

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

July 12, 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, July 12, 2017, at 9:30 a.m. in Building 5, Conference Room B, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Slater, Vice President Levitt, Secretary Gerrity, Chief Financial Officer Smith, and Directors Kuhl, Russell, and Ladner

GRF
Representative: Mrs. Reed

Guests: Three shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Bristow, Security Services Director
Mr. Hawke, Security Services Manager
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary

INTRODUCTIONS

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

President Slater also introduced Security Services Director Paul Bristow, and Security Services Manager B.J. Hawke. Information was relayed to the Board regarding the new changes that will be happening in Security as well as the improvements that will be coming in the future.

Mr. Bristow and Mr. Hawke left the meeting at 9:39 a.m.

MINUTES

President Slater asked if there were any corrections to the June 14, 2017, Regular Board minutes. A correction was noted on page 5 second resolution as follows; "...The MOTION passed with four "yes votes (Smith, Russell, Ladner, Slater) and three "no" votes (Levitt, Gerrity Kuhl). Upon a MOTION duly made by Vice President Levitt and seconded by Secretary Gerrity, the minutes were approved as corrected.

CORRESPONDENCE

Secretary Gerrity reviewed one piece of correspondence.

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

RESOLVED, To deny shareholder request for DISH network to be installed at this time until Physical Property can be contacted and policy compliance can be achieved by the company.

The MOTION passed

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).

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

RESOLVED, To waive the requirement to re-pipe at the time of remodel on unit 44-G.

The MOTION passed.

BUILDING INSPECTOR'S REPORT (continued)

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

RESOLVED, To begin the paving project of 15,000 square feet on the Southside of Knollwood at a cost not to exceed \$140,000.

The MOTION passed.

Inspector Black left the meeting at 10:42 a.m.

OLD BUSINESS

Following a discussion, and upon a MOTION duly made by _____ and seconded by _____

RESOLVED, To adopt Policy 7549.04 – Lockout Procedures on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

(Recording Secretary Aquino took a break from 11:00 a.m. to 11:15 a.m.)

NEW BUSINESS

Following a discussion, it was the consensus of the Board to postpone discussion on Policy 7510.04 – Eligibility Requirements until the next Regular Board Meeting.

Following a discussion, it was the consensus of the Board to reject the following resolution recommendations from GRF for the year 2017-2018 as follows; Occupancy Agreement Article 23 Late Charges/Cost; Property Tax Postponement Resolution; Request to Receive Hard Copies of Monthly Minutes from Other Mutuels LED Lighting Resolution and Resolution Towing Agreement/Contract Mr. C's.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Smith submitted her financial report (attached).

DIRECTOR(S)' REPORTS

President Slater submitted his report (attached).

Director Russell submitted his report (attached).

Vice President Levitt submitted his report (attached).

DIRECTOR(S)' COMMENTS

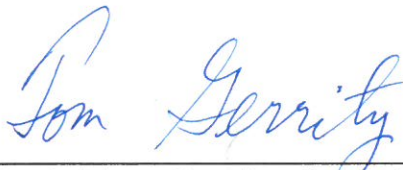
Several Directors made comments.

MUTUAL ADMINISTRATION DIRECTOR

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

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 12:22 p.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Tom Gerrity, Secretary
SEAL BEACH MUTUAL FOUR

ka:7/15/17
Attachments

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

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF JULY 12, 2017**

07-12-17 RESOLVED, To deny shareholder request for DISH network to be installed at this time until Physical Property can be contacted and policy compliance can be achieved by the company.

RESOLVED, To waive the requirement to re-pipe at the time of remodel on unit 44-G.

RESOLVED, To adopt Policy 7549.04 – Lockout Procedures on a preliminary basis until the 30-day posting period is completed.

July 12, 2017
GRF Report - Mutual 4

“Rest is not idleness, and to lie sometimes on the grass under trees on a summer’s day, listening to the murmur of waters or watching the clouds float across the sky is by no means a waste of time.” John Lubbock

Well, the meetings have begun. Such a busy month. We are in the middle of the new ID cards being issued. You will need your new ID card to use the gym, library, pool, golf course and pedestrian gates. Make up day for the new ID cards will be this Saturday. Check the newspaper for additional makeup dates.

The President of GRF has stated that this year we will be having 4 evening GRF board meetings. There will be a town hall meeting before every major issue and major project that GRF undertakes. Linda Stone the new GRF president wants the community to be better informed.

Please enjoy the dog days of summer. These days are gone so fast. Take an early morning walk while it is cool. You might make a new friend.

Things you might like to know:

1. Due to the closing of a couple of clubhouses for refreshing and remodeling there is a moratorium on new clubs.
2. There will be a GRF Street paving town hall meeting this Thursday. The town hall meeting is July 13, 2017, at 6:00 pm in clubhouse 2.
3. Upon moving out of Leisure World you will need to turn in your ID card or you will be charged a \$500 dollar fine.

If you have any questions please call me.

