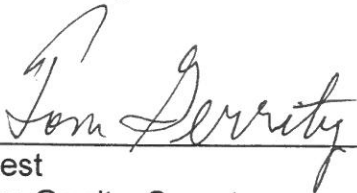
President Slater called for nominations for Chief Financial Officer. Mr. Slater nominated Mrs. Smith for the office of Chief Financial Officer. There being no further nominations, Mrs. Smith was elected to the office of Chief Financial Officer for the 2017-2018 term of office.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Mr. Levitt and seconded by Ms. Kuhl it was

RESOLVED, That the Mutual Four Regular Monthly Board Meetings will be held in the Administration Building Conference Room A on the second Wednesday of each month at 9:00 a.m. for open forum and 9:30 a.m. the meeting will begin.

The MOTION passed.

There being no further business, the meeting was adjourned at 11:30 a.m.



Attest

Tom Gerrity, Secretary
SEAL BEACH MUTUAL FOUR

cad:5/24/17

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR**

June 7, 2017

A Special Meeting of the Board of Directors of Seal Beach Mutual Four was called to order by President Slater at 9:05 p.m. on Wednesday, June 7, 2017, in Building 5, Conference Room C.

Those members present were: President Slater, Vice President Levitt, CFO Smith, Secretary Gerrity, and Directors Gerber, Kuhl Ladner and Russell.

The purpose of this meeting was to discuss emergency information.

Following a discussion, and upon a MOTION duly made by Director Kuhl and seconded by Vice President Levitt, it was

RESOLVED, To purchase new sets of padlocks for 3
emergency sheds.

The MOTION passed.

President Slater adjourned the meeting at 2:42 p.m.

Attest, Tom Gerrity, Secretary
SEAL BEACH MUTUAL FOUR
ka: 6/8/17

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: May 10, 2017

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	complete
Fenn Pest Control -	on going - month to month till RFP's are back, mid April
Copper Re-piping John Nelson Plumbing:	job walk with Nelson on 6/2/17 bldgs. 85 & 86, start date for re-pipe 7/17/17, start date for 86 on 7/31/
Abatement:	set for 7/13/17 and 7/14/17 for bldg. 85 - for bldg. 86 set for 7/27/17 and 7/28/17
Roofing Roofing Standards:	started building 37 on 5/22/17 - completed on 6/6/17 - started bldg. 40 6/5/17
stove hoods & Piping Kress Concs:	completed with bldg. 37 and 40
Shareholder Visits and Mutual Requests	
41B- check out stove top	
4-37- pass out stove hood flyers/roofing	
4-40- orders for skylights	
4-41F- escrow questions	
4-47A- check on awing	
4-38A- escrow questions	
4-76G- contractor water shut off	
4-38A- washer machine issues	

MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. All passenger vehicles and gas or electric carts that can be operated on city streets must have a current DMV registration, current license plate tags, and sufficient insurance as mandated by the State of California Vehicle Code (CVC) § 22658. All vehicles, gas or electric, parked in the carport must have a Seal Beach Leisure World (SBLW) decal **or valid temporary SBLW permit** issued by the Security Department **and a Mutual Four temporary parking permit** affixed and displayed on the lower left windshield.
 - a. Any vehicle that is in non-compliance with these rules may be towed at the owner's expense as specified in CVC § 22658 and in towing Policy 7582.
 - b. The Seal Beach **Leisure World** Security Department has the authority to write citations and enforce this policy on Mutual property.
 - c. ~~In the rare and unique event that a shareholder has~~ **Shareholders with** valid requests for an exception to this carport policy, ~~they~~ may write the Mutual Four Board of Directors with a **the requests**. Security may also be consulted. Any Board-approved exception is temporary and can be revoked at anytime.
2. All vehicles ~~when parked in the carports~~ must be **parked** headed in **to the carports**. Vehicles parked in the carport must be within the carport roof drip line so as not to impede the flow of traffic.
3. ~~Due to safety concerns, only one motorized vehicle per carport space is allowed.~~
3. ~~Only two motorized vehicles per carport space is allowed. Both vehicles must be~~ **In lieu of an automobile, space could be used for one golf cart and one scooter only within the assigned carport space and the carport drip line.**
4. Mechanical repairs are not allowed in carports, except for a simple flat tire repair or ~~the~~ **jumping starting** of a battery.
5. In accordance with the Seal Beach Municipal Code 9.20.010, any vehicle leaking oil, anti-freeze, or any other hazardous material is prohibited from parking in a Mutual carport or on a Mutual street or driveway. It is the shareholder's responsibility to clean up any hazardous material. If the Mutual needs to have them cleaned up, the shareholder will be billed for the cleaning. All hazardous waste materials, including kitty litter used for cleanup, must be disposed of at an Orange County-approved hazardous waste site.

(Draft from Jan Kuhl & Mike Levitt 1-19-17 cd)

MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four**

6. Electrical outlets in the carports are not allowed unless the utility company provides adequate power and a method is employed to determine and bill the individual usage costs.
7. Any damage sustained to the carport is the responsibility of the assigned shareholder unless a different driver is found responsible. The assigned shareholder is responsible for his/her guest parking and rental/use pass users.
8. Any stored items in the carports must be completely contained in the cabinets, except as noted below.
 - a. Only a bicycle, tricycle, folding shopping cart and ladder may be stored inside or under the cabinet in the shareholders assigned or rented space. No additional storage items of any kind may be within the carport space.
9. ~~Current f~~Fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
10. ~~In the absence of an authorized vehicle for parking, t~~The carport floor space may NOT be used as a storage area, whether freestanding or in any type of container. Boats or trailers of any size or kind may not be parked in the carport.
11. Frequent inspections by the Board of Directors and Security are conducted. Written notices will be given to the shareholder whose carport is found to be in violation of the carport policy. Improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense. Any other carport policy infractions must also be corrected within ten (10) days.

