

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

**November 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, November 8, 2017, at 9:30 a.m. in the Administration Building Conference Room A, followed by the *Pledge of Allegiance*.

**ROLL CALL**

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

GRF  
Representative: Mrs. Reed

Guests: Six shareholders of Mutual Four

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

**INTRODUCTIONS**

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

**MINUTES**

President Slater asked if there were any corrections to the September 13, 2017, Regular Board minutes. A correction was noted on page 3; second resolution vote should read as follows: "The MOTION passed with one "no" vote (Smith). The minutes were approved as corrected.

**CORRESPONDENCE**

Secretary Gerrity received four pieces of correspondence.

**GRF REPRESENTATIVE**

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

**BUILDING INSPECTOR'S REPORT**

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

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

RESOLVED, To accept the three-year sewer cleaning contract with Empire Pipe Cleaning. All three years for outgoing only and upstream; in year two will be on an as needed basis, at a cost for three years not to exceed \$6,899.

The MOTION passed.

Following questions, Inspector Black left the meeting at 10:22 a.m.

**NEW BUSINESS**

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

RESOLVED, To appoint Marsha Gerber as a Director for the remaining 2017-2018 term of office.

The MOTION passed.

The Board discussed amending Policy 7510.04 – Eligibility Requirements. Upon a MOTION duly made by CFO Smith and seconded by Vice President Levitt, it was

RESOLVED, To amend Policy 7510.04 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.

The MOTION passed with one “no” vote (Gerrity).

**NEW BUSINESS (continued)**

The Board discussed adopting Policy 7415.04.B – Outside Patio Area Regulations. Upon a MOTION duly made by Secretary Gerrity and seconded by President Slater, it was

RESOLVED, To adopt Policy 7415.04.B – Outside Patio Area Regulations on a preliminary basis until the 30-day posting period is completed.

The MOTION passed with five “yes” votes (Gerber, Gerrity, Levitt, Slater, and Smith) and two “no” votes (Kuhl, and Russell).

The Board discussed adopting Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines. Secretary Gerrity made a MOTION to adopt, which failed for lack of second.

Following a discussion, it was the consensus of the Board to appoint Sandy Eckhardt as the new Mutual Emergency Preparedness Advisory Assistant.

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

RESOLVED, To replicate the transformer surround at Unit 44-G, as seen at Unit 43-L, at Mutual expense, including final cost approval and Mutual architectural design approval.

The MOTION passed with one “no” vote (Russell).

Following a discussion, it was the consensus of the Board to postpone further amending Policy 7425.04 – Garden Areas and Shrubs for further research by the committee. Following further discussion, a committee was appointed by President Slater to review Policy 7425.04 – Garden Areas and Shrubs, consisting of Vice President Levitt, Director Russell, and President Slater.

**DIRECTOR(S)' REPORTS**

President Slater presented his report (attached).

CFO Smith presented her report (attached).

Vice President Levitt presented his report (attached).

Director Russell presented his report (attached).

Secretary Gerrity submitted his report (attached).

**MUTUAL ADMINISTRATION DIRECTOR**

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

**DIRECTOR(S)' COMMENTS**

Several Directors made comments.

**SHAREHOLDER COMMENT**

No shareholders were present to make a comment.

**ADJOURNMENT**

There being no further business to conduct, President Slater adjourned the meeting at 12:06 p.m. and announced there would be an Executive Session following the meeting to discuss member issues.



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Attest, Tom Gerrity, Secretary  
SEAL BEACH MUTUAL FOUR  
ka:11/16/17  
Attachments

**NEXT MEETING: WEDNESDAY, December 13, 2017, at 9:30 a.m.  
Mutual Administration Conference Room A**

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

11/08/17 RESOLVED, To accept the three-year sewer cleaning contract with Empire Pipe Cleaning. All three years for outgoing only and upstream; in year two will be on an as needed basis, at a cost for three years not to exceed \$6,899.

RESOLVED, To appoint Marsha Gerber as a Director for the remaining 2017-2018 term of office.

RESOLVED, To amend Policy 7510.04 – Eligibility Requirements on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To adopt Policy 7415.04.B – Outside Patio Area Regulations on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To replicate the transformer surround at Unit 44–G, as seen at Unit 43–L, at Mutual expense, including final cost approval and Mutual architectural design approval.

November 8, 2017  
GRF Report  
Mutual 4

“Happiness cannot be traveled to, owned, earned, worn or consumed. Happiness is the spiritual experience of living every minute with love, grace and gratitude”

Happy Thanksgiving to all of Mutual 4 ! I have so much gratitude to be living here in Leisure world with so many wonderful friends and family.

There are so many GRF projects going on in our community I'm not sure where to start. The landscaping and lighting around the globe is nearing completion. This project should be finished by the end of December.

Soon the GRF inspectors will be driving refurbished red carts. The retired carts will be used for parts. This will keep our fleet running longer.

I'm sad to report that the topiary dolphins have died. We tried with our best efforts to move them from the globe into the new setting. So now as you leave North Gate you will find new landscape without the topiaries. I hope you enjoy the new landscaping.

St. Andrews from Golden Rain back to the St Andrews gate is under construction. During this construction you may want to avoid this area if possible. They have taken down the trees and removed the stumps. This project should be finished by the end of December. The median will stay the same width with both lanes on each side intact.

#### Some things you might like to know

1. Seal Beach will be putting up a new sign with landscape where the old sign is placed now. (Seal Beach Blvd. and North Gate)
2. The red curbs on trust streets has been sandblasted. GRF will begin repainting the red curbs next week.

3. New multi use courts near Clubhouse 2 will not have a Bocci Ball court.
4. Multi use courts will have a cap of \$330,000.
5. Clubhouse 6 will be adding a ramp on the east side of the building.