With Respect,
Joy Reed
GRF Corporate Secretary



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Friday, June 30, 2017

Action/Request	Person Responsible
<p>1. Correspondence, Item 6a: Acknowledgement and reply to correspondence regarding Bicycles and Scooters Parking Area by Clubhouse Five, Garnet Vyduna</p>	<p>Recording Secretary</p>
<p>2. Old Business, Item 7a: Empire Contract. Sewer Drain Cleaning Services: MOVED to forward a request to the GRF Board to award a three-year contract to Empire Pipe Cleaning and Equipment Inc. for the Trust Property's Sewer Maintenance in the period of three years in the total amount not to exceed \$90,422.64.</p>	<p>Facilities Director to draft write up to GRF BOD for July meeting</p>
<p>3. Old Business, Item 7b: Mutual Six Traffic Control Evaluation: The Committee concurred to take no action.</p>	
<p>4. New Business, Item 8a: Election of Vice-Chair: Committee member Barry Lukoff was declared, by acclamation, Vice Chair of the Committee</p>	<p>Executive Coordinator will update roster.</p>
<p>5. New Business, Item 8b: Distribution Center Parking: No action was taken on this item.</p>	
<p>6. New Business, Item 8c: 2018 Budget: Amend proposed budget for Cost Center 79 – Increase Trash-Community Facilities to \$109,996</p>	<p>Director of Finance</p>
<p>7. New Business, Item 8d: Clubhouse Six Revitalization Project (Clubhouse Six Reserves): Review agenda item at the August meeting; Flooring to be referred to ADRC (Project Coordinator to provide ADRC with flooring sample).</p>	<p>Project Coordinator Facilities Director</p>
<p>8. New Business, Item 8e: Utility Trailer Replacement (Reserves): MOVED to recommend the Finance Department approve purchase of a trailer, from Big Tex Trailers, at a cost not to exceed \$2,693.74 for transporting Kubota, Capital funding.</p>	<p>Facilities Director to draft write up to Finance Committee for July meeting</p>



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Friday, June 30, 2017

<p>7. Policies, Item 9A: Rescind: i. Policy 3310.1-70, Special Project Procedure: The Committee concurred to refer policy to Policy Re-write Sub-committee</p>	<p>Recording Secretary will forward policy to Policy Re-write Sub-committee.</p>
<p>8. Staff Reports, Item 10A: Facilities Director The Committee concurred to request bids for the Main Gate landscaping, without lighting.</p>	<p>Facilities Director</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>1. Approval of Minutes Following a brief discussion, Mrs. Reed MOTIONED, seconded by Mr. Moore –</p> <p>TO change the second paragraph of page three, May 10, 2017, minutes, and the motions recap to read as follows: “The Recreation Committee voted to move St. Theodore Episcopal Church from the lobby to room nine.”</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Leah Perrotti Terry DeLeon Katya Lukina</p>
<p>2. Correspondence: RV Trailer Club Financial Statements, Manny and Debbie Cienega Following a review of the letter, Chair Perrotti advised the Executive Director and staff to provide RV Club members with the financial statements on all expenses, and how they were computed.</p> <p>The Executive Director also stated that this issue will be a subject to the Board’s review.</p>	<p>Leah Perrotti Randy Ankeny Terry DeLeon</p>
<p>3. Correspondence: RV Lot, Ianna Sharon Following a discussion, it was the consensus of the Committee to send a letter to the shareholder with an option to put her name on a trailer and a towing vehicle, to comply with the Towing Policy.</p>	<p>Leah Perrotti Randy Ankeny Terry DeLeon</p>
<p>4. Correspondence: RV Lot Lease, Edward Dupras, Phyllis Fairchild Following a discussion, Mrs. Damoci MOTIONED, seconded by Mrs. Reed –</p> <p>TO allow the co-occupant, Mr. Dupras, apply the grandfather rule in leasing a space in the RV Lot, and send it to the Board for final approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Leah Perrotti Terry DeLeon</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>5. Correspondence: Swimming Pool Attire, Alicia Navejas Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mrs. Reed –</p> <p>TO send the Swimming Pool Policy to the Policy Re-write Sub-Committee.</p> <p>The motion was carried unanimously by Committee members present.</p> <p>The Committee also advised the Recreation Department to send a letter to the shareholder to inform her of the Committee's decision.</p>	<p>Leah Perrotti Carole Damoci Terry DeLeon</p>
<p>6. Correspondence: Additional Gym Equipment – Double Chest Machine, David Bell Following a discussion, Mrs. Damoci MOTIONED, seconded by Mr. Gould –</p> <p>TO not proceed with the purchase of the additional gym equipment – double chest machine.</p> <p>The motion was carried unanimously by Committee members present.</p> <p>The Recreation Director stated that one of the previous Recreation Committees allowed the installation of two pieces of gym equipment in LW Gym that belong to a shareholder.</p> <p>Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mrs. Reed –</p> <p>TO have the Recreation Department staff obtain a copy of the minutes and the original motion on the equipment installation, and review it at the next scheduled Committee meeting.</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Terry DeLeon Carole Damoci</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>7. Correspondence, Items 6A and 6B: St. Theodore Episcopal Church Services, Clare Zabala Bangao; St. Theodore Episcopal Church Space, Reese M. Riley</p> <p>The Committee came to the consensus of revisiting St. Theodore Episcopal Church services and use of space at the next scheduled meeting.</p> <p>Following a discussion, Mrs. Reed MOTIONED, seconded by Ms. Fekjar –</p> <p>TO forward the St. Theodore Episcopal Church services and use of space issue to the full Board for review.</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Leah Perrotti Randy Ankeny</p>
<p>8. Correspondence, Item 6C: Portable Toilet in the RV Storage Lot, Rick and Linda Onorato</p> <p>The Executive Director stated that the Recreation Department staff made a tentative decision to leave the portable toilet in place pending the review of this Committee.</p> <p>Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mrs. Reed –</p> <p>TO leave the portable toilet on the RV Lot, and send it to the Finance Committee due to its five-year term lease amount of \$5,200.</p> <p>The motion was defeated by Committee members present.</p> <p>Chair Perrotti stated that the RV Lot portable toilet will be added to next year's budget, serviced monthly by So Cal Industries at the rate of \$95.00 per month, and moved back to its original spot.</p>	<p>Leah Perrotti Terry Deleon</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>9. Correspondence, Item 6D: RV Lot Policy, Don and Brenda Hemry Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Mr. Pratt –</p> <p>TO decline the shareholders' request to purchase a trailer stored in the RV park, and keep the storage spot for the trailer, based on RV Lease Policy section five, number 21.</p> <p>The motion was carried unanimously by Committee members present.</p>	<p>Leah Perrotti</p>
<p>10. Correspondence, Item 6E: RV Lot Trailers, Roy and Kathy Grillo Following a discussion, Mrs. Damoci MOTIONED, seconded by Mr. Moore –</p> <p>TO look into, and further discuss the issue of uninsured trailers in the LW RV Park.</p> <p>The motion was carried unanimously by Committee members present.</p> <p>The Executive Director also advised the Committee to look into DMV requirements on RV trailers insurance to prevent liability issues.</p>	<p>Terry DeLeon Randy Ankeny</p>
<p>11. Correspondence, Item 6F: Band Saws for LW Woodshops, Jim Rotter Following a discussion, Mrs. Damoci MOTIONED, seconded by Mrs. Reed –</p> <p>TO immediately shut down current 14" band saws, disconnect, and replace them as soon as possible, and approve the purchase of two new band saws as a non-budgeted operational expense.</p> <p>The motion passed with two abstentions (P. Pratt, W. Gould).</p>	<p>Randy Ankeny Terry DeLeon</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>12. Old Business, Item 7A: St. Theodore Episcopal Church Chair Perrotti stated that this issue has already been discussed under the correspondence, Items 6A and 6B.</p>	Leah Perrotti
<p>13. Old Business, Item 7B: Ice Cream Truck The Recreation Director informed the Committee of an ongoing negotiation with two companies to provide the community with an ice cream truck service.</p>	Terry DeLeon
<p>14. New Business, Item 8A: Election of Vice-Chair Ms. Fekjar MOTIONED, seconded by Mr. Pratt – TO nominate Mr. Moore for Vice-Chair. The motion was carried unanimously by Committee members present.</p>	Leah Perrotti
<p>15. New Business, Item 8B: Approve Recreation Activities for 2017-2018 Following a discussion, Mr. Moore MOTIONED, seconded by Mr. Gould – TO approve the list of recreation activities for 2017-2018, as presented, with existing staff and budget. The motion was carried unanimously by Committee members present.</p>	Thomas Fileto Terry DeLeon
<p>16. New Business, Item 8C: TV Donation Ms. Fekjar MOTIONED, seconded by Mrs. Reed – TO accept the donation of 32" Samsung TV set from a shareholder. The motion was carried unanimously by Committee members present. Chair Perrotti advised the Recreation Department to send a letter to the shareholder thanking him for a donation.</p>	Terry DeLeon Katya Lukina



