

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
May 11, 2016**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Four was called to order, following the open forum for shareholders to address the Board, by President Slater on Wednesday, May 11, 2016, at 9:30 a.m. in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

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

GRF
Representative: Mrs. Reed

Absent: Vice President Levitt

Guests: Five shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Assistant Manager
Mr. Black, Building Inspector

INTRODUCTIONS

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

MINUTES

President Slater asked if there were any corrections to the April 13, 2016, Board Meeting minutes. There being none, the minutes were approved as printed.

President Slater asked if there were any corrections to the May 4, 2016, Special (Agenda) Meeting minutes. There being none, the minutes were approved as written.

CORRESPONDENCE

Secretary Kuhl presented letters from three shareholders.

GRF REPRESENTATIVE'S REPORT

GRF Representative Reed presented her report (attached).

BUILDING INSPECTOR'S REPORT

Inspector Black presented his report (attached).

Inspector Black left the meeting at 9:55 a.m.

OLD BUSINESS

President Slater discussed ratifying the phone poll of April 13, 2016, approving the cart pad at Unit 82-F. Upon a MOTION duly made by CFO Smith and seconded by Director Gerber, it was

RESOLVED, To ratify the phone poll of April 13, 2016, approving the cart pad at Unit 82-F.

The MOTION passed.

NEW BUSINESS

President Slater discussed approving the golf cart pad for Unit 74-B. Upon a MOTION duly made by Director Gerber and seconded by CFO Smith, it was

RESOLVED, To approve the golf cart pad at Unit 74-B.

The MOTION passed.

NEW BUSINESS (Continued)

President Slater stated that the shareholder's request for a different color to be painted on the walls of Unit 80-D will be tabled for the next meeting.

President Slater stated that the white shutters for Unit 45-B will be tabled until the next meeting.

PRESIDENT'S REPORT & BUILDINGS 73 – 77

President Slater submitted his report (as attached).

VICE PRESIDENT'S REPORT & BUILDINGS 81, 85 – 89

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

CHIEF FINANCIAL OFFICER'S REPORT & BUILDINGS 38 – 43

CFO Smith presented her Financial Report (attached).

PHYSICAL PROPERTY/DIRECTOR'S REPORT & BUILDINGS 78 – 80, 82 – 84

Director Wade submitted a report (attached).

EMERGENCY PREPAREDNESS REPORT & BUILDINGS 44 – 47, 49, 52

Secretary Kuhl presented her report (attached).

DIRECTOR'S REPORT / WEBSITE & BUILDINGS 48, 50 – 52

Director Harris presented her report (attached).

SHAREHOLDER COMMENT

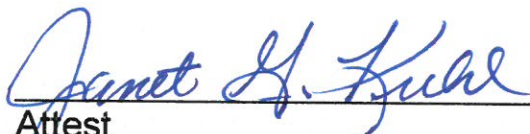
One shareholder made a comment.

EXECUTIVE SESSION

Member issues were discussed in Executive Session.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 10:50 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest

Janet G. Kuhl, Secretary

SEAL BEACH MUTUAL FOUR

mm:05/24/16

Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

NEXT MEETING: JUNE 8, 2016

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF MAY 11, 2016**

05/11/16 RESOLVED, To ratify the phone poll of April 13, 2016, approving the cart pad at Unit 82-F.

RESOLVED, To approve the golf cart pad at Unit 74-B.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: May 11, 2016

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
M4-39	re-roof	YES	03/28/16	08/04/16	NOT YET		roofing standards
M4-41	re-roof	YES	03/28/16	08/04/16	NOT YET		roofing standards
M4-46	re-roof	YES	03/28/16	08/04/16	NOT YET		roofing standards
M4-49	re-roof	YES	03/28/16	08/04/16	NOT YET	nailling 4/7/16 FINAL	roofing standards
M4-73	re-roof	YES	03/28/16	08/04/16	NOT YET		roofing standards
M4-80	re-roof	YES	03/28/16	08/04/16	NOT YET		roofing standards
4-79A	remodel	YES	01/20/16	06/20/16	NOT YET	brown coat	Alpha master builders
4-87F	carport cabinet	YES	04/01/16	04/08/16	NOT YET		walter piippo
4-82F	carport pad	YES	03/28/16	04/28/16	NOT YET		Franks Gardening Service
4-79A	full remodel	YES	01/20/16	06/20/16	YES	rough	Alpha master builders
4-46L	kit. Bath remodel	YES			NOT YET	shw. Lath	kress const.
4-48B	kit. Remodel	YES			YES	rough plumb., elec. 3/14	Ogan const
4-79A	full remodel	YES	01/20/16	06/20/16	YES	reinspect framing 3/14	Alpha master builders
4-79A	full remodel	YES	01/20/16	06/20/16	YES	insulation. 3/22/16	Alpha master builders
4-79A	full remodel	YES	01/20/16	06/20/16	YES	drywall. 3/24/16	Alpha master builders
4-79A	full remodel	YES	01/20/16	06/20/16	YES	interior lath, hot mop	Alpha master builders
4-85D	repl. Ductless system	YES	04/19/16	04/21/16	NOT YET		HRE INC.
4-48B	new ductless heat pump	YES	04/25/16	07/29/16	NOT YET		Greenwood
4-47C	kitchen counter replaced	YES	04/25/16	05/30/16	NOT YET	05/10/16	Ogan const
4-49D	new entry door	no	04/15/16	04/20/16	NOT YET		Home Depot
4-75C	full remodel	YES	03/09/16	07/01/16	NOT YET	footing inspec. 4/19/16	Alpha master builders
4-85F	carport cabinet	no	04/28/16	05/01/16	NOT YET		walter piippo
4-47E	3-zone ductless heat pump	YES	05/16/16	07/16/16	NOT YET		Greenwood
4-48B	counter top/ flooring	no	05/09/16	06/09/16	NOT YET		La carpets

