

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

**January 11, 2017**

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, January 11, 2017, at 9:30 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: Five shareholders of Mutual Four

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

**INTRODUCTIONS**

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

**MINUTES**

President Slater asked if there were any corrections to the December 14, 2016, Regular Board meeting minutes. A correction was noted on page 2 the under Old Business, the second line of the fourth paragraph should read, "consists of President Slater, Vice President Levitt, and Secretary Kuhl, and..." The minutes were approved as corrected.

Following a discussion and upon a MOTION duly made by President Slater and seconded by Director Wade, it was

RESOLVED, To discontinue further Mutual Four agenda meetings.

The MOTION passed.

**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 9:55a.m.

**OLD BUSINESS**

Following a discussion, it was the consensus of the Board to send out an additional bid packet for the roofing repair.

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

RESOLVED, That any and all old smoke alarms that fail be replaced with the 10 year smoke alarms, at Mutual cost as needed.

The MOTION passed.

(Secretary Aquino took a break from 11:05 a.m. 11:20 a.m.)

**NEW BUSINESS**

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

RESOLVED, To rescind Policy 7760 – Tax Postponement Program.

The MOTION passed

Following a discussion, it was the consensus of the Board to have Vice President Levitt and Director Gerber evaluate Policy 7501 – Pet Ownership.

Following a discussion, and upon a MOTION duly made by Director Gerber and seconded by CFO Smith, it was

RESOLVED, That Mutual Four continue to receive one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office.

The MOTION passed.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Smith submitted her financial report (attached).

**DIRECTOR(S') REPORTS**

Secretary Kuhl submitted the emergency preparedness report (attached).

President Slater submitted his report (attached).

**MUTUAL ADMINISTRATION DIRECTOR**

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

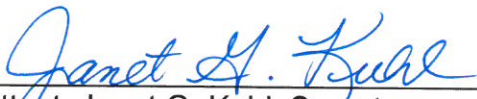
Ms. Hopkins discussed LW Live, the new email alert system that will be launching soon. This system will provide real time community notification to keep residents informed during emergencies all well as getting the word about safety, recreation and governance issues.

**SHAREHOLDER(S') COMMENTS**

No comments were made.

**ADJOURNMENT**

There being no further business to conduct, President Slater adjourned the meeting at 11:28 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:1/13/17

Attachments

**NEXT MEETING: WEDNESDAY, FEBRUARY 8, 2017, at 9:30 a.m.  
Mutual Administration Conference Room A**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF JANUARY 11, 2017**

1/11/17

RESOLVED, To discontinue further Mutual Four agenda meetings.

RESOLVED, That any and all old smoke alarms that fail be replaced with the 10 year smoke alarms, at Mutual cost as needed.

RESOLVED, To rescind Policy 7760 – Tax Postponement Program.

RESOLVED, That Mutual Four continue to receive one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office.

GRF Report  
Mutual 4  
January 11, 2017

“Sometimes simply recognizing the storm allows it to pass” unknown

New Year, with new challenges lay ahead of us. The biggest project that you will see and experience is Renovation of Clubhouse 4. We had to move over 400 reservations to other places while we work on this Clubhouse. I want to thank the community for their understanding as they are inconvenienced as we work on this project. Please check and see where your club or meeting that is usually in *this clubhouse may have been temporarily moved*. The price tag on this is \$223,853.00.

Leisure World has a new flag pole at the front gate. The old flag pole was rusted at its base almost completely through. Behind the globe stands the new flag pole. Check it out yourself.

St. Andrews road and gate is still under discussion. It will be on the agenda again at the Physical Properties Committee. This committee meets again on February 13, in Conference room B at 1 pm.

A new sub committee named Landscaping was formed in Physical Property. I was placed on this committee.

Some things you might like to know:

1. Amphitheater restrooms refurbishment is almost finished
2. Pedestrian gate at Northwood is being placed in the wall approved at a cost of \$ 28,143.00
3. In front of Clubhouse 5 two mature trees removed due to uplifting of concrete. New concrete and replacement of two new trees will be planted soon.
4. Sewer Lift Station Repairs in front of Clubhouse 2, the new electrical panels are in place and working. But the pumps are on back order.

Happy New Year to all of Mutual 4. Thank you for your support as I serve you.

Sincerely,  
Joy Reed  
Corporate Secretary



## ITS COMMITTEE MEETING

### SUMMARY REPORT

Monday, December 5, 2016

Action/Request	Person Responsible
<p><b>1. Correspondence (Website Comments/ Contact Form):</b>            The ITS Systems Analyst informed Committee members that website comments are sent to, and responded by the appropriate departments to accommodate all of the requests.</p> <p>The Executive Director also informed Committee members of working on perspective buyer information in the form of a tab on the LW website main page that will be presented to the Committee for approval.</p>	<p>Randy Ankeny            Daniel Fabian            Laura Whitlock</p>
<p><b>2. Unfinished Business, Constant Contact Marketing Plan. Update:</b>            After a discussion, Mrs. Greer MOTIONED, seconded by Mr. Stone –</p> <p><b>TO</b> approve the purchase of Constant Contact software by ITS Systems Analyst, and forward it to the Publications Committee for review and acceptance of the presented marketing plan.</p> <p>The motion was unanimously carried by Committee members present.</p>	<p>Daniel Fabian            Laura Whitlock</p>
<p><b>3. Unfinished Business, Axserion Update:</b>            The Executive Director stated that phase one of Axserion implementation, Service Purchase Orders, launched on November 1<sup>st</sup> 2016 went well. The next module, Inventory (Stock &amp; Non-stock purchase orders), is scheduled to launch on January 1<sup>st</sup>, 2017.</p>	<p>Randy Ankeny            Daniel Fabian            Carolyn Miller</p>



## ITS COMMITTEE MEETING

### SUMMARY REPORT

Monday, December 5, 2016

Action/Request	Person Responsible
<p><b>4. Unfinished Business, Hardwire to Main Gate/ Maintenance:</b> The Executive Director informed Committee members of ongoing negotiation with SCE on the installation of hardwire to improve the bandwidth between the Main Gate, Maintenance, and Security departments, and will provide an update at the next scheduled meeting.</p>	Randy Ankeny
<p><b>5. New Business, FileMaker Pro:</b> After a brief discussion, Mrs. Greer MOTIONED, seconded by Ms. Stone –</p> <p><b>TO</b> approve the purchase of FileMaker Pro 15 Server, and FileMaker Pro 15 Advanced in the total amount of \$1,217.00 as an operating expense.</p> <p>The motion was unanimously carried by Committee members present.</p>	Randy Ankeny Kelly Roberts
<p><b>6. New Business, Clubhouse Four Renovations:</b> After a discussion, Mr. Hood MOTIONED, seconded by Mr. Stone –</p> <p><b>TO</b> approve the expenses for Clubhouse Four Renovation in the amount not to exceed \$7,000.00 from the Capital Budget.</p> <p>The motion was unanimously carried by Committee members present.</p>	Randy Ankeny Daniel Fabian



## ITS COMMITTEE MEETING

### SUMMARY REPORT

Monday, December 5, 2016

Action/Request	Person Responsible
<p><b>7. Staff Reports, Full ITS 2016 Budget:</b>            After a brief discussion, Ms. Snowden MOTIONED, seconded by Ms. Fekjar –</p> <p><b>TO</b> donate the ITS Committee non-budgeted expense under 2016 Operating Budget, in the amount of \$1,000.00 to the Safety/ Emergency Coordinator for use and purchase of the equipment, and supplies to hold emergency preparedness programs for Leisure World residents.</p> <p>The motion was unanimously carried by Committee members present.</p>	<p>Daniel Fabian            Eloy Gomez</p>
<p><b>8. Staff Reports, Website Statistics:</b>            After a discussion, it was the consensus of the Committee to have the Executive Director on behalf of the Publications Department put together, and present at the next scheduled meeting a storyboard of activities within the community with shareholders present, and upload its contents onto the Leisure World website upon the Committee's approval.</p>	<p>Randy Ankeny            Daniel Fabian            Kelly Roberts</p>
<p><b>9. Committee Members/ Shareholders Comments:</b>            Two members/shareholders spoke on the items pertaining to the Committee's area of purview.</p>	
<p><b>10. Adjournment – 2:21 p.m.</b></p>	





