

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
March 8, 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, March 8, 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, Chief Financial Officer Smith, and Directors Gerber, Wade, and Harris

Absent: Vice President Levitt and Secretary Kuhl

GRF
Representative: Mrs. Reed

Guests: Seven shareholders of Mutual Four

Staff: Ms. Miller, Director of Finance (9:43 a.m.)
Ms. Dailey, Mutual Administration Secretary
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 February 8, 2017, Regular Board Meeting minutes. There being no corrections, the minutes were approved as printed.

CORRESPONDENCE

No correspondence was received.

GRF REPRESENTATIVE

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

GUEST SPEAKER—Ms. Miller

Ms Miller reviewed the Financial Statements as of the year ending December 31, 2016, and proposed Independent Auditor's Report as submitted by NSBN LLP.

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

RESOLVED, That the Board of Directors of Seal Beach Mutual Four, upon a presentation of the Financial Statements as of December 31, 2016, for the year then ended, and the proposed Accountant's Report as submitted by NSBN LLP, hereby accepts the above mentioned Financial Statements and reports therein.

The MOTION passed.

Ms. Miller left the meeting at 10:17 a.m.

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 Wade, it was

RESOLVED, To approve the contract with Roofing Standards labeled WM17-220, for five Buildings (37, 40, 42, 83, 84); the start date to be determined, and to switch from Plywood to 3/4 inch Radiant Barrier O.S.B.

The MOTION passed.

Inspector Black left the meeting at 11:00a.m.

OLD BUSINESS

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

RESOLVED, To amend Policy 7502.04 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

OLD BUSINESS (continued)

Following a discussion, it was the consensus of the Board to postpone discussion on Policy 7415.04 – Inside Patio Regulations until the next Regular Board Meeting.

(Secretary Aquino took a break from 11:15 a.m. to 11:30 a.m.)

NEW BUSINESS

President Slater discussed the Presidents' Council Meeting that took place on March 2, 2017. It was requested of all Presidents to discuss with their Boards what they would like to see happen in the future. He also discussed the revised Physicians/New Buyer letter.

Following a discussion, President Slater stated that the appointment of a Parking Policy Committee will be postponed until the next Regular Board Meeting.

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

RESOLVED, To rescind Policy 7512 – Guarantor Agreement Form.

The MOTION passed.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Smith submitted her financial report (attached).

DIRECTOR(S') REPORTS

In Vice President Levitt's absence President Slater submitted his report (attached).

DIRECTORS COMMENTS

Several Directors made comments.

MUTUAL ADMINISTRATION DIRECTOR

In Ms. Hopkins absence, Ms. Dailey presented her report (attached).

SHAREHOLDER(S') COMMENTS

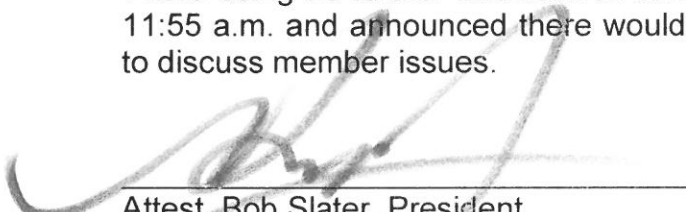
No comments were made.

**BOARD OF DIRECTORS
MUTUAL FOUR**

March 8, 2017

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:55 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Bob Slater, President
SEAL BEACH MUTUAL FOUR
ka:3/10/17
Attachments

**NEXT MEETING: WEDNESDAY, April 12, 2017, at 9:30 a.m.
Administration Building, Conference Room A**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF MARCH 8, 2017**

3/8/17

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RESOLVED, To approve the contract with Roofing Standards labeled WM17-220, for five Buildings (37, 40, 42, 83, 84); the start date to be determined, and to switch from Plywood to 3/4 inch Radiant Barrier O.S.B.

RESOLVED, To amend Policy 7502.04 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To rescind Policy 7512 – Guarantor Agreement Form.

March 8, 2017
GRF report

"God has always given me strength to say what is right" Rosa Parks

Busy, busy is my mantra this month. So many meetings and so little time. The elections are coming, the elections are coming! So much excitement to find out who the new directors will be. Our mutual elections are upon us. In addition GRF will have the elections in the odd numbered mutuals. Being Corporate Secretary I'm busy behind the scenes with GRF elections. I sadly need to report that we lost the GRF director from Mutual ten who had a long struggle with an illness which took his life. I am responsible for the "Special Election" that will be held to replace the mutual ten director.

Clubhouse four re-opened this month. I'm happy to report that all the meetings can go back to regular times and places. Special thanks to Kathy Thayer, in Recreation, for all the hard work that not having Clubhouse four in service caused.

Big News All Leisure World ID Cards will be Replaced in May

The second week in May you will be issued a brand new Leisure World ID card.

The new ID will do the following:

1. It will expire after 5 years
2. It will identify co occupants and renters (in Mutual 17 only)
3. After May you will have to re-register at: pool, golf course, library and the gym
4. The new ID card be tied to your Mutual for renewals.

Some additional things you might like to know regarding the new ID cards. New cards will be issued from 9-1 for 5 days and Saturday will be a make up day. Those who are homebound will be able to have someone come to the unit and get the picture and information there.

It will be done much like the flu clinic. GRF Directors, Mutual Directors and volunteers from the Golden Age Foundation will work side by side to accomplish this task.

Our Community is needing to gain better control over who has access to our Community. Many people have held onto old cards to enter, use our facilities when they no longer live here. Some have passed ID cards to family members and friends who use our facilities as their private Country Club. This change is long overdue.

With Respect,
Joy Reed
GRF Corporate Secretary



FEBRUARY 2017 MONTHLY SUMMARY

Community Access Ad Hoc Committee • Thursday, January 26, 2017 (February 23, 2017)

1. OLD BUSINESS:

a) 2017 Service Passes Update:

Guest Passes: The Stock Transfer Supervisor spoke on the Guest and Service Pass report, as presented, and a Guest Pass Replacement report with regulations for each Mutual. The Committee also discussed implementing a pass pickup program in the first week of January 2018 instead of mailing out the passes, which could help to keep track of the passes received and distributed.

Caregiver Passes: The Stock Transfer Supervisor stated that registered caregivers are issued a Caregiver Pass that must be worn at all times while in the community, and a parking pass that can be issued per written request and kept on a dashboard at all times for vehicle identification. The Stock Transfer Supervisor also informed the Committee of purging caregivers who are not renewed, the number of which will drop, and pick up again in the spring.

Realtor Passes: The Stock Transfer Supervisor presented a report of the Realtors registered to receive a pass in Stock Transfer and stated that the realtors are issued either an annual or semi-annual pass per written request, to be kept on a dashboard at all times while in the community. Chair Rapp also stated that issuance of passes connects the realtors to the realtors' informational conference that educates them about the community, and suggested issuing the ID and a pass to the realtor after attending the conference.

Vendor or Service Passes: The Stock Transfer Supervisor spoke of the Vendor, Service passes request form as presented, and stated that Service Passes can be issued upon the written request from a vendor. A group service passes can be issued by providing the Security with the list of people requesting the passes on the day of a service/occasion. A custom service providers can be called in by a shareholder, and issued a pass at the gate.

Inheritor Passes: The Stock Transfer Supervisor stated that the Inheritor Service Passes can be obtained free of charge at the Stock Transfer Department and placed on a dashboard.

Church Passes: The Stock Transfer Supervisor stated that Church Passes are issued on a half slip of paper at the gate and are available at all of the three gates. After discussion, Chair Rapp suggested inviting the Facilities Director to the next meeting to discuss contractors' and subcontractors' passes.

- b) Passes for Large Events; Estate Sale Passes: The Interim Security Chief stated that large events or estate passes are issued based on the list the Security Department is provided with by the event organizers, where names of the attendees are check marked at the gate. Those passes are issued for a certain period of time, and are to be kept on a dashboard at all times while in the community.



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- c) Renewable Leisure World ID Cards, Duration, Issuance, etc.: The Committee concurred to discuss this topic at the next scheduled Committee meeting.

2. NEW BUSINESS:

- a) Creating a List of People from Each Department who Can Authorize Call-ins at the Main Gate: The Interim Security Chief stated that the current call-in system works well; creating a list of employees from different departments authorized to call-in visitors for different services is not necessary.
- b) Creating a List of Contractors Who Can Call in Subcontractors: The Committee concurred to discuss this topic with the Facilities Director at the next scheduled Committee meeting.
- c) Writing a Trust Property Policy Defining Misuse and Penalties: The Committee concurred to discuss the topic at another time.

3. **PRESIDENT'S Comments:** The President commented on the items pertaining to the Committee's area of purview throughout the meeting, and asked the Committee not to spend any money on non-budgeted projects.

Security, Bus & Traffic Committee Meeting • Monday, February 1, 2017 (March 1, 2017)

1. NEW BUSINESS:

- a) Policy 1927-37, Enforcement Documents: The Deputy Security Chief provided samples of the enforcement documents, which will be used when enforcing Policy 1927-37, "Parking Rules for Trust Property." No action taken.
- b) New Security Vehicle: The Fleet Manager reported that a new electric golf cart was added to the GRF fleet, which will replace Security's Vehicle No. 630. Vehicle No. 630 will then replace Physical Property's Vehicle No. 628, which will be transferred to Mutual Administration and replace their Vehicle No. 629. Vehicle No. 629 will then be sold/auctioned.

2. POLICIES:

- a) Policy 5536.05-37, After Hours Visitors: The Committee moved to remove the second paragraph entirely from Policy 5536-05.37, After Hours Visitors and forward to the Board for final approval.
- b) Policy 3370-37, Vehicle Maintenance Program: The Committee moved to rescind Policy 3370-37, Vehicle Maintenance Program.
- c) Policy 5533-37, Process Service: The Committee moved to rescind Policy 5533-37, Process Service
- d) Policy 1911-37, One Way Street: The Committee moved to rescind Policy 1911-37, One Way Street



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- e) Policy 1914-37, Restricted Parking-Accessible Parking Spaces: The Committee moved to rescind Policy 1914-37, Restricted Parking-Accessible Parking Spaces.

ITS Committee Meeting • Monday, February 6, 2017 (March 6, 2017).

1. OLD BUSINESS:

a) Policies:

5045-34 Board Member Use of Foundation Equipment: The Committee concurred to make no changes to the policy.

5046-34 Records Management: The Committee concurred to recommend the GRF BOD amend the policy.

5046A-34 Records Disposition Review and Approval and 5046A-34 Request for Document Retrieval: The Committee concurred to amend the policies and review them at the next Committee meeting. The Finance Director is invited to the next meeting to discuss the procedure of records disposition.

- a) On-site Sales Website: The Committee concurred to forward this agenda item to the Finance Committee.
- b) Axxerion Update: The Executive Director stated that an update will be provided at the next Committee meeting.

2. NEW BUSINESS:

- a) RFP for ITS Support Services: The Committee concurred to arrange a meeting of IT Consulting Services vendors, inviting the full GRF BOD for a Q & A session following vendor presentations.
- b) Website Policy: Chair Snowden solicited Committee members' concerns on this topic. The Recreation Manager, the Publications Manager, and the ITS Systems Analyst will create a draft of the Website Policy and present it for Committee's review at the next scheduled meeting.
- c) Electronic Signboards Policy: The Committee discussed current and potential contents of electronic signboards and asked the ITS Systems Analyst to look into displaying different contents in different Clubhouses. The Executive Director, on behalf of the Recreation Manager, Publications Manager, and ITS Systems Analyst will present a draft of the Electronic Signboards Policy for Committee's review at the next scheduled meeting.

