

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

**October 11, 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, October 11, 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 and Russell

GRF  
Representative: Mrs. Reed

Guests: Mr. Melody, President, Mutual Fourteen (10:10 a.m.)  
Five 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: under New Business, the first MOTION should read as follows: "RESOLVED, That the Firestick plant, also known as milk bush or pencil bush, and officially as *euphorbia tirucalli*, be added to Mutual Four's list of unacceptable plants, and that all Firestick plants currently planted in Mutual Four to be (carefully) removed at Mutual expense."

**MINUTES (continued)**

The MOTION failed with three “yes” votes (Slater, Levitt, Smith) and three “no” votes (Gerrity, Russell, Kuhl). A correction was noted on page 5: under Directors Reports the MOTION should read as follows: RESOLVED, To accept the estimate for tree trimming from Total Landscape, at a cost of \$3,125. The minutes were approved as corrected.

**CORRESPONDENCE**

Secretary Gerrity received one piece 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).

Inspector Black left the meeting at 10:06 a.m.

**UNFINISHED BUSINESS**

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

RESOLVED, To further amend Policy 7306.04 –  
Banking Resolution on a preliminary basis until the  
30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To ratify amended/posted Policy 7305  
– Depreciation–Straight Line Method.

The MOTION passed.

**NEW BUSINESS**

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

RESOLVED, To accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

The MOTION passed.

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

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of guest passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2018-2019.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone discussion to further amend Policy 7425.04 – Garden Areas and Shrubs so that further amendments can be made.

Mr. Melody, President Mutual of Fourteen, gave a presentation on patios.

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

RESOLVED, To adopt Policy 7471.04 – Termite Control on a preliminary basis until the 30-day posting period is completed.

The MOTION passed

Secretary Aquino took a break at 11:02 a.m.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Smith presented her financial report (attached).

**DIRECTOR(S') REPORTS**

President Slater discussed various issues.

Vice President Levitt presented his report (attached).

Director Russell presented his report (attached).

Director Kuhl presented her report (attached).

Secretary Gerrity submitted his report (attached).

**MUTUAL ADMINISTRATION DIRECTOR**

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

**DIRECTOR(S') COMMENTS**

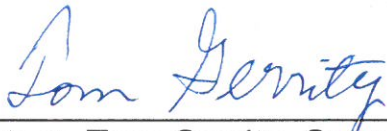
Three Directors made comments.

**SHAREHOLDER COMMENT**

One shareholder made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Slater adjourned the meeting at 11:16 a.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:10/16/17  
Attachments

**NEXT MEETING: WEDNESDAY, November 8, 2017, at 9:30 a.m.  
Mutual Administration Conference Room A**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF OCTOBER 11, 2017**

10/11/17 RESOLVED, To further amend Policy 7306.04 – Banking Resolution on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To ratify amended/posted Policy 7305 – Depreciation–Straight Line Method.

RESOLVED, To accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue zero (0) **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of guest passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2018-2019.

RESOLVED, To adopt Policy 7471.04 – Termite Control on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To further amend Policy 7306.04 – Banking Resolution on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To ratify amended/posted Policy 7305 – Depreciation–Straight Line Method.

October 11, 2017  
GRF Report  
Mutual 4

“Great tragedy has come to us and we are meeting it with the best that is in our country, with courage and concern for others because this is America.” George W. Bush

I would like to take a moment and think about our country. So much has happen in the last few months: Storms, hurricanes, floods, fires, shootings. Let us all remember that we live in a great country. Help by keeping in your thoughts and prayers those who need a helping hand in our great nation.

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GRF is going to have a night board meeting on December 19. Please check the LW News for the time. The night board meeting is scheduled to accommodate those who are unable to attend the usual morning time. Please mark it on your calendar.

Another date to place on your calendar is October 17 at 10:00 AM. This will be a town hall meeting in Clubhouse 2 on the GRF Budget. There will be an explanation of the increase of \$8.01 to your assessment. All Shareholders are welcome to attend.

Clubhouse 6 will be open and operational by the time of flu clinic on October 13. It will still need a couple of finishing touches but for the most part it will be completed.

Some things you might like to know:

1. Work on the plantings and lighting around the Globe is in progress.
2. The Mission Bell ( currently located behind the library at north gate) is being relocated to the soon to be multi use court near Clubhouse 2. The complex will have a picnic area and multi use courts. This area has been named Mission Park.
3. A New Ad Hoc committee is being formed. It will be looking into updating the GRF by-laws. Then there will be a vote by the full membership when completed.
4. Security, Bus and Transportation committee has been having talks about a new electronic gate entrance system. It is in its earliest of stages of discussion. GRF does realize that the old system is not working as efficient as it did in the 1960s.