Sincerely and with Respect  
Corporate Secretary  
Mutual 4  
Joy Reed

# PHYSICAL PROPERTIES COMMITTEE

## SUMMARY REPORT

**Monday, October 2, 2017**

Action/Request	Person Responsible	Action Taken
<p><b>1. Unfinished Business, Item 7A: Electrical at the RV Lot</b>                      The Committee moved to award a contract to Schlick Services to install 400 amps service to connect all existing electrical components for a cost of \$26,085, adding \$2,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$28,085 and send it to the Finance Committee for funding review and the Board for final approval.</p>	Facilities Director	
<p><b>2. Unfinished Business, Item 7B: Paving Project/Phase II</b>                      The Committee moved to recommend to the Board of Directors re-pave South St. Andrews of paving project phase II, contingent upon the Finance Committee's allocation of additional funding as required.</p>	Facilities Director	
<p><b>3. Unfinished Business, Item 7C: St. Andrews Gate Improvements</b>                      The Committee moved to award a contract to MJ Jurado to install new path of travel in front of parked cars, keep the planting area in the existing condition, add a curb and a gutter, new parking stalls, ADA ramp per design, seal coat and stripping as drafted by Urban Crossroads on June 16<sup>th</sup>, in the amount not to exceed \$38,960 and send it to the Finance Committee for Reserve funding approval, and the Board of Directors.                      Following a discussion, it was the consensus of the Committee to obtain, and put a bus stop sign to the left of the crosswalk, upon the Mutual One permission. As an alternative, the Committee discussed moving the bus bench to the left of the crosswalk.</p>	Executive Director Facilities Director	
<p><b>4. Unfinished Business, Item 7D: Clubhouse Revitalization Project. Addition of a Wheelchair Ramp on the Side of Clubhouse Six</b>                      The Committee moved to award a contract to MJ Jurado to construct a wheelchair ramp on the East side of Clubhouse Six, including a hand rail, in the amount not to exceed \$16,780.</p>	Facilities Director	
<p><b>5. Unfinished Business, Item 7E: Accommodations for Visually Impaired Residents</b></p>	Facilities Director	



Action/Request	Person Responsible	Action Taken
The Committee moved to table this item for 30 days, and review it at the next scheduled Committee meeting.		
<b>6. New Business, Item 8A: Verizon Block Wall</b> It was the consensus of the Committee to discontinue this item.	Facilities Director	
<b>7. New Business, Item 8B: Multi-use Area. Clubhouse Two</b> The Committee moved to award a contract to MJ Jurado to demo existing concrete & shade area, excluding landscaping, in the amount not to exceed \$48,000 and send it to the Finance Committee for funding review.	Facilities Director	
<b>8. New Business, Item 8C: Street Flags</b> The Committee moved to put up 20 brackets in the amount not to exceed \$1,000 budgeted by the operations.	Facilities Director	
<b>9. Staff Reports, Item 10D: Executive Director</b> The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting, and was advised by the Committee to present a storyboard on Clubhouse renovations.	Executive Director	

**MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE  
SUMMARY REPORT  
Monday, October 3, 2017**

Action/Request	Person Responsible	Action Taken
<b>1. Unfinished Business, Item 6A: GRF Building Inspector Services, ##1 - 25</b> Following a discussion, the Committee made the corrections to #15-Contractor payments, and #17 - Contractor/Member Dispute Resolutions.	Facilities Director	
<b>2. New Business, Item 6B: GRF Building Inspector Services, ##26 - 96</b> The Committee reviewed GRF Building Inspector Services ##26 - 60, and determined whether those services are considered standard or non-standard.	Facilities Director Project Coordinator	

**RECREATION COMMITTEE  
SUMMARY REPORT  
Monday, October 4, 2017**

Action/Request	Person Responsible	Action Taken
<p><b>1. Unfinished Business, Item 7A: LW Trailer Club Financial Review</b>  The Committee moved to demand that the LW Trailer Club immediately refunds to all LW Trailer Club members all relative space rent cost collected by the LW Trailer Club for the period of January 1, 2017, through June 1, 2017, and must be done by November 1, 2017. If money is not returned to Club members by this date, Golden Rain Foundation will immediately terminate the LW Trailer Club as a sanctioned Club, and terminate the LW Trailer Club lease.</p>	Recreation Manager	
<p><b>2. New Business, Item 8A: Toys for Tots</b>  The Recreation Manager provided the Committee with the updates on Toys for Tots project.</p>	Recreation Manager	
<p><b>3. New Business, Item 8B: Korean Festival of Garden Grove</b>  The Recreation Manager provided the Committee with the details on Korean Festival of Garden Grove, scheduled for October 21, 2017.</p>	Recreation Manager	
<p><b>4. New Business, Item 8C: Fall Festival</b>  The Recreation Manager provided the Committee with the details on Fall Festival, also scheduled for October 21, 2017.</p>	Recreation Manager	
<p><b>5. New Business, Item 8D: Work Study for Amenities</b>  The Executive Director spoke of the Clubhouses Renovation project, discontinuance of emergency meals in Clubhouse Two, a possible concrete placement between the Library and Clubhouse Three, enhancing the food service in the community, and expanding the parking lot of Clubhouse One.</p>	Executive Director Recreation Manager	
<p><b>6. New Business, Item 8E: Adding Partitions for Clubhouse Six</b>  The Committee moved to approve the purchase of two fixed wall systems for Clubhouse Six from Saturn Systems, in the amount of \$3,517.56 and send a request to the Finance Committee for available funding.</p>	Executive Director Recreation Manager	
<p><b>7. New Business, Item 8F: RV Lot Attendant Office</b></p>	Recreation Manager RV Lot Storage Attendant	

Action/Request	Person Responsible	Action Taken
<p>Following a discussion, the RV Lot Storage Attendant was asked to make a list of the issues, and the number of space renters who haven't renewed their registration. The Committee also concurred to provide them with a registered mail letter asking to renew their RV registration by November 1, 2017.</p> <p>Following a further discussion, and per shareholder's request, the Committee concurred to have the same code at both RV Lot gates, to make it more accessible.</p> <p>The Committee also concurred to hold a special Recreation Committee meeting on October 11, 2017, to discuss open/pending RV Lot applications, and a waiting list, and begin renting available spaces as follows.</p>		
<p><b>8. New Business, Item 8G: Golf Shack</b>  The Executive Director spoke of the Golf Shack relocation and the Swimming Pool design planning, and informed the Committee of looking for costs on a Golf Course consultant, to be presented at the next regular scheduled meeting.</p>	Executive Director	
<p><b>14. Policies Amend:</b>  <b>Item 9A: Policy 1406-50, Limitations on Use</b>  The Committee moved to amend Policy 1406-50, Limitations on Use, as presented, and send it to the Board.</p>	Recreation Manager	
<p><b>15. Sub-Committees, Item 10A:</b>  <b>Entertainment/Movie Sub-Committee</b>  The Entertainment/Movie Sub-Committee Chair stated that the final list of the movies and Amphitheater shows will be available upon approval. The Recreation Manager was also asked to have the reviews from past shows published in LW Weekly.</p> <p><b>Item 10B: Golf Course Sub-Committee</b>  <b>The Recreation Manager on behalf of the Golf Course Sub-Committee</b> Chair stated that Golf Course issues are being taken care of.</p> <p><b>Item 10C: Swimming Pool Sub-Committee</b>  The Chair of a Swimming Pool Sub-Committee stated that the Sub-Committee is looking forward to meeting with the Swimming Pool designer. The Committee also asked the Recreation Manager to order a new white board for the pool attendant.</p>	Executive Director Recreation Manager	