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **May 11, 2016**

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				
4-89D			03/25/16	04/12/16	04/21/16				
4-52D			05/10/16						
4-41H		04/06/16	05/04/16	05/06/16					
4-83G			04/11/16	04/13/16	04/25/16				

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: May 11, 2016

CONTRACTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance	on going landscape
Fenn termite and pest control	on going pest control and termites control
Roofing Standards	re-roof of buildings 39,41,46,49,73,80
Kress Construction	replacing stove pipes and hoods incunjunction with roofing program
Hutton Painting	Painting of the mutual
roofing 49 complete, interior painting touch ups complete, exterior paint touch ups in progress, stove hoods complete	
roofing 46 now, stove hoods installed Tuesday, fascia paint to do on Thursday/Friday, termites in a couple of rafters, main line plumbing pipe replaced-	
multipul vent pipes broken	
painting almost complete, last carport painted today, multipul touch ups on going	

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: May 11, 2016

SHAREHOLDER and MUTUAL REQUESTS

4-87L	
4-79L	check shower issue
4-89K	check on paint issues
4-89L	check on plant issues, painters
4-47L	post for special
4-49B	skylight issues
4-73L	tree issues, tree in parkway is now M5's
4-47L	special inspection 4/29/16
4-82F	check on holes paint issue
4-46	pass out flyers for stove top repl.

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-85A	full remodel					final 4/15/16	Rydan const.
4-75C	full remodel	yes	03/09/16	7/1/2016	no	4/22/16 undergrd plumbing	Alpha master
4-38K	patio covering	no				final 4/26/16	stoneways
4-48B	kitchen remodel					final cancel'd resch.	ogan

May 10, 2016
GRF Report

"My mom said she learned how to swim when someone took her out in the lake and threw her off the boat. I said "Mom, they weren't trying to teach you to swim." Paula Poundstone

As we finish this year up in a frenzy of activity, we look back to see what was accomplished. The Annual meeting is just days away where we take a few moments and reflect on this last year. The Mutual does it May 25th at 10 AM in Clubhouse 4. Please attend if possible.

I hope you are excited to see the Amphitheater line up of entertainment. You will find *all the information of these acts in the new "Spotlight"*. If you don't have one go to the Newspaper office and pick up this magazine. We will be trying out something new-movies in the Amphitheater. Check for the listing of movies and times.

We have been working on a "Bereavement Packet that is nearing completion. It will be presented to Mutual Administration Committee (MAC) in the near future.

I have included all the committee recaps for you to look at.

Some things I thought you might like to know

1. We had our first evening GRF Board meeting. This was a success. This evening meeting is to allow working Shareholders to attend a meeting. A decision on how often we will have an evening meeting, has not been decided.
2. The Farmers Market after two tries has failed. We will be looking at other ways to bring food to our community.

If you have any questions please call me.

With Respect,

Joy Reed
GRF Director
Corporate Secretary



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Wednesday, April 6, 2016

Action/Request	Person Responsible
1. Minutes from January 29, 2016 (Special) and March 2, 2016	Approved
2. Correspondence Annandale & Golden Rain Intersection – bridge.	Send letter to Mr. Ferm. Laura Whitlock
Loading Zone on Cedar Crest Lane and Golden Rain intersection. Add to May's Agenda	Bring pictures to next meeting – Mark Weaver
St. Andrews Project	Chair Lukoff reported item has been tabled indefinitely mainly due to budgetary issues
Red Curbs on St. Andrews	Bring back to May's Agenda – Mark Weaver.
3. Old Business – 2016 Paving Project – Bid Opening Staff to schedule meetings with each contractor who submitted bids. Once completed, will bring back to the Committee with an update and recommendation.	David Rudge
4. Old Business – Perimeter Wall, Sections J & K Ms. Stone MOTIONED, seconded by Ms. Greer and unanimously carried to recommend to the Finance Committee to postpone this project until 2017. Staff to research cost for lights, cameras and graffiti repellent and bring back to the Committee at next meeting.	Mark Weaver Mark Weaver
5. Old Business – Perimeter Wall, Sections L & M Ms. Stone MOTIONED, seconded by Mr. Moore and unanimously carried to send Dantuma's contract to the Board for final approval. Contract is not to exceed the \$900,000.00 budgeted in Reserves, which will be scheduled to begin following completion of Perimeter Wall, Section B	Mark Weaver