B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
 - a. No person shall park any vehicle in any carport not assigned to him/her without permission from ~~your~~ a Mutual Director.
2. Residents desiring to change carport assignments must obtain approval in writing from ~~your~~ a Mutual Director. A Carport Usage/Rental Agreement must be filled out and signed by all parties and a copy ~~will be~~ given to Stock Transfer.

(Draft from Jan Kuhl & Mike Levitt 1-19-17 cd)

BOARD AMENDED DRAFT
SHAREHOLDER REGULATIONS

Carport Regulations - Mutual Four

The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, ~~at all times,~~ the authority to revoke and cancel this temporary change of carport assignment, ~~at its discretion.~~ The reassignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, ~~with absolutely no exceptions to the rules herein provided.~~

3. Carport space may not be rented to or used by anyone who is not a Mutual Four shareholder, except:
 - a. The carport assignee may allow temporary, short-term parking of a vehicle used by a house guest. A guest temporary parking permit is required and may be obtained from ~~your~~ a Mutual Director. The pass is to be displayed on the inside dashboard.

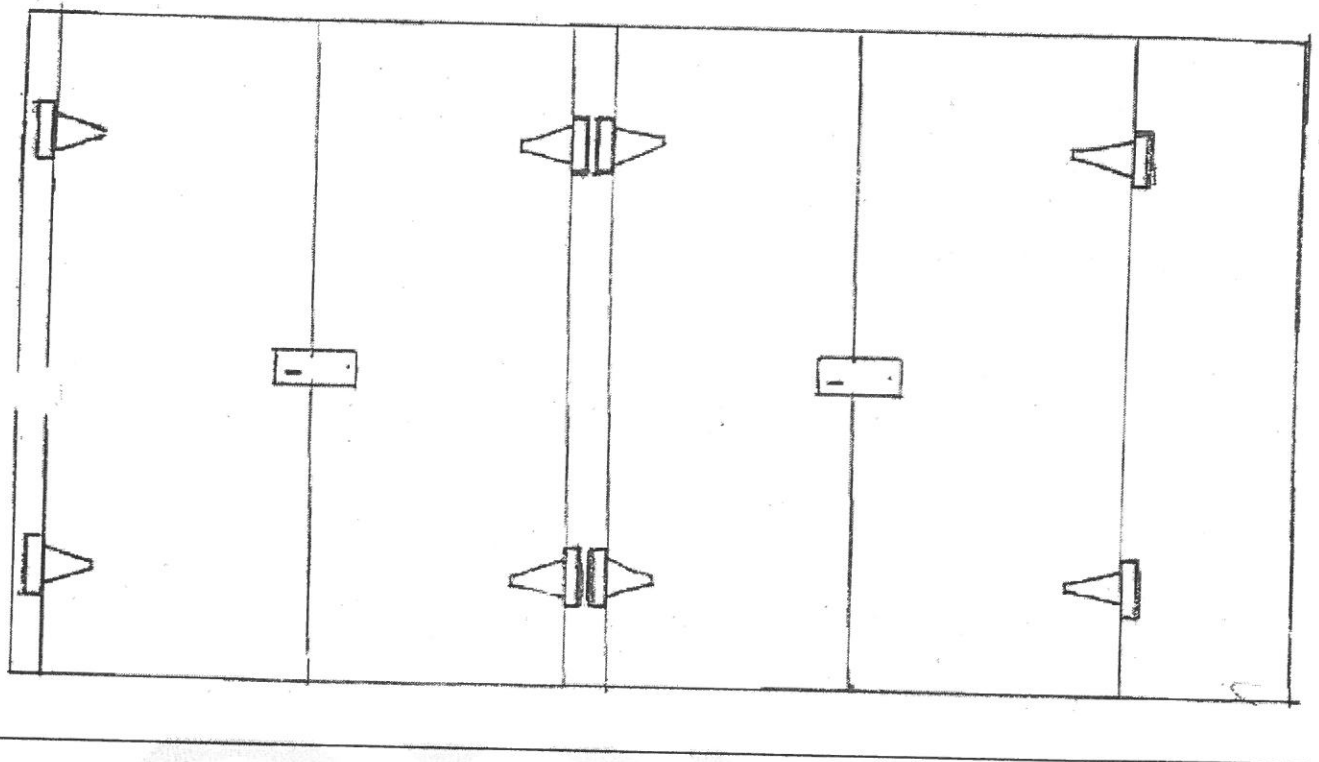
C. Secondary Carport Storage Cabinets

1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet. ~~Approval must be obtained from the Mutual Board of Directors prior to installation.~~ The dimensions, color and hardware on the lower cabinet must match the spacing, color and hardware on the upper cabinet (see attached sketch). The cabinet, if attached to the existing structure ~~or not~~, will require a permit from the GRF Physical Property Department.
 - a. Plywood for the cabinet must be 3/4-inch thick and have one (or more) good sides.

BOARD AMENDED DRAFT
SHAREHOLDER REGULATIONS

Carport Regulations - Mutual Four

Sketch for Secondary Carport Cabinets



MUTUAL ADOPTION

FOUR: 07-22-68

AMENDMENTS

03-08-91, 05-12-00, 11-05-01, 08-01-02, 10-03-05, 03-13-13
07-10-13

(Draft from Jan Kuhl & Mike Levitt 1-19-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Inside Patio Regulations – Mutual Four**

This policy has been developed in an effort to improve the appearance of the community and enhance property values **and to improve the enjoyment of the Mutual Four living style and enforcing standards for inside patios in Mutual Four.** Also addressed is the need to meet applicable Fire Codes and the safety of each family **shareholder.** **It is also the responsibility of the Mutual and its shareholders to manage the appearance, safety and of patios, by respecting approved Mutual's standards.** ~~If this policy is followed, it will help keep pets from roaming and discourage rodents and other animals from entering patios.~~

- 1) Only furniture that is designed for patios may be placed on a patio. Interior upholstered furniture is prohibited as this may become a rodent habitat.
- 2) A clean refrigerator or freezer in good working condition plugged directly into the patio outlet is permitted, **as long as egress is not blocked and not visible from walkway.**
- 3) **No pet may be left unattended on the patio.** ~~If a pet can escape from a patio, then the pet must be on a leash while on the patio.~~
- 4) **Bicycles and scooters may be parked on the patio, as long as egress is not blocked.**
- 5) Windows that may be needed as a secondary egress in the case of fire or other emergency shall not be blocked on either side. A clear path to the entry door of at least 36 inches shall be maintained to allow access for gurneys.