Sincerely and with respect,  
GRF Corporate Secretary  
Joy Reed





## MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE SUMMARY REPORT

Tuesday, September 5, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. New Business, Item 6A: Purpose Statement.</b>  <b>i. Physical Property Department</b>            The Committee reviewed the GRF Building Inspector Services ##1-25, and determined whether those services are a normal maintenance and repair work, provided to the GRF and the Mutuals.</p>	Facilities Director Project Coord.	
<p><b>2. New Business, Item 6B: Election of Vice Chair</b>            Committee member Susan Hopewell was declared, by acclamation, Vice Chair of the Committee.</p>	Executive Coordinator will update the roster	

## RECREATION COMMITTEE SUMMARY REPORT

Wednesday, September 6, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Correspondence, Item 6A: Amphitheater Shows, Darnell Cook</b>            Chair Perrotti stated that the resident request cannot be accommodated, because military band performances have to be open to the public, which would contradict GRF Policy on Amphitheater programs.</p>	Recreation Manager	
<p><b>2. Correspondence, Item 6B: Clubhouse Six Mural, S. Ralston, S. Hamilton, M. Silberling</b>            The Executive Director stated that preliminary drawings on this project will be discussed at the next scheduled ADR Committee meeting.            Chair Perrotti asked the Recording Secretary to let the letter senders know that the Clubhouse Six mural project is following its course.</p>	Executive Director Recording Secretary	

<p><b>3. Correspondence, Item 6C: Delivery of Supplies to LW pool, Kathy Rapp</b>  The Recreation Director stated that the issue has been addressed, and pool supplies will be delivered early in the morning in an appropriate area.</p>	Recreation Director	
<p><b>4. Correspondence, Item 6D: LW Swimming Pool and Jacuzzi Hours, Sheryl Carrier</b>  Following a discussion, Chair Perrotti asked the Recording Secretary to send a letter to the resident stating that her request on extending swimming pool and Jacuzzi hours cannot be accommodated at this time.</p>	Recreation Director	
<p><b>5. Correspondence, Item 6E: LW Pool, Use of Lap Lanes During Water Aerobics Classes, Kathy Rapp</b>  It was the consensus of the Committee to allow water aerobics class use lap swimming lanes during the 40 min. class at 8:30 a.m. and 10:30 a.m.</p>	Recreation Director	
<p><b>6. Correspondence, Item 6F: Domino Club Request to Meet in Clubhouse One Foyer During Clubhouse Remodel</b>  The Executive Director stated that this issue will be addressed with the Security Services Director and the Security Manager, and the course of action will be taken to accommodate the Domino Club request.</p>	Executive Director Security Services Director Security Manager	
<p><b>7. Correspondence, Item 6G: No Ice Maker in Clubhouse Four, Kathy Rapp</b>  The facilities Director stated that he will look into accommodating this request.</p>	Recreation Director	
<p><b>8. Correspondence, Item 6H: Window Coverings in Clubhouse Three, Beverly Emus</b>  Following a discussion, Chair Perrotti asked the Recording Secretary to send a letter to the resident stating that this subject will be tackled during the Revitalization Project for Clubhouse Three.</p>	Executive Director Recording Secretary	
<p><b>9. Correspondence, Item 6I: Ceiling Lights in Clubhouse Three, Room Nine, Nancy Mayhew</b>  The Executive Director stated that this request will be addressed during the Revitalization Project for Clubhouse Three.</p>	Executive Director	