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Wednesday, April 6, 2016

Action/Request	Person Responsible
<p>6. Old Business – Amphitheater Seating</p> <ul style="list-style-type: none">• Staff to provide update at future meeting. Hold-off this project until after the Amphitheater Season	David Rudge
<p>7. Old Business – Access Inspection</p> <p>Executive Director reported there are some minor modifications cited by Access. Modifications will be added to CH4 modifications/upgrades.</p>	Mark Weaver / Randy Ankeny
<p>8. New Business – Heat Pump for CH2</p> <p>Mr. Moore MOTIONED, seconded by Ms. Greer and unanimously carried to recommend to the Board the selection of Alpine Heating and Air for the task of replacing heating units #1 & #9 at Clubhouse 2, asset ID #0403 and #0404, not to exceed \$10,800.00. Funding from the Reserves</p>	Mark Weaver
<p>9. Old Business - Multi-Use Court</p> <p>Consensus of the Committee to forward this item to Recreation Committee.</p>	Mark Weaver / Terry De Leon



RECREATION COMMITTEE

SUMMARY REPORT

Monday, April 11, 2016

Action/Request	Person Responsible
1. Minutes – March 14, 2016	Approved
2. Correspondence: Card Club Suspension – Bryna Nalibow. - Mr. McGuigan MOTIONED, seconded by Ms. Rapp and unanimously carried to rescind immediately the suspension of the four Card Clubs with a caveat of no more incidents within the next 12 months.	Terry De Leon
3. Old Business	Mark Weaver
<ul style="list-style-type: none"> • <u>Golf Hitting Cage</u> – Consensus of the Committee to forward to Physical Property for more information. 	Mark Weaver
<ul style="list-style-type: none"> • <u>Bocce Ball</u> – Mr. McGuigan MOTIONED, seconded by Mrs. Perrotti and unanimously carried to allow Spectrum to mow lawn behind Clubhouse 1 (Shuffle Board area) at no additional charge for the playing of Bocce Ball. Players will be responsible for equipment and activity will be monitored for six months. 	Terry De Leon
<ul style="list-style-type: none"> • Attend next Mutual 17 Board Meeting to present to them the upcoming Bocce Ball area. 	Mr. Hood and Randy Ankeny
<ul style="list-style-type: none"> • <u>Mini-Farm Conversion</u> – after discussion by the Committee, it is the Committee’s consensus not to convert this area into additional mini-farms. 	Terry De Leon
<ul style="list-style-type: none"> • <u>Korean-American Club</u> – After discussion, Chair Hood stated no formal communication has been received that their issues have been resolved. Chair Hood would like to meet with staff to resolve this issue. 	Terry De Leon, Randy Ankeny and Chair Hood
4. New Business – Raffle Ticket Sales – Amphitheater Ms. Rapp MOTIONED, seconded by Mrs. Perrotti and unanimously carried to allow the Golden Age Foundation (GAF) to have fundraisers during six (6) of the twelve movies scheduled to be shown at the Amphitheater. GAF is responsible for being in compliance with the California Penal Code 320.5, “Charitable Raffles.”	Terry De Leon



RECREATION COMMITTEE

Action/Request	Person Responsible
5. Policies – Smoking Policy 1412.2-50. Ms. Greer reported that the Smoking Sub Committee will be submitting to the Committee their recommendation to modify the policy by changing the distance in Section 5.1 from twenty-five feet to twenty feet.	Terry De Leon / Mary Ruth Greer
6. Sub-Committee Reports The Entertainment and Movie Sub-Committees were disbanded by Chair Hood.	Terry De Leon / Deanna Bennett



EXECUTIVE COMMITTEE MEETING

SUMMARY REPORT

Friday, April 8, 2016

Action/Request	Person Responsible
1. UNFINISHED BUSINESS: By-laws	TO recommend to the GRF BOD involvement of corporate counsel in amending the by-laws.
2. UNFINISHED BUSINESS: Employee Medical Deductible Fund	TO recommend to GRF BOD funding of an Employee Medical Deductible Fund, not to exceed \$10,000.
3. UNFINISHED BUSINESS: Employee Holiday Fund	TO direct the Executive Director to present a conceptual plan for the Employee Holiday Fund to the Committee in May
4. NEW BUSINESS: Amend Policy 1022-30, Petitions	TO amend Policy 1022-30, Petitions: a. GRF shareholder/member full name, printed and signature.



MUTUAL ADMINISTRATION COMMITTEE MEETING

SUMMARY REPORT

Tuesday, April 12, 2016

Action/Request	Person Responsible
1. UNFINISHED BUSINESS: Physicians' Certification-Disclaimer Notice for the Physician	TO approve the Physicians Certification – Disclaimer Notice for the Physician.
2. POLICIES: 5165-MAC	TO ratify Policy 5165-MAC, as corrected.