Action/Request	Person Responsible	Action Taken
<b>16. Staff Reports, Item 11D: Executive Director</b> The Executive Director spoke of a new sound system and curtains for the Amphitheater, to be further discussed at the next regular scheduled meeting.	Executive Director	

**ARCHITECTURAL DESIGN & REVIEW COMMITTEE**  
**SUMMARY REPORT**  
**Monday, October 10, 2017**

Action/Request	Person Responsible	Action Taken
<b>1. Unfinished Business: Clubhouse Three-Revitalization Project</b> The Committee concurred to schedule a Work Study meeting on October 18 at 3 p.m.	Recording Secretary	
<b>2. Unfinished Business: Mission Bell Location – Discussion Only</b> The Committee moved to recommend to the GRF BOD the relocation of the Commemorative Mission Bell, with the addition of a commemorative plaque, adjacent to CH2. Exact location TBD and to name the area "Mission Park".	Executive Director	
<b>3. Unfinished Business: St. Andrews Median - Update</b> The Committee will discuss the topic at the November Meeting. President Stone will present a story board at the scheduled meeting.	GRF President	
<b>4. Unfinished Business: Holiday Decorations</b> The Recreation Manager provided an update on the Holiday Decorations. The Committee requested the Recreation Manager provide the cost for red bows at the next scheduled meeting.	Recreation Manager	
<b>5. Unfinished Business: Signage For "The Courtyard"</b> The Committee concurred to approve concept one of the two concepts presented for the Courtyard.	Executive Director Facilities Director	
<b>6. Unfinished Business: Clubhouse Six Signage</b> The Committee concurred to table this item until next month and requested Executive & Facilities Directors provide additional	Executive Director Facilities Director	

Action/Request	Person Responsible	Action Taken
information at the next scheduled Committee Meeting.		
<p><b>7. Unfinished Business: South &amp; North Gate Signs</b> The Committee concurred to approve the signage presented for South and North Gates, Operations Funds.</p>	Facilities Director	
<p><b>8. New Business: Stock Transfer – Office Art Work – Discussion Only</b> The Chair established a Sub-committee, “Picture Sub-committee”, naming Mrs. Reed as Chair and members: Ms. Stone, Ms. Hopewell and Ms. Snowden.</p>	Executive Coordinator	
<p><b>9. New Business: Multi-Purpose Court – Surface Colors</b> The Committee moved to approve the standard court colors for the tennis/pickle ball court; blue for the playing surface and green for the court surround.</p>	Facilities Director	
<p><b>10. New Business: Ch3 – Clubhouse Revitalization – Sample Review</b> The Committee discussed the CH3 Revitalization and requested the Facilities Director to remove the very unpleasant couches.</p>	Facilities Director	
<p><b>11. New Business: Ch3 – Clubhouse Revitalization – Sample Review</b> The Committee discussed the CH3 Revitalization and requested the Facilities Director to remove the very unpleasant couches.</p>	Facilities Director	
<p><b>12. New Business: Flower/Plant List - Approval</b> The Committee moved to approve the flower/plant list, as amended.</p>	Recording Secretary	
<p><b>13. New Business: Ch4 – Lamp Post Lighting</b> The Committee concurred to table this item until next month. No Action was taken.</p>	Recording Secretary	
<p><b>14. New Business: Signage For GAF Hospitality</b> The Committee moved to approve the signage for GAF Hospitality, as presented.</p>	Recording Secretary	
<p><b>15. New Business: The Plaza Concept</b> The Committee moved to recommend to the Recreation Committee, for review and concept support, followed by a joint</p>	Executive Director	

Action/Request	Person Responsible	Action Taken
committee recommendation to the Board, for conceptual approval to allow all applicable committees to begin the required steps to construct this addition to Trust Property.		
<b>16. New Business: GRF Power Point Template</b> The Committee moved to approve the template presented, to be used as the official GRF Power Point back ground.	Executive Director	

**MUTUAL ADMINISTRATION COMMITTEE**  
**SUMMARY REPORT**  
**Tuesday, October 10, 2017**

Action/Request	Person Responsible	Action Taken
<b>1. Unfinished Business: Mutual Administration Procedures – Agendas</b> The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	
<b>2. Unfinished Business: Mutual Administration Procedures – Minutes</b> The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	
<b>3. New Business: Notice of Disclaimer Regarding Dual Ownership</b> The Committee concurred to defer this to the next Committee meeting pending several changes that need to be addressed.	Stock Transfer Manager	
<b>4. New Business: 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents</b> The Committee moved to approve the 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents.	Stock Transfer Manager	
<b>5. Policies: Review of Policy 5536.1-33 , Gate Passes</b> The Committee concurred to schedule a work study to review this Policy before sending to the Policy Re-Write Committee.	Committee Members	
<b>6. Policies: Review of Policy 7720, Distribution of Services</b>	Recording Secretary	

Action/Request	Person Responsible	Action Taken
The Committee moved to recommend the GRF BOD rescind Policy 7720, Distribution Services.		
<b>7. Policies: Review of Policy 7740, Messenger Services</b> The Committee moved to recommend the GRF BOD rescind Policy 7740, Messenger Services.	Recording Secretary	
<u>MAC Committee November Follow Up –</u> 1. Water Sensors – 2. Notice of Disclaimer Regarding Dual Ownership <u>Persons Responsible</u> 1. Facilities Manger to further research water sensor and bring back his findings to the Committee. 2. Stock Transfer Manager to make the appropriate changes and bring back to Committee.		