## STRATEGIC PLANNING AD HOC COMMITTEE

### SUMMARY REPORT

Tuesday, December 6, 2016

Action/Request	Person Responsible
<p>1. <b>Old Business, Item 7A: (Re-Branding) Community Marketing:</b> It was the consensus of the Committee to dismiss this topic.</p>	Linda Stone
<p>2. <b>Old Business, Item 8B: Ten-year Plan</b> The Committee reviewed 2016-2017 projects of the Ten-year Plan, and made a few amendments including:</p> <ul style="list-style-type: none"><li>• Moving Service Maintenance (replacement of storage racks) project under 2016 Reserve Funding from 2016 Capital Funding;</li><li>• Moving Service Maintenance/ Purchasing (insulate purchasing building) project under 2016 Capital Funding from 2016 Reserve Funding;</li><li>• Reallocating phases I-IV of the Paving Project, and assigning the projects of 2016-2017 to begin in a specific quarter;</li><li>• Revising Clubhouse Four renovations (Reserve Funding), and Clubhouse Two interior improvements (Capital and Reserve Funding);</li><li>• Adding the Multipurpose Court project to 2017 Capital Funding;</li><li>• Postponing Building Five project (relocation of Recreation offices to the first floor, addition of the Purchasing Sales Center) to the second quarter of 2017, depending on the funds available.</li></ul> <p>The Committee members also came to the consensus of submitting the request to the Board of Directors to approve the funding of the Multipurpose Court Project (2017 Capital) in the amount of \$250,000.00 and provide Mission Landscape Architecture with the initial budget of \$200,000.00 to work on this project.</p>	Randy Ankeny Linda Stone



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## STRATEGIC PLANNING AD HOC COMMITTEE

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### SUMMARY REPORT

Tuesday, December 6, 2016

Action/Request	Person Responsible
<p><b>3. New Business, Item 8A i: Future Challenges, Economic Trends, Future Amenities</b> The Committee members discussed potential economic trends and challenges that could affect the future of the community from facilities to landscaping, and possibly setting up an account, to be approved by the Board, to address the issues shareholders may face in the future.</p>	Linda Stone Randy Ankeny
<p><b>4. President's Comments:</b> The President spoke on the items pertaining to the Committee's area of purview throughout the meeting, and of an upcoming RV Lease meeting on Friday, December 9, 2016 at 9:30 a.m. at the Administration Conference Room B</p>	
<p><b>5. Shareholders/ Members Comments</b> Two shareholders/members spoke on the items pertaining to the Committee's area of purview.</p>	



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## SECURITY, BUS & TRAFFIC COMMITTEE

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### SUMMARY REPORT Wednesday, December 7, 2016

Action/Request	Person Responsible
<p><b>New Business: Item 8A – Shopping Shuttle to Westminster Mall and the 99-Cents Only Store</b></p> <p>Mr. Pratt MOTIONED, seconded by Mr. R. Stone and unanimously carried by the Committee members present –</p> <p><b>TO</b> approve the one-day-only special holiday shopping shuttle on Friday, December 23, 2016 from 9:00 a.m. to 3:00 p.m. to travel to the Westminster Mall and the Westminster 99-Cents Only Store, which will provide hourly service from the LW Amphitheater Bus Hub.</p>	Grant Winford



COMMUNITY ACCESS AD HOC COMMITTEE

**SUMMARY REPORT**

Thursday, December 8, 2016

Action/Request	Person Responsible
<p><b>1. Unfinished Business, Item 7A: Renewable Leisure World ID Cards, Duration, Issuance, etc.</b>            The Committee discussed the possibilities of issuing Leisure World ID Cards, and enforcing their timely renewal. The Committee members also agreed on reviewing the passes for non-shareholders, such as co-occupants and caregivers, at the next scheduled meeting.</p> <p>After a discussion, the Committee agreed on further discussing this topic in the month of January, 2017.</p>	<p>Kathy Rapp            Courtney Knapp</p>
<p><b>2. Unfinished Business, Item 7B: Define Misuse and Penalties in a Policy for Trust Property</b>            After a discussion, the Committee agreed on addressing, and making decisions on this topic after reviewing the rest of Service Passes Categories (to be approved by the Board), and Renewable Leisure World ID Cards, Duration, and Issuance in the month of December, 2016 and the beginning of 2017.</p> <p>The Committee also agreed on looking into Laguna Woods Leisure World entrance strategies, which could contribute to defining misuse and establishment of the Policies for individuals misusing privileges of this community.</p>	<p>Kathy Rapp</p>
<p><b>3. New Business, Item 8A: 2017 Service Pass Categorization</b>            The Committee members reviewed a draft of Service Pass Categories presented by the Stock Transfer Supervisor. After a discussion, the Committee agreed on the following categories:</p> <ol style="list-style-type: none"> <li>1. Service Providers and Agencies working or contracted with GRF or Mutual corporations – eliminate the entire category, and remove Health Care Agencies and newspaper deliverers. All others can be called-in;</li> <li>2. Health Care Center Patients and Senior Services – can be called in;</li> <li>3. Club with outside members – can be called in;</li> </ol>	<p>Kathy Rapp            Courtney Knapp            Jaime Guerrero</p>



COMMUNITY ACCESS AD HOC COMMITTEE

**SUMMARY REPORT**

**Thursday, December 8, 2016**

Action/Request	Person Responsible
<p>4. Library (non-resident employees, church employees) – annual employee passes; 5. Escrow companies – annual passes; 6. Houses of Worship (outside members, staff, volunteers) – one day pass; 11. Security Authorized Vendor List – can be called in.</p> <p>It was the consensus of the Committee to call in businesses and individuals without the annual pass to perform their activities with the issuance of a one day entry pass placed on the dashboard of their vehicle to be easily identifiable.</p>	
<p><b>4. Shareholder/ Member Comments</b> There were no comments made by shareholders/members at the time of the meeting.</p>	
<p><b>5. Next Meeting/ Adjournment</b> The meeting was adjourned at 11:55 a.m. Next meeting – December 15, 2016, at 1:00 p.m. at the Administration Conference Room.</p>	



## EXECUTIVE COMMITTEE

### SUMMARY REPORT Wednesday, December 9, 2016

Action/Request	Person Responsible
<p><b>1. Old Business: By-Laws</b></p> <p>Chair L. Stone reported that this item is to remain on the agenda until the first of the year. No action taken.</p>	Deanna Bennett
<p><b>2. Old Business: GRF Committee Charters</b></p> <p>It is the consensus of the Committee that each Committee should review its individual charters at the beginning of the year. No action taken.</p>	
<p><b>3. Old Business: Security Department Job Descriptions</b></p> <p>It is the consensus of the Committee for staff to present a preliminary report in January 2017, regarding job descriptions for the following positions:</p> <ul style="list-style-type: none"> <li>1. 3490.1-37 Watch Commander</li> <li>2. 3491.1-37 Security Officer 1 (SO1)</li> <li>3. 3491.2-37 Security Officer 2 (SO2)</li> <li>4. 3491.3-37 Security Officer 3 (SO3)</li> <li>5. 3491.4-37 Lead Security Officer/Trainer</li> <li>6. 3491.5-37 Security Officer – Per Diem</li> </ul> <p>This item is to remain on the agenda until project completed, finalized and approved.</p>	Randy Ankeny Jaime Guerrero
<p><b>4. Old Business: Parking Specialist Job Description</b></p> <p>Executive Director will draft the job description for the Parking Specialist position and present to the Committee by the next scheduled meeting.</p>	Randy Ankeny
<p><b>5. Old Business: Trust Attorney</b></p> <p>Mr. Hood MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present –</p> <p>TO interview the following law firms: 1) Pray, Price, Williams &amp; Picking; 2) The Judge Law Firm and 3) Miller &amp; Miller-Bazemore for an in-person interview, in an effort to seek out counsel that may</p>	Courtney Knapp