3. STAFF REPORTS:

- a) Executive Director: The Executive Director spoke of Axxerion, LW Live, the concept of creating two separate links on the website, and finding a new service provider for IT Consulting Services. The Executive Director also provided the Committee with the updates on installation of the polls for a fiber optic data transmission between the departments.

- b) ITS Analyst: The ITS Analyst spoke of the 2017 operating budget, Budget Variance report for CC 34, as presented, and explained variances in the website curve. The Committee also discussed Conference Room C upgrades including the size of a display screen and adding a standalone data partition to be used by the Mutuals, in addition to the use of USB flash drives. Upon discussion, it was the consensus of the Committee to upgrade to a bigger screen size (greater than 40") in Conference Room C, and install a standalone system to store information by the Mutuals in the total approximate amount of \$1500, and use part of the funds allocated for Building Five project towards Conference Room C upgrades.

4. **PRESIDENT'S COMMENTS**: The President and the Committee discussed the Clubhouse Four upgrades, possibly displaying the pictures of work in progress on the website, and planning a grand opening of the Clubhouse Four at the Board of Directors meeting upon completion of the upgrades.

Strategic Planning Ad Hoc Committee • Tuesday, February 7, 2017 (March 7, 2017)

1. OLD BUSINESS:

- a) Ten Year Plan: The Executive Director provided the Committee with updates on 2016-2017 projects. Upon discussion, the Committee concurred to add signage as part of the Streets Phase II Reserve Funding Project under 2017, and add an additional column to Project plans for 2016 and 2017 to mark the projects completed.
- b) Vision...A Shared Image of a Desirable Future: The Committee agreed to review previous mission statement and request the President of the President's Council prepare a draft of the vision statement, and present it at the Committee's upcoming meeting. The Committee also advised the Chair of New Buyer Video Sub-Committee to have the New Buyer Video correlate with the mission and vision statements. The Committee advised the Executive Director to add "Subject to change anytime" memo to the 2017 Projects Origination and Process brochure.

Publications Committee Meeting • Wednesday, February 8, 2017 (March 8, 2017)

1. OLD BUSINESS:

- a) Constant Contact: The Publications Manager reported that 2,000 shareholders have signed up for LW Live and will explore other methods of attracting participants.
- b) Story Board Update: The Publications Manager shared new photos taken for the website; photos of the Healthcare Center and Pharmacy will be taken in the very near future.

2. NEW BUSINESS:

- a) LW Weekly Readers' Survey: The Committee concurred to move forward with the LW Weekly Readers' Survey, presented by the Publications Managers.
- b) Advertisement Consideration: The Committee concurred to not approve advertisement from California PCH, Marijuana Dispensary in the LW Weekly.

- c) Spotlight, Update: The Publications Manager provided an update and reported that \$9,000 has been received in advertisement sales and stated she would like to use a whole page to thank our advertisers and support our advertisers.
- d) Profiles, Update: The Publications Manager provided for the Committee's review, the Profiles that have been completed, to date. The Committee made recommended sources for identifying other Profile candidates.

3. POLICIES:

- a) Adopt Policy 2869-36, Leisure World Live (LW Live) and Policy 2866-36, Acceptable Bilingual Advertisements: The Committee moved to recommend the GRF BOD adopt Policy 2869-36, Leisure World Live (LW Live) and Policy 2866-36, Acceptable Bilingual Advertisements:
- b) Refer Policies 2865-36, Public Service Announcement (PSA) Advertisement; 2867-36, Political, Government and Religious Advertising; and 2868-36, Transportation Advertising: The Committee moved to refer Policies 2865-36, Public Service Announcement (PSA) Advertisement; 2867-36, Political, Government and Religious Advertising; and 2868-36, Transportation Advertising to the Policy Re-write Sub-committee for amendment.
- c) Rescind Policy 2851-36, Newspaper Services, and Advertising: The Committee moved to recommend the GRF BOD rescind Policy Rescind Policy 2851-36, Newspaper Services, and Advertising.

Recreation Committee Meeting • Wednesday, February 8, 2017 (March 8, 2017)

1. CORRESPONDENCE:

- a) Correspondence re: Hui O Hula Club: The Committee moved to approve use of the existing bench outside of Clubhouse Six, in honor of the Hui O Hula Club, using \$1,000 from previously donated money by the Club to cover the cost.
- b) Correspondence re: Air Filtration Systems in Woodshops 1 and 2: The Committee moved to approve the purchase and installation of two self-contained auxiliary air extraction units for the woodshops, in an amount not to exceed \$2,000, forward the Capital funding expense request to the Finance Committee for approval.

2. OLD BUSINESS:

- a) Clubhouse Three, Room Eight, and Kitchen Modification: The Recreation Manager provided updates on the project.
- b) Clubhouse Two Improvements: The Executive Director provided the Committee with the updates on Clubhouse Two improvements, and stated that this project will be reviewed by the ADRC at its next scheduled meeting, by the Physical Property Committee (PPC), and brought back to the Recreation Committee for final review.

- c) Multipurpose Court and Clubhouse Two: The Executive Director provided an update on the Multipurpose Court and Clubhouse Two interior improvements. ADRC will make the final decisions regarding Clubhouse improvements.
- d) Flea Markets: Coordination, Restrictions and Participation Fees: Upon discussion, the Committee agreed to review at a future meeting.

3. NEW BUSINESS:

- a) February Capital Project – Review of Building Interior Enhancements: The Committee members reviewed the costs for Clubhouse Two interior upgrades, as presented, and were provided with the updates on the Multipurpose Court, and Clubhouse Six interior upgrades.
- b) Clubhouse Two Closure for Renovation: The Committee moved to approve the closure of Clubhouse Two, from September 1, 2017 to October 31, 2017 for planned replacements, renovation, and improvements. The Clubhouse Two closure approval is contingent upon final relative actions required by the Committee involved, and the Board's final approval of proposed replacements, renovation, and improvements.
- c) City Expo Event: The Committee moved to approve the September 9, 2017 Community Expo.

4. POLICIES:

- a) Policies referred to the Policy Re-write Sub-committee: The Committee moved to refer Policies 5561.50 Board Internal Operations. Recreation Program, 1471.50 Display of Trophies, 1405-50 Literature – Community Facilities, Policy 1411.3-50 Maximum Room Capacities, Policy 1429.02-50 Golf Course Rules;
- b) Policies reviewed/no action taken: The Committee concurred to take no action on Policies Policy 1406.1-50 Ladies Pool and Billiard Room, Policy 1463-50 Table Tennis Rules.
- c) Policies with correction to job titles: The Committee concurred to correct job titles on Policy 1429.1-50 Golf Course Regulations.
- d) Policies to be discussed at a future Committee meeting: The Committee concurred to discuss Policy 1423-50 Bulletin Boards at a future Committee meeting.
- e) Amended Policies: The Committee moved to recommend the GRF BOD amend Policy 2501-35 Library, Patron Use.

5. SUB-COMMITTEE REPORTS:

- a) Swimming Pool Sub-Committee: No updates at this time. The Executive Director advised that the Physical Property Committee will explore the option of using the swimming pool maintenance contracts for maintenance rather than the GRF staff.



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- b) Golf Course Sub-Committee: No updates at this time.

6. STAFF REPORTS:

- a) Staff Report, Recreation Manager: The Recreation Manager informed the Committee of interior issues in Clubhouses Two and Three. He also stated that updated vending machine prices in the Café area will be provided at a future Committee meeting.
- b) Staff Report, Library Supervisor: The Library Supervisor presented her reports and provided Committee members with the pictures of the Library's completed upgrades. She was requested, by the Committee, to periodically prepare an article for the Leisure World News about the Library's homebound program to inform the community of volunteer opportunities and possibly have it displayed on digital billboards at the Clubhouses.

Executive Committee Meeting • Friday, January 13, 2017 (February 10, 2017)

1. OLD BUSINESS

- a) Approve Parking Specialist Job Description: The Committee moved to adopt the Parking Specialist Job Description, pending recommended amendments and review by the Executive Committee Chair.

2. POLICIES

- a) Rescind Policies: The Committee moved to recommend the BOD rescind Policies 5031-30, Escrows; 1020-30, Door-to-Door Solicitation; Resolution 5032-30, Indemnification Resolution; 5551-30, Paramedic Program; and Regulation, 2004.01-30, Correspondence and 5102-30, Quorum.
- b) Refer Policies to the Policy Re-write Sub-committee: The Committee moved to refer to the Policy Re-write Sub-Committee Policies 5505-30, Staff Communications and 1511-30, Dissemination of Information-Clubs.
- c) Review of Policies, No Action Taken: The Committee moved to review and take no action regarding Policies 1220-30, Resident Specialists and 5022-30, Limitation of Terms-Officers.

3. SUB COMMITTEE REPORT

- a) Emergency Planning Sub-committee: The Committee moved to refer a capital purchase request for thirteen automated external defibrillator units, at a cost not to exceed \$26,000, to the Finance Committee.

Physical Property Committee Meeting • Monday, February 13, 2017 (March 13, 2017)

1. **CHAIR'S REPORT**: The Chair advised that all shareholder letters regarding the St. Andrews Paving project have been read and will be taken into consideration by the Committee.



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2. OLD BUSINESS:

- a) Stop Signs Request at the Intersection of the Oakmont Road and St. Andrews Drive: The Committee moved to approve Urban Crossroads to provide Intersection Traffic Control Evaluation services for the intersection of Oakmont at St. Andrews in the amount of \$2,200 and send it to the Finance Committee for funding approval, and the board of Directors for final approval.
- b) St. Andrews Gate, Paving Project, Phase Two, South St. Andrews: The Committee moved to accept the St. Andrews Drive concept Alternative One, as presented, to retain four lanes on St. Andrews Drive, and recommend to the Board of Directors final approval. The Committee also discussed St. Andrews doctor's parking situation, and advised the Project Coordinator to re-evaluate the length of parallel parking spaces by reducing the size, and therefore increasing the number of parking spaces, and present a revised project scope at the next scheduled meeting. Upon discussion, it was the consensus of the Committee to have the Facilities Director and the Project Coordinator draft an RFP including the revision of parking space markings around St. Andrews Gate, send it out, and review the bids at an upcoming meeting.
- c) Signage to Comply with CAMUTCD, Location, Cost Option: The Committee moved to select the Engineer grade signs to be purchased and replaced throughout the community. The Committee also discussed adding marked crosswalks as part of the gate design and repainting red curbs in the community. Chair Lukoff advised the Facilities Director to bring back the 2015 Movement Study and have the Project Coordinator prepare the red curbs plan to be presented for the Committee's review at its next scheduled meeting. The Executive Director also stated that red curbs may need to be sandblasted before repainting and added as the Reserves project under 2017 budget.

Upon discussion, it was the consensus of the Committee to send out an RFP for red curbs sandblasting and repainting to the contractors suggested by the Urban Crossroads representative and review the bids at the Committee's upcoming meeting.

- d) Post Office Railing and Stairs: The Facilities Director stated that the costs to install the stairs and the railing on the opposite side of the ramp at the post office building were approved and more information will be provided to the Committee at its next scheduled meeting.