## SPECIAL RECREATION COMMITTEE

### SUMMARY REPORT

**Wednesday, October 11, 2017**

Action/Request	Person Responsible	Action Taken
<b>1. New Business, Item 7A: Open/Pending RV Lot Applications</b> The Committee reviewed a draft of the RV lease, and moved to accept the changes in red, as presented, and send it to the Board for review. The Committee concurred to resolve registration issues of the cases that were held back, based on the circumstances, and come to the consensus of moving forward. Following a discussion, the Committee concurred to: <ul style="list-style-type: none"> <li>Enforce the lease to state that a Shareholder must be a primary holder of the registration and insurance of the vehicle stored in the RV lot;</li> </ul>	Recreation Director, RV Lot Storage Attendant	

Action/Request	Person Responsible	Action Taken
<ul style="list-style-type: none"> <li>• Deny a registration on the trailers without a tow vehicle and the trailers that are not towable;</li> <li>• Deny a registration to a fifth wheel without tow vehicle;</li> <li>• Deny a registration on a tow vehicle that is not registered under Shareholder's name;</li> <li>• Enforce Policy of maximum two spaces per Member, and have both vehicles registered under the Shareholder's name, otherwise the registration will be denied.</li> </ul> <p>Following a further discussion, the Committee moved to deny a registration to RV vehicles that are used as a workshop or as a storage, and not used recreationally.</p> <p>The Recreation Director stated that a registered mail letter will be sent to the owners of unregistered vehicles, and to those whose registration been reviewed and denied by the Committee.</p>		
<p><b>2. New Business, Item 7B: Waiting List</b></p> <p>The Committee discussed a waiting list situation, and asked the RV Lot Storage Attendant to look into dividing the waiting list into three classifications – smaller, medium and large spaces, and create a separate list for the Shareholders waiting for the second space.</p> <p>The Committee also discussed leasing appropriate size spaces, and agreed on allowing a Shareholder keep the same space in the RV Lot while replacing their recreational vehicle.</p>	Recreation Director, RV Lot Storage Attendant	

## COMMUNICATIONS COMMITTEE

### SUMMARY REPORT

Thursday, October 12, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Unfinished Business: FileMakerPro Sales Database Upgrade</b></p> <p>The Committee concurred to place this item on hold for further discussion.</p>		No action required
<p><b>2. Unfinished Business: Policy Management Software</b></p>	IT Systems Analyst	



Action/Request	Person Responsible	Action Taken
After presentations by Margaret Gillon and by Daniel Fabian, the Committee concurred to direct staff to make the appropriate determination regarding Policy Management Software.		
<b>3. New Business: Metro Newspaper ADV (Carl's Jr.)</b> The Committee moved to approve the write-off amount of \$1,725 and forward to the Finance Committee and the BOD for final approval.	Recording Secretary	
<b>4. New Business: In Focus 2018 Calendar</b> The Committee reviewed and voted on photos submitted by shareholders for the 2018 calendar, In Focus.	Recording Secretary	
<b>5. Policies: 2825-36, Special Columns</b> The Committee concurred to forward this policy to the Policy Re-write Sub-committee.	Recording Secretary	
<b>6. Policies: 5050-34, Digital Billboards</b> The Committee concurred to forward this policy to the Policy Re-write Sub-committee	Recording Secretary	

**EXECUTIVE COMMITTEE**  
**SUMMARY REPORT**  
**Wednesday, October 13, 2017**

Action/Request	Person Responsible	Action Taken
<b>1. Unfinished Business: Director Training</b> The Executive Director advised that the next director training will be on October 30; the topic is DEFH, part II.		No action required
<b>2. Unfinished Business: Salary Survey – Transportation and Inspectors</b> The Committee moved to recommend the GRF BOD approve changes to the Wage Ranges for the Mechanics to Wage Range 35 and Lead Mechanic Positions to Wage Range 40 in the Transportation Department, as outlined in the Wage Adjustment Analysis in the agenda packet, effective November 1, 2017. The Committee moved to recommend the GRF BOD approve the changes to the Wage Ranges for the Building Inspector Position I, II and for the Physical Property Manager to Wage Range 54 in the	Human Resources Director	

Action/Request	Person Responsible	Action Taken
<p>Physical Properties Department, as outlined in the Wage Adjustment Analysis in the agenda packet.</p> <p>The Committee will review the position description of the Building Inspector at the November meeting.</p>		
<p><b>3. New Business: Approve Draft Community Disaster Procedure Outlines Document</b></p> <p>The Committee concurred to continue to publish the Community Disaster Preparedness Tips in the community telephone book.</p> <p>The Community will discuss the Employee Emergency Operations Plan at the November Committee meeting.</p>	<p>Safety/Emergency Coordinator</p>	
<p><b>4. New Business: Uniforms for Recreation/Library Attendants:</b></p> <p>The Committee moved to accelerate the Recreation new hire and the Library new hire.</p> <p>The Committee moved to refer Recreation staff shirts to the Architectural Design &amp; Review Committee to select the color.</p>	<p>Human Resources Director Recreation Manager Library Oper. Spv. Recording Secretary</p>	
<p><b>5. New Business: Uniform Change for Bus Drivers</b></p> <p>The Committee moved to refer Bus Driver staff shirts to the Architectural Design &amp; Review Committee to select the color.</p>	<p>Recording Secretary</p>	
<p><b>6. New Business: Employee Handbook and 4000 Policy Series</b></p> <p>The Human Resources Director will present a progress report on the Employee Handbook at the November meeting.</p>	<p>Human Resources Director</p>	
<p><b>7. New Business: Employee Payroll Information System</b></p> <p>The Committee moved to recommend the GRF BOD convert our payroll and HRIS systems from Paychex to ADP, with the first live payroll of 2018, for a cost not to exceed \$44,245 (including a non-budgeted expense of \$2,900).</p>	<p>Human Resources Director</p>	
<p><b>8. Policies: Amend Policy 5026-30, Election of Officers</b></p> <p>The Committee recommends the GRF BOD amend Policy 5026-30, Election of Officers.</p>	<p>Recording Secretary</p>	