The following items shall not be stored on the patio: **(This is not an all-inclusive list. The Mutual reserves the right to request the removal of items):**

- 1) Any type of cardboard container.
- 2) Highly flammable items, including newspapers, charcoal, magazines, paper or plastic bags, any type of loose tarp, or portable oxygen tanks that are not rated for home use or storage.
- 3) Gasoline-operated equipment or gas cans.
- 4) Electric tools on a permanent basis.

(Draft created 04-14-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Inside Patio Regulations – Mutual Four**

- 5) Exposed shelving, either free-standing or affixed to the exterior wall, except those used for decorative purposes, which must be kept neat and clean.

Any items in conflict with this policy shall be removed from the patio by the shareholder when requested by the Mutual Board. Such items, if not removed by the shareholder, shall be removed by the Mutual Board at the shareholder's expense.

Note: Patio furniture (chairs, tables, lounges, etc.) may not be left on walkway areas or lawns overnight.

MUTUAL ADOPTION**AMENDED**

FOUR: 08-12-09

(Draft created 04-14-17 cd)

AMENDED DRAFT**PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

All garden areas beyond the drip line are in the common area owned by the Mutual shareholders; therefore, the use of this common area for gardens is subject to change at the discretion of Mutual Four's Board of Directors.

Shareholders are allowed a garden area in front of their units. Over the years, the sizes of the gardens began to vary throughout the mutual. While it is impossible to have total consistency in the sizes of the gardens, providing guidelines can be helpful in decision-making.

GARDEN AREA SIZES

1. Guidelines for approved garden sizes vary depending on the unit location, sidewalk location, safety and aesthetics. Garden measurements are from the face of the building.
2. At the time of resale or transfer of the share of stock, the shareholder (seller) may be required to re-align the garden area with the remaining gardens in their building at the seller's expense. The guideline for a garden size is a maximum of 48 inches.
3. Shareholders in units A, F, G and L, after Board consultation, may be allowed a garden area at the end of their unit, depending on the area available. The planting cannot encumber entry to the attic or access to the meter panel. These gardens shall not exceed 48 inches.
4. The Board may allow, on a case-by-case basis, a garden area at the side of a laundry room not to exceed 48 inches. Also, the director may approve plants at the base of trees located in the front or side lawn. When a shareholder has permission to use one or both of these areas, the shareholder should use the approved choices of plants and will be required to care for the plants so as to keep them attractive. Approval for these special garden areas may be revoked at any time without reimbursement to shareholder for items removed.
5. Any exceptions to these guidelines shall be brought to the Board, in writing, and will be reviewed on a case-by-case basis.

GARDEN USE

1. Shareholders may select plants of their choice from the list of approved plants (see list on page 4). Trees or other plants with root growth that is invasive and has the potential to damage the Mutual's structures and walkways are prohibited. Vines are not permitted to climb on any structure or light poles. If a trellis is used, it must be freestanding and be kept 12" below the eaves. All planting must be trimmed back 6" from the building. Removal of any offending growth will be done by the Mutual at the shareholder's expense if shareholder does not maintain these standards.

(Draft created 4-03-14cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

2. Watering, fertilization, and plant pest control within the garden area are the responsibility of the shareholder. If a shareholder wants the Mutual's gardener to fertilize and provide plant pest control, the gardener will give shareholder an estimated cost of this work.
3. Gardens are cultivated by the Mutual's gardening service UNLESS the shareholder wants to perform this task. If the shareholder wants to maintain their own garden(s), they must insert red flags in the garden area. Gardeners are instructed to remove weeds, including baby tears, wild mint and plants of the spiderwort family, all of which can spread into the lawn or neighboring garden in all gardens. Roses are trimmed in December/January by the Mutual's gardeners in all gardens except red-flagged gardens.
4. Potted plants may not inhibit the 36" entry requirement, nor are they permitted on the entrance walk, on top of padmount transformers, to be hung from or placed on padmount enclosures (per Policy 7492), or on telephone vaults.
5. Free-standing, aesthetically-pleasing objects are permitted in the garden area. The Board may, on a case-by-case, request any objectionable items to be removed by the shareholder at the shareholder's expense.
6. Wall gardens (defined as adjacent to streets and applicable laundry room areas) shall be 36" maximum, including any decorative edging. If a garden area does not exist, shareholder may establish a garden. Shareholder must pay to remove sod or relocate sprinklers, as needed. Planting shall be in accordance with the list of approved plants (see list on page 4). Vines and other climbing growth that will attach itself to any wall are prohibited and will be removed at the shareholder's expense. The shareholder shall keep the garden area in a neat and attractive state. Failure to abide by the Mutual's gardening policy will result in a revocation of use. At the time of resale or transfer of stock, wall gardens beyond 36" will be moved back at the seller's expense.
7. Sprinklers within the shareholder's garden areas or wall garden must be installed by the Mutual's gardeners or a qualified outside source at the shareholder's expense. Maintenance of sprinklers within garden areas will be at the shareholder's expense.