3. NEW BUSINESS:

- a) Lock Boxes: The Facilities Director stated that according to the Mutuals' Policies it is the shareholders' responsibility to make sure the unit's lock box contains the correct key. The President advised the Facilities Director to add this procedure to the inspectors' list of duties.
- b) Parking Lot Design, Amphitheater/Administration/Clubhouse Six: The Committee reviewed the Amphitheater parking lot striping concept and two alternative concepts for the Clubhouse Six parking lot striping, as presented. Upon discussion, the Committee concurred to have the Urban Crossroads revise the Amphitheater parking lot striping concept where both lanes will be going the same direction while making the mailbox accessible to the shareholders and present the

modified Amphitheater parking lot plan for the Committee's review at its next scheduled meeting. The Committee moved to request Urban Crossroads present a drawing of Alternative Two for the Clubhouse Six parking lot striping concept with the revised crosswalk design from 6.2 to the Health Center and the additional golf cart parking spaces at the next scheduled Committee meeting.

- c) Drainage Improvements, St. Andrews and Golden Rain Roads: Upon discussion, the Executive Director advised the Facilities Director to present the costs on creating a better drainage system on St. Andrews and Golden Rain Rd. at the next scheduled Committee meeting, as part of the St. Andrews project.
- d) Administration Building, First Floor Improvements, Stock Transfer and Finance Departments: The Committee moved to approve the improvements to the first floor of the Administration Building, Finance and Stock Transfer Offices, including replacement of the existing lighting with LED fixtures, painting all of the rooms, carpet replacement on the first floor, and the replacement of work stations in both departments, for a cost not to exceed \$92,903, including contingencies, funding from Capital.
- e) Building Five, First Floor Improvements: The Committee concurred to discuss the topic at a future meeting.
- f) Landscape Service, Community Facilities: The Committee moved to approve the extension of the contract with Johns Landscape Service (JLS) to December 31, 2017, to align it with the Golf Course contract expiration date.
- g) Clubhouse Six, Concrete Replacement: The Committee moved to approve replacement of the concrete on the west end of Clubhouse Six and forward this request to the Finance Committee for review and funds availability.

4. SUB-COMMITTEE REPORTS:

- a) St. Andrews Drive Project: The Committee moved to disband the St. Andrews Drive Project Subcommittee.

5. STAFF REPORTS:

- a) Facilities Director: The Facilities Director reviewed his reports as presented, and provided the Committee with updates on Clubhouse Four upgrades.
- b) Executive Director: The Executive Director stated that the Committee's actions regarding St. Andrews paving project will be posted in the Leisure World News along with the correspondence received by the Committee on this subject.



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Architectural Design & Review Committee Meeting • Tues. February 14, 2017 (March 14, 2017)

1. GUEST PRESENTATION:

- a) Representatives from Mission Landscape Architecture presented three landscape concept plans for the Main Gate Entry Renovation; the Committee concurred to select Concept No. 2, as presented. An ADRC Work Study meeting has been scheduled for Friday, February 24, 2017, at 1:00 p.m., in Conference Room C, Bldg. 5, to select plants, flowers, shrubbery and trees for the Concept No. 2.

2. OLD BUSINESS

- a) Signage for GRF News Buildings and Amphitheater, Update: The Facilities Director presented photos of the new signage for the News Office and Amphitheater. Facilities Director asked Committee what they would like to see on the News Office Door. The Committee concurred to place the new masthead, "LW Weekly" on the door of the News Office.
- b) Landscape (seven areas), Update: Facilities Director provided photos for the Committee's review of the seven newly landscaped areas. The Committee is very pleased with the outcome of these areas.
- c) Clubhouse Two – Color and roofing Product Selection: Facilities Director provided samples of roofing materials and colors for Clubhouse 2. After a brief discussion, it is the consensus of the Committee to select Timberline, Light Brown for the roofing material and color for Clubhouse 2.
- d) Christmas Holiday Decorating Sub-committee: Chair Hopewell disbanded the Christmas Holiday Decorating Sub-Committee and thanked its members for their dedication and hard work.

3. NEW BUSINESS:

- a) Selection of New GRF Business Cards: After a brief review of sample new GRF business cards submitted by Publications Manager, it is the consensus of the Committee to select the 4th design as presented on page 10 of the agenda packet.
- b) New GRF Log on Fleet Vehicles: Facilities Director provided photos of the new GRF logo on fleet vehicles. It is the consensus of the Committee to direct staff to repaint the white mailboxes throughout the community and place the new GRF logo on each of them.
- c) Landscaping on South St. Andrews: Facilities Director reported that the Physical Property Committee will be requesting bids for the removal of the trees on South St. Andrews before the Committee can discuss landscaping.
- d) Naming of the Garden Area (Administration Area): The Committee concurred to further discuss the details of this contest at the upcoming ADRC Work Study meeting, scheduled for Friday, February 24, 2017 at 1:00 p.m. in Conference Room C, Bldg. 5.



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- e) Approval of New Plants and Trees: The Committee moved to accept the new plants and trees as presented to be added to the ADRC Binder.

4. POLICIES:

- a) Review of Policy 5160-ADRC: The GRF President recommend the ADRC Chair review Policy 5160-ADRC with the Physical Property Chair to determine landscaping responsibilities.

Mutual Administration Committee Meeting • Tuesday, February 14, 2016 (March 14, 2017)

1. OLD BUSINESS:

- a) Production of New Buyer Video Sub-committee and Sub-committee Members Update: The Committee moved to add Mutual Two President Myrna Baker to the New Buyer Video Sub-committee.

2. NEW BUSINESS:

- a) Amend Bereavement Booklet: The Committee moved to recommend the GRF BOD amend the Bereavement Booklet Further, the Committee moved to recommend the GRF BOD approve inclusion of the Bereavement Booklet in the Welcome packet.

3. POLICIES:

- a) Review of Policy: The Committee reviewed Policy 2115-33, Distributions Business Services; no action was taken.
- b) Rescission of Policies: The Committee moved to recommend the GRF BOD rescind Policies 2710-33, Eligibility Criteria-Emergency Needs and 1023.01-33, Regulation for Pet Ownership-GRF.
- c) Amendment of Policy: The Committee moved to recommend the GRF BOD amend Policy 1023-33, Pet Ownership Rules.

Special ITS Committee Meeting • Tuesday, February 16, 2017

1. OLD BUSINESS:

- a) RFT for ITS Support Services: The Committee moved to approve the Fully Functional Technology to provide the community with IT services and recommend approval by the GRF BOD. Further, the Committee moved to approve the cancellation of the contract with Technijian and recommend approval by the GRF BOD.



FEBRUARY 2017 MONTHLY SUMMARY

Finance Committee Meeting • Tuesday, February 21, 2017 (March 21, 2017)

1. FINANCIALS

- a) Accept January 2017 Financial Statements for Audit: Moved to recommend the GRF BOD accept the January 2017 Financial Statements for audit.

2. OLD BUSINESS

- a) Reserve Study - Update Director of Finance reported that Request for Proposals (RFPs) were sent to the following five companies: Foresight Financial Services; Association Reserves, Inc.; Reserve Data Analysis, California; Reserve Studies, Inc. and Advanced Reserve Solutions, Inc. She will update the Committee of all responses at the next scheduled meeting.

It is the consensus of the Committee to schedule a Special Finance Committee meeting to interview the abovementioned companies in the month of March.

(Recording Secretary scheduled meeting as requested by Chair Hood as follows: Friday, March 10, 2017 – 10:00 a.m., Conf. Rm. B)

3. NEW BUSINESS

- a) Reserve Funding Request – Administration Building, First Floor Improvements: The Committee moved to approve Reserve funding request for improvements to the first floor of the Administration Building for both the Finance and Stock Transfer Departments; including, replacement of the existing lighting with LED fixtures, painting of all rooms, carpet replacement on the first floor, replacement of work stations for a cost not to exceed \$92,151, including contingencies and forward to the Board for final approval.
- b) Capital Funding Request – Traffic Control Evaluation: The Committee moved to approve Capital Funding request in the amount of \$2,200 for the purpose of conducting a Traffic Control Evaluation at the Intersection of Oakmont Road/St. Andrews Drive and Interlachen Road/St. Andrews Drive, provided by Urban Crossroads, our community's Traffic Engineer.
- c) Reserve Funding Request – Concrete Replacement at Clubhouse 6: The Committee moved to approve Reserve Funding request in the amount of \$8,000, for the replacement of 595 sq. ft. of concrete on the west-end of the Clubhouse 6.
- d) Capital Funding Request – Dust Extraction Units for both locations of Woodshops: The Committee moved to approve Capital Funding request in an amount not to exceed \$2,000 for the purchase of two self-contained auxiliary Dust Extraction units for both LW Woodshops.
- e) Capital Funding Request – Purchase of AED Units: The Committee moved to approve Capital Funding request and recommend to the Board for approval, the purchase of 14 Physio-Control LIFEPAK CR Plus AED units, which will be placed at all of our Clubhouses, the Administration



FEBRUARY 2017 MONTHLY SUMMARY

Building, Building 5, the Library, Amphitheater, Security and Service Maintenance, in an amount not to exceed \$28,000.

4. POLICIES:

- a) Committee moved to RESCIND Policies: 2283-31, Returned checks; 2290-31, Cable Television Service Collection; 2243-31, Capital Projects; 2261-31 Verification of Expense Reports; 3210-31, Returned Checks; 5524-31, 5524.01-31, Non-Current Receivables and Payables.

5. STAFF REPORTS:

- a) Director of Finance: Moved to approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52 week CDAR for the month of February.

Community Access Ad Hoc • Thursday, February 23, 2017 (March 23, 2017)

1. OLD BUSINESS:

- a) Renewable Leisure World ID Cards, Duration, Issuance, Etc.: After a discussion, it was the consensus of the Committee to renew Leisure World ID Cards by taking shareholders' and co-occupants' photos in Clubhouse Six, scheduled by the Mutuels, in May, as recommended by the Stock Transfer Supervisor, with a format similar to the Flu Clinic, that would state an expiration date, the person's full address, and have a colored stripe on co-occupants' passes.

After a brief discussion, it was the consensus of the Committee to follow the Leisure World ID cards five-year renewal chart, by the Mutuels, as recommended by the Stock Transfer Supervisor.

After a discussion, it was the consensus of the Committee to have the ITS Technician and the Stock Transfer Supervisor obtain more information, and the costs associated with placing a magnetic strip on residents' ID cards, and on replacing ID card readers on all of the gates for the new gate access system, and present it for the Board's review at its upcoming meeting.

- b) Creating a List of Contractors Who Can Call In Sub-Contractors: The Facilities Director stated that creating a list of contractors authorized to call in the subcontractors is not possible, because their compliance requirements may change, and would need to be checked daily.
- c) Writing a Trust Property Policy that Defines Misuse and Penalties: It was the consensus of the Committee to discuss the subject of writing a trust property policy that defines misuse and penalties for pass use at a later time.

2. **PRESIDENT'S COMMENTS** – The President commented on the items pertaining to the Committee's area of purview throughout the meeting.



FEBRUARY 2017 MONTHLY SUMMARY

Recap of Golden Rain Foundation Board Activity of February 28, 2017

Approved of Minutes

MOVED and duly approved to accept the minutes of the January 24, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

Approved Capital Funding Request, Automated External Defibrillator Units

MOVED and duly approved to approve Capital Funding request, in an amount not to exceed \$28,000, for the purchase and installation of fourteen Physio-Control LIFEPAK CR Plus Automated External Defibrillators (AED) units, to be placed in all Clubhouses, the Administration Building, Building 5, the Library, the Amphitheater, the Security Department and the Service Maintenance Department.