## EXECUTIVE COMMITTEE

### SUMMARY REPORT Wednesday, December 9, 2016

Action/Request	Person Responsible
<p>be qualified to provide the required services as Trust Attorney. Stock Transfer Supervisor will schedule the interview and advise the Committee members.</p>	
<p><b>6. Old Business: Policy 5101-30, Limitation of Term</b></p> <p>It is the consensus of the Committee to leave the policy as is and remove from the agenda.</p>	
<p><b>7. New Business: Workers' Compensation Renewal</b></p> <p>Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the Workers' Compensation Renewal as presented by DLD Insurance Brokers and forward to the Board for final approval.</p>	<p>Cindy Flynn Randy Ankeny</p>
<p><b>8. New Business: GRF Staff Holiday Incentive</b></p> <p>Mrs. Damoci MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the purchase \$50 Gift Cards for GRF Employees in the amount of \$11,400 and forward to the Board for final approval.</p>	<p>Cindy Flynn</p>
<p><b>9. New Business: GRF Employee Holiday Luncheons</b></p> <p>Mr. Hood MOTIONED, seconded by Mrs. Damoci and unanimously carried by Committee members present –</p> <p><b>TO</b> approve GRF Employees' Departmental Luncheon at \$10 per employee in an amount not to exceed \$2,280.</p>	<p>Laura Whitlock</p>
<p><b>10. New Business: Mutual Gifts to Staff</b></p> <p>It is the consensus of the Committee for staff members to comply with Policy 4162, as it relates to accepting gifts from Foundation members. No action taken.</p>	



## EXECUTIVE COMMITTEE

### SUMMARY REPORT Wednesday, December 9, 2016

Action/Request	Person Responsible
<p><b>11. New Business: Day After Thanksgiving vs. Floating Holiday for GRF Employees</b></p> <p>Executive Director will draft a recommendation and bring back to the Committee for further review and approval in January 2017. No action taken.</p>	<p>Randy Ankeny</p>
<p><b>12. Policies: 5025-33, Election Procedure</b></p> <p>Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present –</p> <p><b>TO</b> recommend to the Board to amend Policy 5025-33, Election Procedures, to set forth the application materials that candidates will turn in prior to the deadline, state that candidates are required to provide photo identification when turning in application materials, add information about the Candidate Eligibility Disclaimer, and specify the cost of mailing labels as \$10 plus \$0.25 per sheet.</p>	<p>Courtney Knapp Deanna Bennett</p>
<p><b>13. Policies: 5092-30, BOD's Code of Ethics and Conduct</b></p> <p>It is the consensus of the Committee to return this policy for further review and development. Chair L. Stone asked Committee members to forward any suggestions and/or changes to Joy Reed and Paula Snowden.</p>	<p>Joy Reed Paula Snowden</p>
<p><b>14. Adjournment</b></p> <p>Mrs. Reed MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present –</p> <p><b>TO</b> adjourn the open Executive Committee meeting at 3:40 p.m. and go into Executive Session at 3:50 p.m.</p>	





PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p><b>1. Chair's Report</b> Chair Lukoff stated that the Committee will be reviewing the Policies next month, one of which will be to have the Architecture Design and Review Committee be in charge of GRF landscaping.</p> <p>After a discussion, Ms. Rapp MOTIONED, seconded by Mr. Stone –</p> <p><b>TO</b> move a discretionary fund of the Physical Property Committee in the amount of \$1000 to the Architecture Design and Review Committee.</p> <p>The motion was carried unanimously by Committee members present.</p> <p>The Executive Director stated that once the Architectural Design and Review Committee buys a plan, it could be expensed against the above amount.</p>	
<p><b>2. Correspondence, Item 6A: Letter from George Goltra, Traffic Safety on Monterey Rd. (between Thunderbird Dr. South to Perimeter Wall)</b> Chair Lukoff read a piece of correspondence from a shareholder regarding traffic issues on Monterey Road.</p> <p>The Facilities Director stated that the speed radar trailer has been installed, and the second part of the letter on curb painting will be discussed under New Business, Curb Painting on Both Sides of Northwood Rd, out of Shawnee Lane Carport.</p>	Mark Weaver
<p><b>3. Old Business, Item 7A: Nassau Dr. Landscaping</b> The Facilities Director presented a revised action request for the Committee's approval on installing one gallon Calliandra plants along the perimeter wall on Nassau Drive, across from Mutual Nine, and bid proposals from Johns Landscaping and Andres Landscaping.</p> <p>After a discussion, Ms. Rapp MOTIONED, seconded by Ms. Stone –</p>	Mark Weaver Laura Whitlock



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p>TO approve the purchase and installation of one gallon Calliandra plants (61) along the perimeter wall on Nassau Drive, across from Mutual Nine, grind the stumps from previously removed trees (28), trim the Junipers (72) down to 4 ft. by Johns Landscaping in the amount of \$6,450.00 and send this item to the Finance Committee for approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	
<p><b>4. Old Business, Item 7B: Paving Project. Year One. Update</b> The Project Coordinator presented a revised Paving Project Plan, Year One with updated costs from Nelson along with the paving costs.</p> <p>After a discussion, Ms. Stone MOTIONED, seconded by Ms. Rapp –</p> <p>TO approve the presented Paving Project Plan, Year One, including Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn to be done by Nelson in the amount of \$550,817.52 and forward this project to the Board of Directors for approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	Mark Weaver David Rudge
<p><b>5. Old Business, Items 7C: Landscape Specifications Review</b> The Facilities Director informed the Committee of the changes made to General Specifications for Landscape Maintenance Service for GRF Community Facilities and Golf Course. He also stated that specifications for RFPs for maintenance are to be send out in January, 2017. The Physical Property Department will then accept the received bids, present them for the Committee's review in the month of February, 2017, and forward the Golf Course to the Recreation Committee for review.</p>	Mark Weaver



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p><b>6. New Business, Item 7D: Replacement of Concrete at South Entry, Building Five. Update</b> After a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Stone –</p> <p>TO award a contract to MJ Jurado to remove and replace the concrete at the South end of Building Five, remove two trees in the total amount of \$14,500.00 and issue work orders to GRF Landscaper (Johns Landscape Maintenance) to install two trees, irrigation, and ground cover (approved by ADRC) in the amount not to exceed \$2,000. The total cost of a job is not to exceed \$16,500.00 from the Capital Budget to be reviewed by the Finance Committee, and forwarded to the Architecture Design and Review Committee, and to the Board of Directors for final approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	Mark Weaver
<p><b>7. New Business, Item 8A: Curb Painting on Both Sides of Northwood Road, out of Shawnee Lane Carport</b> The Committee members discussed the red curbs issue, and shareholders' concerns on this matter. The Facilities Director stated that based on the Urban Crossroads representative report the community can be looked at throughout for a red curb mapping at the cost of \$9,720.00</p> <p>After a discussion, Ms. Stone MOTIONED, seconded by Ms. Rapp –</p> <p>TO approve the quote in the amount of \$9,720.00 to map out the red curb painting throughout the community, and forward this item to the Finance Committee for approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	Mark Weaver