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>17. New Business, Item 8D: LW Golf Course Rules Following a brief discussion, Mr. Moore MOTIONED, seconded by Mr. Gould –</p> <p>TO amend number nine under Golf Course rules.</p> <p>The motion failed.</p> <p>Mrs. Reed MOTIONED, seconded by Ms. Fekjar –</p> <p>TO keep Golf Course rules as stated.</p> <p>The motion was carried unanimously by Committee members present.</p>	Terry DeLeon
<p>18. New Business, Item 8E: Portable Toilet in the RV Storage Lot Chair Perrotti stated that this issue has already been discussed under the correspondence, Item 6C.</p>	Leah Perrotti Terry DeLeon
<p>19. New Business, Item 8F: New Club Moratorium for 2017-2018 Year (due to revitalization) Following a discussion, Mrs. Damoci MOTIONED, seconded by Mr. Moore –</p> <p>TO approve a moratorium on all new clubs for the time period of July 1, 2017 to June 30, 2018, during the proposed Clubhouse Revitalization project, and send it to the Board for final approval.</p> <p>The motion was carried unanimously by Committee members present.</p>	Thomas Fileto
<p>20. New Business, Item 8G: 2018 Budget The Recreation Director and the Library Supervisor discussed 2018 budget reports as presented.</p> <p>Following a discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –</p>	Vanessa Morris Carolyn Miller



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>TO add \$2,000 to Cost Center 35 to expand the LW Library's programming.</p> <p>The motion was carried unanimously by Committee members present.</p>	
<p>21. New Business, Item 8H: Holiday Decorations It was the consensus of the Committee to forward this item to the Architecture Design and Review Committee (ADRC).</p>	Terry DeLeon
<p>22. New Business, Item 8I: Replacement of Rubber Walkway Between Green Number One and Tee Number Two Following a discussion, Mr. Moore MOTIONED, seconded by Mrs. Damoci –</p> <p>TO send a request to the Finance Committee for \$8,900 towards the repair of Golf Course walkways as a non-budgeted expense, pending the Board review.</p> <p>The motion passed with one abstention (P. Pratt).</p>	Terry DeLeon Randy Ankeny
<p>23. Policies, Item 9A (Review):</p> <p>i. Policy 5135-50, Committee Functions Following a discussion, the Committee concurred to take no action at this time, as Policy 5135-50 has been previously reviewed.</p> <p>ii. Policy 1406.01-50, Use of Community Facilities – Ladies Pool and Billiard Room Following a discussion, the Committee concurred to take no action at this time, as Policy 1406.01-50 has been previously reviewed.</p> <p>iii. Policy 1463-50, Use of Community Facilities – Table Tennis Rules Following a brief discussion, Mrs. Damoci MOTIONED, seconded by Ms. Fekjar –</p>	Leah Perrotti Carole Damoci Randy Ankeny