Rescinded Policies under the Purview of the Executive Committee

MOVED and duly approved to rescind Policies 5031-30, Escrows; 1020-30, Door-to-Door Solicitation; 5032-30, Indemnification Resolution; 5551-30, Paramedic Program; 2004.01-30, Correspondence and 5102-30, Quorum.

Accepted January 2017 Financials Statements for Audit

MOVED and duly accepted the January 2017 Financial Statements for audit.

Rescinded Policies under the Purview of the Finance Committee

MOVED and duly approved to rescind Policies 2283-31, Returned Checks; 2290-31, Cable Television Service Collection; 2243-31, Capital Projects; 2261-31 Verification of Expense Reports; 3210-31, Returned Checks; 5524-31 and 5524.01-31, Non-Current Receivables and Payables; and 5527-31, Repurchase Agreements.

Approved IT Services Provider for GRF

MOVED and duly approved to decline to renew the Technijian contract after April 1, 2017 and to accept Fully Functional Technology's proposal for a one-time \$4,500 onboarding fee and \$4,400 monthly fee, to be charged to GL 6478000-34, Other Professional Fees.

Approved Amendment to the Bereavement Book

MOVED and duly approved to amend the Bereavement Workbook page 9, first topic: "Contact On-Site Sales Office at 562-598-1388 or another real estate office" and page 10, 1.: "Call On-Site Sales Office at 562-598-1388 or another real estate office" and approve its inclusion in the Welcome packet.

Rescinded Policies under the Purview of the Mutual Administration Committee

MOVED and duly approved to rescind Policies 2710-33, Financial Eligibility Criteria-Emergency Needs and 1023.01-33, Regulation for Pet Ownership-GRF.

Amended Policy 1023-MAC, Regulation for Pet Ownership Rules

MOVED and duly approved to amend Policy 1023-33, Regulation for Pet Ownership Rules.



FEBRUARY 2017 MONTHLY SUMMARY

Reserve Funding Request: Administration Building, First Floor Improvements

MOVED and duly approved to approve improvements to the first floor of the Administration Building for the Finance and Stock Transfer Offices, including replacement of the existing lighting with LED fixtures, painting all rooms, carpet replacement on the first floor, and the replacement of work stations in both Finance and Stock Transfer Departments, for a cost not to exceed \$92,151, including contingencies, funding from Reserves and to authorize the President to sign the applicable contracts.

Operations Funding Request: Contract Approval, Community Facilities Landscape Service

MOVED and duly approved to extend the current contract with John's Landscape Service for the maintenance of the Community Facilities Landscaping, scheduled to terminate on April 30, 2017, to be extended to December 31, 2017, at the same monthly cost of \$9,900 per month and authorize the President sign the contract.

Reserve Funding Request: Clubhouse Six, Concrete Replacement

MOVED and duly approved to award a contract to MJ Jurado, for the replacement of 595 sq. ft. of concrete on the west end of Clubhouse Six, for a cost not to exceed \$8,000, funding from Reserves and authorize the President sign the contract.

Adopted Policies 2866-36, Acceptable Bilingual Advertisements and 2869-36, Leisure World Live (LW Live)

MOVED and duly approved to adopt Policies 2866-36, Acceptable Bilingual Advertisements and 2869-36, Leisure World Live (LW Live).

Rescinded Policy 2851-36, Administration, Newspaper

MOVED and duly approved to rescind Policy 2851-36, Administration, Newspaper Services - Advertising.

Capital Funding Request: Replacement of Air Filtration Systems at Woodshops 1 and 2

MOVED and duly approved the purchase of two new Air Extraction Units for Clubhouses One and Two woodshops, in an amount not to exceed \$2,000, and to authorize the President to sign the contract.

Capital Funding Request: Portable Wall System at Clubhouse Six

MOVED and duly approved the purchase of the new PORTA-PANEL Wall system, for Clubhouse Six, in an amount not to exceed \$20,000, color to be determined by ADRC, and to authorize the President to sign the contract.

Amended Policy 2501-35, Library, Patron Use

MOVED and duly approved to amend Policy 2501-33, Library, Patron Use, to reflect a correction in the Hours of Operation as follows: "The Library shall remain open from 9:30 a.m. to 3:30 p.m., Monday through Saturday," and omit the remainder of the sentence.



FEBRUARY 2017 MONTHLY SUMMARY

Amended Policy 5536.05-37, After Hours Visitors

MOVED and duly approved to amend Policy 5536.05-37, After Hours Visitors, by removing the second paragraph in its entirety.

Rescinded Policies 1911-37, One Way Streets, 1914-36, Restricted Parking-Accessible Parking Spaces and 3370-37, Staff Operations, Vehicle Maintenance Program

MOVED and duly approved to rescind Policies 1911-37, One Way Streets, 1914-36, Restricted Parking-Accessible Parking Spaces and 3370-37, Staff Operations, Vehicle Maintenance Program.

Capital Funding Request: Emergency Generator

MOVED and duly approved to authorize the Executive Director to initiate the required purchases and the President to sign any contract for the purchase and installation of a backup generator of 40,000 to 60,000kw output to maintain operations of critical components (i.e. Servers, Phone System, Wireless array, and Radio systems), in an amount not to exceed \$35,000. Funding from available Capital funds.



Executive Directors Report

Board Meeting of February 28, 2017

Weather Event of February 17, 2017

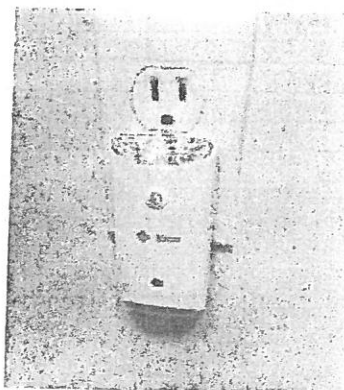
On Friday February 17, 2017, a strong weather system brought periods of heavy rain and strong winds resulting in localized flooding/standing water and large areas of power outages (down power line and multiple transformer failures). My compliments to Security, Service Maintenance, Physical Properties, and the IT staff. Everyone took all required actions to effectivity step in where needed to support the community.

In addition, this was the first practical test on the use of LW Live (more on this below).

Around 1pm, rain and more importantly the wind began to increase, by 2pm we were experiencing wind gust of 40 to 50mph. With the rain we have a solid understanding where the localized flooding and standing water will occur and we can quickly have signage and staff in place. It's the wind that becomes the major factor.

By 2:30-45 pm, the first reports of power outages were coming in (Mutuals 1, 3, 5 and 6), SCE was contacted with SCE dispatch stating that they would be on property as quickly as possible (estimates of having power back on by 5:30 pm were given). Around 3:45 pm, further power failures incurred causing additional power outages in Mutuals 2, 10, 12, 14 and all Administration Buildings. Due to the time of day, Administration, Recreation, News, and non-critical Physical Properties staff was sent home. It's here I want to give a personal shout out to Eloy; in past months, Eloy was working to bring a very inexpensive and practical emergency device into critical areas; this is a simple emergency light that doubles as a flash light.

Blackout Buddy Light

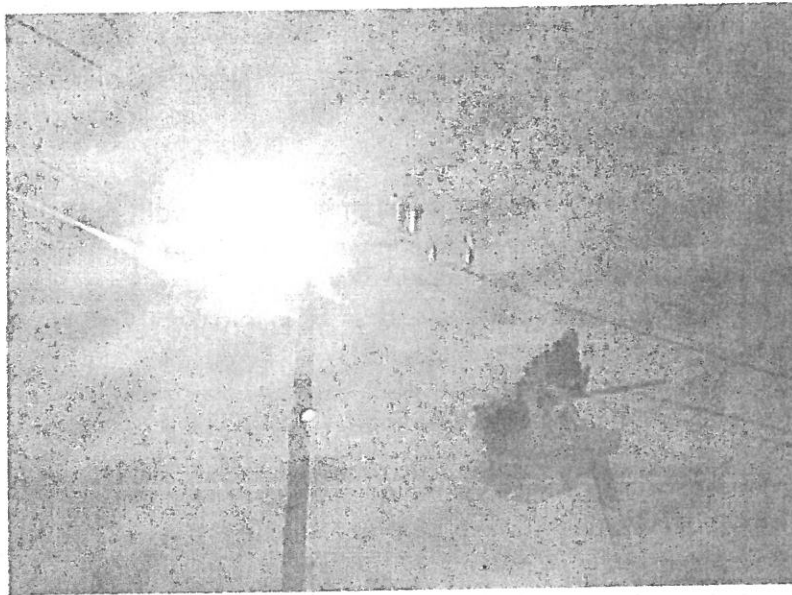


I personally found this device very helpful, as when the power went out the device turned on, providing light in the office and I was able to quickly remove this from the outlet and then have a flashlight for clearing of the building.

Around 4pm, power outages extended to areas of Mutual 4, including Service Maintenance.

A key electrical event occurred around 5:45 at the main gate. While SCE was attempting to effect repairs, extreme electrical arching began; SCE had to withdraw to a safe distance until the power could be shut off.

Arching at the Transformer with SCE Crew Present



This caused additional localized power failures including requiring the main gate to use back up emergency power.

Due to the extent of the power outages, Shareholders were advised to seek shelter at Clubhouse #2 for heat, if needed, as CH2 was the only clubhouse with power.

Looking forward, the long range weather forecast continues to call for well above seasonal averages for rain (possible record amounts), wind, and temperature.

Month	Rainfall Measured (Inches)	Normal (Inches)	Monthly Departure From Normal	Season-to-Date Departure From Season Normal
Jun 2017	pending	0.09	---	---
May 2017	pending	0.26	---	---
Apr 2017	pending	0.91	---	---
Mar 2017	pending	2.43	---	---
Feb 2017	pending	3.80	---	---
Jan 2017	8.38	3.12	+5.26	+6.89
Dec 2016	4.55	2.33	+2.22	+1.63
Nov 2016	0.88	1.04	-0.16	-0.59
Oct 2016	0.52	0.66	-0.14	-0.43
Sep 2016	Trace	0.24	-0.24	-0.29
Aug 2016	0.00	0.04	-0.04	-0.05
Jul 2016	0.00	0.01	-0.01	-0.01

Source National weather service

Key areas of concern for Board review and consideration

- When electrical power failed to the Administration building, the emergency generator at the News building started. However, there was a failure within the transfer of power to the server. We have enough APU power to place the servers into safe mode, but this also shuts down the telephone system as our telephone system operates off the server. This appears to be a simple fix (general repairs to circuitry), but shows the need for additional testing (Eloy will be testing quarterly).