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p><b>8. New Business, Item 8B: Pedestrian Gate off North Gate Road</b> After a brief discussion, Ms. Greer MOTIONED, seconded by Ms. Rapp –</p> <p>TO approve the presented Northwood Gate option #2, located between Northwood and Del Monte on Trust property, in the amount of \$28,143.00 and forward this item to the Finance Committee, and the Board of Directors for approval.</p> <p>The motion was carried unanimously by Committee members present with one abstention (L. Stone).</p>	<p>Mark Weaver David Rudge</p>
<p><b>9. New Business, Item 8C: Addition of Golf Cart Work Area at 1.8</b> The Committee members reviewed MJ Jurado's proposal presented by the Facilities Director, to upgrade the 1.8 acres area for the Rolling Thunder Club in the amount not to exceed \$9,200 including 15'x20' paved area with 10'x20' shade cover.</p> <p>After a discussion, the Facilities Director was advised to bring a revised proposal including the air compressor and generator to the next scheduled meeting for Committee's review.</p>	<p>Mark Weaver Randy Ankeny</p>
<p><b>10. New Business, Item 8D: ADA Seating at Amphitheater</b> It was the consensus of the Committee not to take any actions on this project.</p>	<p>Mark Weaver David Rudge Barry Lukoff</p>
<p><b>11. New Business, Item 8E: Amphitheater Landscaping at South West Slope</b> After a brief discussion, Ms. Tran MOTIONED, seconded by Ms. Stone –</p> <p>TO approve Johns Landscape Service to upgrade the Southwest corner of the Amphitheater area in the amount not to exceed \$3,206.00 including the removal and disposal of plant materials, installation of drip irrigation, and installation of the plants called out on the proposal, funded by the Capital Budget, and</p>	<p>Mark Weaver</p>



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p>forward this item to the Finance Committee for approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	
<p><b>12. New Business, Item 8F: Bid Opening for CAMUTCD</b> After a discussion, Ms. Stone MOTIONED, seconded by Ms. Greer –</p> <p><b>TO</b> request more information on CAMUTCD requirements, and to further discuss this topic at the next scheduled meeting.</p> <p>The motion was carried unanimously by Committee members present with one abstention (K. Rapp).</p>	<p>Randy Ankeny Mark Weaver David Rudge</p>
<p><b>13. New Business, Item 8G: Addition of South Korea to the Globe</b> After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Greer –</p> <p><b>TO</b> approve the Physical Property Department to add South Korea by making a cut out on the Globe in the amount not to exceed \$1000</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>David Rudge Ruben Gonzalez</p>
<p><b>14. New Business, Item 8H: Signage Removal (Adjacent to the Sales Office)</b> After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Greer –</p> <p><b>TO</b> approve the Service Maintenance Department remove up to three “no parking” signs, as code allows, upon Golden Rain Rd., adjacent to the Sales Office in the amount not to exceed \$300</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Randy Ankeny Ruben Gonzalez</p>



## PHYSICAL PROPERTY COMMITTEE

### SUMMARY REPORT

Monday, December 12, 2016

Action/Request	Person Responsible
<p><b>15. Staff Reports, Item 10A: Facilities Director, St. Andrews Gate Design</b> After a brief discussion, it was the consensus of the Committee to send out the RFPs for the St. Andrews Gate Design project, and review the bids received at the upcoming Committee meeting.</p> <p>It was also the consensus of the Committee to have the Facilities Director contact the traffic engineer with the current design proposal for St. Andrews St. to add a diagonal parking, have Urban Crossroads paint the streets to determine the lanes, and review the revised project proposal at the next scheduled meeting.</p> <p><b>Addition of the Sidewalk at Alley to Conference Room B</b> After a brief discussion, it was the consensus of the Committee to have the Facilities Director obtain the costs to add a handicap walk at the end of the walkway, and present it for the Committee's review at the next scheduled meeting.</p>	Mark Weaver
<p><b>16. President's Comments</b> The President provided information and updates throughout the meeting</p>	
<p><b>17. Shareholders/ Members Comments</b> There were no comments made by the shareholders/members at the time of the meeting.</p>	
<p><b>18. Committee Member Comments</b> Seven Committee members spoke on the proceedings and accomplishments of today's committee meeting.</p>	
<p><b>19. Adjournment – 2:35 p.m.</b></p>	



# ARCHITECTURAL DESIGN & REVIEW COMMITTEE

## SUMMARY REPORT

Tuesday, December 13, 2016

Action/Request	Person Responsible
<p><b>1. Old Business – Globe Lighting, Update</b></p> <p>Facilities Director reported he has received two bids for this project and is awaiting a third bid. Will return to the Committee with an update and a meeting date with Mission Landscaping at the next scheduled meeting.</p>	<p>Mark Weaver</p>
<p><b>2. Old Business – Amphitheater Restrooms, Update</b></p> <p>Facilities Director provided an update and showed pictures of the restrooms progress. Will provide update at next scheduled meeting. No action taken.</p>	<p>Mark Weaver</p>
<p><b>3. Old Business – Signage for News Office and Amphitheater, Update</b></p> <p>Facilities Director reported that signage for both locations will be installed next week. Will provide update at next scheduled meeting. No action taken.</p>	<p>Mark Weaver</p>
<p><b>4. Old Business – Christmas Decorations, Update</b></p> <p>Recreation Supervisor provided an update to the Committee and reported the balance of the Holiday banners will be delivered on Wednesday, December 14, 2016. Committee also directed him to look into the holiday lighting at the main gate. No action taken.</p>	<p>Tommy Fileto</p>
<p><b>5. Old Business – YTD Accounting for Onsite Sales Office Project</b></p> <p>After a brief discussion, Executive Director reported that starting January 2017, he will have a new procedure in place to track labor costs on future projects.</p>	<p>Randy Ankeny</p>
<p><b>6. Old Business – ADRC Binder Review</b></p> <p>Committee members reviewed draft ADRC Binder. Chair Hopewell directed staff to provide the Committee members with a copy of the ADRC Binder. Committee will review the binder again in March 2017.</p>	<p>Laura Whitlock Mark Weaver</p>



# ARCHITECTURAL DESIGN & REVIEW COMMITTEE

## SUMMARY REPORT

Tuesday, December 13, 2016

Action/Request	Person Responsible
<p><b>7. New Business – Amphitheater, South-side Hill Proposal</b></p> <p>Mrs. Reed MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the proposal from Johns Landscape Service for the Amphitheater, South-side Hill Project in an amount not to exceed \$3,300. Project to be funded by Reserves.</p>	Mark Weaver
<p><b>8. New Business – Yucca Island Plants Proposal</b></p> <p>Mrs. Reed MOTIONED, seconded by Mrs. Dodero and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the proposal from Johns Landscape Service for the Yucca Island Plants Project in an amount not to exceed \$2,000, and to change the name of the plant of plant listed on line item 2, from Mexican Bird of Paradise to Prince of Barbados. Project to be funded by Reserves.</p>	Mark Weaver
<p><b>9. New Business – Admin Planter Near Distribution Entrance Proposal</b></p> <p>Mrs. Reed MOTIONED, seconded by Ms. L. Stone and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the proposal from Johns Landscape Service for the Admin Planter Project in an amount not to exceed \$1,000. Project to be funded by ADRC’s discretionary funds.</p>	Mark Weaver
<p><b>10. New Business – Admin Front Palm Island Plant Proposal</b></p> <p>Mrs. Reed MOTIONED, seconded by Ms. L. Stone and unanimously carried by Committee members present –</p> <p><b>TO</b> approve the proposal from Johns Landscape Service for the Admin Front Palm Island Project in an amount not to exceed \$1,000. Project to be funded by Reserves.</p>	Mark Weaver