Action/Request	Person Responsible	Action Taken
<b>9. Policies: Amend Policy 5041-30, Real Property Acreage</b> The Committee recommends the GRF BOD amend Policy 5041-30, Real Property Acreage.	Recording Secretary	
<b>10. Policies: Amend Policy 5025-30, Election Procedures</b> The Committee referred Policy 5025-30, Election Procedures to the Stock Transfer Supervisor. She will present a sample election packet at the November meeting.	Stock Transfer Supervisor	
<b>11. Policies: Review Policy 5110-30, Executive Committee</b> The Committee agreed to mark Policy 5110-30, Executive Committee as REVIEWED.	Recording Secretary	

**FINANCE COMMITTEE  
SUMMARY REPORT  
Monday, October 16, 2017**

Action/Request	Person Responsible	Action/Taken
<b>1. Financials</b> The Committee moved and recommended the GRF BOD to accept the October 2017 financial statements, as presented for audit.	Director of Finance	
<b>2. Unfinished Business – Reserve Study</b> The Committee moved and recommended the GRF BOD to approve the Reserve Study for the 2018 budget year, as presented by the Director of Finance.	Director of Finance	
<b>3. Unfinished Business – Investments</b> The Committee moved and recommended the GRF BOD approve adding \$500,000 to the investment ladder and authorizing the Director of Finance to purchase a 52-week CDAR for the month of October.	Director of Finance	
<b>4. New Business – Investments – Certified Professional Financial Planning – Discussion Only</b> The Chair removed this item from the agenda.	Recording Secretary	
<b>5. New Business – Electrical Service Upgrades – RV Lot</b> The Committee moved and recommended the GRF BOD to approve the allocation of	Facilities Director	

Action/Request	Person Responsible	Action Taken
Capital Funds, in the amount of \$28,085, for 5.5 acres improvements.		
<b>6. New Business – Paving Project- Phase II</b> The Committee moved and recommended the GRF BOD to approve the additional Reserve funding of \$106,639 for the project's total amount not to exceed \$600,000.	Facilities Director	
<b>7. New Business – St. Andrews Access and Pedestrian Improvements</b> The Committee moved to recommended to the GRF BOD to award a contract to MJ Jurado, in an amount not to exceed \$39,000, gate improvements.	Facilities Director	
<b>8. New Business – Clubhouse Six – Pedestrian Ramp Addition</b> The Committee moved to recommend the GRF BOD approve Capital funding of \$16,780 for the installation of a ramp at the east end of CH6.	Facilities Director	
<b>9. New Business – Clubhouse Six – Partitions</b> The Committee moved to recommend the GRF BOD approve Capital funding of \$3,517.56 for the purchase of two fixed walls systems for CH6 from Saturn Systems, not to exceed \$3,600.	Recreation Director	
<b>10. New Business – Annual Disclosure Statement</b> The Committee moved to approve and recommend the GRF BOD the 2018 Annual Budget Disclosure and Policy Statement.	Director of Finance	
<b>11. NEW BUSINESS – Policy 5061-31 Fees</b> The Committee moved to recommend the GRF BOD amend Policy 5061-31, Fees, as amended.	Recording Secretary	

## RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF OCTOBER 24, 2017

### Approved Minutes

MOVED and duly approved to accept the minutes of the September 26, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected.

### General – LA Seismic, Access Permit Request

MOVED and duly approved to deny the granting of an access permit to Los Angeles Seismic, install sensor pods, conduct testing and recover the pods.

### General - Establishment of Ad hoc Committee

MOVED and duly approved, pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation, to approve and thereby establish the RV Lot Ad hoc Committee and grants to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30. MOVED and duly approved the appointment of Carole Damoci – Chair, Bob Crossley, Irma Heinrichs, Steve McGuigan, Paul Pratt, Paula Snowden and Ronde Winkler.

### Amended On-Site Sales Lease

MOVED and duly approved the revisions to the Amendment to the Resales Lease Agreement between the Golden Rain Foundation, Seal Beach and Charles Briskey Real Estate, Inc, for one (1) year, new expiration date of December 31, 2018, and authorize the President to sign the agreement.

### Architectural Design and Review Committee – Naming of Clubhouse Two Multi-Use Area, Mission Park

MOVED and duly approved the relocation of the El Camino Real trail commemorative bell-marker to Clubhouse Two and naming of the location Mission Park. Approval is conditioned upon final ADRC review and approval of approval of location, support base, commemorative plaque addition, lighting, funding review and approval.

### Communications Committee – Amended Policy 2840.01-36, Subscriptions Procedure

MOVED and duly approved to rescind Policy 2840.01-36, Subscriptions Procedure, as it is no longer relevant (the LW Weekly is available on-line).

### Executive Committee – Staffing for Recreation and Library Departments

MOVED and duly approved the acceleration of the hiring of the Recreation Event Coordinator and the creation of a full-time Library Clerk position by transferring existing budgeted hours, an unbudgeted 2017 expense of approximately \$7,600.00, as soon as administratively feasible in 2017.

### Executive Committee – Approved Payroll and Human Resources Information System

MOVED and duly approved the conversion of the Paychex payroll and HRIS system to ADP, per ADP's proposal dated October 6, 2017 (\$41,345 annually, plus a one-time conversion cost for \$2,900, for a total of \$44,245), and authorize the President to sign the contract.

Executive Committee – Amended Policy 5026-30, Election of Officers

MOVED and duly approved to amend Policy 5026-30, Election of Officers, updating the election procedures wherein the Inspector of Elections will count the votes cast and announce the results of the vote, rather than GRF staff.

Executive Committee – Amended Policy 5041-30, Real Property Acreage

MOVED and duly approved to refer Policy 5041-30, Real Property Acreage to the Policy Rewrite Sub-committee.

Finance Committee – Accepted September 2017 Financial Statements

MOVED and duly approved to accept the September 2017 Financial Statements for audit.

Finance Committee – Approved CDAR Purchase

MOVED and duly approved to continue the investment ladder by investing \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR @ .70% which will be fully insured by the FDIC.

Finance Committee – Acceptance of Reserve Study for 2018 Budget Year

MOVED and duly approved to accept the Reserve Study for the 2018 budget year.

Finance Committee – Acceptance of the 2018 Annual Budget Disclosure & Policy Statement

MOVED and duly approved to accept the 2018 Annual Budget Disclosure & Policy Statement.