SECURITY, BUS, AND TRANSPORTATION COMMITTEE MEETING

SUMMARY REPORT

Wednesday, April 13, 2016

Action/Request	Person Responsible
1. Approve March 9, 2016 Minutes	Marisa McAuley – Approved as printed – Marisa to post to Website.
2. NEW BUSINESS: Replacement of Generator (Reserves) – Main Gate	Jaime Guerrero – Unanimously approve the replacement and installation of the generator form Northern Tools and California Generator at a cost not to exceed \$6,000 and submit a request for funding from the Reserve account to the Finance Committee.
3. NEW BUSINESS: Proposed Bus Route	Grant Winford – Unanimously recommend the GRF BOD approve the modifications (phase one) to the Golden Rain Foundation Minibus services, effective July 1, 2016.
4. NEW BUSINESS: Air Conditioning for Buses	Grant Winford – Unanimously recommended the Finance Committee approve the funding and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds and then forward to GRF BOD for approval.
5. NEW BUSINESS: Recommendation to Physical Properties Committees – Bus Bench	It was the consensus of the Committee to have the Executive Director forward this request to the Mutual Two Board.
6. NEW BUSINESS: Bus Service Expansion	Grant Winford –Request was received for the bus route to Denny’s to go by the shops that face Hampton Inn. After discussion, the Committee concurred to test this on a request basis and provide an update at the next meeting.
7. Policy 1927-37 - Parking	Jaime Guerrero – To recommend the GRF BOD adopt Policy 1927-37, Parking as stated in the March 9, 2016 SB&T Committee minutes



PUBLICATIONS COMMITTEE MEETING

PUBLICATIONS COMMITTEE SUMMARY REPORT

Thursday, April 14, 2016

Action/Request	Person Responsible
1. CORRESPONDENCE: Guest column request	Ruth Osborn, News, will respond to author of an article who requested it be published under the Guest Column heading in the News.
2. NEW BUSINESS: Amend Policy 5125-36 Publications Committee	TO amend Policy 5125-36, Publications Committee and return to the Committee Charter Sub-committee Ad Hoc Committee for action.



ADR COMMITTEE

SUMMARY REPORT

Monday, April 18, 2016

Action/Request	Person Responsible
1. Chair's Announcement Chair Reed canceled the regularly scheduled ADRC meeting of June 20, 2016	Deanna Bennet / Marisa McAuley
2. Minutes – March 21, 2016	Approved as presented
3. <u>Correspondence – Tree Removal, Glinda Davis, M-09, #214-F</u> After a brief discussion, it is the consensus of the Committee to forward to Physical Property their selection Caliandra (Powder Puff) to be used for the perimeter wall in Mutual 9 as mentioned in correspondence.	Mark Weaver
4. <u>Old Business – Logo</u> After discussion of the desire of the Committee with graphic Artist, Trevor Ali, Mr. Ali will provide the Committee with a couple more samples for the next Committee meeting.	Randy Ankeny
5. <u>Old Business – Flooring – Clubhouse 6</u> Ms. Rapp MOTIONED, seconded by Mrs. Dodero and unanimously carried to accept alternate flooring presented by Bixby, which is the same price as previous selected flooring. Flooring: Shaw-Largo Plank SA608, and Color: 771 Milieto.	Mark Weaver
6. <u>New Business – Newsstands</u> After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Wood and unanimously carried to accept the drawing and material selection as presented by staff for the newspaper stands, which will be built by our carpentry staff to match the Formica in the Administration Conference Room.	Mark Weaver / Randy Ankeny
7. <u>Policy - #5160-ADR</u> After review and discussion of said policy, Ms. Stone MOTIONED, seconded by Mr. Hood and unanimously carried to send back to the Policy Ad-Hoc Committee.	Laura Whitlock



FINANCE COMMITTEE MEETING

SUMMARY REPORT

Tuesday, April 19, 2016

Request	Person Responsible/Action
1. Regular March 15, 2016 minutes were approved as corrected	Marisa McAuley to post the Regular minutes to the Website
2. Special March 17, 2016 Minutes were approved as printed	Marisa McAuley to post the approved minutes to the Website.
3. March 2016 Financials were accepted and forwarded to GRF Board for acceptance.	Carolyn Miller – will send Deanna the action to be taken by the Board on the April 26 nd GRF Board meeting
4. UNFINISHED BUSINESS: Review of Reserve Study – Update Only	Randy Ankeny – A full comprehensive report will be presented to the Committee at the May meeting
5. NEW BUSINESS: Request for Waiver of Membership Fee	Courtney Knapp - Waiver of Membership fee was denied. Unanimous consent to allow a variance to the procedure and allow the Financing permitting Mercedes Soto to finance the Membership Fee.
6. NEW BUSINESS: Approve Non-Budgeted Operational Funds – Security Satellite Office	Randy Ankeny – Unanimously recommended the GRF BOD approve the establishment of a satellite security office not to exceed \$10,369.
7. NEW BUSINESS: Approve Non-Budgeted Operational Funds – ITS Department Relocation	Randy Ankeny – Unanimously approved the non-budgeted funds, funding from GLs and Cost Centers as indicated to relocate the ITS department to the 2 nd floor of the News Building not to exceed \$7,366 from operational funds.
8. NEW BUSINESS: Refund Charges to Shareholder	Randy Ankeny - Unanimously approved to remit to Dr. Mottola the amount of \$1,000 for the replacement of the A/C unit.
9. NEW BUSINESS: Approve funding to	Daniel Fabian - Unanimously approved