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## ARCHITECTURAL DESIGN & REVIEW COMMITTEE

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### SUMMARY REPORT

Tuesday, December 13, 2016

Action/Request	Person Responsible
<p><b>11. Special ADRC Meeting</b></p> <p>It the consensus of the Committee to have a Special ADRC meeting to discuss allocating balance of Reserve Funds, which has been scheduled as follows:</p> <p>Special ADRC Meeting Tuesday, December 20, 2016 – 12:30 p.m. Administration Conference Room</p>	<p>Laura Whitlock</p>



## MUTUAL ADMINISTRATION COMMITTEE MEETING

### SUMMARY REPORT

Tuesday, December 13, 2016

Action/Request	Person Responsible
<p><b>1. OLD BUSINESS: 8.a. <u>Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident &amp; Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update</u></b></p> <p>The Committee concurred to direct the Mutual Administration Department and the Stock Transfer Office to review their respective documents, received back from corporate counsel, categorizing and prioritizing them.</p>	<p>Jodi Hopkins Courtney Knapp</p>
<p><b>1. NEW BUSINESS: 9.a. Establishment of a Policy Reorganization Sub-committee</b></p> <p>MOVED to establish a Policy Reorganization Sub-committee and appoint members Paula Snowden (Chair), Betty Coven, Margaret Gillon, Susan Hopewell.</p>	
<p><b>2. NEW BUSINESS: 9.b. Production of New Buyer Video</b></p> <p>The Committee concurred to direct GRF Director Helen Tran to begin gathering source material to move forward with the production of a New Buyer Video.</p>	<p>GRF Director Helen Tran</p>
<p><b>3. NEW BUSINESS: 9.c. Funding Request to Defray Cost of CERT kits, Non-budgeted Expense</b></p> <p>MOVED to award \$832, discretionary funds, to the</p>	

Architectural Design and Review Committee, for use in a landscaping project.

**5. POLICIES: 10.a. Exception to Policy 5536.1-33, Gate Passes, as Resolved by Mutual Boards of Directors**

Recommend to the GRF BOD the acceptance of a procedural amendment of Policy 5536.1-33, Gate Passes, "per Mutual Board resolution\*" (\*by December 15<sup>th</sup> of each year, Mutual boards will provide to the Executive Director) with final adoption in December 2016.

Recording Secretary will draft a Board Action Request for the December GRF BOD agenda.



## PUBLICATIONS COMMITTEE

### SUMMARY REPORT

Wednesday, December 14, 2016

Action/Request	Person Responsible
<p><b>1. Old Business – Constant Contact Opt-in Marketing Plan</b></p> <p>After a brief discussion of the launching of Constant Contact, it is the consensus of the Committee to a) donate \$1,000 of its discretionary funds to the News Office, which will be used for Constant Contact's incentive program; b) volunteer for the beta-testing of the program; and c) select "LW Live" as the e-mail template.</p>	Kelly Roberts
<p><b>2. Old Business – Telephone Directory, Update</b></p> <p>The Publications Manager provided several LW Directory Cover options for the Committee to review.</p> <p>Ms. Snowden MOTIONED, seconded by Ms. Fekjar and unanimously carried by Committee member present –</p> <p><b>TO</b> select the new picture of "The Globe" as the cover for the LW Directory with the following headings: Local, Information, and Business."</p>	Kelly Roberts
<p><b>3. New Business – Story Board</b></p> <p>The Publications Manager provided samples of story boards for LW's website. It is the consensus of the Committee for the Publications Manager continue to develop the story boards and provide an update at a future meeting.</p>	Kelly Roberts
<p><b>4. New Business – Masthead</b></p> <p>The Publications Manager presented options for new a Mast Head for the LW News Newspaper. After a brief discussion, it is the consensus of the Committee to select the "LW Weekly" layout with "tabs" and "date line" at the top of the page.</p>	Kelly Roberts
<p><b>5. New Business – Eyebrows/Kickers</b></p> <p>The Publications Manager mentioned that for a cleaner and less-cluttered look, she would like to get away from using "eyebrows and/or kickers" in the newspaper.</p>	Kelly Roberts



## PUBLICATIONS COMMITTEE

Action/Request	Person Responsible
It is the consensus of the Committee for the Publications Manager to move forward with eliminating the use of eyebrow and/or kickers in the newspaper, as presented.	
<b>6. Policies</b>  Chair Greer mentioned that a policy will need to be created for Constant Contact. She volunteered to work with Ms. Snowden in the development of this policy.	Chair Greer Paula Snowden



## RECREATION COMMITTEE

### SUMMARY REPORT

Wednesday, December 14, 2016

Action/Request	Person Responsible
<p><b>1. Shareholder/ Member Comments</b> Two shareholders/members spoke on the items pertaining to the Committee's area of purview.</p> <p>One of the shareholders asked the Committee to review the room or a Clubhouse reservation procedure be done online to make the process easier for shareholders.</p> <p>The Committee members agreed on further discussing this request under New Business, Capability to Use Technology to Reserve Room (Services, Amenities, Buses and Trips).</p>	Perry Moore Terry DeLeon
<p><b>2. Correspondence, Item 6A: Letter from Ruben Collazo. Abuse of Pool Privileges</b> After a brief discussion, it was the consensus of the Committee to send a letter to Mr. Collazo stating the outside showers will be revised after the final renovation of the swimming pool area scheduled for the year of 2022.</p> <p>It was also suggested publishing an article in Leisure World News asking shareholders to show a common courtesy to others while using community facilities.</p>	Terry DeLeon
<p><b>3. Correspondence, Item 6B: "Thank you" Letter from Jim Blanchard</b> The Committee reviewed shareholder's "Thank you" letter, and his suggestion on adding more of a Rock'n'Roll dancing bands to community's calendar in place of Saturday night dances with its decreasing attendance statistics.</p> <p>The Committee members further discussed this topic under New Business, Cost of Use Facilities. Added Amenities. Additional Service Fees.</p>	Terry DeLeon



## RECREATION COMMITTEE

### SUMMARY REPORT

Wednesday, December 14, 2016

Action/Request	Person Responsible
<p><b>4. Old Business, Item 7A: Clubhouse Three, Room Eight, Kitchen Modification. Update</b> The Recreation Manager provided the Committee with updates on this project, and stated that the expected completion date has been postponed due to uneven elevation between the hallway and the closet area, which will be taken care of by the Service Maintenance Department.</p>	Terry DeLeon
<p><b>5. Old Business, Item 7B: Adding the Air Wall in Clubhouse Six. Update</b> The Recreation Manager updated the Committee on this project, explained options available, and presented an estimate cost.</p> <p>After a discussion, Ms. Rapp MOTIONED, seconded by Ms. Fekjar –</p> <p>TO approve the proposal for installation of the Air Wall in Clubhouse Six by Kali Space Solutions in the amount not to exceed \$20,000.00 from Capital Budget. The Committee also accepted a notification to this motion to determine whether a permit is needed prior to the air wall installation before sending it to the Finance Committee for approval of the funds.</p> <p>The motion was carried unanimously by committee members present.</p>	Terry DeLeon Randy Ankeny
<p><b>6. New Business, Item 8A: Variance to Policy 1485-50</b> The Executive Director presented some information on use of drones in public and emergency situations, and asked the Committee to review a request made by the members of Drone Club to allow the use of Shuffle Board pavilion in Clubhouse Two, and make an exemption to Policy 1485-50.</p>	Randy Ankeny



