

MUTUAL FOUR

BOARD OF DIRECTORS
MONTHLY REPORTS FOR

OCTOBER 2016

(See information attached.)

October 12, 2016
GRF report to Mutual 4

“The soul within me no man can degrade” Frederick Douglas

Here is your chance to attend a GRF board meeting. This month it is Oct 25 at 6 pm in Clubhouse 4 there will be a night meeting. In addition, it is my birthday, so come by and wish me a Happy Birthday and enjoy watching your GRF Board at work. Hope to see you at the GRF Board meeting.

I have included re caps of all the committee meetings for the month. Please review them. If you have a concern about something that caught your attention, attend the next meeting where you will be able to speak and be heard.

The board has voted to allow the Executive Committee to work on a Code of Ethics. I have been appointed as the Chair of the Code of Ethics Sub Committee. Now all we have to do is write it with the director censure and get it passed. I just finished the Bereavement Workbook (which took over a year) so on with a new project. Be sure to go to the Library and Stock Transfer and pick up your free copy of the Bereavement Workbook.

Hope everyone got to go to the Town hall meetings concerning the parking policy on Trust property. These meetings were well attended. Thanks for coming and giving us your thoughts on this issue.

Some things that I thought would like to know:

1. The globe is officially been unwrapped / landscape in this area being discussed
2. The parking policy is being revised after town hall meeting
3. Talks about the redevelopment of the outside of Clubhouse 2 is being discussed (multi purpose courts)
4. Clubhouse 4 is back on track for renovation
5. **Training Seminar** dealing with the Occupancy Agreement in Clubhouse 4 at 12-4:30 on Thursday Oct 27

With Respect,
Joy Reed
GRF Corporate Secretary
Mutual 4



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ITS Committee Meeting • Monday, August 29, 2016 (October 3, 2016)

1. Old Business:

- a) Telephone System): The Committee concurred to approve the new Golden Rain Foundation Auto Assistant Tree.
- b) Digital Alert System: The Committee concurred to discuss and determine the uses for the new Digital Alert System at the next ITS Committee meeting; the Committee recommended it be addressed at the next Publications Committee meeting.
- c) Mutual Websites Management: The Committee requested the Executive Director provide a rough draft of the Mutual Websites Management Policy, including costs, at the next ITS Committee meeting.

2. New Business:

- a) Internet Café: The Committee concurred to refer the Internet Café project to the Recreation Committee.
- b) Digital Billboards in Clubhouses: Committee moved to purchase three 40" LG TVs, three Chromecasts, and three TV wall brackets for the Clubhouses Three, Five (Café area), and Six with the change in the proposed amount of \$1,441.92 to \$1,139.94 including the labor fees for the installation of six units, and not exceeding the total amount of \$1,400. The ITS Systems Analyst will provide a quote for a 70" TV for Clubhouse Two.
- c) Taking Off the Old AtHomeNet Website: The Committee concurred to request the ITS Systems Analyst determine the amount of time needed to re-develop the Mutual websites in WordPress. Additionally, the Committee and the ITS Systems analyst concurred to remove all content from the previous AtHomeNet LWSB website and replace all links to Mutual websites and the new WordPress LWSB website.

Special Recreation Committee Meeting • Wednesday, August 30, 2016

1. Old Business:

- a) Draft 2017 Budget, Cost Center 35, Library: Committee moved to Accept 2017 Budget assumptions for the Cost Center 35, as presented, and forward to the Finance Committee.
- b) Draft 2017 Budget, Cost Center 49, Janitorial: Committee moved to Accept 2017 Budget assumptions for the Cost Center 49, as presented, and forward to the Finance Committee.

Special Finance Committee Meeting • Tuesday, August 30, 2016

1. Old Business:

- a) Draft 2017 Budgets for Cost Centers 20, 22, 29, 30, 31, 32, 33, 34, 36, 37, 38, 39, 40, 45, 46, 48, 49, 51, 52, 53, 54, 55, 56, 60, 65, 70, 74, 75, 79 ADRC and MAC: Recommended to GRF BOD approval of



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2017 budgets for Cost Centers 20, 22, 29, 30, 31, 32, 33, 34, 36, 37, 38, 39, 40, 45, 46, 48, 49, 51, 52, 53, 54, 55, 56, 60, 65, 70, 74, 75, 79 ADRC and MAC.

