

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOUR**

**December 14, 2016**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Four was called to order, following the open forum for shareholders to address the Board, by President Slater on Wednesday, December 14, 2016, at 9:33 a.m. in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

**ROLL CALL**

Present: President Slater, Vice President Levitt, Secretary Kuhl, Chief Financial Officer Smith, and Directors Gerber, Wade, and Harris

GRF  
Representative: Mrs. Reed

Guests: Four shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Black, Building Inspector  
Mrs. Aquino, Recording Secretary  
Mrs. Dailey, Office Secretary

**INTRODUCTIONS**

President Slater welcomed the guests and staff members to the meeting.

**MINUTES**

President Slater asked if there were any corrections to the November 9, 2016, Regular Board meeting minutes. There being no corrections, the minutes were approved as printed.

President Slater asked if there were any corrections to the December 7, 2016, Special (Agenda) Meeting minutes. There being no corrections, the minutes were approved as written.

**CORRESPONDENCE**

Secretary Kuhl received no correspondence.

**GRF REPRESENTATIVE**

Mrs. Reed updated activity on the GRF Board (attached).

**BUILDING INSPECTOR'S REPORT**

Inspector Black updated the Board on activity in the Mutual (attached).

Inspector Black left the meeting at 9:57 a.m.

**OLD BUSINESS**

CFO Smith presented the final tree pruning update to the Board, and everything has been approved to move forward.

CFO Smith reported that the gutter cleaning will be starting in January.

CFO Smith presented the re-piping update to the Board, and everything is progressing smoothly.

Following a discussion, it was the consensus of the Board to appoint a committee that consists of Secretary Kuhl and Vice President Levitt to review Mutual Four's current Carport Regulations and Towing Vehicles policies to incorporate the GRF Policy 1927-37.

**NEW BUSINESS**

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

RESOLVED, To rescind the resolution dated August 11, 2010, as follows: RESOLVED, To place a moratorium on building patios in Mutual Four until more information on the legality of these patios is determined.

The MOTION passed with three "no" votes (Kuhl, Wade, Harris).

Following a discussion, and upon a MOTION duly made by CFO Smith and seconded by Secretary Kuhl, it was

RESOLVED, That Mutual Four does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement.

The MOTION passed.

**NEW BUSINESS (continued)**

Director Wade discussed Physical Properties and stated that requests have been made by the Korean Club to repair South Korea on the Globe.

Director Wade also stated that starting January 1, 2017, Service Maintenance will not be allowed to spray any kind of poison while treating for pest control.

Following a discussion, it was the consensus of the Board to appoint a sub committee consisting of Directors and shareholders to discuss what emergency supplies Mutual Four shareholders would like to stock in case of an emergency.

(Recording Secretary Aquino left on break at 11:00 a.m. to 11:15 a.m.)

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Smith submitted her financial report (attached).

**DIRECTOR(S)' REPORTS**

Secretary Kuhl presented the emergency preparedness report (attached).

President Slater submitted his report (attached).

**MUTUAL ADMINISTRATION DIRECTOR**

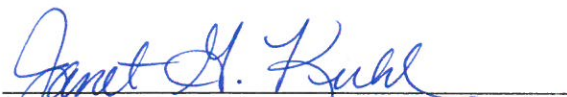
Ms. Hopkins presented her Mutual Administration activity report (attached).

**SHAREHOLDER(S)' COMMENTS**

No comments were made.

**ADJOURNMENT**

There being no further business to conduct, President Slater adjourned the meeting at 11:19 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Janet G. Kuhl, Secretary  
SEAL BEACH MUTUAL FOUR

ka:12/15/16  
Attachments

**NEXT MEETING: WEDNESDAY, DECEMBER 14, 2016, at 9:30 a.m.  
Mutual Administration Conference Room A**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF DECEMBER 14, 2016**

12/14/16      RESOLVED, To rescind the resolution dated August 11, 2010, as follows: RESOLVED, To place a moratorium on building patios in Mutual Four until more information on the legality of these patios is determined.

RESOLVED, That Mutual Four does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement.

December 14, 2016  
GRF Report  
Mutual 4

"I celebrate everyone's religious holidays. If it's good enough for the righteous , it's good enough for the self-righteous , I always say." Bette Midler

GRF never stops with the meetings. Several shareholder/members have asked if we are going to have a Board Meeting this month? We will have our regular scheduled Board meeting on December 27 in Clubhouse 4 at 10 am. Please attend if you get a chance.

GRF is hosting its annual luncheon for Mutual Directors on December 16. Thanking the directors for all the hours of service they give back to the community. GRF and Mutual Directors are volunteers, there is no salary involved.

Finishing up our landscaping projects that were started last year at the On-Site Office. Take a look for yourself as you leave L.W. at the main gate.

The Code of Ethics was sent back to Code of Ethics sub committee to finish it up and give the board another chance before it goes before the board again. It should be ready for a vote in January.

Hope you enjoyed the Christmas tree lighting. It was so much fun! Take the bus ride around for the evening Christmas tour check the Golden Rain newspaper for times. You will have a delightful treat if you do.

**Some things you might like to know:**

1. Parking policy is in its 30 days posting. Warnings next month and tickets in February with fines.
2. St Andrews Street project will be placed on the Physical Property agenda at its January 9 meeting. It will be conference room B at 1 pm. Please come if you were interested this summer and thought this project was dead.
3. Clubhouse 4 will be beginning it refreshing after the first of the year.

I want to wish you Merry Christmas and Happy Hanukkah, as well as the best New Year ever. Thank you for all the questions and suggestions that I was able to work with you on. Mutual 4 is a great place to live.

Respectfully,  
GRF Corporate Secretary  
Joy Reed



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### Community Access Ad Hoc Committee Meeting • Wednesday, October 26, 2016 (November 17, 2016)

#### 1. Old Business:

- a) Visitor's Admission System for Three Gates. The Committee concurred to review the services of DwellingLIVE, its compatibility with the current phone and Internet systems, and its performance in Leisure World of Laguna Woods.
- b) Utilization of Jenark to Create the Master List of Issued Passes; VAS and Pass distribution: The Committee concurred to modify the Realtor Pass Application and 2017 Guest Pass Request form, and direct the Stock Transfer Department use Excel to control passes distribution prior to utilizing Jenark. Further, the Committee concurred to request the purchase of a computer for the Stock Transfer Department and have the ITS Committee review it at its next scheduled meeting.

#### 2. New Business:

- a) Passes: Compilation of List of Types of Passes and Duration; Brainstorm Solutions to Prevent Passes being Shared: The Committee concurred to discuss this topic at the next scheduled meeting.
- b) Renewable Leisure World ID Cards, Duration, Issuance: The Committee concurred to discuss this topic at the next scheduled meeting.