<p>update wiring at all network locations</p>	<p>Operational funds of \$9,860 to rewire all network locations server connections from Cost Center 34, ITS.</p>
<p>10. NEW BUSINESS: Approve 2 heat pumps – Clubhouse Two</p>	<p>Mark Weaver - Unanimously recommended the GRF BOD approve the two heat pumps (Unit #1 and #9) at Clubhouse 2 for a cost not to exceed \$10,800 with funding from Reserves.</p>
<p>11. NEW BUSINESS: Funding Request – Holiday Decorations</p>	<p>Terry DeLeon – Unanimously approved to allocate funds in the amount of \$20,000 from cost center 40, Recreation, to purchase the or rental of Holiday decorations for 2016. Will go to GRF BOD when ADRC makes the recommendation.</p>
<p>12. NEW BUSINESS: Approve Non-Budgeted Reserve Funds – Replacement of Generator</p>	<p>Jaime – to recommend the GRF BOD approve the purchase of a replacement generator from Northern Tools and installation by California Generator, in the amount of \$6,000.00, from the Reserve Account</p>
<p>13. NEW BUSINESS: Approve Non-Budgeted Capital Funds – A/C and Window Tinting for buses</p>	<p>Grant – Unanimously recommend the GRF BOD approve the purchase and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds.</p>
<p>14. Investments</p>	<p>Carolyn Miller - Unanimously approved adding \$500,000 to the investment ladder to invest in a 52-week CDAR</p>



FAR AD HOC COMMITTEE MEETING

SUMMARY REPORT

Monday, April 4, 2016

Action/Request	Person Responsible
1. UNFINISHED BUSINESS: Proposed Multi-Use Outdoor Area, Clubhouse Two	MOVED to refer conceptual approval of the proposed multi-use outdoor area, Clubhouse Two, to the Recreation Committee.
2. UNFINISHED BUSINESS: Bocce Ball Court at Clubhouse One, Shuffle Board area	MOVED to refer consideration of locating the Bocce Ball court at the lawn behind Clubhouse One shuffleboard and the lawn area to the Recreation Committee.
3. NEW BUSINESS: Conversion of Existing Facilities Drawings to CAD	MOVED to refer approval of a contract with Hoskins and Hoskins to reproduce Facilities Drawings to CAD to the Physical Properties Committee.

PRESIDENT'S REPORT
Wednesday, May 11, 2016

By the time you read this, the painting will have been completed. Kudos to Janet Wade and her perseverance on a tough task.

6 more new roofs next on the agenda

The new curb painting will begin soon. We have approved loading zones in some parts of the Mutual as well as picking up a couple of parking slots.

FireStops and Smart Burners will be available soon. These will be installed and paid for by the Mutual.

As you know by now, the old board re-upped. You couldn't ask for a better group to work with.

All for now.

Bob Slater, The Prez

M-4 Director's Monthly Report
for April, 2016
Mike Levitt
May 11, 2016

Attended Presidents' Roundtable meeting.

Helped resident by moving a few sandbags to allow painting to continue on schedule.

Did New Buyer Orientation in building 87.

Had Service Maintenance repair broken rain gutter in building 88.

Alerted Service Maintenance to a "lights on" situation in my carports during the day. The reply was that a different carport was having its lighting repaired. Seems if one carport building is being repaired with the lights on, then other carport buildings must have their lights on as well. I'm no electrician, but that certainly seems like a total waste of our money.

Had landscapers deal with three issues.

Delivered, with assistance of building captains, notices to all residents of "my" buildings regarding carport painting schedule to ensure residents' cars and other items are removed in time.

Requested service on two laundry machines in Laundry Room 88. Seems one had been out of service for three weeks, yet no one had called to report it not heating up as well as making some horrible noises. I hope the problem can be fixed even tho' the machine was in need of servicing for weeks.

Checked into a resident complaint regarding quality of the new paint coverage for her unit in building 86. There is a definite and obvious problem, but the cause and cure are less evident. Physical Property and our mutual's Physical Property rep will see that the issues are ironed out.