- b) Review of Second Draft of the Reserve Study: The Committee concurred to review the second draft of the Reserve Study at a future meeting.

2. New Business:

- a) Amend Policy 5115-31, Finance Committee: Committee moved to recommend GRF BOD approve amendment of Policy 5115-31, Finance Committee to include "Oversee all matters pertaining to Finance; Purchasing; Insurance (Excluding Workers Compensation); Investments; Reserve Study; Capital; Incoming Producing Leases; Fees and Management Agreements."

Strategic Planning Ad Hoc Committee Meeting • Tuesday, September 6, 2016 (October 4, 2016)

1. Old Business:

- a) Rebranding: The Committee concurred to narrow the presented mission and vision statements options at the next Committee meeting.

2. New Business:

- a) Clubhouse Two Multiuse and Picnic Area: No action was taken regarding these items.

Security, Bus & Traffic Committee Meeting • Monday, September 7, 2016 (October 5, 2016)

No Action taken.

Physical Property Committee Meeting • Monday, September 12, 2016 (October 10, 2016)

1. Old Business:

- a) Chair's Report: Recommended Facilities Director obtain costs to repair west side of Annandale Drive, across from carport five.
- b) Movement Study, St. Andrews Gate: Project Coordinator advised that Requests for Proposal will be sent out; bids will be presented at the next Physical Property meeting.
- c) Movement Study, CAMUTCD: Project Coordinator advised that plan to request bids is being coordinated with Urban Crossroads.
- d) Paving Project: Recommended the Finance Committee approve funding of \$600,000 toward year one of the paving project.
- e) Vehicle Charging: Committee concurred to remove the item from the agenda.



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- f) Amphitheater Bathrooms: Recommended Finance Committee approve funding, in the amount of \$50,350, for non-budgeted refurbishment of the Amphitheater's ten restrooms, to be forwarded to the GRF BOD for approval.
 - g) Pedestrian Gate off North Gate Road: Recommended Finance Committee approve non-budgeted funding, from Capital funds, not to exceed \$30,000.
 - h) Additional Parking, Clubhouse One: The Committee voted to postpone discussion of this item.
 - i) Landscaping at Administration and the Amphitheater: Recommended Finance Committee approve funding, in the amount of \$3,340 (\$2,840 plus \$500 contingency) and approve Spectrum Care Landscaping to perform landscaping work at the Administration Building and the Amphitheater.

2. New Business:

- a) Contractor Requirements: The Committee concurred to propose revisions to the contractor's requirement and review at the next Committee meeting, to be accepted by the Presidents' Council.
- b) Additional Concrete at Clubhouse Three: The Committee concurred to this agenda item at the next Committee meeting.
- c) Clubhouse One Golf Cart Parking: The Committee concurred to review this agenda item at the next Committee meeting.
- d) SCE Easement Request: Recommended to the GRF BOD for approval.
- e) Clubhouse Four Reserve Items: Recommended to the Finance Committee approval of funding, in the amount of \$16,345, for Huff-Cor to replace the wall divider covering, to be forwarded to the GRF BOD for approval; recommended to the Finance Committee approval of funding, in the amount of \$7,945, for Golden State Flooring to replace the carpet, to be forwarded to the GRF BOD for approval; recommended to the Finance Committee approval of funding, in the amount of \$22,500 for Hutton Painting to paint the interior, within approximately 10 business days, to be forwarded to the GRF BOD for approval; recommended to the Finance Committee approval of funding, in the amount of \$9,221 for S & K to replace the drapery at the dais, to be forwarded to the GRF BOD for approval.
- f) Amphitheater Parking Lot, North Wall: The Committee concurred to review this agenda item at the next Committee meeting.
- g) Close-off Golf Cart Traffic at Alley: The Committee concurred to move forward with the project.
- h) Chair Area around Post Office: The Committee concurred to review this agenda item at the next Committee meeting.



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- i) Building Five, New Concrete on South Entry: The Committee concurred to invite a traffic engineer to present a proposal to increase parking at Building Five and Clubhouse Six at an upcoming Committee meeting.