### Strategic Planning Ad Hoc Committee Meeting • Tuesday, November 1, 2016 (December 6, 2016)

#### 1. Old Business:

- a) Rebranding/Community Marketing: The Committee concurred to postpone this project until the next scheduled meeting.

#### 2. New Business:

- a) Restructuring of the Committee: The Chairs of the ITS, Recreation and Publications Committees presented their respective Committee's ten year project. The Executive Director presented a draft of the ten-year project plan based on the Chairs' reports, and invited the Committee members to cooperatively assign the projects to be accomplished each year, based on their importance and budget available.

The Committee members allocated previously agreed on projects over the time period of seven years.

The Committee moved to send a draft of the created seven-year project plan to the Finance committee and the Board of Directors for approval.

### Security, Bus & Traffic Committee Meeting • Monday, November 2, 2016 (December 7, 2016)

#### 1. Policies:

- a) 1927-37 –Parking Rules, 1927.1-37, Fines, 1927.2-37 – Parking Rules Violation (PRV) Panel

The Committee moved to adopt Policies 1927-37 –Parking Rules for Trust Property, with recommended changes and 1927.2-37, Parking Rules Violation Panel (PRV), as presented, and forward to the Board for final approval.



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Further the Committee moved to adopt Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property, as presented, and forward to the Finance Committee and the Board for final approval.

### 2. New Business:

- a) Air Conditioning Replacement Request The Committee moved to approve non-budgeted expense, from CC38, to repair two of the four inoperable A/C units in the 1994 buses, at a cost not to exceed \$8,200.
- b) Purchase of Surveillance Equipment: No action was taken on the request.

### ITS Committee Meeting • Monday, November 7, 2016 (December 5, 2016)

#### 1. Correspondence:

- a) Website Comments/Contact Form: The Committee concurred to have an information box added on the website comment contact form for the sender to specify the intended recipient of the email; likewise, a column for this purpose will be added to the summary spreadsheet. The Committee also concurred to request Executive Director and the ITS Systems Analyst present a report at the next scheduled meeting stating whom the information requests (website comments) are directed to along with a copy of the response to the senders.

#### 2. Old Business:

- a) Telephone Tree Newspaper Article: The ITS Systems Analyst informed the Committee members that the Telephone Tree project has been completed and published in the week of October 31, 2016 issue of Golden Rain News.
- b) Constant Contact Marketing Plan: The ITS Systems Analyst and the Publications Manager developed a six step Constant Contact marketing plan. The plan includes publishing an editorial in the Golden Rain News throughout November and December of 2016 explaining the practical uses, value and convenience of Constant Contact, collecting shareholders' e-mails and allowing them to opt-in, including opt-in incentives, the opt-in link on the webpage, sign-up sheets for high traffic locations, and sign-up sheets for each of the meetings (Committees, Mutuals, GRF Board). Shareholders' e-mail addresses will be created, managed, and transferred into the Constant Contact database using the Excel spreadsheet. The shareholders will also have an option to opt-out of certain e-mail groups.

The Committee moved to request that the Executive Director present a draft of the Constant Contact data plan including costs and implementation process at the next scheduled Committee meeting, and forward it to the Board of Directors upon its approval by the Committee.

- c) Axxerion Update: The Executive Director informed the Committee members of a successful launch and operation of Axxerion as of November 1, 2016. The ITS Analyst also advised of a possible meeting with the Security Chief, the Director of Finance, and possibly the Axxerion representative to determine Axxerion's compatibility with Jenark and identify specific needs for the visitors admission system. The Executive Director will provide an update at the next Committee meeting.



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#### 3. New Business:

- a) Meeting Management System: The Committee concurred to request the Executive Director present the pictures and prices on projects to be done in Clubhouse Four including the monitors, podiums, dimmable LED lights, relocation of the A/V, and adding power and USB charging outlets to the desks.
- b) Mutual Email Addresses: The Committee concurred to have the ITS Systems Analyst provide the Mutuals with the information necessary to create custom domain e-mail addresses on their own.
- c) T1 Line; Update for Data Transfer: The Executive Director informed the Committee members of transferor upgrade between the server and the Main Gate, which now allows the security cameras to perform with a better definition and a higher refresh rate. The Executive Director also stated that SCE is currently working on obtaining the costs to install fiber optical cables to connect the server and the Main Gate, Physical Property Building, and Service Maintenance, which will be presented at the next scheduled meeting.

#### Architectural Design & Review Committee Meeting - Tuesday November 8, 2016 (December 13, 2016)

#### 1. Old Business

- a) Landscape at On-site Sales Office: The Committee moved to approve Johns Landscaping to remove the Bird of Paradise plants and rocks from the planter area at the Onsite Sales Office Parking lot and install a 5" cement boarder around the planter area and dispose all materials for a cost not to exceed \$1,560. Funding from Project #725-14.
- b) Logo-Design Modification and Update: The Committee moved to approve the Community Identity and GRF logos, as modified by Executive Director during the meeting, and forward to the GRF Board for final approval.
- c) Signage for GRF News Buildings and Amphitheater: The Facilities Director reported that the signs are on order and should be installed within the next 30 days.
- d) Holiday Banners Update/Location: The Committee moved to approve the purchase of 32 holiday banners and needed stainless steel bands to replace current bands, in an amount not to exceed \$4,000.

#### 2. New Business:

- a) Date of Laser Light Demonstration: Recreation Supervisor reported that the date for the Laser Light Demonstration is scheduled for Wednesday, 11/09/2016 at 6:00 p.m. He also reported that the Tree Lighting Ceremony will take place on Monday, 11/28/2016 at 5:30 p.m.
- b) Donor Wall: The Committee moved to approve and forward to the Board the concept of the Donor Wall at the Amphitheater Breeze Way Wall, as presented by Lynn Baidack of the Golden Age Foundation. Further, the Committee moved to select the color "oyster" for the color of the tile to be used for the Donor Wall at the Amphitheater Breeze Way Wall.
- c) Amphitheater Breeze Way Wall Paint Color: The Committee concurred to approve the repainting of the Amphitheater Breeze Way Wall the same color as the Administration Building.





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- d) Globe Lighting: Facilities Director reported that he's is expecting a quote for the Globe Lighting project. Chair Hopewell asked Facilities Director to get another bid for this project and present an update at the next Committee meeting.
- e) Onsite Sales Office Signage and Landscaping Lighting: The Facilities Director reported that Service Maintenance will be installing the lights for the Onsite Sales Office Signage and Landscape area.
- f) Tree and Plant List Approval: The Committee moved to accept the "Approved v Not Approved" Tree List as presented.
- g) Planter Area in front of Stock Transfer Office (Administration Building): The Committee concurred to request staff to complete the ADRC Binder as requested and present it at the next scheduled meeting.