TURF AREAS

1. Turf areas are all the grounds located outside of each apartment beyond the drip line and garden area. Turf areas are common area. This area is owned by the Mutual and the maintenance of same is the exclusive responsibility of the Mutual. Shareholders are not permitted to install, remove or relocate plants or any other landscaping in the turf areas, including areas around light poles. Shareholders are not permitted to install,

(Draft created 4-03-14cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

remove, relocate or adjust sprinklers in turf areas. A director has the authority to remove any problem plant.

2. Tree issues will be addressed by the Board of Directors. Under certain circumstances, trees that are removed may not be replaced.
3. If a shareholder wants a tree planted in an area where no tree was previously planted, approval in writing must be obtained by the Board of Directors. The tree shall be planted by a reputable the Mutual landscaper and all costs related to this planting shall be borne by the shareholder. After planting of the tree, it becomes the property of the Mutual and will be maintained by the Mutual at the Mutual's expense.
4. The Mutual's "common areas" can be used for temporary reasons, i.e. construction activity, and moving with director approval.

PLANT GUIDELINES

The selection of plants allowed for the gardening areas is not limited to the plants listed here.

Bushes and shrubs that do well:

Heavenly Bamboo, Hibiscus, Holly Family, Hydrangea, Indian Hawthorn, Juniper Shrubs, Lily of the Nile, Mirror Plant, and Star Jasmine.

Smaller flowering plants that do well:

Azalea, Camellia, Dahlia, Daisy, Fuchsia, Gardenia, Mums, and Roses.

Perennial flowers that do well in our climate and soil (young plants need protection from rabbits):

Geraniums, Impatiens, Marigolds, Vincas, and Wax Begonias

Note: The plants listed above seem to be ignored (at this time) by rabbits, but that could change (pansies and lobelias are favorites of rabbits).

Plants that, by their nature, cause problems and are not allowed:

Asparagus Fern, Baby Tears, Bird of Paradise, Citrus/Fruit (any type), Ficus Trees, Ivy, Spiderwort Family, Wild Mint, and selected palm trees based upon location

Vines that climb or cling to deco blocks, buildings or light poles are also not permitted.

(Draft created 4-03-14cd)

AMENDED DRAFT

PHYSICAL PROPERTY

Garden Areas and Shrubs - Mutual Four

APPROVED TREES

Trees for Placement in Narrow Greenbelts

COMMON NAME	BOTANICAL NAME
Brisbane box	Tristania conferta
Crepe Myrtle	Lythraceae Speciosa
Forest Pansy	Cercis canadensis
Magnolia – Little Gem	Magnolia grandiflora "Little Gem"
Melaleuca (Pink)	Melaleuca nesophila
Ornamental Plum	Prunus blireiana

Trees for Placement in Larger Greenbelts

COMMON NAME	BOTANICAL NAME
Cajeput tree	Melaleuca leucadendron
California Pepper (w/yearly spraying)	Schinus molle
Camphor tree	Cinnamomum camphora
Carrotwood	Cupania anacardioides
Chinese Orchid	Bauhinia variegata
Elm (evergreen)	Ulmus parvifota
Idaho Locust	Robina ambigua idahoensis
Kaffir Plum	Harpephyllum cafrum
Magnolia	Magnolia
Memosa (Silk tree)	Albizia julibrissin
New Zealand Christmas tree	Metrosideros
Pine (fern)	Podocarpus gracillior
Tabebuia / Trumpet tree	Bignoniaceae
Tipu tree	Tipuana tipu

MUTUAL ADOPTION

FOUR: 01-04-04

(Draft created 4-03-14cd)

AMENDMENTS

04-11-07, 05-14-08, 07-13-11

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Audit Expense – All Mutuals Except Five, Fifteen, Sixteen and Seventeen**

WHEREAS, in the past the audit expense has been charged to the year when the expense was billed and not for the year for which the audit was made

THEREFORE, BE IT RESOLVED that the audit expense be hereafter charged to the expenses for the year for which the audit was made. The audit expense for 1969 shall be charged to 1969 expenses.

MUTUAL ADOPTION:**RESCIND**

ONE	04-30-70
TWO	04-16-70
THREE	04-20-70
FOUR	04-06-70
FIVE	04-03-70
SIX	04-24-70
SEVEN	05-15-70
EIGHT	04-09-70
NINE	05-20-70
TEN	03-30-70
ELEVEN	04-02-70
TWELVE	03-30-70
FOURTEEN	03-26-70
FIFTEEN:	04-02-70
SIXTEEN	04-09-70
SEVENTEEN	N/A

Rescinded 10-19-16

Rescinded 07-21-14

Rescinded 02-07-2017

(Mar 17)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL**Capital Accounts

Legal opinion from Attorney W. A. Williams in letter dated 28 Oct 70 to the Controller:

"One of the unfortunate aspects of each Mutual at Leisure World is the fact that it was set up as a general corporation in its inception. This, of course, requires it to be controlled by the general corporation laws for the State of California.

With respect first to dividends, it would be unlawful for the declaration of any kind of dividend out of these funds as, in my opinion, they constitute a paid-in surplus. Paid-in surpluses cannot be used for the payment of dividends except to shares entitled to preferential dividends. None of the shares in the Mutual Corporations qualify as shares entitled to preferential dividends. I would disagree with the position that the funds are available for patronage dividends. The only funds that I would view as available for patronage dividends are those funds paid in by the members as payments in excess of the budget and remaining at the end of the year. A liability can attach to the director and the shareholder receiving those payments if they are not authorized by law. California Corporation Code holds a liability of shareholders for receipt of an unauthorized dividend in Corporation Code 1510. Illegal declaration of dividends can constitute a misdemeanor in the State as set forth in the Penal Code for the State of California.

The only source of dividends that can be made is from earned surplus or out of net profits earned during the preceding accounting period which is not to be less than six months or more than one year. In this latter instance, such dividends can be declared despite the fact that the next assets of the corporation may be less than the stated capital unless there are liquidation preferences on some share, a problem which we do not have.