For consideration (action was included in the February 28, 2017 Board agenda)

Replacement of the current generator and transfer switch (current unit is only 5,000 watts and 43 years old) and installing a generator of at least 40,000 to 60,000 kW. A generators of this output would provide enough power to fully ensure:

- Server is fully functioning
- Phone system is functioning
- Radio service is functioning
- A full communications center is available (News)
- There also exists the possibility that we could run a power line from this area to the Admin Building (additional transfer switch would be required)

Estimated costs \$35,000

- Street flooding and street drainage

GRF Service Maintenance Personnel Keeping Drains Open

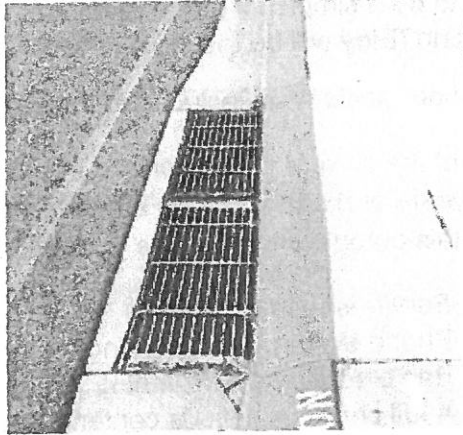


Golden Rain Closed, Due to Street Flooding

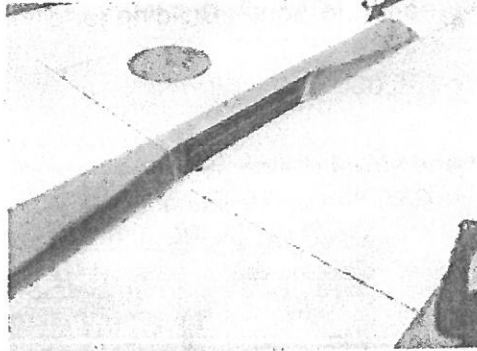


Staff has a solid grasp on all areas of concern, with staff quickly and effectively taking actions to post signage, close streets if needed, and work to keep the drains free of debris. At this last PPC meeting, discussion was held on seeking required engineering services to enhance the removing of water off the streets and into the storm drain system.

Existing Drain, Prone to Debris Blocking and Possible Air Locks



New Drain Installed as Part of Amphitheater Exit Change

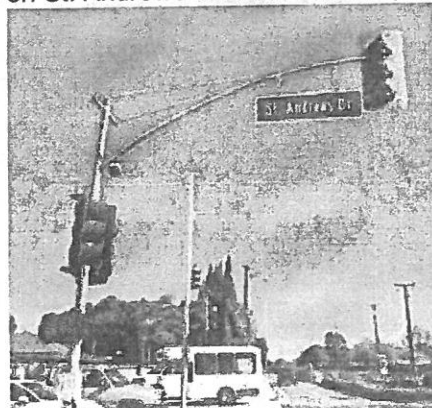


Since installation, no occurrence of flooding has been noted in this area

Due to the close proximity to the channel, reasonable street drainage improvements may be accomplished to efficiently move storm water off the streets and into the channel. As this has been an ongoing concern, it is of my considered opinion, this should receive a high priority and be incorporated into 2017/18 street projects.

- Golden Rain and St. Andrews Traffic Control Lights. This traffic control device has no battery backup function (flashing Red lights). During the past 3 years, power outages have caused this traffic control device light to be out.

Traffic Control Lights on St. Andrews and Golden Rain, Installed 1960's



While staff is deployed for traffic control during these occurrences, future consideration may be warranted to the replacement of this traffic control device (replacement of the control panel with a battery backup system is not be available for the existing device). I would like to suggest this be placed on the agenda of the PPC for review and possible recommendation to the BOD. Of note, replacement of the signal could provide:

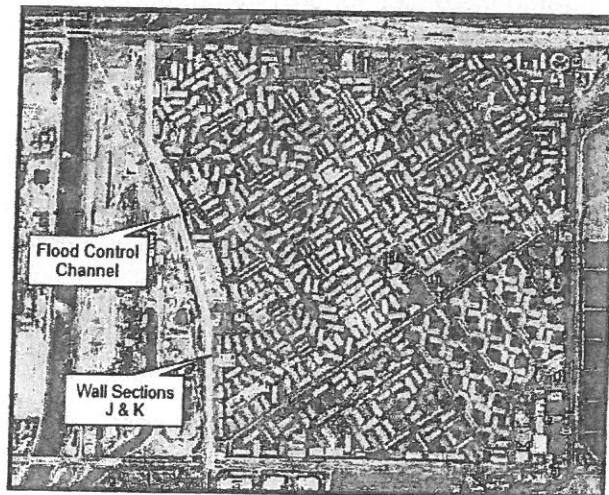
- Portable power backup
 - Include the functionality for a protected left turn
 - Enhanced street lighting
 - Video (24 hour DVR)
 - Emergency vehicle traffic signal preemption
 - Additional signal mast wind loading
- Trust Property Buildings - energy lighting. Stairwell, Exit, and area emergency light all worked. This being said, we were able to identify a key area where emergency lighting is in dire need, the restrooms; when the lights go out, and you're in the restroom, it's very dark. I recommend that consideration be given to installing some form of battery powered lighting in all restroom. Example:

LED Two Head Emergency Light



This form of emergency light is very reasonable in expense (\$20-30), providing an effective way to light the restrooms when the power goes out. Eloy is reviewing all Trust Property restrooms, and will be preparing a report on the number of lights needed to the March EC.

- West Side Flood Control Channel – The west side flood control channel is one of the few earthen flood control channels left in Orange County.



Channel inspection by OC Flood has revealed areas of erosion of the channel walls. Due to this and the need for remedial work to restore the integrity of the channel, OC

Flood has placed a hold on our access permit for the construction of wall sections J & K. The project is on hold until such time OC Flood again grants the required access permit.

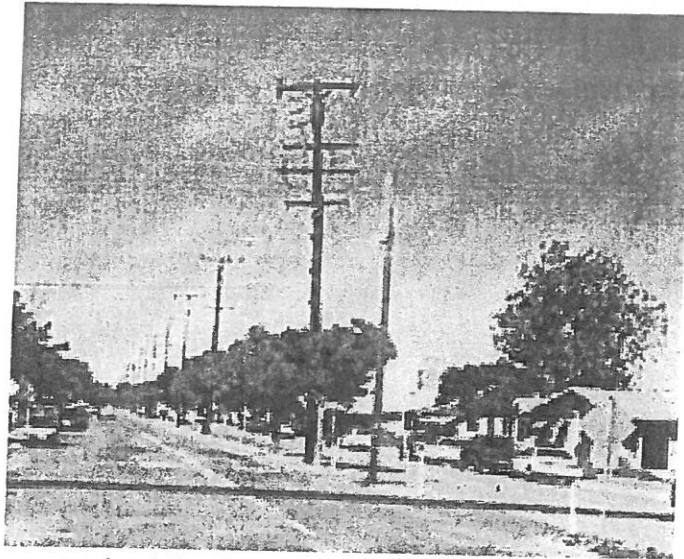
Erosion and undermining of a section of the flood control channel, adjacent to wall sections J & K and Allen's Alley



- LW Live – This was our first live test; a number of lessons were learned.
 - We need to verify how information is displayed on handheld devices as I had reports the information was not formatted correctly on some Android devices.
 - Who will be responsible for after hour emergency notifications.
 - If the server and network are down, what remote options are available – example: Could Daniel, Kelly, or I use our home network to remotely send a notice.

 - Policy drafting – Consideration into the EC drafting a policy where all Department Heads may use all required resources as needed when – **Declaring a Community Emergency (DCE)**. Policy defining a DCE would allow staff the resources to:
 - Non-budgeted overtime as needed to support the community
 - Non-budgeted expenses for service contractor support
 - Non-budgeted expenses as needed to initiate immediate purchases outside of approved spending limits.
- Key is, the ability for the GRF President, Executive Director, and/or Designated approved Department Heads (Security Chief, Facilities Director) during an emergency to declare a DCE. GRF has skilled Departmental Heads who should have written authority to effect actions as needed to protect the community.
-
- SCE poles, the high winds and water saturated soils have caused at least 2 power poles to have a noticeable lean:

Leaning pole on St Andrews by the Amphitheater entrance



The other pole of concern is at the St. Andrew entrance gate. SCE has inspected the poles, noting that there is no imminent risk and SCE will monitor.

- Information – We can never stress the importance of information enough, of vital importance will be the continuing education to our Shareholders/Members that they too must be prepared. We constantly find many who have critical medical needs do not have the required portable power to serve them during a power outage, simple things like having a flashlight (with charged batteries), food, and water. We live in a world powered by electricity, SCE makes no claim of guaranteed power, nor are the Mutuals or GRF responsible for the providing of electrify. Power outages will continue to occur; I will have Kelly, Ely and our EP committees work to get the message out.

I would like to thank all the Service Maintenance, Information Technology, Transportation, Emergency Coordinator, Physical Property & Recreation Department employees who assisted security during this event. The positive outcome of this event is a result of teamwork between all GRF staff & outside organizations.

General Project Update

A. PERIMETER WALL PROJECT SECTION J&K

Approved Budget: \$650,000

Funding: Reserves

Date Committee Approved: 1/9/2015

Date Board Approved: 1/27/2015

Project Status: 5%

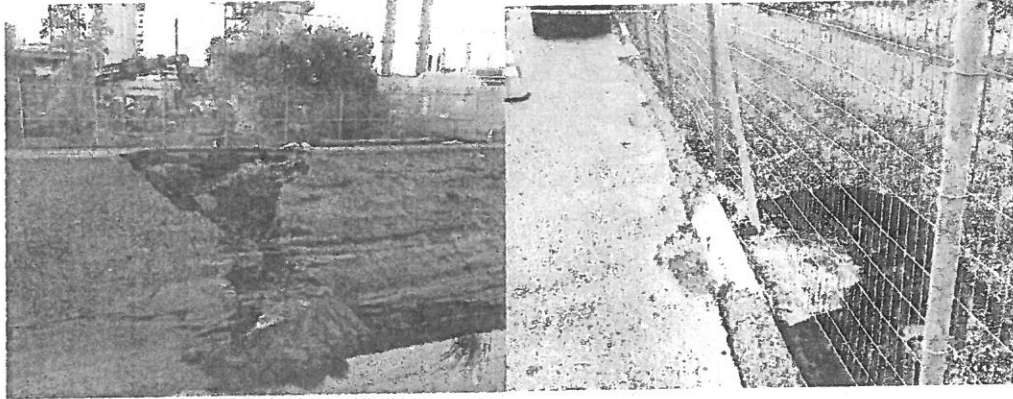
Project Total: \$78,322

Notes: PPC recommended to postpone this project until after 2017, and transfer the funds to the Wall Section L&M.

Action

- The city permit is obtained.
- The County permit is approved, and obtained.

- The project has been placed on hold by OCFC based upon recent weather events



B. ST. ANDREWS GATE DESIGN

Approved Budget: \$50,000

Funding: Reserves

Date Committee Approved: 3/24/2015

Date Board Approved: N/A

Project Status: Engineering/Investigation stage

Project Total: \$9,977

Notes: The unbudgeted St. Andrews Gate Design is out to bid. The cost will be available at an upcoming meeting

Action

- At its March 2016 meeting the PPC accepted the quotes from Urban Crossroads to complete the studies for St. Andrews paving project, and St. Andrews Gate at the cost of \$4,780 and \$3,590 as follows.
- The work by engineer is in the process: a concept to be reviewed by PPC at its future meeting.
- At its September 2016 meeting the PPC instructed staff to obtain the cost for an additional rendering of the St. Andrews Gate plan.
- At its October 2016 meeting the PPC directed staff to obtain a final draft of the St. Andrews Gate plan.
- The final draft was approved by the PPC, and staff was instructed to send out an RFP, and present the bids at a future meeting.
- The St. Andrews Gate Design is out to bid, and the cost will be available at an upcoming PPC meeting.