One resident complained that the surface of her concrete patio slab is uneven -- a fact that had been hidden for years by outdoor carpeting. This is an example of why outdoor carpeting is not recommended for the patio slabs. By being porous, concrete allows water vapor to escape -- unless it is covered by carpeting. Over time, the captured moisture can allow mold to grow, or crack the slab. That, and the fact that the slab is not a standard item, are the reasons the

mutual cannot assume responsibility for repairing or replacing it. And, of course, this applies to all non-standard items: maintenance and repairs of non-standard items are the sole responsibility of the shareholder, not the mutual. Otherwise, each of you would be paying for someone else's personal preferences.

Attended an orientation on the services offered by, and the limitations of, the Orange County Adult Protective Services. Invited to attend were GRF and mutual directors. Very informative and enlightening session, but also quite depressing to learn how little we as directors or just plain neighbors can do to help someone who refuses to accept help. Even when it is obviously needed, or where it is evident that personal safety is at risk.

Quick reminder: It is the beginning of mosquito season. Proof: one night last week, OC Vector Control District sampling traps in one area of Newport captured 3,000 mosquitoes. That's not a typo. That's three thousand. Mrs. Mosquito is looking for undisturbed water to lay her eggs. Don't let her set up housekeeping in our neighborhood. Dump all standing water to help prevent dangerous, possibly fatal, mosquito bites.

Mutual 4 Board of Directors Meeting – April 13, 2016
CFO, Suzi Smith

FINANCIAL RECAP - MARCH, 2016

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	138,524	137,844	680	414,933	413,532	1,401
Reserves	41,858	41,858	0	125,574	125,574	0
Expenses	101,279	95,986	5,293	284,578	287,958	-3,380
Total Expenses	143,137	137,844	5,293	410,152	413,532	-3,380
Income/Expense	-4,613	0	-4,613	4,781	0	4,781

Our unrestricted cash for month end is \$354,670; restricted reserve accounts total \$2,377,446

Reserves:

Appliance	\$11,701.00
Painting	\$185,177.00
Operating	\$25,000.00
Roofing	\$1,762,849.00
Emergency	\$122,878.00
Infrastructure	\$269,842.00

Total Reserves 2,377,447

Recap of Financials for the month ended March 31, 2016 (See above). I have prepared two complete profit and loss statements: Report A showing actual and budget expenses for the month of March, 2016 and Report B showing actual and budget expenses Year to Date.

At our May CFO Council meeting we opened discussion to all CFO's and guests. We talked about re-piping costs, reserves and reserve studies; Mutual inspection fees when a unit sells - variance from \$500 to \$1200 depending on the mutual; at least two Mutual's requiring that sellers pay for a one year insurance warranty on non- standard items; laundry charges variance from Mutual to Mutual; and where or where are the Mutual storage cabinets?

BUILDINGS/LANDSCAPE

Painting has gone very well, even with the rain delay while they are doing the carports and block walls. Thank you to all my building captains for keeping an eye out for strangling cars, folks on vacation and ways to make things easier for the painters. Job well done: Judy and John O'Connor, Susie Irwin, Vern and Sandy Jackson and Dennis Smith.

We received Landscape calls regarding pruning trees and shrubs. Total Landscape is very responsive. If you have a landscape issue, please call Mike Levitt 596-1346 if you are in building 73-89 or myself for building 37-52. Do not talk to the workers or call Total directly. Your request will be processed more quickly if you use the designated procedure for Landscape issues.

Feel free to call me if you have any questions. (562-296-8518) I am not always able to answer the phone right away, but I will call you back if you leave your name and number. Again, thank you for the opportunity to serve.

A handwritten signature in black ink, reading "Susan Q. Smith". The signature is written in a cursive style and is located in the lower-left quadrant of the page.

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

Ordinary Income/Expense	Mar 16	Budget	\$ Over Budget
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	34,793.00	34,793.00	0.00
Reserves Assessment	41,857.00	41,857.00	0.00
GRF Assessment	57,083.00	57,083.00	0.00
Total ASSESSMENT	133,733.00	133,733.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	93.00		
Interest Income - Taxable	1,779.00	1,398.00	381.00
Late Charges	76.00	44.00	32.00
Total FINANCIAL INCOME	1,948.00	1,442.00	506.00
SERVICES INCOME			
Inspection Fees	1,000.00	1,251.00	-251.00
Laundry Machines	1,838.00	1,418.00	420.00
Miscellaneous	5.00		
Total SERVICES INCOME	2,843.00	2,669.00	174.00
Total Income	138,524.00	137,844.00	680.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	57,083.00	57,083.00	0.00
Total COGS	57,083.00	57,083.00	0.00
Gross Profit	81,441.00	80,761.00	680.00
Expense			
PROFESSIONAL FEES			
Legal Fees	481.00	166.00	315.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	703.00	388.00	315.00
SERVICES			
Landscape - Contract	11,900.00	11,932.00	-32.00
Landscape - Extras	0.00	1,045.00	-1,045.00
Miscellaneous Services	51.00	127.00	-76.00
Painting	0.00	44.00	-44.00
Pest Control	194.00	649.00	-455.00
Standard Service	5,330.00	4,871.00	459.00
Structural Repairs	6,475.00	527.00	5,948.00
Total SERVICES	23,950.00	19,195.00	4,755.00
TAXES & INSURANCE			
Hazard/Liability Insurance	9,952.00	8,292.00	1,660.00
State & Federal taxes	67.00	67.00	0.00
Total TAXES & INSURANCE	10,019.00	8,359.00	1,660.00
UTILITIES			
Electricity	1,691.00	2,249.00	-558.00
Trash	3,117.00	3,144.00	-27.00
Water	4,507.00	5,568.00	-1,061.00
Total UTILITIES	9,315.00	10,961.00	-1,646.00
RESERVE FUNDING			
Emergency Reserve	417.00	417.00	0.00
Roof	12,917.00	12,917.00	0.00
Paint	2,042.00	2,042.00	0.00
Infrastructure	22,482.00	22,482.00	0.00
Appliances	4,000.00	4,000.00	0.00