The fact that these funds, however, cannot be used for dividends does not prevent their use for proper corporate purposes, particularly the establishment of reserve accounts, and I see no reason why the funds cannot be used for reserve account needs or as you have indicated, by transfer within the capital accounts. However, these funds must be clearly designated in that the original stated capital must be set forth and the paid-in surplus must be also clearly identified. It cannot be shown as an earned surplus at any time. Actually, an earned surplus could occur if the payments of the resident exceed the budget requirement set forth at the beginning of the year.

The Board of Directors will have the power to take the necessary steps for transfer of capital funds so long as those steps are within the framework of the restrictions I have indicated."

(Oct 70)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Financing Capital Projects**

WHEREAS, Seal Beach Mutual No. _____ (all except Mutual No. Nine) recognizes the need for continuing development and improvement of the trust property of Seal Beach Leisure World for the benefit of all stockowners, and

WHEREAS, it is the desire of the Mutual Corporation to assist in the financing of capital improvements to the trust,

NOW, THEREFORE, BE IT RESOLVED that for any refund owing to the Mutual Corporation from the Golden Rain Foundation for the fiscal year 1972, this Corporation does hereby instruct the Golden Rain Foundation as their agent to:

1. Deposit to the credit of the trust fund of Seal Beach Leisure World which is held by the Golden Rain Foundation as trustee for the benefit of the Seal Beach Mutual Corporations any portion of the refund due this Corporation from the Golden Rain Foundation that is the proceeds in excess of the first \$50,000 of refund derived from the operation of the Golden Rain Foundation.
2. It is the intent of this resolution that the Golden Rain Foundation shall refund in the normal manner the first \$50,000 for the fiscal year 1972 and apply any refund in excess of \$50,000 to the capital funds of the trust in the same proportion that the original contributions were made to the trust.

BE IT FURTHER RESOLVED, that this resolution will become effective only in the event that all other Seal Beach Mutuals adopt a similar resolution.

Mutual No.5 (11-18-16) & Mutual No. 7 Only (Effective 11-21-00):

WHEREAS, Seal Beach Mutual No. _____ recognizes the need for continuing development and improvement of the trust property of Seal Beach Leisure World for the benefit of all stockowners, and

WHEREAS, it is the desire of the Mutual Corporation to assist in the financing of capital improvements to the trust,

NOW, THEREFORE, IT BE RESOLVED, that for any refund owing to the Mutual

Mutual No.5 (Effective 11-18-16) & Mutual No. 7 Only (Effective 11-21-00) (Cont'd.):

(Nov 16)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL**Financing Capital Projects

Corporation from the Golden Rain Foundation for the fiscal year 1972 and following fiscal years, this Corporation does hereby instruct the Golden Rain Foundation as their agent to:

1. Deposit to the credit of the trust fund of Seal Beach Leisure World which is held by the Golden Rain Foundation as trustee for the benefit of the Seal Beach Mutual Corporations any portion of the refund due this Corporation from the Golden Rain Foundation that is the proceeds in excess of the first \$50,000 of refund derived from the operation of the Golden Rain Foundation.
2. It is the intent of this resolution that the Golden Rain Foundation shall refund in the normal manner the first \$50,000 for the fiscal year 1972 and the following fiscal years and apply any refund in excess of \$50,000 to the capital funds of the trust in the same proportion that the original contributions were made to the trust.

BE IT FURTHER RESOLVED, that this resolution will become effective only in the event that all other Seal Beach Mutuals adopt a similar resolution.

MUTUAL ADOPTIONAMENDEDRESCINDED

ONE		
TWO	11-16-72	
THREE	11-20-72	
FOUR	01-08-73	
FIVE	12-20-72	11-18-16
SIX	12-08-72	
SEVEN	01-19-73	11-21-00
EIGHT		
NINE	11-13-72	07-11-11
TEN	11-30-72	
ELEVEN	12-21-72	
TWELVE	11-09-72	
FOURTEEN	11-09-72	

(Nov 16)

MUTUAL OPERATIONS

ACCOUNTING AND FISCAL

Financing Capital Projects

FIFTEEN	11-10-72
SIXTEEN	12-14-72

RESCIND MUTUAL FOUR

(Nov 16)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL**Depreciation - Straight Line Method**RESOLUTION:**

WHEREAS, the official books of this Corporation are being kept using the Sinking Fund method of depreciation, and income tax returns are submitted using the Straight Line method of depreciation, and

WHEREAS, it is desirable to use the same method on the books as is used on the tax returns, and

WHEREAS, the Internal Revenue Service will not recognize the Sinking Fund method as a generally accepted method of depreciation and give their approval for its use on the income tax returns;

THEREFORE, BE IT RESOLVED, to adopt the Straight Line method of depreciation for the official books of this Corporation.

BE IT FURTHER RESOLVED, THAT this resolution will become effective only in the event that all other Seal Beach Mutuals adopt a similar resolution.

MUTUAL ADOPTION:

ONE	03-27-75	NINE	03-10-75
TWO	03-20-75	TEN	04-24-75
THREE	03-17-75	ELEVEN	04-17-75
FOUR	04-07-75	TWELVE	03-13-75
FIVE	06-18-75	FOURTEEN	06-27-75
SIX	06-27-75	FIFTEEN	03-03-75
SEVEN	03-21-75	SIXTEEN	06-18-75
EIGHT	03-24-75		

(Jun 75)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****Signature Requirements on Checks****RESOLVED:**

Two signatures (the CFO and the President or Vice President) shall be required on all checks in the amount of \$5,000 or more.

The Mutual's complete ledger shall be approved by the President or Vice President each month.