2. New Business

- a) Fence Replacement at Golden Rain Road & St. Andrews Intersection: The Committee concurred to address the engineering costs, to be provided by the Facilities Director, at the next Committee meeting.
- b) Clubhouse Four Bid Opening for Floor Replacement: Recommended to the GRF BOD approval of contract with Bixby Plaza Carpets, in the amount of \$79,422, for Clubhouse Four floor replacement.

Mutual Administration Committee Meeting • Tuesday, September 13, 2016 (October 11, 2016)

1. Old Business:

- a) Pet Policy: Concurred to accept President Damoci's offer to revise Policy 7501-Pet Ownership, extricating the Mutual references
- b) Board of Directors Reference Guide: Recommended to the GRF BOD acceptance of the Board of Directors Reference Guide
- c) Bereavement Work Book: Recommended to the GRF BOD approval of the Bereavement Work Book for distribution to shareholder/members, with the amendments of removing "scooter" and changing "cart" to "car" on page 8, under topic #16, "Car, golf cart, scooter, RV and all vehicle disposal".

2. Policies:

- a) Policy 1201-33, Photo ID Cards: Recommended to the GRF BOD amendment of Policy 1201--33, Photo ID Cards, to increase the cost of the first lost ID card from \$10 to \$20 and increase the cost of any subsequent lost ID card from \$15 to \$30.
- b) Policy 5536.1-33, Guest Passes: Recommended to the GRF BOD amendment of Policy 5536.1-33, Guest Passes, to establish a \$20 fee to replace a lost caregiver pass and a \$10 fee to replace a lost realtor's service pass; tentative amendment at the September GRF BOD meeting with final adoption in November.
- c) Policy 5061-31, Fees: Recommended the GRF BOD the tentative amendment of Policy 5061-31, Fees to increase the Co-Occupant Setup Fee from \$50 to \$100, increase the Certificate Preparation Fee from \$150 to \$250, increase the Escrow Transfer Fee from \$350 to \$500 and establish a \$75 fee for Powers of Attorney and Court Orders and establish a fee of **\$5 for additional maps requested**; tentative amendment at the September GRF BOD meeting with final adoption in November.

Architectural Design & Review Committee Meeting • Tuesday September 13, 2016 (October 11, 2016)



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1. Old Business

- a) Correspondence: Committee Chair Hopewell and Committee members Reed and L. Stone will review the trees off Nassau Drive, prompted by correspondence from a shareholder/member in Mutual 9.
- b) Holiday Decorations: Recommended to the GRF BOD approval of a 2-year contract with Magical Holiday Designs, in the amount of \$33,750.
- c) Logo: The Committee concurred to direct staff to forward recommended changes of the logo to graphic artist Trevor Ali for modification, to be reviewed at an upcoming Committee meeting.
- d) Clubhouse Four, General Renovations: Recommended to Physical Property Committee to accept a bid package, at a future meeting, to replace the glass cases in the foyer of Clubhouse four with decorative veneer stone (as selected for the back wall of the dais). Approved staff recommendation to replace the doors on the west side of the Clubhouse, to be accomplished in-house.
- e) Establish a Tree Approval Sub-committee: Subcommittee members appointed are Susan Hopewell, Chair, Joy Reed and Linda Stone.
- f) Main Gate Landscape: The Facilities Director will provide a proposal for the selection of a contractor of Main Gate landscaping at a future meeting.

2. Staff Report:

- a) Onsite Sales Office, Administration Planter Area: Recommended to the Tree Approval sub-committee selection of the plants for placement at the Astrolabe/Sun Dial and a water feature for the area.

Publications Committee Meeting • Wednesday, September 14, 2016 (October 12, 2016)

1. Old Business

- a) Profiles and Spadea: The Committee concurred to direct the Publications Manager to obtain a quote for a least 30 hardcover copies of Profiles.

2. New Business

- a) Clings on Buses: Voted to accept the use of "cling" advertisement on Leisure World buses, upon GRF BOD approval of a policy pertaining to the use, to be provided by the Publications Manager.
- b) Newspaper Advertising Rates 2017: Recommended to the GRF BOD approve proposed 2017 newspaper advertising rate increase of 7%, resulting in approximately \$16,500 in additional annual revenue.