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

	<u>Mar 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	41,858.00	41,858.00	0.00
DEPRECIATION	209.00	0.00	209.00
Total Expense	86,054.00	80,761.00	5,293.00
Net Ordinary Income	-4,613.00	0.00	-4,613.00
Net Income	<u>-4,613.00</u>	<u>0.00</u>	<u>-4,613.00</u>

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

	Jan - Mar 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	104,379.00	104,379.00	0.00
Reserves Assessment	125,571.00	125,571.00	0.00
GRF Assessment	171,249.00	171,249.00	0.00
Total ASSESSMENT	401,199.00	401,199.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	163.00		
Interest Income - Taxable	5,493.00	4,194.00	1,299.00
Late Charges	328.00	132.00	196.00
Total FINANCIAL INCOME	5,984.00	4,326.00	1,658.00
SERVICES INCOME			
Inspection Fees	3,000.00	3,753.00	-753.00
Laundry Machines	4,730.00	4,254.00	476.00
Miscellaneous	20.00		
Total SERVICES INCOME	7,750.00	8,007.00	-257.00
Total Income	414,933.00	413,532.00	1,401.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	171,252.00	171,249.00	3.00
Total COGS	171,252.00	171,249.00	3.00
Gross Profit	243,681.00	242,283.00	1,398.00
Expense			
PROFESSIONAL FEES			
Legal Fees	481.00	498.00	-17.00
Management Fee	666.00	666.00	0.00
Total PROFESSIONAL FEES	1,147.00	1,164.00	-17.00
SERVICES			
Landscape - Contract	35,700.00	35,796.00	-96.00
Landscape - Extras	0.00	3,135.00	-3,135.00
Miscellaneous Services	214.00	381.00	-167.00
Painting	235.00	132.00	103.00
Pest Control	640.00	1,947.00	-1,307.00
Standard Service	11,142.82	14,613.00	-3,470.18
Structural Repairs	8,778.00	1,581.00	7,197.00
Total SERVICES	56,709.82	57,585.00	-875.18
TAXES & INSURANCE			
Hazard/Liability Insurance	29,856.00	24,876.00	4,980.00
State & Federal taxes	201.00	201.00	0.00
Total TAXES & INSURANCE	30,057.00	25,077.00	4,980.00
UTILITIES			
Electricity	5,543.00	6,747.00	-1,204.00
Trash	9,240.00	9,432.00	-192.00
Water	10,002.00	16,704.00	-6,702.00
Total UTILITIES	24,785.00	32,883.00	-8,098.00
RESERVE FUNDING			
Emergency Reserve	1,251.00	1,251.00	0.00
Roof	38,751.00	38,751.00	0.00
Paint	6,126.00	6,126.00	0.00
Infrastructure	67,446.00	67,446.00	0.00
Appliances	12,000.00	12,000.00	0.00
Total RESERVE FUNDING	125,574.00	125,574.00	0.00

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

	<u>Jan - Mar 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEPRECIATION	627.00	0.00	627.00
Total Expense	238,899.82	242,283.00	-3,383.18
Net Ordinary Income	4,781.18	0.00	4,781.18
Net Income	<u>4,781.18</u>	<u>0.00</u>	<u>4,781.18</u>

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

GREETINGS!

May 11, 2016

PAINT STATUS. All of the buildings, carports, walls and deco block have been painted. The last step is in progress. Inspector Kevin has reviewed all and prepared a list of what is left to do – missed door jams (because the shareholder did not open the door), patches that need another coat of paint and all else. By the end of May 2016 painting will be completed. Just think: one year ago the bid went out, a contractor was chosen, paint colors were chosen, we waited for the contractor to finish a previous job (another mutual), painting began, we were blessed with good weather in the California rainy season and painting progressed according to schedule. Whew - what a year! Now the project is winding down and soon to be finished. Our mutual is looking clean and sharp for the next ten years.