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
<p>TO lower the age of the Table Tennis area players from eighteen to twelve, and send it to the Board for final approval.</p> <p>The motion passed with two abstentions (J. Reed, P. Pratt).</p>	
<p>24. Sub-Committees, Item 10A:</p> <p style="padding-left: 20px;">a. Appoint Entertainment/Movie Sub-Committee Chairperson</p> <p>Chair Perrotti nominated Mrs. Damoci to Chair the Entertainment/Movie Sub-Committee. There being no further nominations, Mrs. Damoci was declared, by acclamation, the Chair, and Ms. Perrotti and Ms. Rapp, the members of the Entertainment/Movie Sub-Committee.</p> <p style="padding-left: 20px;">b. Appoint Golf Course Sub-Committee Chairperson</p> <p>Chair Perrotti nominated Mr. Moore to Chair the Golf Course Sub-Committee. There being no further nominations, Mr. Moore was declared, by acclamation, the Chair, and Ms. Perrotti a member of the Golf Course Sub-Committee.</p> <p>The Executive Director suggested reaching out to LW residents to invite them to volunteer as the members of a Golf Course Sub-Committee.</p> <p style="padding-left: 20px;">c. Appoint Swimming Pool Sub-Committee Chairperson</p> <p>Chair Perrotti nominated Ms. Rapp to Chair the Swimming Pool Sub-Committee. There being no further nominations, Ms. Rapp was declared, by acclamation, the Chair, and Mr. Gould a member of the Swimming Pool Sub-Committee.</p>	<p>Leah Perrotti Randy Ankeny</p>
<p>25. Staff Reports, Item 11B: Recreation Director</p> <p>The Recreation Director spoke of his reports as presented, and was advised by the Committee to put up the signs on ID cards replacement in the Library and the Pool.</p>	<p>Terry DeLeon</p>



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, July 5, 2017

Action/Request	Person Responsible
26. Staff Reports, Item 11C: Library Supervisor The Library Supervisor spoke of her reports as presented.	Vanessa Morris
27. President's Comments The President spoke on various items pertaining to the agenda, and thanked the staff and Committee members for their work.	Linda Stone
28. Committee Members Comments Seven Committee members spoke on various items pertaining to the agenda.	
29. Adjournment – 4:23 p.m. Next meeting – August 2, 2017, 1:00 p.m. Administration Conference Room	



COMMUNITY ACCESS AD HOC COMMITTEE

SUMMARY REPORT

Thursday, July 6, 2017

Action/Request	Person Responsible
1. New Business, 7.e. Call in Service used at other Gates The Committee requested Staff to provide a demo of Call-in Service at St. Andrews Gate, including cost, at the August Committee meeting.	T. Fileto B. Holland

ARCHITECTURE REVIEW AND DESIGN COMMITTEE

COMMITTEE DECISION	RESPONSIBLE
<p>1. Appointment of Vice Chair Mrs. Reed nominated Ms. Hopewell for Vice Chair. There being no further nominations, Ms. Hopewell was declared Vice Chair of the Architectural, Design & Review Committee, by acclamation.</p>	
<p>2. CORRESPONDENCE – After review of letter received by Tennis Club President, Susan Dobson, Chair Fekjar asked staff to write a letter advising Ms. Dobson of that the floor will be refinished.</p>	Laura Whitlock
<p>3. OLD BUSINESS – Main Gate Landscape - Update Facilities Director reported that a bidders' conference is scheduled for July 27, 2017, and should receive an official bid, thereafter. He also reported that bids were sent out to the following companies: 1) Johns Landscaping; 2) Bright View; and 3) Mission. He will provide a report at a future meeting.</p>	Mark Weaver
<p>4. OLD BUSINESS – Mission Bell After a brief discussion by staff and committee members, it is the consensus of the Committee to bring this item back on next month's agenda.</p>	Laura Whitlock
<p>5. OLD BUSINESS – North Gate Gravel After a brief discussion, Chair Fekjar directed Facilities Director to look into the cost of moving the dolphin topiaries and planting sea grass in this area. Facilities Director to provide report and update at a future meeting.</p>	Mark Weaver
<p>6. OLD BUSINESS – St. Andrews Median After a discussion between staff, committee members and GRF President, Chair Fekjar assigned Ms. Hopewell to schedule a work-study group for this project. Also, Facilities Director is to report back to the Committee the cost for the removal of the trees and landscaping.</p>	Susan Hopewell Mark Weaver
<p>7. OLD BUSINESS – WWI Memorial After a brief discussion, it is the consensus of the Committee to table this item until next month and for Mr. Lukoff to schedule a work study with the Historical Society.</p>	Barry Lukoff