### Mutual Administration Committee Meeting • Tuesday, November 8, 2016 *(December 13, 2016)*

1. **Correspondence**: After a brief discussion regarding the correspondence received by Margaret Guillon, Chair Rapp stated that she will add to next month's agenda the formation of a Policy Sub Committee, which will include Betty Coven, Paula Snowden, Margaret Guillon and possibly Linda Corp, as recommended by Mr. Lukoff.
2. **Old Business**:
  - a) Pet Policy: The Chair advised that the Mutual Pet policy is a work-in-progress and anticipates further action on the GRF Pet policy in January.
  - b) Legal Review of Stock Transfer Documents: The legal review of Stock Transfer documents were broken down into the following categories: Easy Fixes; Mutual Boards/Counsel; Trust Counsel; GRF Board; Beaumont Updates; and GRF & Mutual Clarifications. After a brief discussion by Committee members, shareholders and staff, it is the consensus of the Committee to assign Easy Fixes to be handled by Stock Transfer Supervisor; Mutual Boards/Counsel to be discussed in January 2017; Trust Counsel to be discussed at Executive Session on 11/22/16 at 2:00 p.m., Administration Conference Room; GRF Board, as it relates to apartment remodeling, it is the consensus of the Committee to add the following verbiage to the Contractor's List, "Before selecting a contractor, please consult your Mutual Board." On all other items in this section, the Committee's recommendation to the Mutual Boards is to seek legal counsel; Beaumont Updates to be discussed at a future meeting; and GRF & Mutual Clarifications to be discussed at a future meeting.
3. **Policies**:
  - a) Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement and 1804-33, Request for Additional Occupancy Entry: The Chair advised that she is still reviewing counsel's recommendations; the policies will be on the December agenda.

### Publications Committee Meeting • Wednesday, November 14, 2016 *(December 14, 2016)*

1. **Old Business**:
  - a) Profiles: The Committee moved to publish Profiles once a month in Leisure World's Newsletter, The News and compile articles at the end of the year.



**2. New Business:**

- a) Display Advertisement and Policies 2815-36 and 5585-36: The Committee moved to forward policy 2851-36, Advertising and policy 5585-36, Advertising Policy to the Policy Re-write Sub Committee to be reworked.
- 3. **Policies:** The Committee concurred to forward policy 2867-36, Political and Religious Advertising and policy 2868-36, Transportation Advertising to the Policy Rewrite Committee for review.

Recreation Committee Meeting - Wednesday, November 9, 2016 (December 14, 2016)

**1. Correspondence**

- a) Correspondence from Taylor White, Bench Placement by Clubhouse Four: The Committee moved to accept the donation form the Sunday Night Ballroom Dance Group to purchase and place a five foot bench by the entrance of Clubhouse Four, and a plaque reading "The Sunday Night Ballroom Dance Group 1974 to 2016", and have the Architectural Design and Review Committee determine the placement location.
- b) Correspondence from Joann Mullens, Joe Miranda, Volunteer Services at the Qui Gong Class: No action taken.
- c) Correspondence from Nancy Dunn-Kato, Volunteer Services: The Recreation Manager was requested to send a thank you letter to Ms. Dunn-Kato for her volunteer interest in the Community.
- d) Correspondence from Nicole Kluever, Vending Machine in Clubhouse Six: The Recreation Manager was requested to send a thank you letter to Ms. Kluever for her concerns.
- e) Correspondence from Henry Broadbent, Pretzel Logic Bank: The Recreation Manager was requested to send a letter to Mr. Broadbent and provide him with the guidelines on selection of Amphitheater performances.
- f) Correspondence from Majorie Dodero, Bench Placement by Clubhouse Two: The Executive Director and the Facilities Director are working on determining the ultimate location for the bench placement by Clubhouse Two, and will reach out to the President of the Rolling Thunder Club on this matter.
- g) Correspondence from Mike Mooney, Clubhouse Two, Pool Room Upgrades: The Executive Director, on behalf of the Chair, advised the Recreation Manager to send a letter to Mr. Mooney thanking him for his concerns, and to inform him that Clubhouse Two is under consideration to be renovated in 2017, upon the approval by a proper Committee.
- h) Correspondence from Barbara Houck, Policy 1403-50, Commercial Use: The Committee concurred that Ms. Houck should reach out to her Mutual Board regarding her suggestions on this matter. The Recreation Manager also stated that he will address some of Ms. Houck's concerns under New Business, Policy re-write.



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### 2. Old Business

- a) Clubhouse Three, Room Eight, Kitchen Modification: The Recreation Manager presented the updates on kitchen modification in room eight, Clubhouse Six, which will be completed by November 18<sup>th</sup> at the latest.
- b) Clubhouse Two, Multi-purpose Room: The Executive Director presented a draft of the scope of work to be done at the multipurpose court, Clubhouse Two, which will be send on behalf of Committee members to the Board of Directors, and presented to the landscape architect upon the Board's approval.

### 3. New Business

- a) Adding Air Wall in Clubhouse Six: The Recreation Manager presented the updates on the air wall addition in Clubhouse Six, and will provide the Committee members with more information on this matter at the next scheduled meeting.
- b) Policy Re-write: The Committee moved to send the presented Policy 1403-50, Use of Community Facilities – Reservations, to the Policy Re-write Committee for approval.
- c) Event Trailer: The Committee moved to approve the purchase of a new events trailer from Big Tex Trailers including tax and licensing in the amount of \$6,000.00 or the purchase of a used trailer, if available, at a negotiable price, with Funds from the 2016 Capital portion of the budget and to approve the Recreation Manager to make the purchase.
- d) Christmas Tree Decorating Contest: The Committee members agreed on selecting the Recreation Supervisor to be in charge of Clubhouse Four Christmas decorations, and enlist Mr. McGuigan, Ms. Rapp, Ms. Fekjar, and Hon. Massa-Lavitt to be in charge of judging Christmas trees decorations. The names of the contest winners will also be displayed on TV screens at the Administration building and the Clubhouses
- e) Tree Lighting Ceremony: The Recreation Manager provided the Committee with the details on a tree lighting ceremony. The Committee members also discussed their options on placing and lighting the Menorah either next to a Christmas tree by the Main Gate or the Administration building. The Recreation Manager, on behalf of Ms. Hopewell, will look into **accomplishing the Committee's request.**
- f) Placement of Mailbox in Clubhouse Six: The Committee moved to approve the placement of a sign and the locked mailbox in Clubhouse Six in the area suggested by the Recreation Manager.
- g) Purchase of Circulation Counter for the Library: The Committee moved to approve purchase and installation of the Circulation counter and clerks desk from Talimar Systems Inc, in an amount not to exceed \$15,000.00, and send the request to the Finance Committee to allocate the funds for this project.
- h) Purchase of Public Address System for the Library: The Committee moved to approve the Leisure World Service Maintenance Department to install a new sound system for the Library in the amount not to exceed \$2,600.00 including labor and materials, and send the request to the Finance



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Committee, and the Board of Directors to allocate and approve the funding for this non-budgeted project.