END OF YEAR. This is officially the last report of the 2015-2016 year. Here in Leisure World we have a unique system of volunteers and paid personnel that serve and oversee for the successful daily operation of this community. I am thankful to the building captains who help the directors...especially to those who have assisted me this past year: Jeanne Delgado, Joanna Hathaway, Liz Myers, Debbie Snyder, Catherine and David Tautges, and Ron Vogler.

I appreciate the work performed by our management company, GRF (Golden Rain Foundation). They manage the budget that has been set for them and complete a tremendous amount of work within each year.

Thank you to Joy Reed, our GRF representative, who develops and monitors the work performed by GRF. She represents all of mutual four and our interests in the various meetings that she attends. She is a volunteer but I know she spends as many hours as if it were a full-time job. She represents us well!

Inspector Kevin Black, an employee of GRF, keeps a close eye on our mutual to ensure that safety and legal standards are maintained by all (contractors and individuals). I enjoy his sense of humor, his knowledge

of the details of this mutual's physical structures (cement, piping, roofing, structure, pests, etc.) and attention to detail. Thank you!

A hearty thank you to the other directors for making this job fun as well as rewarding. We all bring our own unique talents to the BOD (Board of Directors) table for a successful mix. I find that I now carry a tape measure + paper + pen whenever I leave my home as someone will stop me with a **physical property** question. Our **finance** officer always has her calculator with her and will provide dollar figures to the cent. You get the idea...**president, vice president and secretary** have more standard requirements. The **website** has seen a much needed update this past year and has a director assigned to monitor it for the future. The newly created **social** director position has introduced the annual building captain appreciation luncheon, plans our annual mutual wide event in autumn and provides food at various functions like the annual election at the end of May. The **disaster preparedness** director conducts an annual drill in October with preparation meetings throughout the year... she has made the drill fun with unexpected surprises.

We do this director work as volunteers which **saves all of us money** - so our monthly fees do not get raised for anything except what is absolutely necessary. We run the business of the mutual while injecting fun into the mix. **Thank you, all shareholders, for cooperating.**

ROOF STATUS. April 4 roofing began on building 49. After mid-May will be buildings 46, 39, 41, 73 and 80, in that order. Look for your five day notice on your door. There are vibrations in all units due to the activity on the roof. Remember to take off the walls any pictures or mirrors to prevent damage if they fall. Remove any valuables from bookcases and the outside walls for the same reason.

If you have any questions then call me. I will be available to visit your unit and give advice - both inside and out. I did this for the prior six buildings to answer any and all questions - with great success!

Keep smiling and remember that laughter is the best medicine!

Respectfully submitted, Janet Wade

Leisure World Mutual 4 Director's Report-May 11, 2016

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

Hurray! The painters are almost finished. Thank you to all the shareholders who helped by moving their cars, bikes, golf carts, etc. I know everyone really assisted in the effort. Some of you even made sure your absent neighbors cars were parked out on the street. This is the cooperation of a great cooperative in action.

Now on to more new roofs. The roofers began to work on my building's roof this week. The key to getting through reroofing is to follow the excellent suggestion sheet that is posted on every unit 5 days or more before the project begins.

As you see the abovementioned projects and other smaller repairs being made around our mutual, please remember that your mutual's reserves (special savings) is what pays for all of this work. The board members work together to provide the best living environment for you. We are dedicated to funding and completing infrastructure projects as needed or required.

Continue to have a comfortable and safe May.

Respectfully submitted,



Jan Kuhl

Ph. 562-446-0082

Mutual Four Board of Director

May 11, 2016

Marsha Gerber, Director

Buildings 48, 50, 51, 52

SAVE THE DATE!!!!

Mutual Four Annual "PICNIC" DINNER

Wednesday, October 19th

Surprise Special Theme!!!

Dinner will include a deluxe Salad Bar

More details soon!

Mutual Four
Director Marsha Harris

I know change is difficult! But I would like to thank all my residents who really helped with their cars, during painting. We know this was a hardship for many of our residents who are handicapped. You were all troopers, and not it's over for another 10 years.

Our painting is beautiful and modern looking. We have gotten many compliments on our color choices. It is nice to be in a mutual that has choices.

We are still having a problem with residents not parking in their carports. If you have 2 cars we understand. BUT, if you don't! Put your car in your carport! Parking is a huge problem. Please don't be part of the problem.

We are also going to be adding more parking spaces on Knollwood by making the spaces more uniform. We will also be adding green 20 minutes loading/unloading areas which should help our residents.

I hope you all have a wonderful summer, and let's hope it is not too warm.

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

May 4, 2016

A Special Meeting of the Board of Directors of Seal Beach Mutual Four was called to order by President Slater at 9:00 a.m. on Wednesday, May 4, 2016, in Clubhouse Three Room Two.

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

The purpose of the meeting was to discuss items for the May Board Meeting agenda.

President Slater adjourned the meeting at 9:45 a.m.



Attest

Jan Kuhl, Secretary
SEAL BEACH MUTUAL FOUR

cd:5/06/16