<p><b>10. Correspondence, Item 6J: Clubhouse Three Closure due to Revitalization Project, Anna Derby</b>  Chair Perrotti stated that this piece of correspondence has been withdrawn by its sender.</p>	Executive Director	
<p><b>11. Correspondence, Item 6K: GAF Fundraising</b>  The Committee concurred to move forward with GAF fundraising and walkathon on behalf of the Recreation Department.</p>	Recreation Manager	
<p><b>12. Correspondence, Item 6L: Volleyball Court</b>  The Executive Director stated that the Volleyball Court will not be a part of the Multipurpose Court design, with the priority given to other areas to better serve community needs.</p>	Executive Director	
<p><b>13. Old Business, Item 7A: Deferring Registration Requirement for Tow Vehicles</b>  The Committee concurred to send a letter to the resident stating that Policy on towing is being worked on.</p>	Recreation Director Recording Secretary	
<p><b>14. Old Business, Item 7B: Ice Cream Truck Update</b>  The Committee concurred to have the Recreation Director proceed with arranging a rotating schedule for the ice cream truck for special events.</p>	Recreation Director	
<p><b>15. Old Business, Item 7C: Donor Wall Celebration Date</b>  The Recreation Manager stated that the Donor Wall celebration date is set for the evening of September 22, 2017, and will be announced in the LW News after all the details are finalized.</p>	Recreation Manager	
<p><b>16. Old Business, Item 7D: LW Trailer Club Member Registration Variance</b>  The Recreation Director stated that this issue is being looked into.</p>	Recreation Director	
<p><b>17. Old Business, Item 7E: Swimming Pool Furniture Arrival</b>  The Recreation Director stated that the Swimming Pool furniture has arrived, and the request for additional refurbished furniture has been sent out.</p>	Recreation Director	

<p><b>18. Old Business, Item 7F: Cost Center 45 - Amphitheater</b>  The Committee moved to amend the 2018 Budget for Cost Center 45, and update the Budget Assumption to reflect a \$220,000 increase in Community Entertainment.</p>	Recreation Director Recreation Manager	
<p><b>19. New Business, Item 8A: RV Lot Attendant Office</b>  The Recreation Director provided the Committee with the information on the RV Lot Attendant office upgrades, and stated that the permanent doorbell surveillance system will be installed next week.</p>	Recreation Director Recreation Manager Security Services Director	
<p><b>20. New Business, Item 8B: Space Request in the Event of Special Circumstances</b>  The Recreation Director stated that the draft of Policy on space request in the event of special circumstances will be created based on the Committee's approval of this subject at its last meeting.</p>	Recreation Director	
<p><b>21. New Business, Item 8C: Republican Club Incident in July</b>  Following the discussion of the incident, no actions were taken by the Committee at the time of the meeting.</p>	Recreation Director	
<p><b>22. New Business, Item 8D: LW Trailer Club Financial Review</b>  The Committee moved to suspend all rights and privileges of the Leisure World Trailer Club, Inc. effective immediately, place the Club in default of the Club's agreement with the Golden Rain Foundation, and hand deliver hard copies of following documents to either Mr. Terry DeLeon or Mr. Thomas Fileto in the Recreation Department, no later than September 14, 2017, 4:30 p.m.:</p> <ol style="list-style-type: none"> <li>1. Year-to-date income statement through 07/31/2017 per Golden Rain Foundation (GRF) Policy 1406-50;</li> <li>2. Itemized financial report of money returned to the LW Trailer Club, Inc. members and how it was dispersed;</li> <li>3. Year-to-date bank statements through 8/31/2017</li> </ol>	Recreation Director Recreation Manager	

<p>4. Detailed breakdown, and itemization of how money were collected by the LW Trailer Club, Inc. from Club members for the 2017 lease payments to GRF, and how it was returned to Club members. The justification for all money kept by the LW Trailer Club, Inc. must be included.</p>		
<p><b>23. New Business, Item 8E: LW Trailer Club Signed Lease</b> There was no action taken on this matter at the time of the meeting.</p>	Recreation Director	
<p><b>24. New Business, Item 8F: Finbar "Italian Night" Food Service</b> The Recreation Director provided the Committee with the handouts on Finbar dinners to take place in Clubhouse One on Monday evenings.</p>	Recreation Director	
<p><b>25. New Business, Item 8G: Finance Committee Approval of \$25,000 for Swimming Pool Planning</b> Chair Perrotti stated that she, the Recreation Director, the Facilities Director, and the Executive Director will arrange a basic planning session to set the parameters for a Swimming Pool within the approved \$25,000 budget.</p>	Executive Director Recreation Director Facilities Director	
<p><b>26. New Business, Item 8H: Security Cameras at the Swimming Pool</b> The Committee moved to install a camera at the LW Swimming Pool, as requested by the Recreation Manager, in the amount not to exceed \$1,000.</p>	Recreation Manager	
<p><b>27. Policies, Review: Item 9A i: Policy 5135-50, Recreation Committee</b> The Committee moved to add Cost Center 47 to the second page of Policy 5135-50, Recreation Committee, mark it as reviewed, and send it to the Board for final approval. <b>Amend: Item 9B i: Policy 1411-50, Recreational Facilities</b> The Committee moved to amend #7 of Policy 1411-50, Recreational Facilities, to read as follows: "Reservations for private parties must be made by and/or be for Members only", and send it to the Board as amended. <b>Item 9B ii: Policy 1431-50, Liability Insurance</b></p>	Recreation Director Recreation Manager	