ARCHITECTURE REVIEW AND DESIGN COMMITTEE

COMMITTEE DECISION	RESPONSIBLE
<p>8. OLD BUSINESS – Clubhouse 4 Mural It is the consensus of the Committee to invite Publications Manager, Kelly Roberts, to the next scheduled meeting to discuss photographs for the Clubhouse 4 Mural.</p>	<p>Kelly Roberts</p>
<p>9. OLD BUSINESS – Donor Wall Lynn Baidak of GAF asked permission of the committee her intentions for the Donor Wall.</p> <p>After a brief discussion, it is the consensus of the Committee to allow Ms. Baidak to lay the tiles randomly, three feet (3') from the top and bottom of the wall. Also, she will advise the Committee members when grout samples are ready to be reviewed.</p> <p>Ms. Baidak also mentioned that there will be a celebration for the Donor Wall on August 11, 2017 and a ribbon cutting ceremony August 12, 2017.</p>	<p>Lynn Baidak</p>
<p>10. NEW BUSINESS – Clubhouse 6, Paint Color and Floor Selection</p> <p>Ms. Hopewell MOTIONED, seconded by Mr. Gould and carried by Committee members present –</p> <p>TO approve the following paint colors for Clubhouse 6: Exterior Paint Colors – Wild Stallion, Swiss Coffee and Khaki. Interior Paint Colors – same color scheme as interior paint in Clubhouse 4.</p> <p>FLOOR SELECTION – it is the consensus of the Committee to move the meeting to Clubhouse 6 to view flooring. Motion for this item to be noted by Facilities Director. (Mr. Lukoff left the meeting at 3:55 p.m.)</p>	<p>Mark Weaver</p>
<p>11. NEW BUSINESS – Post Office Painting</p> <p>After a brief discussion, it is the consensus of the Committee to paint the exterior of the Post Office the same color scheme that was decided on for Clubhouse 6, Wild Stallion, Swiss Coffee and Khaki.</p>	<p>Mark Weaver</p>



ARCHITECTURE REVIEW AND DESIGN COMMITTEE

COMMITTEE DECISION	RESPONSIBLE
<p>12. NEW BUSINESS – Electric Cart Color</p> <p>It is the consensus of the Committee to allow staff to paint the fenders of the Physical Property Electric Cart blue, as used in the GRF logo.</p>	<p>Mark Weaver</p>
<p>13. STAFF REPORT – Finance Director</p> <p>Facilities Director reported that she will return at the next Committee meeting to review the ADRC budget in further detail.</p>	<p>Carolyn Miller</p>
<p>14. STAFF REPORT – Executive Director</p> <p>The Executive Director reported that it has been brought to his attention on many occasions that the mural in Clubhouse 6 does not represent the LW Community.</p> <p>After a brief discussion, Mrs. Reed MOTIONED, seconded by Ms. Hopewell and carried by the Committee members present –</p> <p>TO direct staff to remove the mural on the second floor of Clubhouse 6.</p>	<p>Mark Weaver</p>

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **JULY 12TH 2017**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-73B	patio tile	grf	01/27/17	02/27/17	no		Lw Décor
4-42I	add bath lighting	both	04/04/17	07/31/17	no		los al
4-46L	central FAU	both	03/10/17	06/10/17	no	fail 4/4/17	Greenwood
4-49H	heat pump ductless	both	03/24/17	07/01/17	no		greenwood
4-80I	emodel/repipe/risers in D/	both	05/01/17	07/31/17	no	big four-6/1/17	Hadi 562.225.5235
4-84J	washer/dryer/retro window	both	04/03/17	07/03/17	no		Kress
4-84J	flooring	grf	04/02/17	04/22/17	no		colonial carpets
4-37C	cut down shw/grab bar	both	05/18/17	06/18/17	no		nukote 5/9/17
04-042	re-roof	both	05/22/17	09/30/17			Roofing Standards
04-083	re-roof	both	05/22/17	09/30/17			Roofing Standards
04-084	re-roof	both	05/22/17	09/30/17	no		Roofing Standards
4-84I	flooring	GRF	05/30/17	07/10/17	no		colonial carpets
4-44G	kitchen remodel	both	06/18/17	09/29/17	no		los al
4-88J	3 zone ductless heat pump	GRF	07/05/17	09/05/17	no		greenwood
4-37G	flooring	GRF	07/05/17	08/05/17	no		Karys carpet 7/5/17
4-80G	3 zone ductless heat pump	both	07/05/17	08/05/17	no		alpine

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86F		10/28/16					
4-83G		12/22/16		01/12/17			
4-39D		03/21/17					
4-38A		03/29/17	04/03/17	05/12/17	05/24/17		
4-41F				05/12/17	05/24/17		
4-51F		05/18/17	06/12/17	06/14/17	06/26/17		
4-74F		05/18/17	06/12/17		06/23/17		
4-40A			05/26/17	06/02/17	06/14/17		
4-83F			05/31/17		06/12/17		
4-46I		06/08/17	06/22/17	06/26/17	07/07/17		
4-87A		06/22/17					
4-48B			06/29/17	07/03/17			
4-51D							

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: **JULY 12TH 2017**

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	complete
Fenn Pest Control -	on going - contract being drawn up can I add rodent bait stations to one contract 84 traps at 2.50 each
Copper Re-piping John Nelson Plumbing:	job walk with Nelson on 7/10/17 bldgs. 85 & 86, start date for re-pipe 7/17/17, start date for 86 on 7/31
Abatement:	set for 7/13/17 and 7/14/17 for bldg. 85 - for bldg. 86 set for 7/27/17 and 7/28/17
Roofing Roofing Standards:	started building 37 on 5/22/17 - completed on 6/6/17 - started bldg. 40 on 6/5/17- completed now
stove hoods & Piping Kress Conts:	building 42 is next ion about 3 weeks
painting touch ups Advance Painting:	work order sent in for bldg. 37, still have to inspect bldg. 40 for paint touch up's
Concrete	still waiting for sidewalk inspections, carport areas ready to go with previous drawn up plans
Shareholder Visits and Mutual Requests	
4-42 skylight orders for re-roof	
4-40A meet with buyer escrow issues	
4-85 re-pipe job walk- 7/10/17	

Mutual 4 Board of Directors Meeting – July 12, 2017

Recap of Financials for the month ended June, 2017 (See below). I have prepared a complete profit and loss statements Report A showing actual and budget expenses for the month of June , 2017 and year to date.