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- c) Digital Ads: Voted to approve Publication Manager's request to use digital advertising for online GRF Newspaper to increase value and distribution.
- d) Digital Alert System: The Committee concurred to refer the Digital Alert System back to the ITS Committee for further review and research.

3. Policies

- a) Adopt Policies 2865-36, PSAs and 286-35, Bilingual Advertising: The Committee concurred to refer these policies to the Policy Re-write sub-committee for further review.

Recreation Committee Meeting • Wednesday, September 14, 2016 (, 2016)

1. Old Business

- a) Table Tennis Club Correspondence: Committee moved to approve to allow the Tennis Club to place its logo within the assigned space. None of the other items are allowed to be placed outside of the space assigned to the Tennis Club.
- b) Additional Gym Equipment: Committee moved to deny a request for additional gym equipment purchase in Clubhouse Six.
- c) Draft 2017 Budget, Cost Center 35: Committee concurred to review draft 2017 budget for Cost Center 35 at the next Committee meeting.
- d) Amend Draft 2017 Budget, Cost Center 40: Recommended to the Finance Committee to amend the GL Account #6481500 (Community Entertainment – Recreation) of Cost Center 40 to reduce monthly dances to 3 times a month, which would lower the annual cost of the community entertainment by \$7,000.
- e) Draft 2017 Budgets for Cost Centers 45, 46, 48, 49, 51, 52, 53, 54 and 56: Recommended to Finance Committee approval of 2017 budgets for Cost Centers 45, 46, 48, 49, 51, 52, 53, 54 and 56.

2. New Business

- a) Clubhouse Three Lobby Clean-up: Committee moved to direct the Recreation Department staff to present a clean-up plan, achievable by November 1, 2016, at the September Committee meeting.
- b) Jigsaw Puzzle Placement: Moved to deny a request for jigsaw puzzles placement in various locations of Leisure World.



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- c) Amphitheater Rules: The Recreation Manager advised the Committee that a memo to each group of performers was sent asking them to adhere to established standards during Amphitheater shows.
 - d) Drone Service Club Bylaws: The Committee concurred to refer the Drone Service Club bylaws to the Recreation Manager for approval.
 - e) Internet Café Concept: The Committee concurred to direct the Executive Director to provide a general concept plan at the September Committee meeting.
 - f) Use of Rooms before Scheduled Meeting Time: The Committee concurred to direct the Recreation Manager to address the issue.

 - g) Adopt Policy, Amphitheater Dancing: Moved to recommend the GRF BOD adopt a policy to limit the amphitheater dancing to the upper platforms east and west of the stage.
 - h) Use of Radio-controlled and/or Remotely-controlled Vehicles: Moved to prohibit the use of radio-controlled and remotely-controlled vehicles upon/within/above Trust Property, unless approved by the Executive Director of Golden Rain Foundation Board of Directors, in an emergency situation. These vehicles include, but are not limited to: cars, toys, drones, helicopters, and airplanes.
 - i) Golf Course Sub-Committee: The Committee concurred to refer golf course and lake issues to the Executive Director, recommended a consultant be sought, and follow up with the Recreation Manager.

Executive Committee Meeting • Friday, September 15, 2016 (October 14, 2016)

1. Old Business

- 1. a) Change to Employer Maximum Contribution to the 401(k) Plan
Moved to recommend the GRF BOD rescind the Executive Committee's previous action recommending decreasing the employer maximum contribution from 4% to 3% to the Golden Rain Foundation 401(k) plan.
- b) Salary Survey: The Committee reviewed the salary survey provided by the Human Resources Director.

2. New Business

- a) Mutual Sixteen Candidates: The Committee concurred to hold a Special GRF BOD meeting to interview the candidates for the Mutual Sixteen GRF Representative vacancy on Monday, September 26, 2016 at 10:00 a.m. Further, the committee concurred on the format of the meeting.



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3. Policies

- a) Rescind Policy 5101-30, Limitation of Term – Standing Committee Chairman: Committee moved to recommend the GRF BOD rescind Policy 4101-30, Limitation of Term – Standing Committee Chairman.