C. WESTMINSTER WALL SECTION L&M

Approved Budget: \$900,000

Funding: Reserves

Date Committee Approved: 4/6/2016

Date Board Approved: 4/26/2016

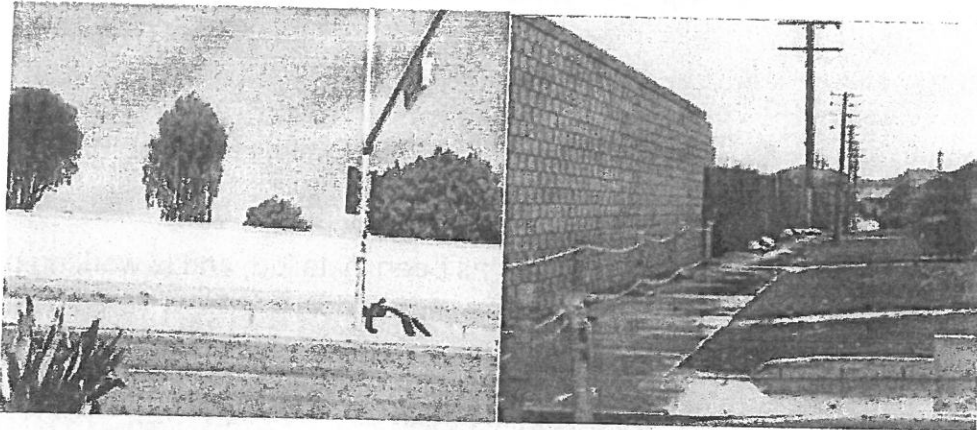
Project Status: 90%

Project Total: \$737,025

Notes: The wall replacement started on May 23

Action:

- On November 16, 2015, 45mph winds damaged about 100 feet of the Westminster wall. The damaged portion of the wall was removed, and the temporary fence was installed.
- The site survey was conducted with the help of a civil engineer.
- At its December meeting the PPC established a subcommittee to develop a plan for the wall to be presented at the Committee's next scheduled meeting.
- The Physical Property Department sent out an RFP to replace the wall at the height of 10 feet.
- The contract for replacement of the wall was approved by the Board at its April Meeting, and awarded to Dantuma Masonry.
- The tree removal is complete. The wall replacement started on May 2, 2016.
- The wall replacement is in the process with an estimated completion in late December.
- The contractor is in the final phase of the Wall Section L&M
- The heavy rain slowed down the project progress



D. COMMUNITY WIDE MOVEMENT STUDY

Approved Budget: \$7,040

Funding: Capital

Date Committee Approved: 5/6/2015

Date Board Approved: 5/26/2015

Project Status: 50%

Project Total:

Notes: The work is in process

Action

- The draft of the study was completed, and in review by the PPC.

- Currently adding compliance to the California Manual on Uniform Traffic Control Devices (CAMUTCD) within the community. The PPC to review this project at its July meeting.
- The PPC sent a request to the BOD for the conceptual approval at its July meeting.
- The conceptual approval was made at the BOD meeting on July 26, 2016. Staff sent the project out for bid, and reported back to the PPC.
- The Red Curb reset study is underway with the Urban Crossroads
- The cost to comply with CAMUTCD was discussed at the PPC December meeting as the bids for signage in the community were opened. The information will be presented at a future meeting.
- The draft of the Movement Study will be reviewed by the PPC at its March meeting.

E. SEWER LIFT STATION REPAIRS

Approved Budget: \$125,562

Funding: Reserve

Date Committee Approved: July 11, 2016

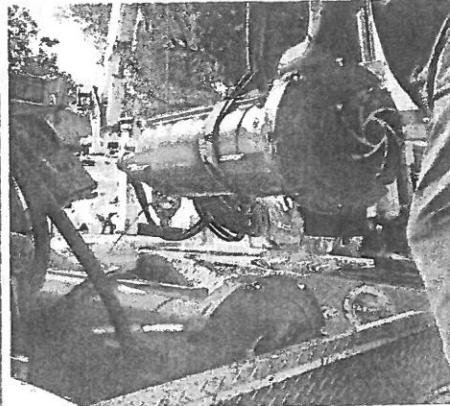
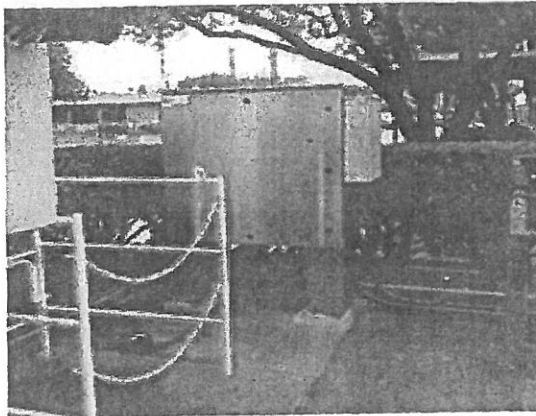
Date Board Approved: July 26, 2016

Project Status: basis Project Total: \$31,669

Notes: The emergency service is not included in the project cost

Action

- The emergency services for repairs performed on June 23, 2016, totaled \$21,675.
- The contract has been executed.
- The new panel has been installed, and is working properly.
The pumps are on back order
- Installation of the pumps is scheduled for the end of February



F. CLUBHOUSE FOUR REPLACEMENTS/IMPROVEMENTS

Approved Budget: \$223,853

Funding: Reserves

Date Committee Approved: October 10, 2016

Date Board Approved: October 25, 2016

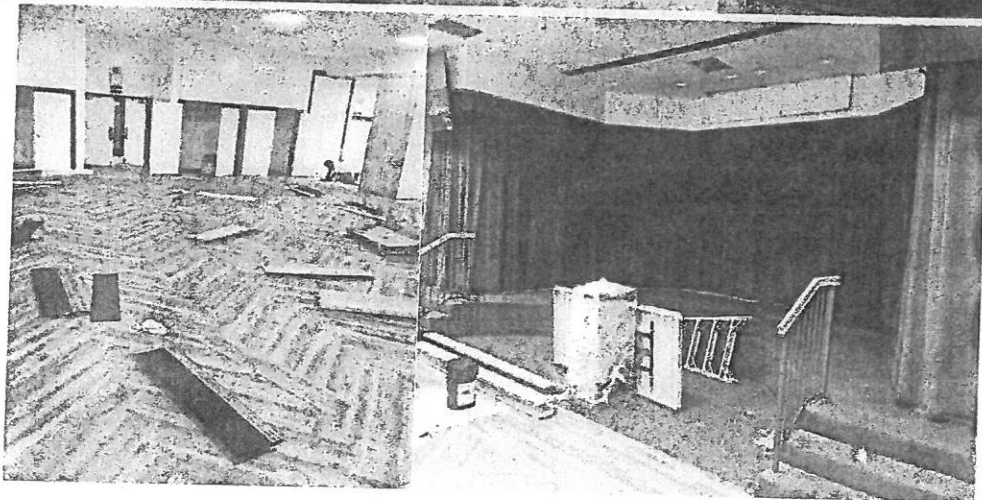
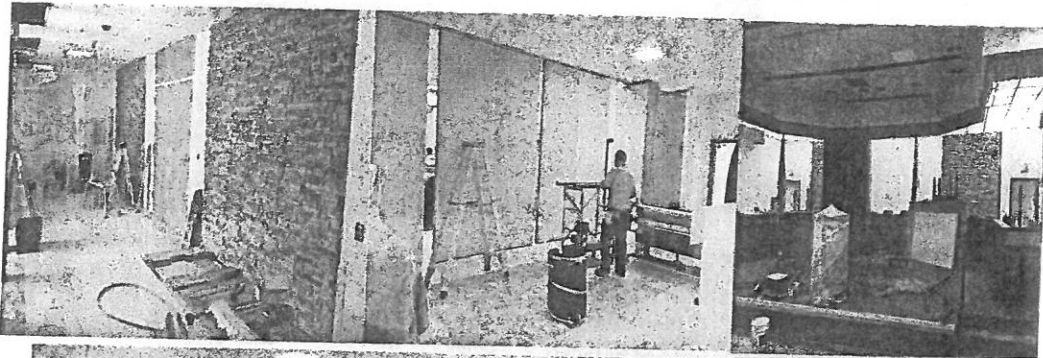
Project Status: 95%

Project Total: \$46,548

Notes: The Clubhouse Four is scheduled for a closure during the renovations starting January 9, 2017

Action

- The contracts have been executed, and the contractors scheduled.
- The work has started, and the project is on schedule
- Scheduled completion date is February 27, 2017



G. SERVICE MAINTENANCE, REMOVAL OF STORAGE SHED/RELOCATION OF STORAGE CONTAINER

Approved Budget: \$5,500

Funding: Capital

Date Committee Approved: October 10, 2016

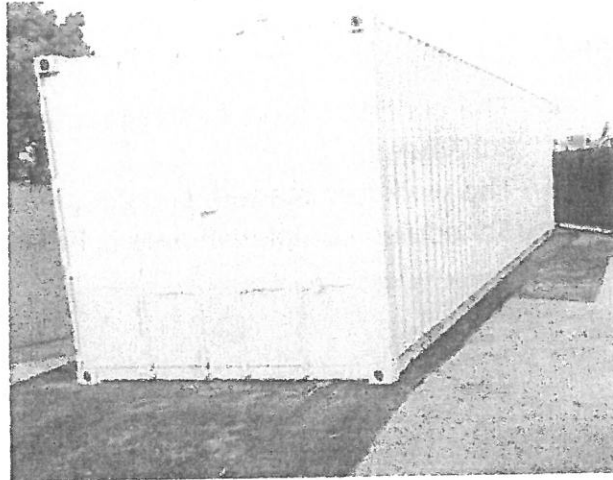
Date Board Approved: November 22, 2016

Project Status: 100%
Project Total:

Notes: Rain has caused delays, and muddy conditions. Batch plant is closed

Action

- The contract has been executed, and the flooring is on order.
- The Stucco Shed has been removed.
- The new shed is painted, and scheduled for installation at the end of January
- The project is completed.



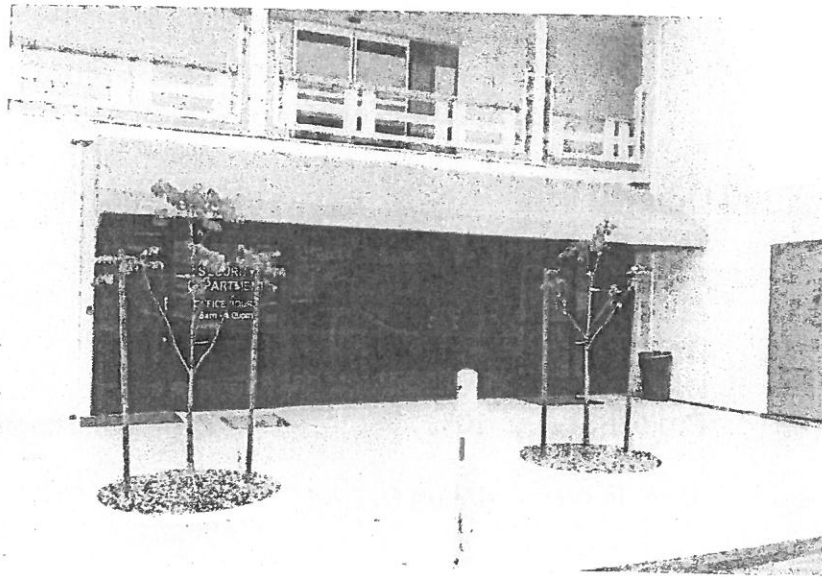
H. BUILDING 5 CONCRETE REPLACEMENT

Approved Budget: \$16,500
Funding: Capital
Date Committee Approved: December, 2016
Date Board Approved: December, 2016
Project Status: 95%
Project Total: \$14,500