FINANCIAL RECAP - JUNE 2017

	Monthly Actual	Monthly Budget	Variance		YTD Actual	YTD Budget	Variance
Income	143,940	141,769	2,171		856,677	850,614	6,063
Reserves	45,077	45,077	0		270,462	270,458	4
Expenses	103,752	96,899	6,853		608,130	581,397	26,733
Total Expenses	148,829	141,976	6,853		878,592	851,855	26,737
Income/Expense	-4,889	-207	-4,682		-21,915	-1,241	-20,674

Our unrestricted cash for month end is \$401,291; restricted reserve accounts total \$2,110,761

Reserves:

Appliance	\$7,673
Painting	\$26,378
Operating	\$25,000
Roofing	\$1,490,776
Emergency	\$127,785
Infrastructure	\$433,149
Total Reserves	\$2,110,761

Again, please note that depreciation for the year is \$27,548 which reflects the change in accounting practice; we are now booking depreciation for ALL assets including GRF. In years past this was a year end adjustment. With that line item reversed, we show a profit of \$6,874 which is in line with our budget.

We welcomed new members to the CFO Council in July, and elected a Chair for the coming year (yours truly once again!) We also had our annual budget workshop with Carolyn Miller. Was great for new CFO's and even the senior senior CFO's stuck around for training!

BUILDINGS/LANDSCAPE

Buildings have been pretty quiet, other than the replacement of two dryers. Now that we have our "tree book" Mike Levitt and I have been very busy with tree requests. There were also some complaints about flower droppings - sorry folks nothing we can do about that. The lawns are looking better. Total Landscape says most of the brown should be gone by August. They are still tweaking sprinklers - a continual job. Working on a few "swampy" areas. Either not enough water or too much. 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.

Susan Q. Smith

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
June 2017

	Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	34,131.00	34,345.00	-214.00
Reserves Assessment	45,077.00	45,077.00	0.00
GRF Assessment	57,297.00	57,083.00	214.00
Total ASSESSMENT	136,505.00	136,505.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	63.00	65.00	-2.00
Interest Income - Taxable	1,928.00	1,650.00	278.00
Late Charges	58.00	44.00	14.00
Total FINANCIAL INCOME	2,049.00	1,759.00	290.00
SERVICES INCOME			
Inspection Fees	4,000.00	2,083.00	1,917.00
Laundry Machines	1,386.00	1,418.00	-32.00
Merchandise Sales	0.00	4.00	-4.00
Total SERVICES INCOME	5,386.00	3,505.00	1,881.00
Total Income	143,940.00	141,769.00	2,171.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	57,297.00	57,297.00	0.00
Total COGS	57,297.00	57,297.00	0.00
Gross Profit	86,643.00	84,472.00	2,171.00
Expense			
PROFESSIONAL FEES			
Legal Fees	232.00	415.83	-183.83
Management Fee	222.00	221.75	0.25
Total PROFESSIONAL FEES	454.00	637.58	-183.58
SERVICES			
Landscape - Contract	12,460.00	13,274.00	-814.00
Landscape - Extras	250.00	708.83	-458.83
Miscellaneous Services	38.00	43.58	-5.58
Painting	0.00	83.17	-83.17
Pest Control	168.00	649.42	-481.42
Standard Service	7,204.66	4,965.83	2,238.83
Structural Repairs	0.00	665.00	-665.00
Total SERVICES	20,120.66	20,389.83	-269.17
TAXES & INSURANCE			
Hazard/Liability Insurance	9,333.00	7,979.00	1,354.00
State & Federal taxes	614.00	285.08	328.92
Total TAXES & INSURANCE	9,947.00	8,264.08	1,682.92
UTILITIES			
Electricity	1,600.00	1,999.83	-399.83
Trash	3,156.00	3,183.83	-27.83
Water	6,510.00	4,918.33	1,591.67
Total UTILITIES	11,266.00	10,101.99	1,164.01
RESERVE FUNDING			
Emergency Reserve	417.00	416.67	0.33
Roof	12,917.00	12,916.67	0.33
Paint	953.00	953.00	0.00
Infrastructure	28,590.00	28,590.00	0.00
Appliances	2,200.00	2,200.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
June 2017

	Jun 17	Budget	\$ Over Budget
Total RESERVE FUNDING	45,077.00	45,076.34	0.66
DEPRECIATION	4,667.00	209.00	4,458.00
Total Expense	91,531.66	84,678.82	6,852.84
Net Ordinary Income	-4,888.66	-206.82	-4,681.84
Net Income	<u>-4,888.66</u>	<u>-206.82</u>	<u>-4,681.84</u>