4. Sub Committee Report

- a) Emergency Preparedness Sub-committee Safety/Emergency Coordinator will present a flowchart of contacts in the event of a disaster for shareholders and seek to identify a single story building appropriate to hold the post-Shake Out table top exercise.

Finance Committee Meeting • Tuesday, September 20, 2016 (October 18, 2016)

1. Financials

- a) Accept August 2016 Financial Statements for Audit: Moved to recommend the GRF BOD accept the August 2016 Financial Statements for audit.

2. Old Business

- a) Accept Reserve Study: Moved to recommend the GRF BOD accept of the Reserve Study, dated September 6, 2016.

3. New Business

- a) CheckFreePay Corporation: Moved to recommend the GRF Board accept the CheckFreePay Application and Appointment Agreement for Payment Services and authorize the President to sign the Corporate Agent Verification Application and Appointment Agreement for Payment Services.
- b) Refurbishment of Amphitheater Restrooms: Moved to recommend the GRF Board approve non-budgeted funding to refurbish the Amphitheater restrooms, in an amount not to exceed \$53,000, materials charged to cost center 45. Refer to the Architectural Design & Review Committee for color selection of restroom partitions.
- c) Pedestrian Gate at Northwood Road: Moved to approve non-budgeted request for placement of pedestrian gate, not to exceed \$30,000 from Capital funds and refer to Physical Property Committee for exact location of gate.
- d) Landscaping at Administration and the Amphitheater: Moved to approve the non-budgeted request for the installation of new landscaping at the Administration Building and Amphitheater area, not to exceed \$4,000, from operating budget, cost center 79; work to be performed by Spectrum Care Landscaping.
- e) Wall Dividers, Clubhouse Four: Moved to increase Reserve funding for placement of wall dividers in the main assembly area of Clubhouse Four, ID Asset 0904, in the amount of \$16,345.



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- f) Round Table Replacement, Clubhouses Two and Three: Moved to approve non-budgeted funding or the purchase of fifty 60" tables for Clubhouses Three and Four, in the amount of \$5,701.86, from G/L 6410020-52 and 6410020-53, Equipment Expense; vendor is SchoolsIn.
- g) Holiday Decorations: Moved to recommend the GRF BOD approve non-budgeted expense, in the amount of \$18,000 per year and a one-time purchase of a storage box (\$350) for a total of \$36,350, to enter into a contract with Magical Holiday Designs, from G/L 6481500-40, Community Entertainment.
- h) Benches for Building Five: Moved to approve non-budgeted funding for the purchase of three benches for the patio area outside of Conference Room B in Building B, not to exceed \$3,000, from G/L 6410020-55, Equipment Expense.
- i.) Replacement of Workstations for Library Staff: Moved to approve non-budgeted funding for the purchase of two staff workstations at the Library, not to exceed \$5,300, from cost center 35; vendor is Talimar Systems, Inc.

4. Staff Report: Director of Finance

- a) Investment Recommendation: Moved to maintain financial ladder and use \$850,000 from maturing CDARs for the purchase of another 52-week CDAR at .45%.
- b) Liquidity: The Committee concurred to direct staff to leave liquid assets, in the amount of \$350,000, with BNY Mellon.

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF SEPTEMBER 27, 2016

Approval of Minutes

MOVED and duly approved to accept the minutes of the August 23, 2016 Golden Rain Foundation (GRF) Board of Directors (BOD) meetings, as amended.

Rescind Previous GRF BOD Action – Publication of GRF Board Minutes

MOVED and duly approved to rescind the previous GRF BOD action of July 26, 2016 to discontinue publication of the GRF BOD minutes in the Leisure World News.

Approve Appointment of GRF Representative for Mutual Sixteen

MOVED and duly approved the appointment of Suzanne Fekjar to represent Mutual Sixteen on the GRF BOD.

Rescind Policy 5101-30, Limitation of Term – Standing Committee Chairman

MOVED and duly approved to refer Policy 5101-30, Limitation of Term – Standing Committee Chair back to the Executive Committee for further consideration.



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Accept August 2016 Financials for Audit

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

Accept Reserve Study, dated September 6, 2016

MOVED and duly approved to accept the Reserve Study, dated September 6, 2016, that includes the assumptions provided by the Finance Committee and utilizes Funding Plan #3, as indicated in the summary report.