<p>The Committee moved to send Policy 1431-50, Liability Insurance, to the Board for final approval.</p> <p><b>Item 9B iii: Policy 1710-50, Adult Education</b> The Committee moved to send Policy 1710-50, Adult Education, to the Board for final approval.</p>		
<p><b>28. Sub-Committees, Item 10A: Entertainment/Movie Sub-Committee</b> The Chair of the Entertainment Sub-Committee provided the Committee with the updates on a movie selection process.</p> <p><b>Item 10B: Golf Course Sub-Committee</b> The Recreation Manager stated that he will arrange a meeting with the Recreation Director, the Golf Course Sub-Committee Chair, and the President of Women's Golf Club to go over Golf Course issues.</p> <p><b>Item 10C: Swimming Pool Sub-Committee</b> The Committee discussed the Swimming Pool Sub-Committee under New Business, and thanked the Recreation Department staff for looking over the showers and swimming pool cleaning services.</p>	<p>Recreation Director Recreation Manager</p>	
<p><b>29. Staff Reports, Item 11B: Recreation Director</b> The Recreation Director spoke of his reports as presented, and provided the Committee with the updates on upcoming events.</p>	<p>Recreation Director</p>	
<p><b>30. Staff Reports, Item 11D: Executive Director</b> The Executive Director updated the Committee on Clubhouse Revitalization project, on looking into new sound system for the Amphitheater, and moving the Recreation Department to the lower level of Clubhouse Five within the next few weeks.</p>	<p>Executive Director</p>	

## EXECUTIVE COMMITTEE SUMMARY REPORT

Friday, September 8, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Old Business: Amend Job Descriptions</b> The Committee concurred to review the positions upon the Management Services Review Ad Hoc Committee's review of Physical Property and Service</p>		<p>No action required</p>

	Maintenance services provided to the Mutuals.		
2.	<p><b>Old Business: Security Department Uniform Recommendation</b></p> <p>The Committee moved to approve the purchase of yellow polo shirts for Security Department staff, excluding Management, Watch Commanders, Parking Specialist and Patrol Staff, at a cost of \$28.00, per shirt, for a total cost of \$9,240.00.</p> <p>The Committee requested the Human Resources Director draft a policy on wear/appearance of polo shirts.</p> <p>The Committee moved to begin hiring Full Time Security Department staff, upon approval of the 2018 budget.</p>	<p>Recording Secretary</p> <p>Human Resources Director</p> <p>Security Services Director</p>	
3.	<p><b>New Business: Policy 5026-30, Election of Officers</b></p> <p>The Committee moved to refer Policy 5026-30, Election of Officers to the Policy Re-write Sub-committee.</p>	Recording Secretary	
4.	<p><b>New Business: Election Services Contract Extension</b></p> <p>The Committee moved to recommend the GRF Board award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2018, 2019, and 2020, at a cost of \$110,000, plus photocopying, postage and staffing needs.</p>	Recording Secretary	
5.	<p><b>New Business: Establishment of New Sub-committee – GRF Director Booklet</b></p> <p>The Chair established a new Sub-committee, GRF Director Booklet and appointed Joy Reed as Chair and Members Irma Heinrichs, Susan Hopewell, Leah Perrotti and Paula Snowden.</p>	Recording Secretary	
6.	<p><b>Policies: Amend Policy 5041-30, Real Property Acreage</b></p> <p>The Committee concurred to refer Policy 5041-30, Real Property Acreage to the Policy Re-write Sub-committee.</p>	Director of Human Resources	
7.	<p><b>Policies: Policy 1220-30, Resident Specialists</b></p>	Recording Secretary	

	The Committee moved to recommend the GRF BOD accept amendment to Policy 1220-30, Resident Specialists.		
8.	<b>Policies: Amend Policy 5025-30, Election Procedures</b> The Committee concurred to refer Policy 5025-30, Election Procedures to the Policy Re-write Committee.	Recording Secretary	
9.	<b>Policies: Review Policy 5110-30, Executive Committee</b> The Committee concurred to review Policy 5110-30, Executive Committee, at the October meeting.	Recording Secretary	