Notes: The landscaping is under the ADRC review

Action

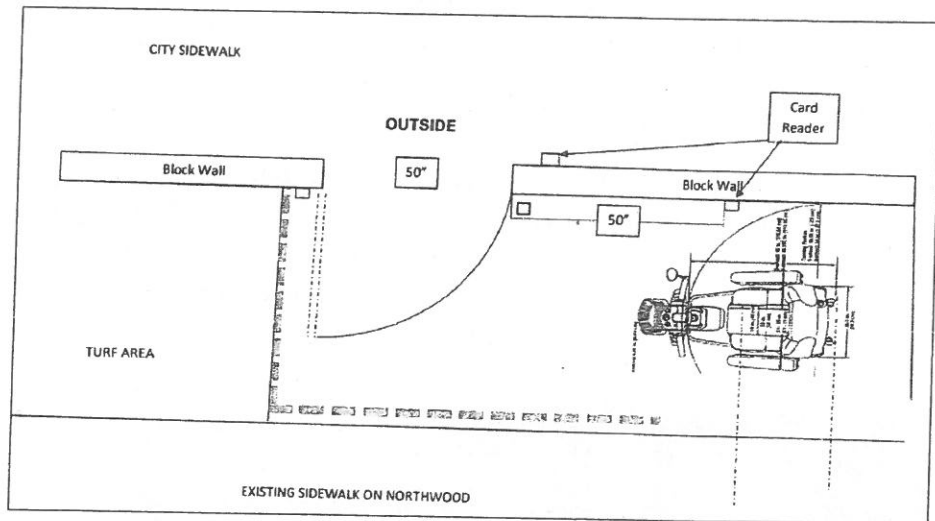
- The new concrete was poured
- The Service Maintenance is scheduled to install the lighting to complete this project



I. PEDESTRIAN GATE NORTHWOOD

Approved Budget: \$28,143
 Funding: Capital
 Date Committee Approved: December, 2016
 Date Board Approved: December, 2016
 Project Status: 5%
 Project Total:

Notes: Execution of the contracts, and ordering of the materials is in process



J. DEVELOP AND DESIGN LANDSCAPE AT MAIN ENTRY

Approved Budget: \$8,000
 Funding: Capital
 Date Committee Approved: October, 2016
 Date Board Approved: October, 2016
 Project Status: 10%
 Project Total:

Notes: A kick off meeting was conducted with the Committee

- The ADRC met with the architect, reviewed the design, and made recommendations

K. DEVELOP AND DESIGN CH2 MULTI-USE AREA

Approved Budget: \$13,750
Funding: Capital
Date Committee Approved: October, 2016
Date Board Approved: October, 2016
Project Status: 10%
Project Total:

Notes: A kick off meeting was conducted with the Committee

Action

- The Recreation Committee is scheduled to meet with the architect

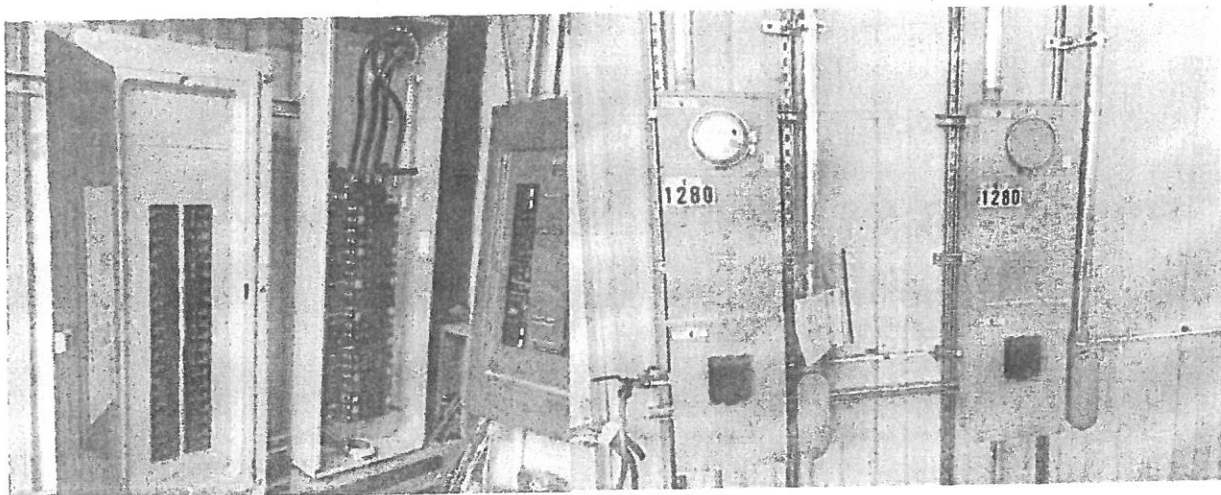
L. SERVICE MAINTENANCE WOODSHOP

Approved Budget: \$42,000
Funding: Capital
Date Committee Approved: December, 2016
Date Board Approved: December, 2016
Project Status: 25%
Project Total: \$22,920

Notes: The materials are on order

Action:

- The permits are pulled for the electrical panel replacement
- The work is in progress, the contractor is working on the weekends to lessen the interruption of the Service Maintenance Department operations



M. PAVING PROJECT PHASE ONE

Approved Budget: \$600,000

Funding: Reserves

Date Committee Approved: December, 2016

Date Board Approved: December, 2016

Project Status: 5%

Project Total:

Notes: The execution of the contract, and scheduling is in process

N. PURCHASING IMPROVEMENTS

Approved Budget: \$20,600

Funding: Capital

Date Committee Approved: January 2017

Date Board Approved: January 2017

Project Status: 5%

Project Total:

Notes:

Action:

- The Service Maintenance Department is in the process of installing the walls and LED lighting



O. TRUST PROPERTY IMPROVEMENTS 1.8

Approved Budget: \$19,200

Funding: Capital

Date Committee Approved: January, 2017

Date Board Approved: January, 2017

Project Status: 5%

Project Total:

Notes:

Action:

P. GLOBE ENTRY MONUMENT REPAIRS AND CONSERVATION

Approved Budget: \$364,270

Funding: Reserve/Capital

Date Committee Approved: 2/15/2015

Date Board Approved: 2/24/2015

Project Status: Complete

Project Total: \$325,263

Notes: The project was completed at \$39,007 under the budget

Recreation

COMPLETED EVENTS FOR FEBRUARY

- **Super bowl 51 party**-Event was well attended with approximately 70 Shareholders.
- **Grammy Awards**-approximately 13 Shareholders attended.
- **Valentine's Day Dinner and Dance**-Event was well attended with 209 Shareholders.
- **Academy Awards**-8 shareholders attended.

UPCOMING EVENTS FOR MARCH

- **Evening with Groucho at the La Mirada Theatre for the Performing Arts**-For 35 Shareholders with bus transportation on March 15.

IT Services Project Update

A. CMMS SOLUTION SEARCH

Approved Budget: Approved Outlay \$235,282 (Jenark/MicroMain Project)

Funding: Capital

Date Committee Approved: 2/11/2014

Date Board Approved: 2/24/2014

Project Status: 90%

Project Total: \$226,214

- Initial Axserion proposal - \$27,850
- Board approval, July 28th
- In progress (85%)
- 1st phase to go into use early November (**Completed, in use**)
- 2nd phase to commence just after the 1st of the new year with the annual inventory
- Final phase estimated to begin in February

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **March 8th, 2017**

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
4-51F	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, brown coat 1/5/17	Alpha Master Builders
4-52L	full remodel/repipe	both	12/11/16	06/30/17	no	1/11/17- sheer p	los al
4-73B	patio tile	grf	01/27/17	02/27/17	no		Lw Décor
4-37C	ductless hvac	both	01/20/17	02/27/17	no		Alpine
4-48B	shower cut down	both	02/03/17	03/03/17	no		nukote
4-52f	Flooring/micro/skylite flare	both	02/20/17	05/31/17	no		los al
4-43G	washer/ dryer	both	03/27/17	04/15/17	no		ogan
4-88J	flooring	grf	02/20/17	03/20/17	no		kary's carpet
4-46C	ductless hvac	both	03/02/17	04/02/17	no		Alpine
4-40L	washer/ dryer	both	03/06/17	03/25/17	no		ogan
4-86L	full remodel and repipe	both	02/27/17	08/27/17	no		Alpha master builders

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		
4-80I		10/10/16	02/17/17				
4-86F		10/28/16					
4-51K		10/31/16	12/27/16	12/29/16	01/11/17		
4-46B		11/18/16	01/27/17	01/25/17	02/08/17		
4-47L				12/20/16	12/30/16		
4-52F			12/21/16	01/09/17	01/19/17		
4-83G		12/22/16		01/12/17			
4-77J			01/03/17	01/24/17			

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: **March 8th, 2017**

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	complete
Fenn Pest Control -	on going
John Nelson Plumbing	complete with re-pipes bldgs. 77 and 87
Re-pipes? More for this year?	see change in credits back to the mutual for units and risers already completed - see attached price
Roofing ?	final questions for contract and which buildings
Concrete? 2017	gather square footage for roadways
Shareholder Visits and Mutual Requests	
4-38- laundry rm = termites	
c4-87C - chk on wthr, t and p leak	
4-81G - identify dryer vent	
4-52K - roof leak, sola tube, repaired back charge to Roofer	

Mutual 4 Board of Directors Meeting – March 8, 2017
CFO, Suzi Smith

FINANCIAL RECAP - JANUARY 2017

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	142,950	141,769	1,181	142,950	141,769	1,181
Reserves	45,077	45,077	0	45,077	45,077	0
Expenses	91,578	96,899	-5,321	91,578	96,899	-5,321
Total Expenses	136,655	141,976	-5,321	136,655	141,976	-5,321
Income/Expense	6,295	-207	6,502	6,295	-207	6,502

Our unrestricted cash for month end is \$384,799; restricted reserve accounts total \$1,958,628

Reserves:

Appliance	\$19,586.00
Painting	\$21,612.00
Operating	\$25,000.00
Roofing	\$1,426,192.00
Emergency	\$127,045.00
Infrastructure	\$339,193.00
Total Reserves	\$1,958,628

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

A CD for \$125,000 at .80% came up for renewal early February. We deposited the money into our unrestricted bank account to pay for capital improvement commitments.

The CFO Council held an "open forum" where CFO's can bring up any topic for discussion by the group. We covered revision of existing Mutual financial policies, laundry room charges, and Reserve Studies.

BUILDINGS/LANDSCAPE

The much needed rain brought garden flooding issues to the top of the problem list. Total Landscape is addressing each area when they are reported. They have also fertilized the lawns, which now look better than ever. Our biggest challenge is keeping Cushman and cart drivers from cutting the corners. You will see cones, flags and poles.

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 A. Smith

Mutual 4 Director's Monthly Report
From February, 2017
March 8, 2017
Mike Levitt

This will be a short report: Damaged my wrist and am typing by hunt-and-peck method. If I was any slower, I'd be sleeping.

Over several weeks, alerted Security that lights were out in one carport and along several walkways.

Had Service Maint. clear up one sink stoppage. This sink had drained slowly for weeks after re-piping project was completed in this building.

Authorized one resident to purchase rain gutter downspout extensions at Purchasing to prevent heavy flooding.

Had Landscaping install new sprinkler pipes for new remodel.

Had Service Maint. change out beeping smoke detector, installing new 10-year model.

Because of Service Maint. staff shortage, it took several weeks and many calls from me to have rain gutters repaired in Bldg.88.