Approve 2017 Operating Budget

MOVED and duly approved the 2017 Operating Budget of \$11,473,518 or \$144.69 per apartment, per month, an increase of \$0.54, per apartment, per month, over the 2016 operating budget.

Accept CheckFree Pay Application and Appointment Agreement

MOVED and duly approved to accept the CheckFreePay Application and Appointment Agreement for Payment Services in order to continue providing Southern California Edison payment services for shareholder/members and authorized the President to sign the two documents.

Approve Permit Fees – Physical Property Department – FINAL VOTE

MOVED and duly approved Physical Property Department permit fee of a minimum of \$25 or 1% of the project cost, whichever is greater, on all permits required by the Mutuals, to be effected January 1, 2017, pending the minimum 30 day (30) day posting and comment period. Final review and action was taken by the Board, taking into consideration three (3) pieces of correspondence received from shareholder/members pertaining to the topic.

Amend Policy 5115-31, Finance Committee

MOVED and duly approved to amend 5115-31, Finance Committee to exclude Workers' Compensation from the purview of the Finance Committee and add Fees as included in the purview of the Finance Committee.

Approve the Board of Directors' Reference Guide for distribution

MOVED and duly approved the Board of Directors' Reference Guide for distribution.

Approve Bereavement Workbook

MOVED and duly approved the Bereavement Workbook.

Amend Policy 1201-33, Photo ID Cards



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MOVED and duly approved to **tentatively** amend Policy 1201-33, Photo ID Cards, to reflect an increase in the fee to replace a lost ID card (1st loss and replacement), to \$20, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Amend Policy 5061-31, Fees

MOVED and duly approved to **tentatively** amend Policy 5061-33, Fees, to reflect an increase in Co-Occupant Setup fees, from \$50 to \$100; an increase in the Certificate Preparation Fee, from \$150 to \$250; an increase in the Escrow Transfer Fee, from \$350 to \$500; and the establishment of new fee, Power of Attorney and Court Orders, \$75 and new fee for additional maps, \$5, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Amend Policy 5536.1-33, Guest Passes

MOVED and duly approved to refer Policy 5536.1-33, Guest Passes back to the Mutual Administration Committee for further consideration.

Southern California Edison (SCE) Easement Request

MOVED and duly approved to award an easement to SCE to relocate lines on Trust Property, per requested dated August 3, 2016, Service Order #TD1015088 and authorize the President to sign the Grant of Easement.

Refurbishment of the Amphitheater Restrooms

MOVED and duly approved to generally refresh ten (10) Amphitheater restrooms, per the estimate dated September 9, 2016, at a cost no to exceed \$50,350, funding from cost centers 45 and 74, work to be conducted by the Service Maintenance Department and final color pallet and materials selection to be evaluated by the Architectural Design Review Committee.

2017 Proposed Increases in Newspaper Advertising Rates

MOVED and duly approved a 7% increase in the News Advertising Rates, effective 2017.

Replace Amphitheater Stage Risers

MOVED and duly approved to the purchase of new Amphitheater Stage Risers, from vendor Stage Right, in the amount of \$10,270.80, from the approved capital portion of the budget.

Holiday Decorations

MOVED and duly approved to a two (2) year contract with Magical Holiday Designs, for the lease and installation of holiday decorations at the Administration Building, the Medical Center, Clubhouse Six and the Security/Front Entrance, in the amount of \$33,750 and authorize the President to sign the contract.

Amend Policy 3050-37, Security Functions

MOVED and duly approved to refer Policy 3050-37, Security Functions, back to the Security, Bus & Traffic Committee for further review.



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Adopt Policy 1927.1-37, Fines for Parking Rules Violations on Trust Property
MOVED and duly approved to refer Policy 1927.1-37, Fines for Parking Rules Violations on Trust Property, back to the Security, Bus & Traffic Committee for further review.

Adopt Policy 1927.2-37, Parking Rules Violation Panel
MOVED and duly approved to refer Policy 1927.2-37, Fines for Parking Rules Violations on Trust Property, back to the Security, Bus & Traffic Committee for further review.