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
 January through June 2017

	Jan - Jun 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	205,000.00	206,070.00	-1,070.00
Reserves Assessment	270,462.00	270,462.00	0.00
GRF Assessment	343,568.00	342,498.00	1,070.00
Total ASSESSMENT	819,030.00	819,030.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	299.00	390.00	-91.00
Interest Income - Taxable	11,710.00	9,900.00	1,810.00
Late Charges	352.00	264.00	88.00
Total FINANCIAL INCOME	12,361.00	10,554.00	1,807.00
SERVICES INCOME			
Inspection Fees	16,500.00	12,498.00	4,002.00
Laundry Machines	8,755.00	8,508.00	247.00
Merchandise Sales	0.00	24.00	-24.00
Miscellaneous	31.00	0.00	31.00
Total SERVICES INCOME	25,286.00	21,030.00	4,256.00
Total Income	856,677.00	850,614.00	6,063.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	343,782.00	343,782.00	0.00
Total COGS	343,782.00	343,782.00	0.00
Gross Profit	512,895.00	506,832.00	6,063.00
Expense			
PROFESSIONAL FEES			
Legal Fees	2,434.00	2,494.98	-60.98
Management Fee	1,332.00	1,330.50	1.50
Total PROFESSIONAL FEES	3,766.00	3,825.48	-59.48
SERVICES			
Landscape - Contract	74,760.00	79,644.00	-4,884.00
Landscape - Extras	4,259.00	4,252.98	6.02
Miscellaneous Services	271.00	261.48	9.52
Painting	2,240.00	499.02	1,740.98
Pest Control	1,160.00	3,896.52	-2,736.52
Standard Service	36,853.66	29,794.98	7,058.68
Structural Repairs	4,945.00	3,990.00	955.00
Total SERVICES	124,488.66	122,338.98	2,149.68
TAXES & INSURANCE			
Hazard/Liability Insurance	55,998.00	47,874.00	8,124.00
State & Federal taxes	2,570.00	1,710.48	859.52
Total TAXES & INSURANCE	58,568.00	49,584.48	8,983.52
UTILITIES			
Electricity	8,915.00	11,998.98	-3,083.98
Trash	18,935.00	19,102.98	-167.98
Water	22,127.00	29,509.98	-7,382.98
Total UTILITIES	49,977.00	60,611.94	-10,634.94
RESERVE FUNDING			
Emergency Reserve	2,502.00	2,500.02	1.98
Roof	77,502.00	77,500.02	1.98
Paint	5,718.00	5,718.00	0.00
Infrastructure	171,540.00	171,540.00	0.00
Appliances	13,200.00	13,200.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
January through June 2017

	Jan - Jun 17	Budget	\$ Over Budget
Total RESERVE FUNDING	270,462.00	270,458.04	3.96
DEPRECIATION	27,548.00	1,254.00	26,294.00
Total Expense	534,809.66	508,072.92	26,736.74
Net Ordinary Income	-21,914.66	-1,240.92	-20,673.74
Net Income	<u>-21,914.66</u>	<u>-1,240.92</u>	<u>-20,673.74</u>

MUTUAL 4 BOARD OF DIRECTORS MEETING

Wednesday, July 12, 2017

President's Report

1. I would hope you all survived the "New Resident Card Dog and Pony Show." As you read this and you have any issues, please let me know.
2. Two of our GRF streets (Knollwood and Weeburn) will have new asphalt beginning August 16th through August 24th. You will be able to use Clubhouse 2 for parking. No tickets will be issued.
3. We will be redoing our Mutual street Knollwood in concrete as well as some sidewalk work. As of this writing, no start date yet.
4. The next group of building scheduled for SmartBurners is the week of July 24th. You will be posted beforehand.
5. Re-roofing and re-piping continues on.
6. One of our new directors has decided to resign. We thank Phil Ladner for the short time he was on the Board. As of this writing, no new director has been added.
7. Our next big Mutual event is coming up - our annual indoor picnic. Details will follow soon.
8. And last but not least, a heads up to Jon Russell and Tom Gerrity who have shown that they should have been directors long before now!!!

Bob Slater,
The Prez

Mutual 4 Monthly Report for June 2017 Buildings 78, 79, 80, 82, 83 and 84

The second month was a little less hectic but still had its share of problems. There were the usual laundry room problems which resulted in service calls and replacing a dryer.

I had some requests from the residents which needed my attention.

I attended the physical property committee where we discussed various projects. These included the upcoming paving project on Knollwood and Weeburn. Purchasing has decided to change the company they buy their water heaters from.

Fenn Pest control will now be available on both Monday and Wednesday.

The days are getting hot so sometimes this brings on a whole new set of problems. Be watchful for ants and other critters.

We are starting to install Smart Burners in our buildings and this seems to be moving smoothly.

Jon Russell 741

(562)794-9334

Mutual 4
June 2017 Monthly Report
July 12, 2017
Mike Levitt, Director

Requested repairs for equipment in LR 88. Authorized purchase of new washing machine.

Discussed with landscaper Total Landscaping the situation regarding burned-out turf and lawns and dying trees.

Authorized purchase of new bathroom equipment for one unit to replace original, corroded, equipment. Authorized purchase of new cooktop.

Did a pre-list inspection in building 87.

Supervised installation of Smart Burners in my buildings.

Along with Landscape Co-chair Suzi Smith, met with landscape company to discuss current and future projects and problems.

Initiated repainting of one curb area, currently red, to allow for a loading zone, as several buildings in that area have no area to accommodate handicap residents or receive deliveries.

Attempted to settle a disagreement between neighbors. See next month's report to discover how this issue played out.

Discussed planting of trees with landscape company and resident, who ultimately decided to purchase one tree (which the mutual will plant and maintain.)

Tom Gerrity - Mutual 4 Director (Secretary) Buildings 37, 38, 39, and 49

Received two dryer and two washing machine calls. Three calls easily resolved, one dryer repaired by service maintenance.