**4. Sub-committee Reports:**

- a) Entertainment Sub-committee: The Recreation Supervisor suggested on collaborating with the Entertainment Sub-Committee to put together the programs schedule for the shareholders to utilize DirecTV services.
- b) Movie Sub-committee: The Recreation Supervisor provided the updates on movie nights for the upcoming summer season, the agreements for which should be finalized within the next month.
- c) Swimming Pool Sub-Committee: The Swimming Pool Sub-Committee Chair, Ms. Rapp, stated that the swimming pool will undergo major renovations as scheduled, in the year of 2022.
- d) Golf Course Sub-Committee: The Golf Course Sub-Committee Chair, Mr. McGuigan, informed the Committee of speaking to the consultant in regards to the golf course issues, which are scheduled to be addressed in the year of 2020.
- e) Staff Report, Library OPS Supervisor: The Library Supervisor presented the Library Statistics report, the Variance report for the Cost Center 35, and informed the Committee members of the Friends of the Library continuous support.

**Executive Committee Meeting • Thursday, November 10, 2016 (December 9, 2016)**

**1. Old Business**

- a) Chairpersons' Role Description - Update: The Chair removed the item from the agenda, to be discussed at a future meeting.
- b) By-laws: The Chair removed the item from the agenda, to be discussed at the December meeting.

**2. New Business**

- a) 2017 Election Materials: The Committee concurred to request that the Stock Transfer Supervisor add "request ID cards" of shareholders submitting candidacy applications. The Committee moved to accept the 2017 Election Materials as presented by the Stock Transfer Supervisor with the Committee's recommendation and forward to the Board for final approval.
- b) Committee Charter Review: The Chair requested that a work study meeting be scheduled in January 2017 for the Committee to review all committee charters.
- c) Parking Specialist Job Description: The Committee moved to approve that a shareholder-employee should not issue parking tickets to fellow-shareholders that involve monetary fines.



- d) Trust Attorney: The Executive Director to provide a list of possible attorneys at the next scheduled Committee meeting.
  
- e) Purchase of CERT Equipment: The Committee moved to approve donate \$1,000 of the Executive Committee's discretionary funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.

**3. Policies**

- a) Policy 5101-30, Limitation of Term – Standing Committee Chairman: The Committee concurred to add Policy 4101-30, Limitation of Term – Standing Committee Chairman to the upcoming work study meeting in January 2017.

**4. Sub Committee Report**

- a) Emergency Preparedness Sub-committee: The Committee concurred to review the document "Shareholder, Mutual and GRF Emergency Information," as prepared by the Safety Emergency Coordinator at the upcoming work study, which will be scheduled in January 2017.
- b) Code of Ethics: The Committee moved to adopt, with changes, Policy 5092-30, Board of Directors Code of Ethics and Conduct and forward to the Board for final approval.

**Physical Property Committee Meeting • Monday, November 14, 2016** (December 12, 2016)

**1. Correspondence:**

- a) Letter from Rita Price regarding repainting the curb next to carport space in Mutual 2, Building 30L: The Committee moved to request the Facilities Director paint the curb red on Merion Way, next to carport space in Building 29, Mutual 2, in the length of ten feet.

**2. Old Business:**

- a) Nassau Drive Landscaping: The Chair requested the Facilities Director to obtain the cost for purchase and installation of 5 gallon Calliandras along the perimeter wall on Nassau Drive in Mutual Nine, and bring information back to the next scheduled Committee meeting.
- b) Paving Project, Year One: The Committee concurred to request the Facilities Director and Project Coordinator present a revised paving project plan for year one that would reflect the costs of work to be done, not to exceed \$600,000.00 at the next scheduled Committee meeting.
- c) St. Andrews Drive, Movement Study, CAMUTCD: The Facilities Director informed the Committee the RFP for St. Andrews Gate and the Movement Study projects will be sent out next week.

**3. New Business:**

- a) Landscape Specifications Review: The Committee concurred to request Facilities Director remove the items 2, 3, 4, 5, 6 and 8 under I. Trees, and bring a revised General Specifications for Landscape



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Maintenance Service for GRF Community Facilities and Golf Course to the next scheduled Committee meeting.

- b) Replacement of Concrete at South Entry, Building Five: Per the Executive Director's suggestion, the Facilities Director will bring a complete scope of work from MJ Jurado Inc. on the replacement of concrete at South entry, Building Five, including trees, irrigation, and lighting to the next scheduled Committee meeting.

The President also advised Facilities Director to look into an uneven pavement by the Administration Building, in front of the Distribution office.

4. **President's Comments:** The President provided information and updates throughout the meeting, and stated that per Parking Policy, standard "No overnight parking" signs will need to be installed along the Burning Tree Lane by Clubhouse Two.
5. **Committee Member Comments:** Based on the Committee's discussion, the item of the Pedestrian Gate at the end of Del Monte and Northwood will be included in the Committee's December agenda packet.

### Finance Committee Meeting • Tuesday, November 15, 2016 (December 20, 2016)

#### 1. Financials

- a) Accept October 2016 Financial Statements for Audit: Moved to recommend the GRF BOD accept the October 2016 Financial Statements for audit.

#### 2. New Business

- a) Insurance Renewal: The Committee moved to recommend the GRF Board approval of the insurance proposal as submitted, in the amount of \$1,999,912, for the policy period of December 1, 2016 to November 30, 2017, and authorize the President to sign the required renewal documents, per the insurance proposal dated November 15, 2016, as prepared and submitted by DLD Insurance Brokers, Inc.
- b) Leases Eligible for Renewal: The Committee moved to recommend the GRF Board approve the renewal of the lease agreement dated April 27, 2016, and commencing February 1, 2016 and expiring January 31, 2017, between GRF and the Golden Age Foundation (GAF), is hereby renewed for the period of one (1) year beginning February 1, 2017 and expiring January 31, 2018, and at the annual rent of \$1.00 per year as stipulated under the governing lease agreement noted; and authorize the President to sign the required lease renewal. Further, the Committee moved to approve the renewal of the lease agreement dated January 1, 2016, commencing January 1, 2016 and expiring January 31, 2017, between GRF and the Video Producers Club, is hereby renewed February 1, 2017 and expiring December 31, 2017, for an eleven-month renewal period to bring future lease renewals in line with the calendar year. The annual rent is \$1.00 per year, as stipulated under the governing lease agreement noted; and authorize the President to sign the required lease renewal.
- c) Replacement of Circulation Counter and Clerk's Desk in Library: The Committee moved to approve this non-budgeted request in the amount of \$15,000 from Capital Funds for the purchase and



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installation of a Circulation Counter and Clerk's Desk from Talimar System, which will provide enhanced ergonomics, functionality and efficient workspace at staff's work stations within the Library.