Rescind Policies 1909-37, 1909.1-37, 1909.2-37, Restricted Speed Zones
MOVED and duly approved to rescind Policies 1909-37, 1909.1-37, and 1909.2-37, Restricted Speed Zones.

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

PRESIDENT'S REPORT

Wednesday, October 12, 2016

I thought I would share with you many of the questions we directors are asked.

Q1. Whom do I call when I have ants?

A. Service Maintenance, to set up a Wednesday appointment. Also let your director know.

Q2. What about termites, wasps, etc.?

A. Call your director, who will call Physical Properties for an appointment.

Q3. My washer or dryer isn't working.

A. Call your director - DON'T CALL SERVICE MAINTENANCE.

Q4. I want to re-do my garden.

A. Call your director and/or submit your plans to the Mutual Board.

Q5. I want to plant a tree.

A. Call your director and/or submit your request to the Board of Directors.

Q6. I want to remodel (partial or full).

A. Submit plans to Physical Properties for approval. Your Mutual Board will vote on anything out of the ordinary.

Q7. Parking permits, including carports.

A. See your director.

As you can see, your director plays a big part in making your life in Leisure World an enjoyable one.

PHONE NUMBERS:

Service Maintenance: (562) 431-3548

Physical Properties: (562) 431-6586 ext. 359

Till next time,

Bob Slater

The Prez

Mutual 4 Director's Report
for September 2016
October 12, 2016
Mike Levitt

Lots of landscaping issues this month. Probably due to the season: some rain and hot weather earlier produce a great amount of growth in our trees and other vegetation. I requested Total Landscaping to trim two trees threatening to fall on apartments and a third that had. Also had a whitefly infestation to clear up, and several instances of erratic sprinklers needing adjustment. Then there were the complaints regarding our de-thatching project. Yes, it was dusty and dirty. (And it still is!) And it was noisy. And it created a mess inside our homes every time we opened our front doors. But give it a few months and it will look like the White House lawn (minus tall fences and automatic weapons.)

Did one new buyer orientation, in Building 85.

I want to remind my neighbors that there will be an earthquake drill on October 20 at 10:20 a.m. In light of the many tremors around the Salton Sea recently, the chances for a large quake out our way increase substantially. So take this drill seriously and follow the instructions your Building Captain delivers to you in the next few weeks.

Another reminder: for your own safety, installation of golf cart pads and of floor coverings in your apartments both require M-4 permission and GRF permits.

Called on our pest exterminator, Fenn, to deal with a problem in *my* apartment. Scratching noises in my walls and ceiling suggested we had been selected as the site of this year's Rodentia convention. Fenn discovered ample evidence of this and placed two bait stations near the suspected entrance. Few days later four convention delegates exited my building and bit the dust. Unfortunately, the remaining delegation did their dust biting somewhere *inside* my wall.

Few odors on earth can match the stench of decaying rats! Fenn's Odor Bags, designed to absorb unpleasant smells, and the three room deodorizers I bought, all failed miserably to eliminate the problem. All hints for odor removal when the source cannot be reached will be greatly appreciated.

As I write this, and the sun beats down on *that* wall, I'm reminded of that old proverb (are there any *new* proverbs?) Be careful of what you wish for...especially if it happens to be dead rats.

My thanks to President Bob for filling in for me during my trip to Canada and the East Coast to visit with a cousin whose health is failing. And a thanx to Suzi for taking on the landscaping problems in my buildings during the The Evil De-thatching Era.

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

GREETINGS!

October 14, 2016

ANTS COME MARCHING IN. We were having an increased ant problem due to the drought. Now we are replacing sprinklers and dethatching the lawns which has disturbed the ant's home. They have invaded our 6 buildings. I took drastic action by having the 6 buildings' perimeter sprayed with poison and the attics also sprayed. There was an ant nest in the attic of building 79. Last month I wrote about various non-poisonous sprays.

- The latest treatment is 'Shout' liquid spray (laundry spot remover). It kills on contact plus it leaves an oily residue which repels the ants. Do not use on real unpainted wood and not on hardwood floors.