COMMUNITY ACCESS AD HOC COMMITTEE

SUMMARY REPORT

Thursday, December 15, 2016

Action/Request	Person Responsible
<p><b>1. Unfinished Business, Item 7A: 2017 Service Pass Categorization</b>            The Committee discussed remaining Service Pass categories, and agreed on the following:</p> <p>8. Regular non-standard vendors (Domino's, Rite-Aid Pharmacy, Salvation Army, Goodwill, drycleaners, florist) – can be called in and issued a one-time pass;</p> <p>9. Contractors (landscapers and contractors working with GRF or Mutuels, and contractors hired by shareholders) – leave it as it is. A one day pass can be issued by the Physical property Department, placed on a dashboard of their vehicle;</p> <p>10. GRF Security employees – will be issued the same passes as GRF employees. Hand tags will be issued by Security, employee decals will be issued by HR;</p> <p>11. Security authorized Vendor List (access bus, Arrowhead, Cintas, Fios, Iron Mountain, Lab Corp, Secure Horizons, Time Warner) – no passes will be issued. If vendor arrives in non-marked vehicle, driver must show a photo ID;</p> <p>12. Service Providers hired by shareholders (dog walkers, groomers, Comfort Keepers, house cleaners, hair dressers) – can be called in, and issued a one-time pass per written request;</p> <p>13. Transportation Services (taxis, Lyft, Uber. Super Shuttle) – can be called in, no service passes can be issued;</p> <p>14. HCC Personnel (physicians, staff, pharmacy, physical therapy, flu clinic volunteers) – can be issued a semiannual employee based on the employee list, all others can be called in;</p> <p>15. Newspaper carriers (LW News, OC Register, LA Times, etc.) – can be issued a semiannual hole-punched service pass with a picture ID. Janitorial staff – can be issued quarterly service passes.</p>	<p>Jaime Guerrero            Courtney Knapp            Mark Weaver</p>





COMMUNITY ACCESS AD HOC COMMITTEE

**SUMMARY REPORT**

Thursday, December 15, 2016

Action/Request	Person Responsible
<p>After a discussion, it was the consensus of the Committee to leave contractors passes as it is, issue quarterly passes for senior services, emergency companies, and janitorial staff, and allow the insured, long-term contractors issue a one day pass to its subcontractors, upon the Facilities Director approval.</p> <p>The Stock Transfer Supervisor also informed the Committee of working with the ITS Technician on fully implementing Jenark to control issuance of the passes. In the meantime, the Stock Transfer Department will use the universal Excel spreadsheet.</p>	
<p><b>2. Unfinished Business, Item 7B: Renewable Leisure World ID Cards, Duration, Issuance, etc.</b> It was the consensus of the Committee to discuss this topic at the upcoming meeting.</p>	Kathy Rapp
<p><b>3. Unfinished Business, Item 7C: Define Misuse and Penalties in a Policy for Trust Property</b> It was the consensus of the Committee to discuss this topic at the upcoming meeting.</p>	Kathy Rapp
<p><b>4. Shareholder/ Member Comments</b> There were no comments made by the shareholders/ members at the time of the meeting.</p>	
<p><b>5. Next Meeting/ Adjournment</b> The meeting was adjourned at 2:11 p.m. Next meeting – January 26, 2017, at 1:00 p.m. at the Administration Conference Room B.</p>	



## FINANCE COMMITTEE

### SUMMARY REPORT Tuesday, December 20, 2016

Action/Request	Person Responsible
<p><b>1. <u>Financials</u></b></p> <p>Ms. L. Stone MOTIONED, seconded by Mr. Lukoff and unanimously carried –</p> <p style="padding-left: 40px;">TO approve the Financial Statements for November 2016, as presented by the Director of Finance.</p>	<p>Carolyn Miller</p>
<p><b>2. <u>Old Business, Consideration of Annual Leases</u></b></p> <p>Ms. Hopewell MOTIONED, seconded by Ms. Snowden and unanimously carried –</p> <p style="padding-left: 40px;">TO recommend to the Board the acceptance of the one-year leases for the following clubs: 1) LW Genealogy Club; 2) LW Historical Society; 3) LW Radio Club; and 4) LW Theater Club to commence January 1, 2017 and expiring on December 31, 2017.</p>	
<p><b>3. <u>New Business, Holiday Employee Incentive Bonus</u></b></p> <p>Ms. L. Stone MOTIONED, seconded by Mr. Lukoff and unanimously carried –</p> <p style="padding-left: 40px;">TO recommend to the Board to approve the funding for the Holiday Employee Incentive Bonus of a \$50 gift card for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,150.</p>	<p>Cindy Flynn</p>
<p><b>4. <u>New Business, Onsite Sales Office Request – Enhanced Internet Service</u></b></p> <p>Ms. L. Stone MOTIONED, seconded by Ms. Hopewell and unanimously carried –</p> <p style="padding-left: 40px;">TO recommend to the Board to approve the upgrade of the internet service for the Onsite Sales Office for an</p>	<p>Randy Ankeny</p>



## FINANCE COMMITTEE

Action/Request	Person Responsible
<p>additional \$45 per month for 50Mbps/50Mbps (plus applicable taxes); Installation fee of \$59.99 (plus applicable taxes); and Router rental of \$9.99 per month (plus applicable taxes).</p>	
<p><b>5. <u>New Business, New Capital Request – Red Curb Review Study</u></b></p> <p>Ms. Snowden MOTIONED, seconded by Mr. R. Stone and carried with one “no” vote by Mrs. H. Tran –</p> <p>TO recommend to the Board to approve this new Capital funding request to conduct a red curb review study for Trust property by current Traffic Engineer, Urban Crossroads, at cost not to exceed \$9,720.</p>	Mark Weaver
<p><b>6. <u>New Business, New Capital Request – Nassau Drive Landscaping</u></b></p> <p>Ms. L. Stone MOTIONED, seconded by Ms. Hopewell and unanimously carried –</p> <p>TO approve and recommend to the Board this new Capital funding request from the ADRC for the installation of 61 Calliandra plants along the perimeter wall on Nassau Drive across from Mutual Nine; 2) grind 28 stumps from previously removed trees and 3) trim 72 Junipers to allow for growth in an amount not to exceed \$6,450.</p>	Mark Weaver
<p><b>7. <u>New Business, New Capital Request – Concrete Replacement at Building 5</u></b></p> <p>Ms. L. Stone MOTIONED, seconded by Ms. Hopewell and carried with one “no” vote by Ms. Snowden –</p> <p>TO approve and recommend to the Board this new Capital funding request in an amount not to exceed \$16,500 for the purpose of replacing the damaged concrete at the south-end of Building 5; removal of the</p>	Mark Weaver



## FINANCE COMMITTEE

Action/Request	Person Responsible
two existing trees causing the damage; and our Community Facilities Landscaper to install new irrigation and landscaping, after reviewed by the ADRC.	
<p><b>8. Staff Reports: Director of Finance</b></p> <p>Ms. Snowden MOTIONED, seconded by Ms. L. Stone –</p> <p><b>TO</b> approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of December.</p> <p>Ms. Hopewell MOTIONED, seconded by Ms. L. Stone and was unanimously carried –</p> <p><b>TO</b> amend the amount to be invested to the investment ladder from \$500,000 to \$800,000, and to authorize the Director of Finance to purchase a 52-week CDAR for the month of December.</p> <p>The amended motion was carried unanimously.</p>	Carolyn Miller