- d) Replacement of Public Address System in Library: The Committee moved to approve non-budgeted request for the purchase and installation of a new Public Announcement (PA) System in the

Library from the Maintenance Department in an amount not to exceed \$2,545.40. Funding for this expense will be from the Operational Budget, CC35.

- e) 2016 Surplus Operating Funds: The Committee concurred to readdress the item in January 2017.
- f) Carpet for Video Producers Room, Clubhouse Three: The Committee moved to approve non-budgeted expense, from Cost Center 53, in an amount not to exceed \$2,995, to install carpet in half of the room occupied by the Video Producers Club in Clubhouse 3.
- g) Service Maintenance Wood Shop: The Committee moved to approve the replacement of the Wood Shop Equipment and electrical panel in an amount not to exceed \$42,000. Funding for this expenditure will be from Reserve funds following a transfer of \$42,000 from Capital funds to Reserve funds.
- h) Discretionary Funds Donation: The Committee moved to approve donation of \$1,000 of the Committee's discretionary funds to assist with the purchase of CERT Equipment and Backpacks for participants of the CERT Training, which will be distributed at the discretion of the Safety/Emergency Coordinator.

#### 4. Policies:

- a) 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property: The Committee moved to recommend to the Board the approval of Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property.

#### 5. Staff Reports:

- a) Director of Finance: Moved to approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52 week CDAR for the month of November. Further, the Committee moved to approve the Director of Finance's recommendation to write-off two News advertising accounts totaling \$536.80.

#### Recap of the Golden Rain Foundation Board Activity of November 22, 2016

##### Approval of Minutes

MOVED and duly approved to accept the minutes of the September 26, 2016 Special Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

MOVED and duly approved to accept the minutes of the October 25, 2016 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.



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### Approve Replacement of Air Conditioning Units in Two (2) Buses-Non-budgeted Funding

MOVED and duly approved to award a contract to ProAir to install two (2) rear air conditioning units on the inside of two 1994 Minibuses, at a cost not to exceed \$8,200.00, non-budgeted funds from Cost Center 38 and authorize the President to sign the contract.

### **TENTATIVE APPROVAL:** Adopt Policy 1927-37, Parking Rules for Trust Property

MOVED and duly approved to tentatively adopt of Policy 1927-37, Parking Rules for Trust Property, pending a minimum 30-day notification to the membership and a final decision on December 27, 2016.

### **TENTATIVE APPROVAL:** Adopt Policy 1927.1-37, Fees (Fines) for Parking Rules Violations for Trust Property

MOVED and duly approved to tentatively adopt of Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property, per recommendation of the Finance Committee to the GRF BOD, at its November 15, 2016 meeting, pending a 30-day notification to the membership and a final decision on December 27, 2016.

### Adopt Policy 1927.2-37, Parking Rules Violation Panel (PRV)

MOVED and duly approved to adopt Policy 1927.2-37, Parking Rules Violation Panel (PRV).

### Approve Replacement Leisure World Logo and GRF Logo

MOVED and duly approved the Community identity logo and the replacement of the existing logo of the Golden Rain Foundation of Seal Beach.

### Approve Allocation of Trust Property, Amphitheater GAF Donor Wall

MOVED and duly approved approve the allocation in accordance with Section VII of the Trust Agreement , Trust Property identified as the ramp wall at the entrance to the Amphitheater as a Golden Age Foundation Donor wall to specification as approved by the Architectural Design and Review Committee. The Golden Age Foundation shall be responsible for all installation and maintenance expenses.

### Approve 2017 Election Materials

MOVED and duly approved the 2017 election materials and the election process for the 2017 GRF Board of Directors elections.

### Adopt Policy 5092-30, Board of Directors' Code of Ethics and Conduct

MOVED and duly approved to refer Policy 5092-30, Board of Directors' Code of Ethics and Conduct, back to the Executive Committee for review.

### Accept October 2016 Financials for Audit

MOVED and duly accepted the October 2016 Financial statements for audit.

### Approve Foundation and Mutual Insurance Policies

MOVED and duly approved the insurance proposal as submitted, in the amount of \$1,999,912, for the policy period of December 1, 2016 to November 30, 2017, and authorize the President to sign the





## October & November

### 2016-2017 MONTHLY SUMMARIES

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required renewal documents, per the insurance proposal dated November 15, 2016, as prepared and submitted by DLD Insurance Brokers, Inc.

#### Approve Golden Age Foundation Lease

MOVED and duly approved the renewal of the Golden Age Foundation (GAF) lease agreement, for an eleven-month renewal period, to bring future lease renewals in line with the calendar year, commencing on February 1, 2017 and expiring on December 31, 2017, at the annual rent of \$1.00 per

year, as stipulated under the governing lease agreement noted and authorize the President to sign the lease agreement.

#### Approve Video Producers Club Lease

MOVED and duly approved the Video Producers Club lease renewal for the period of February 1, 2017 through December 31, 2017, an eleven-month renewal period, to bring future lease renewals in line with the calendar year, at an annual rent of \$1.00 and authorize the President to sign the lease agreement

#### Approve Digital Billboards, Non-budgeted Funding

MOVED and duly approved non-budgeted expense, from Cost Center 34, Operational Funds, for the installation of digital information centers (Monitors/Digital Billboards), in Clubhouse Three and Six and Building Five, in an amount not to exceed \$4,000.

#### Approve Service Maintenance, Removal of Storage Shed/Relocation of Storage Container

MOVED and duly approved to award a contract to MJ Jurado, to perform the following tasks: 1) demolish the existing shed at the Service Maintenance Yard; 2) haul away all debris; 3) relocate cargo bin currently at 1.8 acre area to the Service Maintenance Yard; and 4) sandblast and paint the interior of the cargo bin, in an amount not to exceed \$5,500, funding from Cost Center 74, and authorize the President sign the contract.

#### Approve Engineering Service, Parking Lot Layout – Administration, Clubhouse Six, Medical Center and Amphitheater Parking Lots, Non-budgeted Funding

MOVED and duly approved non-budgeted funding from Cost Center 79, in an amount not to exceed \$6,900, for Urban Crossroads to review the parking lots at the Administration building, Clubhouse Six, the Medical Center and the Amphitheater for the purpose of determining possible reconfiguration for additional parking spaces, and to authorize the President sign the contract.