MUTUAL ADOPTION

ONE: 08-27-09

(Aug 09)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Mutual Budgets – All Mutuals Except Five, Nine and Sixteen****I. LEGAL BASIS**

The Regulatory Agreement between the Mortgager (Mutual) and the Department of Housing and Urban Development (HUD) requires, under Section 4, that an Operating Budget shall be prepared and submitted to HUD sixty (60) days prior to the beginning of each fiscal year.

Civil Code 1365 requires distribution of the Operating Budget to the all members/stockholders annually 45 to 60 days before the beginning of the fiscal year. In addition, a summary of the association's reserves, whether special assessments will be needed for repairs or to replenish reserves, and a statement of the procedures used for the calculation of the reserves must be included.

The Management Agreement between the Mutuals and the Golden Rain Foundation requires, under paragraph Fourth, subparagraph (k), that the Foundation shall prepare a budget for adoption by the Mutuals for those items covered by the Agreement.

II. METHOD OF PREPARATION

Since the Management Agreement between the Mutual and the Foundation requires the Foundation to prepare a budget with respect to the items contained in the Agreement, and since these items become a portion of the budget of the Mutual Corporations, the following procedure is used in preparing and presenting budgets for adoption:

- A. The Golden Rain portion of the budget is prepared and adopted by the Board of Directors during July and August for the fiscal year following.

The portions of the budget covered by this adoption are:

Administration	Property Management
Recreation	Grounds Maintenance (Community Facilities)
Transportation	Community Facilities Maintenance
Security	Service Maintenance (all phases except Mutual Other
Janitorial Services	Improvements)

- B. After the adoption of the Golden Rain Foundation budget, the costs of this budget are allocated to the Mutual for use in their budget preparation.
- C. The Golden Rain Foundation is responsible for furnishing information to the Mutual Corporations regarding those budget items which are not covered by the Foundation

(Mar 17)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Mutual Budgets – All Mutuals Except Five, Nine and Sixteen**

budget. These costs fall into two groups:

1. The items that are either required by contract or set up by governmental agencies are:

Real Estate Taxes	Hazard Insurance
State Franchise Tax	Mortgage Insurance
FHA Mortgage Insurance Premium	Mortgage Principal
Replacement Reserve	General Operating Reserve
Water and Sewer	

2. The items which must be determined by the Mutual Board individually are:

Audit Fee	Vacancy and Collection Losses
Electricity	Rubbish Removal*
Grounds Maintenance – other improvements	Service Maintenance – other improvements
Misc. Maintenance and Repairs	Painting Reserve
Supplemental Replacement Reserve	Special Contingency Funds

*Arranged cooperatively through the Golden Rain Foundation

- D. Recommendations by the Golden Rain Foundation concerning the Mutual budget, together with estimates of income, expenses, and monthly carrying charges, should be available to the Mutual Corporations four (4) working days period to their September Board Meeting. This will enable the Mutual Corporations to have a period of time for study, evaluation, adjustment, and adoption of their budget prior to October 1.

Approximately three (3) weeks are needed after Mutual adoption to complete the clerical work in the Controller's Office for preparing the documentation and required reports for submission to HUD by November 1, and the required distribution to the members/stockholders between November 1 and November 15.

III. OTHER INFORMATION

- A. The administrative staff is always ready and available to discuss proposed budget actions, and to make budget presentations when requested by the Mutual Board.
- B. The action by the Mutual Board is the final action on the budget subject to HUD (Mar 17)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Mutual Budgets – All Mutuals Except Five, Nine and Sixteen**

- approval, and is the determining factor in the monthly carrying charge for all residents.
- C. In order to keep all Directors informed of the procedures on the budget, the following other information is furnished:
1. The Presidents and Chief Financial Officers of the Mutual Boards are furnished pertinent budget information at the same time as the Golden Rain Board.
 - a) All Mutual Directors are furnished complete information on the Golden Rain budget when it is adopted, together with complete information on the Mutual budget recommendations.
- D. Normally, the first or second week in September is used for study meetings between the Mutual President and CFO/Treasurer and the staff so that complete information is available for determining budget factors.

Procedure

Amended: Jul 88, Aug 00

**Executive Director
Golden Rain Foundation**

RESCIND

FIVE: 11-18-16

NINE: Rescinded Feb 09

SIXTEEN: 03-07-17 Rescinded

(Mar 17)

RESCIND MUTUAL FOUR

ACCOUNTING AND FISCAL

Patronage Refunds

I. Legal Basis

The Articles of Incorporation provide, under Article II for Mutuals 1 through 5, and Article III for Mutuals 6 through 16, that the Board of Directors may make refunds to stockholders as provided by the Bylaws and Occupancy Agreement. The Occupancy Agreement, under Article 3, provides that the corporation agrees that it will refund or credit to the member at the end of each fiscal year his proportionate share of such sums as have been collected in anticipation of expenses which are in excess of the amount needed for expense of all kinds, including reserves, in the discretion of the Board of Directors. The procedure recommended by FHA for such refund is stated in Section 2.

II. Refund Procedure

1. Mutual Boards should consider patronage refunds only at the close of a fiscal year.
2. A standard form of the resolution to be adopted by the Board is available for use.
3. The payment of any refund should be subject to two contingencies:
 - a. Completion of the audit, showing that the funds are available for payment.
 - b. The resolution, together with the statement of the auditors that the funds are available, should be submitted to FHA for approval prior to the payment of the refund.

III. Suggestions

Questions concerning the form to be used and the processing for FHA approval should be directed to the Executive Director.

Revised: 20 July 77

RESCIND

FIVE: 11-18-16

SIXTEEN: 02-07-17

(Jul 77)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR**

ACCOUNTING AND FISCAL

Impounds

Budget for impounds is based on advice from mortgagee, and equal monthly payments made to the mortgagee are based on the budget. The mortgagee makes disbursements to payee and advises Mutuals the amounts disbursed. Types of impounds are as follows:

a. Hazard Insurance

Fire and lightning, windstorm, hail, explosions, smoke, riot, aircraft and motor vehicles, vandalism and malicious mischief.

b. Tax Reserve

Assessments by county assessor's office based on parcel or loan area within Mutual.

c. Mortgage Insurance

Based on one-half of 1% unpaid principal balance at the beginning of each year.