# SPECIAL ARCHITECTURAL DESIGN & REVIEW COMMITTEE

## SUMMARY REPORT

Tuesday, December 20, 2016

Action/Request	Person Responsible
<p><b>1. Old Business – Reserve Funds Allocation for Landscape Projects</b></p> <p>Mr. Moore MOTIONED, seconded by Ms. L. Stone and carried with one “no” vote from Mr. McGuigan –</p> <p>TO approve the following ADRC landscape proposals, as presented by Johns Landscape Services:</p> <p><b><u>Reserves 2016 \$10,249</u></b></p> <ul style="list-style-type: none"> <li>• Project #10 Palm Island/Administration \$1,000</li> <li>• Project #13 Entrance J Island \$7,249</li> <li>• Project #14 Pump Island \$2,000</li> </ul> <p style="text-align: right;"><b>Reserves Total: \$10,249</b></p> <p><b><u>Capital Funds 2016</u></b></p> <ul style="list-style-type: none"> <li>• Project #9 Southside Hill/Amphitheater \$3,206</li> </ul> <p style="text-align: right;"><b>Capital Funds Total: \$3,206</b></p> <p><b><u>Discretionary \$5,000*</u></b></p> <ul style="list-style-type: none"> <li>• Project #11 Golf Cart/Distribution Area \$1,800</li> <li>• Project #12 HCC North Walkwy/Bottom of Hill \$1,600</li> <li>• Boulders Various \$1,500</li> </ul> <p style="text-align: right;"><b>Discretionary Funds Total: \$4,900</b></p> <p>* Discretionary funds from ADRC, PP, MAC, REC and SB&amp;T</p>	<p>Mark Weaver</p>

## RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF DECEMBER 27, 2016

### Approve of Minutes

MOVED and duly approved to accept the minutes of the November 22, 2016 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

MOVED and duly approved to accept the minutes of the November 29, 2016 Special Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected.

### Approve Landscape Replacements, Four Locations

MOVED and duly approved to award contracts to JLM for the landscape replacements in the areas of the parking lot at the Administration/Healthcare Center described as Palm Island, Entrance J Island, and Pump Island, using Reserve Funds, in an amount not to exceed \$10,249, per proposals dated December 9 and 19, 2016, and to award a contract for landscape improvements at the South Side Hill, between the Amphitheater and Healthcare Building, for a cost not to exceed \$3,206, per proposal dated November 7, 2016, using Capital Funding and approve the President sign the contracts.

### Approve 2017 Election Materials

MOVED and duly approved to amend Policy 5025-30, Election Procedures, to set forth the application materials that candidates will turn in prior to the deadline, state that candidates are required to provide photo identification when turning in application materials, add information about the Candidate Eligibility Disclaimer, specify the cost of mailing labels as \$10 plus \$0.25 per sheet, correct GRB to GRF on page 5 of the policy, and amend page 2, item c: "Refer to GRF Bylaws, Article Six, Section One. Candidates shall complete an Eligibility Disclaimer to set forth that they are qualified to serve on the GRF Board of Directors."

### Accept November 2016 Financials for Audit

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

### Consideration of Annual Leases

MOVED and duly approved approve annual lease agreements with the Genealogy Club (Room 10, CH3), the Historical Society (Room A, CH1), the Radio Club (Room D, Amphitheater), the Theater Club (Room A, Amphitheater), per the attached Exhibits 1 through 4 (included in the agenda packet, and, upon securing the signature of the authorized officer of the clubs, authorize the President sign the agreements.

### Approve Sales Office – Enhanced Internet Service

MOVED and duly to approve the upgrade of internet service to the sales office, in the amounts of an additional \$45 per month for 50Mbps/50Mbps (plus applicable taxes), installation fee of \$59.99 (plus applicable taxes), router rental of \$9.99 per month (plus applicable taxes) and authorized the President to sign all applicable agreements.

### **FINAL APPROVAL: Policy 1201-33, Photo ID Cards**

MOVED and duly approved amend Policy 1201-33, Photo ID Cards, to reflect an increase in the fee to replace a lost ID card (1<sup>st</sup> loss), from \$10 to \$20, to become effective January 1, 2017.

**FINAL APPROVAL: Policy 5061-31, Fees**

MOVED and duly approved to amend Policy 5061-31, Fees, to reflect an increase in Co-Occupant Setup fees, from \$50 to \$100; an increase in the Certificate Preparation Fee, from \$150 to \$250; an increase in the Escrow Transfer Fee, from \$350 to \$500; and the establishment of new fee, Power of Attorney and Court Orders, \$75 and new fee for additional maps (shareholders excluded), \$5, to become effective January 1, 2017.

**FINAL APPROVAL: Policy 5536.1-33, Gate Passes**

MOVED and duly approved to ratify and adopt Policy 5536.1-33, as amended: to require each Mutual Board annually, on or before December 15<sup>th</sup> of each year, provide a resolution to set a number of additional guest passes, which shall not exceed four (4) additional guests. If no resolution is received from any Mutual by December 15, the previous year's resolution will stand.

**Approve Paving Project, Phase One**

MOVED and duly approved to award a contract to Nelson Paving (NPG), for a cost of \$548,303.52, and include a \$51,696.48 contingency funding for this project, for a total not to exceed \$600,000, to repave and replace work called out on the RFP dated February 2, 2016 for the following streets: Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee, Sunningdale, McKinney, Homewood and Weeburn, funding from the Reserve account and authorize the President to sign the contract and the Physical Property Chair sign any change orders.

**Approve Replacement of Concrete and Tree Removal at South Entry, Building Five**

MOVED and duly approved to award a contract to MJ Jurado to remove and replace damaged concrete at the south end of Building 5 and remove two existing trees at the same location for a cost, not to exceed \$14,500. Upon review by the ADRC, schedule our Community Facilities Landscaper to install new irrigation, and landscaping, for a cost of \$2,000, for a total project cost not to exceed \$16,500, and to approve the President sign the contract, funding from Capital.

**Approve New Pedestrian Gate off North Gate Road**

MOVED and duly approved to approve installation of a Pedestrian Gate at the location known as the Trust Property between the Mutuals 11 and 15, on Northwood Road, at the cost not to exceed \$28,143, funding from Capital, and authorize the President to sign necessary contracts.

**Approve Trust Property – Red Curb Study**

MOVED and duly approved to award a contract to Urban Crossroads to perform a review and reset study on all red curbing within Trust property, at a cost not to exceed \$9,720, funding from Capital funding, and approve the President to sign the contract.

**Approve Nassau Drive Landscape Removal**

MOVED and duly approved award a contract to Johns Landscaping to remove existing bougainvillea bushes and roots, install 61 five gallon container size Calliandra plants along the perimeter wall on Nassau Drive across from Mutual Nine, grind 28 stumps from previously removed trees, and trim 72 Junipers to allow for growth, at a cost not to exceed \$6,450, from Capital funding and approve the President to sign the contract.

**FINAL APPROVAL:** Adopt Policy 1927-37, Parking Rules for Trust Property  
MOVED and duly approved to adopt of Policy 1927-37, Parking Rules for Trust Property,  
become effective January 1, 2017.

**FINAL APPROVAL:** Adopt Policy 1927.1-37, Fees (Fines) for Parking Rules Violations for  
Trust Property  
MOVED and duly approved to adopt of Policy 1927.1-37, Fees (Fines) for Parking Rule  
Violations on Trust Property, to become effective January 1, 2017.

The minutes of the Board meeting will be published in the *Golden Rain News* upon approval at the next  
Board meeting.