#### Approve Contract, Carpet for Video Producers Room

MOVED and duly approved to award a contract to Golden State Flooring, in an amount not to exceed \$2,995, to install carpet in half the room occupied by the Video Producers Club, funding for this non-budgeted expense from Cost Center 53, and authorize the President to sign the contract.

#### Approve Replacement of Wood Shop Equipment

MOVED and duly approved the replacement of the Service Maintenance Wood Shop equipment as Identified in Exhibit A, Reserve Asset ID 0808, and authorize the Executive Director to initiate the purchase and installation of the equipment and replacement of the electrical panel. I further move to approve the transfer of \$42,000, from Capital Funds into the Reserve Fund, for the purpose of funding the noted replacements.

#### Approve Replacement of Library Public Address System, Non-budgeted Funding



October & November

## 2016-2017 MONTHLY SUMMARIES

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MOVED and duly approved the Leisure World Service Maintenance Department to install a new public address system for the Library, in an amount not to exceed \$2,600.00, non-budgeted expense, including labor and materials, from Cost Center 35.

Approve Replacement of Library Circulation Desk and Clerk's Desk

MOVED and duly approved the purchase and installation of the Circulation counter and clerk's desk in the Library, from Talimar Systems, Inc., in an amount not to exceed \$15,000.00, non-budgeted expense, from Cost Center 35.

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **December 14th 2016**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-75F	repl. ducted unit	yes	06/16/16	09/07/16	NOT YET	rough 12/5/16	yes
4-75F	full remodel / full rpipe, risers in 75E and 75G, mutual has contract for repipe	yes	8/1/2016/ C.O. TO 9/19/16	11/5/2016/C.O. TO 12/19/16	yesX2	footing, 10/20/16- elec. Rough 11/17/16 lath insulation 12/6/16	Alpha Master Builders fail frame. Plumb hvac 11/17/16
4-89D	heat pump ducted	both	08/12/16	12/31/16	no		Greenwood
4-46L	cart pad	grf	08/29/16	09/05/16	no		JLS
4-51F	remodel w/repipe, contract w/ mutual	both	09/20/16	03/20/17	no	10-20-16 footing./ plumbing underground 11/2 /16, rough elec, framing hvac 12/6/16 repipe ok 12/6/16	Alpha Master Builders
4-89E	shower cut down	both	10/31/16	11/31/16	no		nukote
4-39C	carport cabinet	grf	10/06/16	11/06/16	no		jeff lashment
4-37J	kit. Counter	grf	10/20/16	11/20/16	no		westby 4 homes inc.
4-79A	cart pad	GRF	11/10/16	11/25/16	no	fail 11/25/16	Franks Gardening Service
4-83f	FLOORING	GRF	11/28/16	12/28/16	no		kary's carpet
4-52L	full remodel/repipe	both	12/11/16	06/30/17	no		los al
M4-77	building re-pipe	both	12/12/16	12/23/16	no		John nelson
M4-87	building re-pipe	both	12/19/16	12/23/16	both		John nelson
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86K					03/21/16		
4-87L		03/23/16	04/11/16	04/11/16	04/21/16		
4-37D		03/24/16	04/05/16	04/08/16	04/20/16		
4-46A		06/25/16	11/22/16	11/28/16	12/06/16		
4-50D		07/22/16	11/04/16	11/14/16	11/23/16		
4-37C		08/15/16	11/21/16	11/28/16	12/08/16		
4-50I			11/29/16	12/05/16			
4-89H		08/18/16	11/14/16	11/14/16	11/23/16		
4-80I		10/10/16					
4-86F		10/28/16					
4-86L		10/28/16	11/78/16	11/07/16	11/18/16		
4-51K		10/31/16					
4-74J					11/17/16		
4-46B		11/18/16					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation  
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **December 14th 2016**

<b>CONTRACTS and PROJECTS</b>	
CONTRACTOR	PROJECT
Total Landscape Maintenance- on going	landscape maintenance of grounds - dethatching in progress as of 11/4/16 they are at building 51
Fenn Pest Control - on going	see handout, contract for pest/termites and bait stations, termite report
Roofing Standards-	waiting for BOD special meeting
John Nelson Plumbing	BOD approved two buildings to be re-piped, 77 and 87. will start 77 on 12/12/16 and 87 on 12/19/16
ERC	abatement will take place, then repipe
	abatement for re-pipes

<b>Shareholder Visits and Mutual Requests</b>	
skylight install	4-47A
roof leak	4-85A
termites	4-83H
water damage	12/1/2016
heat issues	4-43K
fixture count walk with J. Nelson Plumbing	77 and 87

Mutual 4 Board of Directors Meeting – DECEMBER 14, 2016

CFO, Suzi Smith

**FINANCIAL RECAP - NOVEMBER, 2016**

	Monthly Actual	Monthly Budget	Variance		YTD Actual	YTD Budget	Variance
Income	142,709	137,844	4,865		1,527,048	1,516,284	10,764
Reserves	41,857	41,858	-1		460,438	460,438	0
Expenses	87,292	95,986	-8,694		1,045,942	1,055,846	-9,904
Total Expenses	129,149	137,844	-8,695		1,506,380	1,516,284	-9,904
Income/Expense	13,560	0	13,560		20,668	0	20,668

Our unrestricted cash for month end is \$390,547; restricted reserve accounts total \$2,003,369

**Reserves:**

Appliance	\$19,028.00
Painting	\$21,067.00
Operating	\$25,000.00
Roofing	\$1,418,167.00
Emergency	\$126,211.00
Infrastructure	\$393,896.00
<b>Total Reserves</b>	<b>\$2,003,369</b>

Recap of Financials for the month ended November 30, 2016 (See above). I have prepared two complete profit and loss statements: Report A showing actual and budget expenses for the month of November, 2016 and Report B showing actual and budget expenses Year to Date.

A CD for \$150,000 at .60% came up for renewal late November and was re-invested in a two year, Capital One CD at 1.45%.

## Mutual 4 Board of Directors Meeting – December 14, 2016

CFO, Suzi Smith

### FINANCE

Carolyn Miller, GRF Controller, presented the approved GRF Budget for 2017 to the CFO Council. She detailed income and expense line items and presented some great graphics. She explained the budget process and how the numbers are extrapolated. We then discussed the need to accrue 2016 expenses in the year 2016 even if they have not been paid and reviewed a breakdown of how the insurance costs are shown on our P&L (25% down pro-rated monthly along with the regular monthly charge). We also discussed the late charge fees of \$2 and \$10 and disagreed on how these fees should be assessed. A lengthy discussion on the new State of California loan program for property taxes for seniors. Please note - this is NOT a good deal. The board is not supporting this program.