RESCIND

FIVE: 11-18-16

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Billings to Mutuals**

1. Billings to the Mutuals are generated by the Golden Rain Foundation. Any profit or loss is allocated back to the Mutuals at the year's end. There are basically three types of billings:

- A. SROs or service repair orders issued by the Service Maintenance Department for the Mutuals' maintenance needs and all community facility-related service costs.

Maintenance persons bill their work time to a corresponding area. Rates per hour charged by these departments are computed on a basis intended to recover wages, employer's taxes, depreciation of equipment, supplies, and other expenses. These rates are subject to periodic studies. Changes in rates result when increased costs exceed budgeted income.

- B. Administration, recreation, and maintenance of common areas and facilities not charged in item 1, warehouse facilities, property management, transportation, security, and shop repair, are billed to the Mutuals on a pro-rata basis according to the number of apartments. Each month, the Mutual receives a billing covering one-twelfth (1/12) of its budgeted expense.

- C. Billings for expenses paid by Golden Rain Foundation on behalf of the Mutuals and shared expenses:

- a. If it is a bill from an outside vendor specifying more than one Mutual, the Golden Rain Foundation pays it and bills the Mutuals.
- b. Shared expense, such as water charges and street lighting.

2. Mutuals are billed directly by outside vendors for their individual expenses.

Amended: Jul 87

Amended: Aug 00

Aug 00)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Income Items and Their Distribution – All Mutuals Except Five & Nine**

Income is derived from the monthly apartment payments, plus other miscellaneous income received from laundry facilities, interest on reserves, inspection fees on apartment resales, late charges, and carport rentals.

A substantial part of the income is used for retirement of principal and interest on the mortgage. The remainder is divided between impounds, reserves, Golden Rain Foundation operations and individual Mutual maintenance and operation expenses.

See Policy 7333.5 for Mutual Five (Feb 16)
See Policy 7333.9 for Mutual Nine (Oct 06)

Revised: Sep 88
Revised: Aug 00
Revised: Feb 09

(Feb 16)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL**Investment Records

Records of investments, time certificates of deposit and bank pass books and/or reconciliations are available for inspection at any time by the Mutual Directors. Mutual Directors desiring general information should call the Mutual Accountant for an appointment. No appointment is necessary, of course, if an unannounced audit is made.

Reissued Jul 87

RESCIND

FIVE: 11-18-16

(Nov 16)

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR**

ACCOUNTING AND FISCAL

Financial ReportsI. Monthly Reports

The Accounting Department, under the direction of the Golden Rain Foundation Controller, prepares and distributes monthly financial reports to each Mutual Director. These reports consist of a balance sheet, an operating statement, which compares income and expenses to budget, detailed balances of the various reserve accounts, reconciliations of bank accounts, and the statements of cash receipts and disbursements of both the agency and the general accounts.

2. Annual Financial Statement

The Controller's Department prepares and distributes a preliminary year-end statement. Any necessary adjustments to this statement are made on completion of the audit. A copy of the annual statement is sent to each Mutual Director.

3. Inquiries About Financial Statements

The Controller is very willing to answer all questions pertaining to either the monthly financial statements or the published annual financial statements. However, it should be realized that the Controller's schedule is heavy, and that the established regulatory procedure is to request an appointment through the Chief Financial Officer or Treasurer of each individual Mutual corporation.

Reissued Jul 87

(Jul 87)

MUTUAL OPERATIONS

7340

RESCIND MUTUAL FOUR

ACCOUNTING AND FISCAL

Accounts Receivable

This position is responsible for maintaining tenant Accounts Receivable records, including Golden Rain Foundation annual dues, on a current basis. All inquiries regarding tenant delinquencies should be referred to this office.

RESCIND

FIVE: 11-18-16

SIXTEEN: 02-07-17

MUTUAL OPERATIONS**RESCIND MUTUAL FOUR****ACCOUNTING AND FISCAL****Cashier Service**

The position of Cashier has been established to facilitate all cash payments made by those members not maintaining a commercial (checking) account who wish to transact all their business on a cash basis.

RESCIND

SIXTEEN: 02-07-17

Notice of Intent to Withdraw

RESOLVED, That Mutual _____ authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.

ANNUAL TERMITE INSPECTION 3 YEAR TOTALS

MUTUAL	FENN (2013-2016)	FENN 2017	FENN 2018	FENN 2019	FENN 2017-2019 3 YEAR TOTAL
1	\$10,776.47	\$12,941.00	\$13,588.05	\$14,267.45	\$40,796.50
2	\$11,031.86	\$13,250.00	\$13,912.50	\$14,608.13	\$41,770.63
3	\$5,515.92	\$6,624.00	\$6,955.20	\$7,302.96	\$20,882.16
4	\$5,056.26	\$6,072.00	\$6,375.60	\$6,694.38	\$19,141.98
5	\$6,282.02	\$7,544.00	\$7,921.20	\$8,317.26	\$23,782.46
6	\$5,209.48	\$6,256.00	\$6,568.80	\$6,897.24	\$19,722.04
7	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
8	\$4,443.38	\$5,336.00	\$5,602.80	\$5,882.94	\$16,821.74
9	\$4,903.04	\$5,888.00	\$6,182.40	\$6,491.52	\$18,561.92
10	\$3,524.06	\$4,232.00	\$4,443.60	\$4,665.78	\$13,341.38
11	\$3,983.72	\$4,784.00	\$5,023.20	\$5,274.36	\$15,081.56
12	\$5,771.26	\$6,937.00	\$7,283.85	\$7,648.04	\$21,868.89
14	\$4,187.96	\$5,036.00	\$5,287.80	\$5,552.19	\$15,875.99
15	\$6,409.78	\$7,703.00	\$8,088.15	\$8,492.56	\$24,283.71
16	\$766.10	\$920.00	\$966.00	\$1,014.30	\$2,900.30
17	\$1,608.81	\$1,935.00	\$2,031.75	\$2,133.34	\$6,100.09