BUDGET Correction. I mixed up my terms. Every three years mutual four contracts for a reserve study of our finances. The audit occurs on an annual basis. I had these two reversed. Thank you to our Financial Officer Suzi who notified me.

GARBAGE. Reminder to put your garbage into a bag and securely close the opening before throwing into the bins. This will keep down the flies. Yes, those large blackish greenish flies that people wonder where they come from...wonder no longer as they feed and breed in the trash bins. They were a problem in my area this year. They were even getting into apartments when the door was opened. Kudos to the shareholder who took it upon herself to spray poison in the bins on a daily basis during the summer to keep the population down. She should not have to do that. So I request that we help keep the fly population down by securely sealing our trash in a bag before throwing into the bin. Thank you ahead of time for your efforts.

Respectfully submitted, Janet Wade

MUTUAL FOUR BOARD MEETING

October 12, 2016

Hello shareholders.

I hope you all had a great summer. We really lucked out with heat, except for a couple of weeks ago.

I had a fire in one of my buildings last month. This could have been much worse than it was. A roll of paper towels was left next to the range and fell on the burner. These shareholders were out of their home for over a month. The unit was completely repainted, all the clothing was cleaned, the furniture cleaned, and many things had to be thrown away. It happened really fast!

I was just informed that we had another fire last week in Mutual Three. The shareholder left his unit with food cooking on the stove. FIRES HAPPEN FAST!

Maybe you should not cook any more. Maybe you should just use the microwave. We want you all safe. This will happen to all of us as we get older. Do you want to burn down your neighbors homes? Of course not.

Our insurance costs are going through the roof. Even though you think you are careful, many of you are not. Please help with this major problem.

Please buy your tickets for our Annual Dinner. It is going to be a beautiful event.

Do not be too upset about the grass. It is going to be beautiful when it is done, just like the painting and roofs.

Thanks to all my great shareholders,

Marsha Harris
Director, Mutual Four

Mutual Four Board of Directors

October 12, 2016

Marsha Gerber, Director

Buildings 50, 51 and 52

As web site chair, I am still trying to fix some of the kinks in our system. The agenda for the upcoming board meeting should be available on the web site a week prior to the meeting. This is not happening. I am going to make sure it does in the future. I am sorry for this.

I have been busy visiting all of my shareholders in Bldg. 50, 51 and 52 explaining about the fire safety products that the Mutual will provide if you want. I will complete my visits in the next two weeks and the Mutual will place the orders free of charge to our residents. It has been fun getting to know each of you while demonstrating the smart burners.

I am co-chairman with Suzi Smith of this year's annual dinner which takes place next Wednesday. I hope you enjoy "a night in Italy". It should be very festive and good food. See you there!

Marsha Gerber

The Mutual Administration Director's Comments for October, 2016

Daylight Savings Time Change Sunday, November 6, 2016

Take care where you park in your Community

- Red Curb – No parking anytime
- Green Curb – Parking not to exceed 15/30 minutes as marked
- Yellow Curb – Loading and unloading ONLY
- Blue Curb – Disabled person parking ONLY
- Unpainted Curb – Parking permitted unless posted otherwise

Speed limit is 15/25 miles per hour as posted, drive responsibly, STOP at all Stop signs, watch out for other drivers, Leisure World Busses, and golf carts

There is a chill in the air - Fall is here!

With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT, the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

If you use a candle, please make sure to follow the following candle safety tips:

- Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- If you do use candles, ensure they are in sturdy metal, glass or ceramic holders, and placed where they cannot be easily knocked down.
- Avoid using candles in bedrooms and sleeping areas.
- Extinguish candles after use and before going to bed.
- Keep candles at least 12 inches from anything that can burn.
- Keep candles out of the reach of children and pets.
- Set a good example by using matches, lighters, and fire carefully.
- Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- **Always use a flashlight – not a candle – for emergency lighting.**
- Never put candles on a Christmas tree.
- When using in-home worship, do not place lit candles in windows where blinds and curtains can close over them, or pass handheld candles from one person to another. To lower the risk of fire, candles should be used by only a few designated adults.
- **And NEVER leave burning candles unattended!**

* **Remember! Candle fires are PREVENTABLE. The top six days for home candle fires are:**

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Mutual Administration Director: J. Hopkins 10/16