Finance Committee – **TENTATIVE VOTE:** Amended Policy 5061-31, Fees

MOVED and duly approved amend Policy 5061-31, Finance – Fees, to include changing “Membership” fee to “Amenities” fee, updating “Shareholder” to “Member” and increasing the Amenity Fee

Finance Committee – **FINAL VOTE:** Amended Policy 5523-31, Accounts Receivable Collections

MOVED and duly approved to amend Policy 5523-31, Accounts Receivable Collections, incorporating procedural changes, updating staff and amending the return check fee from \$5 to \$25.

Mutual Administration Committee – Rescinded Policy 7720, Distribution Services and Policy 7740, Messenger Services.

MOVED and duly approved to rescind Policy 7720, Distribution Services and Policy 7740, Messenger Services.

Physical Property Committee – Capital Funding - Electric Services, 5.5 Acres

MOVED and duly approved to award a contract to Schlick Services to install 400 amps service at 5.5 Acres, to connect all existing electrical components for a cost of \$26,085, adding \$2,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$28,085, from Capital funding, and authorize the President sign all the contracts.

Physical Property Committee – Capital Funding – Addition of Pedestrian Ramp, Clubhouse Six

MOVED and duly approved to award a contract to MJ Jurado to install a ramp at the East end of Clubhouse Six, at the current stairs location, and relocate the stairs off the landing of the entry

by removing a section of railing, for a total cost not to exceed \$16,780, Capital Funds, and authorize the President sign the contract.

Physical Property Committee – Reserve Funding – Paving Project, Phase II

MOVED and duly approved to award contracts to Johns Landscaping Services, to remove trees in the median on South St. Andrews in the amount of \$6,000, Street Phase II Reserve Funds, per proposal dated July 28, 2017; to MJ Jurado to mill and overlay 2” of asphalt on St. Andrews from Golden Rain Rd. to Seal Beach Blvd., remove and replace the median (including tree stumps), remove and replace failing concrete and sidewalks, and repair failing road base in the amount of \$500,639, per proposal dated August 30, 2017; for conduit installation for the future installation of fiber optic cable in the amount of \$30,000, Capital funding; and contingency funding in the amount of \$75,000, subject to the Physical Properties Chair review and approval, for a total project cost not to exceed \$611,639 (Reserve funding of \$581,639 and Capital funding of \$30,000) and authorize the President sign all contracts.

Physical Property Committee – Reserve Funding – St. Andrews Gate Improvements

MOVED and duly approved to award a contract to MJ Jurado, per their proposal date September 30, 2017, in the amount not to exceed \$38,960, Reserve funding, per plans drafted by Urban Crossroads, dated June 16<sup>th</sup>, and authorize the President sign the contract.

Recreation Committee – Capital Funding – Clubhouse Six, Addition of Fixed Walls

MOVED and duly approved the purchase and installation of two new fixed wall systems for Clubhouse Six, from Saturn Systems, in the amount of \$3,517.56, Capital funds, and authorize the Executive Director to initiate the purchase.

Recreation Committee – Amended Policy 1406-50, Limitations on Use (Trust Facilities)

MOVED and duly approved to amend Policy 1406-50, Limitations on Use (Trust Facilities), as presented.

Recreation Committee – RV Lot Individual Lease Revisions

MOVED and duly approved the revised Recreational Lot individual lease defining the individual lease terms and the payment location/address.

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: October 11th 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-73B	patio tile	grf	01/27/17	02/27/17	no		Lw Décor
4-44G	kitchen remodel	both	06/18/17	09/29/17	no	rough 7/10/17	los al
4-83F	kitchen/bath remodel	both	08/15/17	11/15/17	no	ndercround, 8/18/17	los al 7/7/17
4-37E	sola tube	Both	07/24/17	08/24/17	no		Brighter Concepts 7/17/17 john campbell 760.477.2665
4-52D	ing fansx2.lite@patio stor	both	08/15/17	10/20/17	no		LW décor
4-43A	retro sliding door	both	11/06/17	12/06/17	no		swenman 562.544.4262 7/25/17

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86F		10/28/16	11/03/17				
4-83G		12/22/16	10/12/17	10/13/17	10/25/17		
4-83F			05/31/17		06/12/17		
4-48B			06/29/17	07/03/17	07/14/17		95
4-48E		07/19/17					
4-50E		07/19/17	10/18/17	10/24/17	11/03/17		
4-84H		08/24/17	09/20/17	09/25/17			
4-80G		08/24/17					
4-75K		08/29/17					
4-74E		11/01/17					
4-47H		11/01/17					

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

CONTRACTOR		PROJECT
Total Landscape Maintenance- Tree Pruning:		on going now
Fenn Pest Control - Copper Re-piping		service days are Monday and Wednesday prep for next year
Roofing stove hoods & Piping		wait till January 18' for pricing complete with all
painting touch ups Concrete		complete with all concrete project is complete. painting should go down by the time this meeting is held all corners were put in. Electrical has been complete with 42G-L

Shareholder Visits and Mutual Requests	
4-44G - fencing around transformer	



## MUTUAL 4 BOARD OF DIRECTORS MEETING

President's Report

Wednesday, November 8, 2017

To those of you who missed our annual Mutual Dinner, it was a rousing success; lots of camaraderie, lots of salad, chicken wings and pizza, and a ton of desserts. Your directors and building captains made it all work under the direction of Suzi Smith and Marsha Gerber.

The Building Captains' Luncheon is up next; details to follow.

As most of you know, we are continuing our re-roofing and re-piping programs. Your buildings will be posted prior to start time.

The best way we have to communicate with you is through posting in the Laundry Rooms. The minutes, policy changes, new policies are there for you to review and comment.

Mutual maintenance is our biggest expense, and everything costs more this year than last.

As your president, I attend many meetings and listen to many presidents talk about their Mutual problems. Mutual 4, for the most part, doesn't have many problems. We directors all thank **YOU** for making our jobs a little easier.

And last but not least, we now have a full board. Former director, Marsha Gerber was appointed for the remainder of the 2017 term. At least we don't have to break her in.

Welcome aboard, Marsha!

Happy Bird Day!

Bob Slater  
The Prez, Mutual 4

M4 Board of Directors  
Monthly Report for October, 2017  
Presented November 8, 2017  
Mike Levitt, Director

Attended two-hour Directors' Training Session on Fair Housing laws. Far too much information -- information truly important to us in Leisure World -- to attempt to shoe horn into two hours. Hopefully, GRF will schedule an all-day session, with a more experienced instructor.