## 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, dry wall 12/15/16, repipe ok 12/15/16- hardi backer 12/21/16	Alpha Master Builders  fail frame. Plumb hvac 11/17/16
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, drywall 12/15/16-scratch coat 12/21/16	Alpha Master Builders
4-39C	carport cabinet	grf	10/06/16	11/06/16	no	I signed no request for inspection 12/16/16	jeff lashment
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	12/16/16	John nelson
M4-87	building re-pipe	both	12/19/16	12/23/16	both		John nelson
4-43G	ducted heat pump	both	12/12/16	06/30/16	no		Greenwood
4-46A	flooring	grf	12/20/16	01/20/17	no		kary's carpet
4-83G	patio enclosure	grf	12/26/16	01/26/17	no		Lw Décor

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		
4-37C		08/15/16	11/21/16	11/28/16	12/08/16		
4-50I			11/29/16	12/05/16	12/15/16		
4-80I		10/10/16					
4-86F		10/28/16					
4-51K		10/31/16	12/27/16	12/29/16	01/11/17		
4-74J					11/17/16		
4-46B		11/18/16					
4-43I		12/19/16	01/04/17	01/05/17			
4-47L				12/20/16	12/30/16		
4-52F			12/21/16				
4-83G		12/22/16					
4-77J			01/03/17				

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>	
<b>CONTRACTOR</b>	<b>PROJECT</b>
Total Landscape Maintenance- on going	landscape maintenance of grounds - dethatching in progress going back and doing sprinklers and
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	complete with builidng 77, starting building 87 on the 16th of January will take the whole week
ERC	abatment for re-pipes - will abate building 87 on the 12th and 13th of January
Kress Const	touch up painting for re-pipes, almost complete with 77
Concrete? 2017	
<b>Shareholder Visits and Mutual Requests</b>	
4-39A	check on floor around toilet
4-38A	water damage from hose bib line, all dried out and put back together
4-42B	check on bath ceiling

Mutual 4 Board of Directors Meeting – January 11, 2017

CFO, Suzi Smith

**FINANCIALS FOR DECEMBER, 2016 ARE NOT AVAILABLE AS OF BOARD MEETING.**

### **BUILDINGS/LANDSCAPE**

Total Landscape reported gutter cleaning will start within the next week so should be near completion by the time the minutes come out. They will work on tree trimming after that and, if necessary, do some spot gutter cleaning. The rain put the schedule a little haywire but all will still be completed.

Seems folks want to drive over our new lawn and sprinklers. We have put out a lot of orange cones and will continue until we are able to get some corners replaced with concrete. If you see someone abusing our wonderful lawn get as much info as you can and call me. All offenders will be reported!

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*

Mutual Four Board of Directors

January 11, 2017

Marsha Gerber, Director

Happy new year to each of you! It sure looks like we are now getting the El Nino that was promised to us last year and that we diligently prepared for. Because of that preparation, we are in good shape to enjoy the rain and know that our homes are in good shape to withstand the rainy season.

It is that time of year for the annual fire inspections. My buildings, 50, 51 and 52 will have their unit visited by myself and the fire inspector on Thursday, January 26<sup>th</sup>. Notices will be posted on your front door as we get closer to that date.

I have been very busy this past month with New Buyer Orientations. There are four units that have sold in bldgs. 50, 51 and 52. Please welcome your new neighbors when they move in. I believe all of them will add good things to Mutual Four. Units in Leisure World are selling very fast. There are only 72 units for sale today out of our total population of 6,600 units in this community. Prices are going up! Be grateful that you already live in this beautiful, safe place.

*Marsha Gerber*

Mutual 4 Leisure World Director's Report January 11, 2017

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

Happy Holidays.

Happy New Year. New, bright green grass is sprouting across our mutual turf areas. During 2017 we look forward to another 6 new roofs and more pipe work within at least 3 buildings.

Fire inspection season is upon us. Expect a notice on your door soon. I conducted the first inspections just yesterday, completing a visit to each unit in buildings 44, 45, and 49. Building 46 and 47 units will be visited this afternoon. I found the visits enjoyable. Everyone is trying to comply with the regulations and policies and eager to find out what is happening in our mutual.

One new emphasis came forward during the inspections. And I certainly had not given this much thought. But many, many of us have furniture that blocks the entry to our units. Orange County Fire Authority requires that we have and maintain a 36 inch entry to our homes and the ability to bring in a gurney in case of an emergency. So we need this 36 inch access on the walks and at at least one door and into our bedroom. These areas should be clear of furniture and plant pots. The small hallway should also be clear so the gurney may make the 36 inch turn.

Remember that the new GRF tickets went into effect on January 1 with warning tickets are currently being used. On February 1, these tickets begin a clock when upon the second ticket a fine is attached. THESE ARE GRF TICKETS FOR THE TRUST STREETS AND PARKING LOTS. THEY ARE NOT FROM THE MUTUAL FOR MUTUAL DRIVEWAYS. THEREFORE, YOUR MUTUAL DIRECTORS MAY NOT ADDRESS THESE TICKETS OR PLEAD YOUR CASE.

That being said, you or your visitors may never park in fire lanes, never, ever whether on Trust streets, GRF areas or Mutual 4 areas. Thank you for complying. It is for you and your health.

Respectfully submitted,

Jan Kuhl, 46E

562-446-0082

Mutual 4  
Director's Monthly Report  
for December, 2016  
January 11, 2017  
Mike Levitt

December was a month of requests for service from Service Maintenance and Physical Property.

We had an original bath enclosure replaced. (I'm always amazed and astounded that home components installed in the '60s are still working, more than a half-century later. With stuff built today, you're lucky to get a half-decade out of them.)

Water was a big hassle, either too much of it or too little. Remodeling required shutting off the water to the entire building. At the same time, someone was flushing, and someone else's shampoo needed rinsing. And the calls started. Then someone else's water was inadequately heated.

Some rain gutters needed cleaning just before the big rains hit. Generally all the gutters get cleaned out after the trees get trimmed, tentatively scheduled for January. This operation is the responsibility of our landscape company, who receives our requests. If you see piles of leaves growing into mounds in your gutters, call your director and we'll have the landscape company clean them out.

One oven had to be replaced...just as holiday cooking chores were being planned. Unfortunately, three others were ahead in priority. El Turkey Loco, anyone?

And a monthly report would not be complete without some repair work at Laundry Room 88. This time, two dryers lost power at the same time. Sounds like a breaker problem to me.

GRF Board is finalizing it's Parking Policy. Violators will be warned in January and fined beginning in February. All of us need to carefully read all of this Policy. If you find as many mistakes and truly ridiculous rules as I have, you need to let your GRF representative know of your dissatisfaction and disappointment. And then you must write letters to the GR News, again expressing your disbelief that a document this badly flawed actually got approved. One example (and there are far too many): your family comes to visit you in their motorhome. The RV is either parked near your apartment or in CH 4 parking lot. AT NO TIME can your grandkids stay in the RV by themselves, no matter their age. If Security finds them in there, YOU can be penalized, possibly having your family bared for a year from coming to visit you! No, I'm not making this up. Read it for yourselves.

Hope you are all enjoying a marvelous new year.

**MUTUAL OPERATIONS**

**ADMINISTRATIVE SERVICES**

**Property Tax Postponement**

WHEREAS, the State of California has authorized the property tax postponement privilege under Revenue and Taxation Code Section 20630 to be extended to FHA-insured cooperatives, and

WHEREAS, the form of the Recognition Agreement and Addendum to the Recognition Agreement proposed by the Controller of the State of California has been approved by the Department of Housing & Urban Development,

THEREFORE, BE IT RESOLVED, That this Corporation

1. Approves the form of the Recognition Agreement and Addendum to the Recognition Agreement as submitted by the Controller of the State of California, and
2. Authorizes the President or Vice President to execute the Recognition Agreement and Addendum to the Recognition Agreement for any stockholder of this Corporation who requests property tax postponement.

<b><u>MUTUAL</u></b>	<b><u>ADOPTION DATE</u></b>
One	28 Jun 79
Two	19 Sept 85
Three	
Four	05 Sept 79
Five	20 Jun 79
Six	27 Jul 79
Seven	15 Jun 79
Eight	25 Jun 79
Nine	
Ten	28 Jun 79
Eleven	26 Jun 79
Twelve	
Fourteen	
Fifteen	28 Jun 79
Sixteen	

(Sept 85)