Notified a dozen residents that OC and State Fire Authorities require all BBQs be out from under eaves and 10 feet from structures when they are being used. Now the rest of you are notified. (Yes, I know that, for many of you, that puts your BBQ onto a walkway, or even in a street. "Outside" rules don't always work "inside" Leisure World. I won't cite you for a "violation," but your jealous neighbor who has no BBQ, and no invitation to your BBQ cookout, might call the Fire Department.)

Did one new-buyer orientation, in Bldg. 87.

With SoCal's weather so suddenly unpredictable, it may be storming or the sun could be shining when you receive this report. If heavy rain is predicted, remember to extend out your gutter extensions. And then, after the rains, bring 'em back into the garden area before the mutant mower flattens 'em.

###

Seal Beach Mutual 4 Director's Report
Janet Wade, Director, Buildings 78-80, 82-84

Happy St.Patrick's Day!

March 8, 2017

Good Neighbor Grace

Thank you all - my neighbors in these buildings – for being patient and accommodating during my recent illness. Please continue to call me on my cell phone 562-841-2696. I will be cancelling the other phone soon. I have talked about being a good neighbor where we behave toward others with unearned and undeserved favor. The law and our policies require us all to be the same. Grace enables us to be different and accepted as we are, Let us all continue to lay a foundation of grace so that we can build upon it, thereby creating a good neighborhood filled with good neighbors.

Review St. Andrews

It is final that St, Andrews wil continue to be a two lane avenue. As it must be repaved the next decision will be what to doo with the middle divider. The trees will be taken out as they are causing the damage to the street. What is to replace them? All to be discussed at the next GRF Physical Properties meeting March 13.

Kudos to the LW Newspaper reporting. They are providing excellent explanations and details concerning the St. Andrews project.

Keep smiling as it is contagious!

Respectfully submitted, Janet Wade

Mutual Administration Director's Report

March 2017

Bus Information Classes

Learn all about the Transportation options available to everyone here inside our Leisure World Community.

Informational and instructional classes are held monthly:

Date: 1st Thursday of the Month

Time: 10:00 A.M. & 6:00 P.M.

Location: Clubhouse 3, Room 3

These classes provide information about the lettered Minibuses, their routes and time tables. Information is also presented about the local area city and county transportation options available to shopping, medical, entertainment and regional transportation centers.

Access/Handicap bus options will also be covered.

**For more information contact Grant Winford
at (562) 431-6586, extension 372.**

Free Minibus & Access Lift Bus Service

The Golden Rain Foundation has a fleet of blue and white minibuses for your transportation needs. Minibuses are conveniently routed throughout Leisure World and the Seal Beach Village Shopping Center, adjacent to the community.

Minibus Schedule Information

Minibus Service Hours:

Monday - Friday 7:30 a.m. to 6:35 p.m.

Saturday, Sunday and Holidays 7:45 a.m. to 6:35 p.m.

Free Minibus service on the community's easily recognizable blue and white minibuses is available seven days a week. The daily fixed routes circulate within the community and will stop to pick up passengers standing or sitting at nearly any safe location along the scheduled routes... *just wave your arms to get the drivers attention*. Fixed route Minibus service aboard the blue and white minibuses is available seven (7) days a week.

Minibus Orientation and Information

Monthly orientation classes are held to acquaint shareholders with the Golden Rain Foundation's Minibus service and schedules, and also the other varied transportation options available to the Leisure World community. The Minibus Orientations are scheduled on the 1st Thursday of every month in Clubhouse 3. Orientation dates and times are published in "The News", or you may call (562) 431-6586, ext. 372 for more information.

Access Wheelchair Bus Information

The Golden Rain Foundation Access Bus is a service available by reservation for those shareholders within the community who are unable to use the regular Minibus service due to mobility challenges. The Golden Rain Foundation Access Bus only provides service within the Leisure World Community and the adjacent Seal Beach Village Shopping Center.

Access Bus Service Hours:

Monday-Saturday 7:45 a.m. to 4:00 p.m. (Return trip must begin by 3:40 p.m.)

Sundays 7:15 a.m. to 1:00 p.m. (Return trip must begin by 12:40 p.m.)

Reservations are required for Access bus service and can ONLY be made a maximum of three days in advance. If possible, return trips should be scheduled at the same time as

the pickup reservation. Return trips that are not pre-scheduled will be made on a "time-available" basis.

Please call (562) 431-6586, ext, 379 at anytime, 24/7, to schedule a reservation.

Access Bus Service and Safety Information

- The Access bus can accommodate two (2) wheelchairs.
- Companions or caregivers may accompany the Access Bus passenger. There are six (6) ambulatory seats.
- A wheelchair can be provided to an Access Passenger with limited mobility that may have difficulty stepping onto the Access Bus. This wheelchair is only for entering or exiting the Access bus.
- All wheelchairs and motorized units must have working brakes.
- Bus drivers are not allowed to enter any resident's apartment to pick up or drop off any passenger. Access passengers must be able to wait outside of their residence or provide their own caregiver / helper if assistance is needed.
- Bus drivers are not allowed to provide any "hands-on" assistance to passengers boarding or exiting any bus.
- PLEASE NOTE: The Access Bus will wait close to the passenger's home, but passengers must be able to get to the Access Bus and then to their destination. The Access Bus Driver will wait only five (5) minutes for a passenger appointment before leaving for another appointment. Late passengers will have to reschedule their appointment.

Other Transportation Shuttle Services

Health Care Center / Los Alamitos Medical Center Bus Schedule

The Health Care Center on Golden Rain Road provides daily shuttle service between their center and the Los Alamitos Medical Center Hospital, as well as the adjacent medical buildings and offices located near the Los Alamitos Medical Center. Service leaves hourly from the area in front of the Health Care Center on Golden Rain Road.

Hourly Service: Monday – Friday 9:00 a.m. to 4:00 p.m. (except 12 noon).

Appointments are not necessary for ambulatory passengers.

Seal Beach Senior Shopping Shuttle

The City of Seal Beach provides a daily scheduled shuttle service from select locations within the Leisure World Community (including the Amphitheater Hub) to the shopping centers north of Leisure World. Weekday service is provided to the Old Ranch Town Center (Ralphs / Target) and the Shops at Rossmoor (Sprouts / Kohls). A stop at the

North Seal Beach Senior Center is also included. The Seal Beach Senior Center offers a daily brunch for seniors at approximately 11:15 a.m. The route map for the various pick up locations inside of Leisure World is included in the LW Minibus 2016 schedule book.

Service pick up hours: Monday – Friday 8:00 a.m. to 3:00 p.m.

Bus returns approximately every half-hour from the shopping centers.

Main Street Seal Beach Shuttle (Thursday)

The City of Seal Beach provides a weekly shuttle service on Thursdays from the Leisure World Amphitheater Bus Hub to Main Street and The Pier in Old Town Seal Beach. This shuttle also includes a stop at the Von's/Pavilion market center near Main Street and PCH. This Thursday only shuttle departs from the Leisure World Amphitheater bus-stop location hourly and leaves from the Old Town location to return to Leisure World approximately a half hour later.

Service Hours: Thursday Only - 8:00 a.m. to 3:00 p.m.

Trader Joe's / Marina Pacifica Mall Shuttle (Monday / Wednesday)

The Golden Rain Foundation provides a twice-weekly shuttle service from the Amphitheater Hub bus stop location to the Long Beach Market Place Center (Trader Joe's) and the Marina Pacifica Mall (Best Buy/Barnes and Noble). The service is available only on Mondays and Wednesdays. This shuttle will also stop near the Denny's restaurant on Westminster Avenue upon request. The shuttle leaves every half-hour from the Amphitheater Hub. Return trips are made approximately fifteen (15) minutes after the departure time. Seating capacity on this shuttle is limited, so passengers are restricted to only shareholders and their caregivers. Seating is "First-come, First-served". This shuttle is wheelchair accessible.

Service Hours: Monday and Wednesday Only – 9:30 a.m. to 1:30 p.m.

Additional Services

Seal Beach Senior Dial-A-Ride Service: Monday – Friday 8:00 a.m. to 4:00 p.m.

Call: (562) 439-3699 for reservations or information.

Orange County Transit Authority (OCTA) Access Bus

Call: (714) 560-5888 for information

OCTA Route Service From LW Main Gate

Call: (800)-636-7433 for information

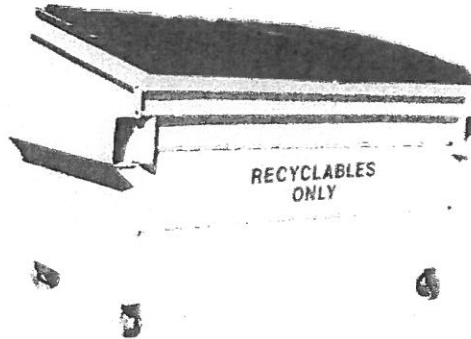
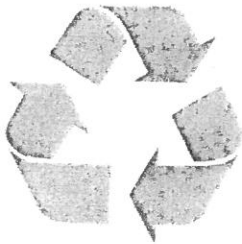
SCAN Members Only Transportation Service: Monday – Friday 7:00 a.m. to 6:00 p.m.

Call: (866)-779-0560 to schedule a ride

GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

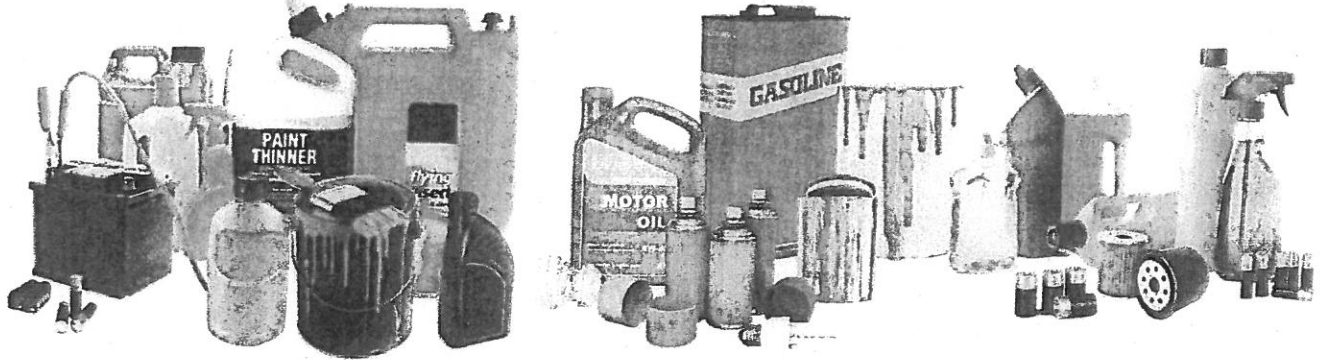
- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

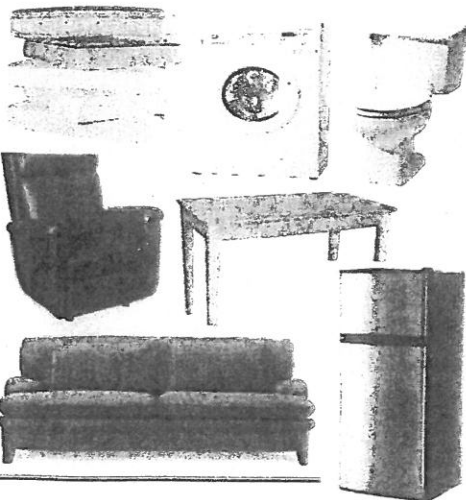
The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office



LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.