### BUILDINGS/LANDSCAPE

The grass is BEAUTIFUL (in some areas) but it lets us all see what the end result will look like. Tree trimming and gutter cleaning will be completed simultaneously in January. Since we will be re-piping two buildings the second and third weeks of December felt that was enough activity for the holidays. Will also give Total Landscape time to look at project, check sprinklers and leveling and make sure all is up snuff.

Marsha Gerber drive me around the Mutual in her golf cart. We looked for corners that were difficult to maneuver without going over the grass. These areas will be targeted in the future for possible concrete corners as we do more work this coming year. If you have an especially bad corner give me a call and I will make sure it's on the list. We might be able to get a cone placed as a temporary fix. And if YOU drive a cart, please take care not to drive on the new lawn areas. Some corners require very slow turning so as not to drive on grass. We spent quite a bit of YOUR money to get the turf looking good - hate to ruin in by driving over in a golf cart.

Feel free to call me with any questions. I may not be home but if you leave a message I WILL return the call.  
562-296-8518.

*Suzi A. Smith*

**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual Report A**  
**November 2016**

	Nov 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	34,793.00	34,793.00	0.00
Reserves Assessment	41,857.00	41,857.00	0.00
GRF Assessment	57,083.00	57,083.00	0.00
<b>Total ASSESSMENT</b>	133,733.00	133,733.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	102.00		
Interest Income - Taxable	1,624.00	1,398.00	226.00
Late Charges	80.00	44.00	36.00
<b>Total FINANCIAL INCOME</b>	1,806.00	1,442.00	364.00
<b>SERVICES INCOME</b>			
Inspection Fees	4,000.00	1,251.00	2,749.00
Laundry Machines	1,084.00	1,418.00	-334.00
Miscellaneous	2,086.00		
<b>Total SERVICES INCOME</b>	7,170.00	2,669.00	4,501.00
<b>Total Income</b>	142,709.00	137,844.00	4,865.00
Cost of Goods Sold			
<b>GRF MAINTENANCE FEE</b>	57,083.00	57,083.00	0.00
<b>Total COGS</b>	57,083.00	57,083.00	0.00
<b>Gross Profit</b>	85,626.00	80,761.00	4,865.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	888.00	166.00	722.00
Management Fee	222.00	222.00	0.00
<b>Total PROFESSIONAL FEES</b>	1,110.00	388.00	722.00
<b>SERVICES</b>			
Landscape - Contract	11,900.00	11,932.00	-32.00
Landscape - Extras	0.00	1,045.00	-1,045.00
Miscellaneous Services	0.00	127.00	-127.00
Painting	0.00	44.00	-44.00
Pest Control	967.00	649.00	318.00
Standard Service	4,100.00	4,871.00	-771.00
Structural Repairs	0.00	527.00	-527.00
<b>Total SERVICES</b>	16,967.00	19,195.00	-2,228.00
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	2,694.00	8,292.00	-5,598.00
State & Federal taxes	353.00	67.00	286.00
<b>Total TAXES &amp; INSURANCE</b>	3,047.00	8,359.00	-5,312.00
<b>UTILITIES</b>			
Electricity	1,571.00	2,249.00	-678.00
Trash	3,156.00	3,144.00	12.00
Water	4,149.00	5,568.00	-1,419.00
<b>Total UTILITIES</b>	8,876.00	10,961.00	-2,085.00
<b>RESERVE FUNDING</b>			
Emergency Reserve	417.00	417.00	0.00
Roof	12,917.00	12,917.00	0.00
Paint	2,042.00	2,042.00	0.00
Infrastructure	22,482.00	22,482.00	0.00
Appliances	4,000.00	4,000.00	0.00

**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual Report A**  
**November 2016**

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	<u>Nov 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	41,858.00	41,858.00	0.00
DEPRECIATION	209.00	0.00	209.00
Total Expense	72,067.00	80,761.00	-8,694.00
Net Ordinary Income	13,559.00	0.00	13,559.00
Net Income	<u>13,559.00</u>	<u>0.00</u>	<u>13,559.00</u>



**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual YTD Report B**  
 January through November 2016

	Jan - Nov 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	382,723.00	382,723.00	0.00
Reserves Assessment	460,427.00	460,427.00	0.00
GRF Assessment	627,913.00	627,913.00	0.00
<b>Total ASSESSMENT</b>	1,471,063.00	1,471,063.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	636.00		
Interest Income - Taxable	21,518.00	15,378.00	6,140.00
Late Charges	927.00	484.00	443.00
<b>Total FINANCIAL INCOME</b>	23,081.00	15,862.00	7,219.00
<b>SERVICES INCOME</b>			
Inspection Fees	14,750.00	13,761.00	989.00
Laundry Machines	15,963.00	15,598.00	365.00
Merchandise Sales	35.00		
Miscellaneous	2,156.00		
<b>Total SERVICES INCOME</b>	32,904.00	29,359.00	3,545.00
<b>Total Income</b>	1,527,048.00	1,516,284.00	10,764.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	627,916.00	627,913.00	3.00
<b>Total COGS</b>	627,916.00	627,913.00	3.00
<b>Gross Profit</b>	899,132.00	888,371.00	10,761.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	3,742.00	1,826.00	1,916.00
Management Fee	2,442.00	2,442.00	0.00
<b>Total PROFESSIONAL FEES</b>	6,184.00	4,268.00	1,916.00
<b>SERVICES</b>			
Landscape - Contract	131,298.00	131,252.00	46.00
Landscape - Extras	830.00	11,495.00	-10,665.00
Miscellaneous Services	845.00	1,397.00	-552.00
Painting	4,657.00	484.00	4,173.00
Pest Control	8,551.00	7,139.00	1,412.00
Standard Service	44,950.82	53,581.00	-8,630.18
Structural Repairs	12,960.00	5,797.00	7,163.00
<b>Total SERVICES</b>	204,091.82	211,145.00	-7,053.18
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	94,956.00	91,212.00	3,744.00
State & Federal taxes	2,167.00	737.00	1,430.00
<b>Total TAXES &amp; INSURANCE</b>	97,123.00	91,949.00	5,174.00
<b>UTILITIES</b>			
Electricity	18,432.00	24,739.00	-6,307.00
Trash	34,332.00	34,584.00	-252.00
Water	55,564.00	61,248.00	-5,684.00
<b>Total UTILITIES</b>	108,328.00	120,571.00	-12,243.00
<b>RESERVE FUNDING</b>			
Emergency Reserve	4,587.00	4,587.00	0.00
Roof	142,087.00	142,087.00	0.00
Paint	22,462.00	22,462.00	0.00
Infrastructure	247,302.00	247,302.00	0.00
Appliances	44,000.00	44,000.00	0.00

**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual YTD Report B**  
January through November 2016

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	Jan - Nov 16	Budget	\$ Over Budget
Total RESERVE FUNDING	460,438.00	460,438.00	0.00
DEPRECIATION	2,299.00	0.00	2,299.00
Total Expense	878,463.82	888,371.00	-9,907.18
Net Ordinary Income	20,668.18	0.00	20,668.18
Net Income	<u>20,668.18</u>	<u>0.00</u>	<u>20,668.18</u>

Board of Directors Meeting  
December 14, 2016

Merry Christmas, Happy Chanukah, Happy New Year, Happy Kwanza, etc.