Kept pest extermination company Fenn busy, with requests for help against cockroaches, ants, termites and, horror of horrors: crickets. Yes, those chirping lil' devils are sneaking into our apartments, taking up residency in our air conditioning ducts. And leaving piles of poop that many of us have mistaken for termite droppings.

Fielded many complaints about inadequate irrigation: sprinklers needing adjustment, longer (or shorter) spraying times. And, after the widespread LW power failure, sprinklers going on during the most inconvenient times, soaking pedestrians and pets. (Nothing smells as bad as a wet dog.)

Completed final (I hope) rewrite of the Mutual's information booklet for new shareholders.

Coupla reminders:

Don't leave a non-operating note on a laundry room machine until you have written what the machine is doing wrong.

Large objects belong in the dumpsters near the Mini-Farms, not on the ground next to the carport dumpsters. The trash company will NOT remove them.

And I leave you with this final reminder: Although our Governor, surrounded by the brightest minds he can scrounge up, has declared the statewide drought is over, based on ONE RAINEY SEASON...the far wiser minds in the city of Seal Beach have not ended the restrictions on water use. Ergo: water wasters are still being fined. Out there, and in here. Don't water where you can sweep instead. Or the water police could be tipped off by one of your neighbors whom you had ticked off at some time in the past.

Mutual 4 Board of Directors Meeting – November 8, 2017

**FINANCIAL RECAP -OCTOBER 2017**

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	141,802	141,769	33	1,426,514	1,417,690	8,824
Reserves	45,077	45,077	0	450,770	450,763	7
Expenses	98,843	96,899	1,944	1,024,803	968,995	55,808
Total Expenses	143,920	141,976	1,944	1,475,573	1,419,758	55,815
Income/Expense	-2,118	-207	-1,911	-49,059	-2,068	-46,991
Add Back Depreciation	4,200			48,794		
Adjusted	2,082			-265		

Our unrestricted cash for month end is \$388,895; restricted reserve accounts total \$1,657,469

**Reserves:**

Appliance	\$1,106
Painting	\$30,191
Operating	\$25,000
Roofing	\$1,174,107
Emergency	\$128,999
Infrastructure	\$298,066
<b>Total Reserves</b>	<b>\$1,657,469</b>

The CFO Council held an open agenda session which means CFO's can introduce any topic. We discussed in detail Mutual Governing Document Corrective Measures & Fines and what Mutual's are currently doing.

**ANNUAL PICNIC/SOCIAL EVENT**

We sold 249 tickets to our annual event. Some folks decided to stay home--not sure if the early darkness was an issue but next year we will schedule earlier (GRF made us wait until November since they were supposed to be renovating Clubhouse 2--did not happen!) We had a great time, ate lots of food and played trivia. A big thank you to all the volunteers:

Event Partner	Marsha Gerber	
Board	Bob, Mike Tom, Jan, Jon	
Board Partners	Dennis, Gail, Chris, T	Resident Volunteers – Vickie and Darnell
Family	Pam, Ken, Jim, Aidan, Christian, Gavan, Jaelyn	

(Note: I buy tickets for my family so they can help serve and clean up; they are much younger!!)

## LANDSCAPE

Total Landscape is mowing the grass way down in preparation so yellow areas will be exposed - this is done by plan. Reminder: winter mowing is every other week.

Tree trimming complete

Gutter cleaning to begin approximately November 20.

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 G. Smith*

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

	Oct 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	34,151.00	34,345.00	-214.00
Reserves Assessment	45,077.00	45,077.00	0.00
GRF Assessment	57,297.00	57,083.00	214.00
<b>Total ASSESSMENT</b>	136,505.00	136,505.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	41.00	65.00	-24.00
Interest Income - Taxable	2,038.00	1,650.00	388.00
Late Charges	76.00	44.00	32.00
<b>Total FINANCIAL INCOME</b>	2,155.00	1,759.00	396.00
<b>SERVICES INCOME</b>			
Inspection Fees	2,000.00	2,083.00	-83.00
Laundry Machines	1,142.00	1,418.00	-276.00
Merchandise Sales	0.00	4.00	-4.00
<b>Total SERVICES INCOME</b>	3,142.00	3,505.00	-363.00
<b>Total Income</b>	141,802.00	141,769.00	33.00
Cost of Goods Sold			
<b>GRF MAINTENANCE FEE</b>	57,297.00	57,297.00	0.00
<b>Total COGS</b>	57,297.00	57,297.00	0.00
<b>Gross Profit</b>	84,505.00	84,472.00	33.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	3,490.00	415.84	3,074.16
Management Fee	222.00	221.75	0.25
<b>Total PROFESSIONAL FEES</b>	3,712.00	637.59	3,074.41
<b>SERVICES</b>			
Landscape - Contract	12,460.00	13,274.00	-814.00
Landscape - Extras	355.00	708.84	-353.84
Miscellaneous Services	268.00	43.59	224.41
Painting	145.00	83.16	61.84
Pest Control	345.00	649.41	-304.41
Standard Service	4,898.00	4,965.84	-67.84
Structural Repairs	0.00	665.00	-665.00
<b>Total SERVICES</b>	18,471.00	20,389.84	-1,918.84
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	2,544.00	7,979.00	-5,435.00
State & Federal taxes	613.00	285.09	327.91
<b>Total TAXES &amp; INSURANCE</b>	3,157.00	8,264.09	-5,107.09
<b>UTILITIES</b>			
Electricity	1,754.00	1,999.84	-245.84
Trash	3,216.00	3,183.84	32.16
Water	7,036.00	4,918.34	2,117.66
<b>Total UTILITIES</b>	12,006.00	10,102.02	1,903.98
<b>RESERVE FUNDING</b>			
Emergency Reserve	417.00	416.66	0.34
Roof	12,917.00	12,916.66	0.34
Paint	953.00	953.00	0.00
Infrastructure	28,590.00	28,590.00	0.00
Appliances	2,200.00	2,200.00	0.00