Had a sewer blockage at building 38 (on a Sunday) service maintenance repaired.

Received training on a pre-inspection and a buyer interview.

Notified landscape director of a malfunctioning sprinkler - fixed the next day by Total Landscape Management.

Thanks for the quick notifications on the washers and dryers. The laundry rooms in building 38 and 49 are looking very neat and clean.

Have a great July,

Tom

LW Mutual 4 Director's Report

July 12, 2017

Recently our neighbors in Mutual 8 experienced a large fire in one of their carports. Approximately a quarter of the carport was destroyed or damaged along with 7 automobiles and 1 golf cart which are total losses. I do not know the cause of the fire.

However, let's learn from this unfortunate loss. The GRF management office is currently in negotiations for the insurance policies that cover all GRF and mutual properties. The fire, therefore, could not happen at a worse time. Even your personal policies premium could be affected by the fire.

So, as I walked through our carport areas yesterday, I had the above in mind. What did I see? "Stuff" stored in the carports, and that is against the Mutual 4 policies. Why do we have those policies? So we are in compliance with Orange County Fire Code and the shareholders don't have to view the unsightly junk of a neighbor. Especially concerning to me were cardboard and plastic boxes of old paperwork and books, bags of old clothing, fabric items—all very flammable. I have been told that older cars may throw a few sparks when started up, and I have observed neighbors out in our carports smoking and then throwing the cigarette butts on the ground. Ooops!

Please remember that the only items allowed in the carports other than the vehicles are a ladder, a bike or trike, and a shopping cart. All other items must be kept inside the carport cabinets.

Remember that if your car is the cause of the fire, you are responsible to make all the repairs, rebuilding, and loss of other's property including the mutual's. Keep your cars in good repair. If your junk helped accelerate the fire, your neighbors are going to be very upset. Let's all clean up.

Respectfully submitted,

Jan Kuhl, Director

46E, 562-446-0082

Mutual Administration Director's Report

July 2017 Election Results Term 2017-2018

Mutual	President	GRF Directors
ONE	Saundra Luther-Stark	Richard Stone Leah Perrotti
TWO	Myrna Baker	Paul Pratt Paula Snowden
THREE	Carol Ginthner	Linda Stone
FOUR	Bob Slater	Joy Reed
FIVE	Dr. Betty Coven	Wayne Gould
SIX	Tom Dowd	Susan Hopewell
SEVEN	Sue Rotter	Kathleen Rapp
EIGHT	Camille Thompson	Steven McGuigan
NINE	Debra Schnauffer	Antonio Dodero
TEN	Ruthann Arlart	Ronde Winkler
ELEVEN	Phil Mandeville	Mary Ruth Greer
TWELVE	Margaret Gillon	Carole Damoci
FOURTEEN	Lee Melody	Barry Lukoff
FIFTEEN	Jackie Dunagan	Patrick Anderson
SIXTEEN	Al Grenrock	Susanne Fekjar
SEVENTEEN	Pete Hayes	Perry Moore

Mutual	# of Units	# of Estates at time of Election	Total # of Ballots Received	Total % of Members Voting	Total Votes Cast for Write-in Candidates Who Accepted Nomination	Total Votes Cast for Abstention Only	Total Votes Cast for Quorum Only
ONE	844	10	316	37%	0	11	2
TWO	864	22	400	47%	0	10	3
THREE	432	14	212	50%	0	1	1
FOUR	396	5	221	56%	3	2	2
FIVE	492	13	210	43%	22	2	2
SIX	408	9	204	51%	0	1	2
SEVEN	384	8	236	63%	0	0	1
EIGHT	348	6	187	54%	0	2	1
NINE	384	5	187	49%	134	9	1
TEN	276	4	159	58%	0	1	0
ELEVEN	312	No election this year; annual meeting only					
TWELVE	452	8	210	47%	0	5	0
FOURTEEN	328	5	239	73%	0	4	6
FIFTEEN	502	8	300	60%	0	0	1
SIXTEEN	60	0	36	60%	0	1	0
SEVENTEEN	126	7	77	64%	0	4	0

Mutual	Bylaw Amendment	Yes	No	Abstain	Passed
FIVE	Remove FHA, Eliminate Parcels, Eliminate Cumulative Voting & Institute Staggered Terms <i>Kaiser</i>	174	21	13	YES
NINE	Measure No. 1 - Eliminate Parcels <i>Rabkin</i>	118	32	36	NO
	Measure No. 2 - Institute Staggered Terms	110	36	40	NO
TEN	Measure No. 1 - Notice of Meetings <i>Rabkin</i>	140	1	18	YES
	Measure No. 2 - Proxies	125	15	19	YES
	Measure No. 3 - Secret Ballot	130	11	18	YES
	Measure No. 4 - Removal of Director	133	7	19	YES
	Measure No. 5 - Board Action without Meeting	117	24	18	YES
	Measure No. 6 - Annual Budget Report	141	1	17	YES
FIFTEEN	Eliminate cumulative voting and FHA requirement <i>Roseman/Zweig</i>	238	33	28	YES

MUTUAL OPERATIONS**DRAFT****SHAREHOLDER REGULATIONS****Lockout Procedures**

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

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

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

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

2. Death of Sole Owner

a. Unattended Death

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

b. Attended Death

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

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

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

Shareholder/owner deaths shall be reported to the Mutual President **by Security and Stock Transfer Office** within one (1) to two (2) business days with the following information:

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

MUTUAL
Mutual:

ADOPTION
date