By the time you read this, Winter will have begun. And Christmas will be over. And I hope you all got what you wanted for Christmas.

2017 will be the most active on projects in the history of the Mutual, I think. In no particular order: more roofing, more concrete work (streets), repiping old buildings, which began on December 12th, new lawns, smart burners. To say the least, we will be busy.

I certainly have to credit Suzi Smith, our chief Bean Counter and Treasurer, for the ability to fund the above projects.

Your Mutual is in better shape than many of the other Mutuals; but then again, that has been a big part of the history of Mutual 4.

And last but not least, thanks to my fellow directors, Mike Levitt, Janet Wade, Jan Kuhl, Marsha Gerber, Marsha Harris and Suzi Smith for a job well done. And to the Building Captains and your assistants, thank you so much for supporting your directors and your Mutual.

Sincerely,

The Prez  
[duets@icloud.com](mailto:duets@icloud.com)

Mutual 4 Leisure World Director's Report-December 14, 2016

Emergency Preparedness and Bldgs. 44, 45, 46, 47, 49

Happy Holidays.

This month I attending a special meeting at the Seal Beach Police Department. It was all about emergencies and their and our responses to such incidents. Officer Barr met with President Mandeville from Mutual 11, Vice President Hiker from Mutual 7, Eloy Gomez who heads GRF Emergencies, and me. It was a great meeting. The final outcome, however, emphasized what we really already know. Each individual shareholder is responsible for his/her own well-being during a catastrophic incident. Absolutely essential is bottled water, lots and lots of it. We need not just a three days' supply, but better two weeks-worth. That equals at least three flats of 16 oz. water bottles. I would add that you must have lighting such as lanterns and flashlights.

With the holidays upon us, please remember to park your first car in your carport spot. The outside spots are needed for oversized and second vehicles and for our much welcomed visitors. Each month I receive several complaints from shareholders who see their neighbors park their car in the same spot on the drive and seldom use their carport. Ouch.

Have a wonderful, safe, and calm holiday.



Respectfully submitted,

Jan Kuhl, 46E

562-446-0082

Mutual Four Board of Directors

December 14, 2016

Marsha Gerber, Director

I understand that it is now politically correct to say Merry Christmas so I will! As we enjoy our holiday season we all really need to be so thankful that we live in such a safe and beautiful community.

The grass is just starting to be thatched and reseeded in the area of my buildings 50, 51 and 52. I know it is dirty and messy and not pretty to look out, but please be patient. Take a walk down to the south end of our Mutual Four that was done a little over a month ago. It is absolutely beautiful. Lush emerald green. That is what we have to look forward to!

I took a golf cart drive with Suzi Smith to spot corners that golf carts would have a difficult time rounding a corner on sidewalks in our mutual . We don't want golf carts on the new grass. We will work with maintenance to put some cement corner blocks in to make it easier. Maintenance also uses the sidewalks to go from unit to unit.

Our Mutual has accomplished many projects this year and I look forward to working on your behalf in 2017!

*Marsha Gerber*

M-4 Director's Report  
for November, 2016  
Dec. 14, 2016  
Mike Levitt, Director

November was a fairly quiet month. In several apartments, ants were dropping by for turkey dinner. Fenn was called and in three days the turkey leftovers were safe and the intruders were gone. (For the most part.)

There were two incidents of flooding, one outside due to poorly adjusted sprinklers that left the sidewalk underwater, and one due to a cracked pipe in the garden area that flowed under and thru the concrete slab and into the apartment.

Washers and dryers in LR 88 are constantly breaking down. But thanks to an aggressive educational campaign, you folks are now leaving detailed notes so that we know what is wrong, thereby saving the repairman many hours and us many dollars.

As anticipated due to seasonal differences, the number of new buyer orientations has declined. Did just one, in Building 89.

I wish each and every one of you, my neighbors and friends, a very healthy Christmas and Hanukkah, and a New Year filled with promise and prosperity.

# The Mutual Administration Director's Report

December, 2016

The Holidays are here!

Happy Holidays to All  
From Mutual Administration:

Jodi Hopkins  
Cathy Dailey  
Jason Lee  
Carol Day  
Kheara Aquino  
Stephanie Louison  
Cindy Tostado

## Pet Registration Reminder

January 2017 will be here very quick.

Your pet must be registered annually within the month of January of each year and every year.

Please contact the Stock Transfer Office at (562) 431-6586 extension 346, for assistance in registering a new pet or re-registering your current pet. Remember you must provide proof of personal liability insurance covering your pet.

## Year-end mail out information

The 2017 guest passes, and property tax and assessment information will be mailed to addresses on file beginning December 29, 2016.

- Payment coupons will be mailed under separate cover.
- If you pay your monthly assessment via direct debit, the money will automatically be withdrawn from your account.
- As a reminder, guest passes are intended for your trusted family and friends, and are NOT to be given to contractors, caregivers, neighbors or people you've hired to work in your home.
- If you have not received your guest passes or payment coupons by January 16, 2017, call the Stock Transfer Office at (562) 431-6586 extensions 347 or 348.

Estates will not receive guest passes but will receive financial information.

**As a reminder, the 2017 caregiver registration begins in late December. Make sure your caregiver is currently registered with a special photo pass.**

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

**December 7, 2016**

A Special Meeting of the Board of Directors of Seal Beach Mutual Four was called to order by President Slater at 9:02 a.m. on Wednesday, December 7, 2016, in Clubhouse Three Room Two

Those members present were: President Slater, Vice President Levitt, CFO Smith, and Director Gerber. Secretary Kuhl, and Directors Harris, and Wade were absent

The purpose of the meeting was to set and write the agenda for the December 14, 2016 Mutual Four Board of Directors Meeting.

President Slater adjourned the meeting at 9:17 a.m.

A handwritten signature in black ink, appearing to be 'Bob Slater', written over a horizontal line.

Attest, Bob Slater, President  
SEAL BEACH MUTUAL FOUR  
ka:12/8/16