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

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	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	45,077.00	45,076.32	0.68
DEPRECIATION	4,200.00	209.00	3,991.00
Total Expense	86,623.00	84,678.86	1,944.14
Net Ordinary Income	-2,118.00	-206.86	-1,911.14
Net Income	<u>-2,118.00</u>	<u>-206.86</u>	<u>-1,911.14</u>

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

	Jan - Oct 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	341,524.00	343,450.00	-1,926.00
Reserves Assessment	450,770.00	450,770.00	0.00
GRF Assessment	572,756.00	570,830.00	1,926.00
<b>Total ASSESSMENT</b>	1,365,050.00	1,365,050.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	474.00	650.00	-176.00
Interest Income - Taxable	19,675.00	16,500.00	3,175.00
Late Charges	576.00	440.00	136.00
<b>Total FINANCIAL INCOME</b>	20,725.00	17,590.00	3,135.00
<b>SERVICES INCOME</b>			
Inspection Fees	25,500.00	20,830.00	4,670.00
Laundry Machines	15,210.00	14,180.00	1,030.00
Merchandise Sales	0.00	40.00	-40.00
Miscellaneous	29.00	0.00	29.00
<b>Total SERVICES INCOME</b>	40,739.00	35,050.00	5,689.00
<b>Total Income</b>	1,426,514.00	1,417,690.00	8,824.00
Cost of Goods Sold			
<b>GRF MAINTENANCE FEE</b>	572,970.00	572,970.00	0.00
<b>Total COGS</b>	572,970.00	572,970.00	0.00
<b>Gross Profit</b>	853,544.00	844,720.00	8,824.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	7,922.00	4,158.32	3,763.68
Management Fee	2,220.00	2,217.50	2.50
<b>Total PROFESSIONAL FEES</b>	10,142.00	6,375.82	3,766.18
<b>SERVICES</b>			
Landscape - Contract	124,600.00	132,740.00	-8,140.00
Landscape - Extras	6,080.00	7,088.32	-1,008.32
Miscellaneous Services	797.00	435.82	361.18
Painting	2,460.00	831.68	1,628.32
Pest Control	2,560.00	6,494.18	-3,934.18
Standard Service	59,566.00	49,658.32	9,907.68
Structural Repairs	7,034.00	6,650.00	384.00
<b>Total SERVICES</b>	203,097.00	203,898.32	-801.32
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	86,541.00	79,790.00	6,751.00
State & Federal taxes	5,025.00	2,850.82	2,174.18
<b>Total TAXES &amp; INSURANCE</b>	91,566.00	82,640.82	8,925.18
<b>UTILITIES</b>			
Electricity	15,705.00	19,998.32	-4,293.32
Trash	31,739.00	31,838.32	-99.32
Water	50,793.00	49,183.32	1,609.68
<b>Total UTILITIES</b>	98,237.00	101,019.96	-2,782.96
<b>RESERVE FUNDING</b>			
Emergency Reserve	4,170.00	4,166.68	3.32
Roof	129,170.00	129,166.68	3.32
Paint	9,530.00	9,530.00	0.00
Infrastructure	285,900.00	285,900.00	0.00
Appliances	22,000.00	22,000.00	0.00

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

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	Jan - Oct 17	Budget	\$ Over Budget
Total RESERVE FUNDING	450,770.00	450,763.36	6.64
DEPRECIATION	48,791.00	2,090.00	46,701.00
Total Expense	902,603.00	846,788.28	55,814.72
Net Ordinary Income	-49,059.00	-2,068.28	-46,990.72
Net Income	<u>-49,059.00</u>	<u>-2,068.28</u>	<u>-46,990.72</u>



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

**Things have settled down. I had some requests from the residents which needed my attention. There is always the pesky problems in the laundry room.**

**Kevin and I did one prospective buyer orientation this month. Please welcome your new neighbors, David and Janet in 83G.**

**I know we have talked about this before but it needs to be reinforced. If you are thinking about doing any changes outside the building, including your garden area, *please* talk to your director. This will eliminate a lot of problems later on.**

**We also need to look at the carport area and make sure we do not have items that should not be there.**

**Jon Russell 741**

**(562)794-9334**

November 7, 2017

Tom Gerrity

Mutual 4 Director - (secretary)

Buildings 49, 50, 51, and 52

Phone 562-972-7567

Completed a new buyer orientation at 50E.

Smart burners completed in building 49. The other three buildings should be completed at the end of the week.

Received one call concerning termites and one call for ants.

Another quiet month.

Enjoy the beautiful SOCAL weather,

Tom

# Mutual Administration Director's Report November 2017

## 2017 COMPARATIVE MONTHLY REGULAR ASSESSMENT

	2018	2017	Change 2017 to 2018	2018 Rank (Assessment)	2018 Rank (Change)
Seal Beach Mutual No. 01	353.69	341.63	12.06	11	14
Seal Beach Mutual No. 02	405.03	375.54	29.49	1	1
Seal Beach Mutual No. 03	340.22	322.52	17.70	14	9
Seal Beach Mutual No. 04	357.74	344.71	13.03	10	12
Seal Beach Mutual No. 05	341.28	324.02	17.26	13	10
Seal Beach Mutual No. 06	305.56	296.40	9.16	16	16
Seal Beach Mutual No. 07	387.51	371.04	16.47	3	11
Seal Beach Mutual No. 08	337.91	314.33	23.58	15	6
Seal Beach Mutual No. 09	367.60	347.67	19.93	6	7
Seal Beach Mutual No. 10	367.45	339.62	27.83	7	3
Seal Beach Mutual No. 11	370.27	346.48	23.79	5	5
Seal Beach Mutual No. 12	380.83	368.21	12.62	4	13
Seal Beach Mutual No. 14	366.16	336.68	29.48	8	2
Seal Beach Mutual No. 15	364.01	345.05	18.96	9	8
Seal Beach Mutual No. 16	402.15	377.47	24.68	2	4
Seal Beach Mutual No. 17	345.00	335.00	10.00	12	15



From all of us in the Mutual Administration Department.

Reminder that Cindy Tostado, our Member Resource and Assistance Liaison is available for linkages to community resources and support.

Grieving the loss of a loved one, caring for an ill or aging relative, coping with a life changing diagnosis, making long-term care arrangements, or feeling overwhelmed and stressed, you can stop by her office located on the 2<sup>nd</sup> Floor of the Administration Building or give her a call at (562) 431-6586 extension 317.