PEST CONTROL PER CALL

LOCATION	FENN 2013-2016	FENN 2017	FENN 2018	FENN 2019
Per Unit	\$13.00	\$15.00	\$15.00	\$15.00
Laundry	\$6.00	\$6.00	\$6.00	\$6.00
Building Perimeter	\$37.00	\$37.00	\$37.00	\$37.00
Dusting Attic	\$35.00	\$35.00	\$35.00	\$35.00
Carport	\$40.00	\$40.00	\$40.00	\$40.00

MUTUAL OPERATIONS**DRAFT 2-25-17****SHAREHOLDER REGULATIONS****Lockout Procedures**

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knob lock on the door. If the door cannot accommodate a knob lock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knob locked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

MUTUAL OPERATIONS**DRAFT 2-25-17****SHAREHOLDER REGULATIONS****Lockout Procedures****3. Reporting of Death to Mutual President**

Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

MUTUAL ADOPTION

Mutual: _____ **date**

SEAL BEACH LEISURE WORLD
An Active Adult Community

To: Providing Physician _____ Patient: _____

Seal Beach Leisure World is an **"Active Adult Community"** offering the best in co-op and condominium housing for persons fifty-five years of age or older. Active adult housing should not be confused with an assisted living or a skilled nursing facility.

Active Adult Community: *Persons who purchase the right to reside in a Mutual apartment or condominium: (1) Direct their own lives; 2) Are independent and 3) Must be able to handle their own affairs.*

In accordance with Mutual Policy 7510, Eligibility Requirements, item (3), "prospective applicants for ownership and residency should have reasonably good health for a person of his or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery. (Including National Provider Identification (NPI)).

Reasonably good health may be described in part as an applicant's ability to: (Please check)

☐ Dress self with weather appropriate clothing

☐ Maintain a clean, safe, living environment

☐ Bathe (shower) & maintain personal hygiene

☐ Shop, prepare meals, or eat out.

☐ Medicate self when necessary

☐ Take care of personal finances

if physician declares patient can comply with each of the above conditions, the Mutual will consider this as part of the qualification for residency in the community.

If you have any question please call Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I understand that Seal Beach Leisure World is an **Active Adult Community**.

Providing Physician's Signature _____ NPI# _____ Date _____

Note: Only one patient per page will be accepted

Please Attach Your Patient's Letter of Eligibility on letterhead with NPI.

Seal Beach Leisure World

An Active Adult Community

To: Prospective Purchasers: ~~Providing Physicians~~

Seal Beach Leisure World is an "Active Adult Community" offering the best in co-op and condominium housing for persons fifty-five years of age or older. This style of active adult housing should not be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals. A prospective purchaser of a Leisure World Mutual Share of Stock need only determine what their personal needs are.

Assisted Living: Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These are not services provided at Seal Beach Leisure World. SEAL BEACH LEISURE WORLD IS NOT AN ASSISTED LIVING FACILITY OR RESIDENCE.

Active Adult Community: In Seal Beach Leisure World you can be as active as you choose to be. There are many recreational opportunities. Members who purchase the right to reside in a Mutual apartment direct their own lives and are independent and able to handle their own affairs without the assistance of the independent Mutual Corporations and/or Golden Rain Foundation.

~~In accordance with Mutual Policy 7510, Eligibility Requirements, item (3),~~ It is recommended that prospective applicants for ownership and residency should have reasonably good health for a person of his/or her age and be able to live independently as evidenced in the form of a letter provided by the applicant's treating physician on the physician's letterhead stationery.

Reasonably good health may be described in part as an applicant's ability to:

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Dress self with weather-appropriate clothing. | <input type="checkbox"/> * Able to shop and prepare meals, or eat out. |
| <input type="checkbox"/> Maintain a clean, safe living environment. a | <input type="checkbox"/> Able to medicate self when necessary. |
| | <input type="checkbox"/> Able to take care of personal finances. |

Choosing an active adult community is a decision which should be made with the assistance of loved ones, professional healthcare physicians, legal advisors and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may contact Seal Beach Leisure World, Stock Transfer Office at: (562) 431-6586, ex. 346, 347 or 348 for assistance.

Notwithstanding any of the forgoing, both federal and California law prohibits, among other things, discrimination against people with disabilities, and nothing herein shall be construed to prevent a Prospective Purchaser with a disability otherwise qualifying for membership.

I have read and understand that Seal Beach Leisure World is *not* an assisted living facility:

Print Patient / Prospective Purchaser's Name:

X Providing Physician's Signature
S:\Forms\FORM Active Living Disclosures.docx

Date:



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2018 BUDGET PLANNING, PROJECTS
DATE: MAY 4, 2017
CC: FILE

We will be beginning our 2018 budget process in June, in order to insure we have appropriate staffing levels to serve your Mutual needs, by July 28, 2017, I respectfully request an estimate of major projects (roofing, re-piping, sewer etc.) your Mutual is considering for the remainder of 2017 as well as activity planning for 2018.

With your Board approval, I would like to request this as an agenda item for your May/June meeting, as well as your July Board meeting, to allow time for your review and consideration by both your existing Board, as well as the newly elected Board.

I sincerely thank each Board in advance, as the information provided is critical to ensure proper levels of services to your Mutual.

RESOLUTION TO BE ON JUNE AND JULY AGENDAS

MOTION:

RESOLVED, That according to Policy 7510.____, if there is a question of financial eligibility, Mutual _____ is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.