## ARCHITECTURAL DESIGN & REVIEW COMMITTEE SUMMARY REPORT

Monday, September 11, 2017

Action/Request	Person Responsible	Action Taken
1. <b>Old Business, Item 8B – Clubhouse Two, Update</b> Mr. Weaver reported that this item is being moved to the Physical Property Committee.	Facilities Director	
2. <b>New business, Item 9A – Library Area, Bid from Johns Landscaping</b> The Committee moved to approve Option #2 of Johns Landscaping bid for the Library Area in the amount of \$4,080.	Facilities Director	
3. <b>Old Business – Item 8F – St. Andrews Median</b> The Committee moved to accept concept for the St. Andrews Median, as presented by GRF President Stone.	GRF President Facilities Director	
4. <b>Special Presentation, Item 7A – Fox &amp; Fox Design, John Fox</b> The Committee moved to request a proposal from Fox & Fox Design to incorporate landscape and monument lighting in their current plan.	Facilities Director	
5. <b>Old Business, Item 8D - Landscape Specifications</b> The Committee moved to accept the Landscape Specifications for Community	Facilities Director	



	Facilities as presented by Mr. Weaver with one modification, which is to add the words "maintenance and improvement" to Section A1.		
6.	<b>Old Business, Item 8E – Mural at Clubhouse 4, Update</b> It is the consensus of the Committee to direct staff to take more pictures for this project.	Comm. & Tech. Director	
7.	<b>Old Business, Item 8G – RV Lot Signage, Update</b> It is the consensus of the Committee to select the second layout with the addition of a contact phone number.	Executive Director Recreation Mgr.	
8.	<b>Old Business, Item 8H – Mural at Clubhouse 6, Update</b> The Committee moved to accept the revised mural as presented by the LW Art League and forward to the Board for approval.	LW Art League	
9.	<b>Old Business, Item 8I – Fleet Vehicle Appearance</b> The Committee moved to approve the color for GRF fleet vehicles.	Executive Director Facilities Director	
10.	<b>Old Business, Item 8J – Holiday Decorations, Update</b> It is the consensus of the Committee to have Mr. Fileto request a larger size wreath for the Administration building and see what extras can be provided at no additional cost.	Recreation Mgr.	
11.	<b>New Business, Item 9B – Signs for North and St. Andrews Gates</b> It is the consensus of the Committee to bring the item of Signs for the North and St. Andrews gates to the next scheduled committee meeting.	Executive Director	
12.	<b>New Business, Item 9C – Signage for "The Courtyard."</b> After a brief discussion, Mr. Ankeny stated that he will draw up a design and present it at the next scheduled meeting.	Executive Director	

**MUTUAL ADMINISTRATION COMMITTEE  
SUMMARY REPORT**

Tuesday, September 12, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Old Business: Glossary of Terms</b> The Committee concurred to schedule a special meeting/work study to review the Glossary of Terms.</p>	Committee Members	Work study to be completed by Committee Members
<p><b>2. Old Business: Renumbering Sub-Committee</b> The Committee moved to accept the nominees for the Policy Renumbering Sub-Committee as follows; Paula Snowden (Chair), Susan Hopewell, Margaret Gillon, and Dr. Betty Coven.</p>	Recording Secretary	Recording Secretary to notify GRF Executive Coordinator, for documentation update
<p><b>3. New Business: Recording Secretaries' Work Station Replacement</b> The Committee moved to recommend to the Finance Committee funding (Capital or Reserve) to replace the work stations, and upon determination by the Finance Committee that sufficient funds exist for the replacement asset, recommend to the Board to replace the work station, per plans and quotation of August 1, 2017, by Talimar Systems, not to exceed \$3,800.</p>	Recording Secretary	Included in Finance Agenda
<p><b>4. New Business: Guest Passes</b> The Committee concurred to approve the Guest Passes Resolution with a change to the last sentence of the first paragraph to Mutual Board.</p>	Recording Secretary	Submitted to Mutual Administration to be placed on Mutual agendas.
<p><b>5. Policies: Update of Policy 5165, Mutual Administration Committee</b> The Committee moved to recommend the GRF Board to accept amendment to Policy 5165, Mutual Administration Committee.</p>	Recording Secretary Executive Director	Include in the GRF BOD September agenda
<p><b>6. Policies: Review of Policy 7720, Distribution of Services</b> The Committee moved to recommend the GRF BOD rescind Policy 7720, Distribution Services.</p>	Mutual Recording Secretary	Mutual Recording Secretary to research policy and place on Mutual agendas as needed.

**SECURITY, BUS & TRAFFIC COMMITTEE  
SUMMARY REPORT**

Wednesday, September 13, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Old Business: Dwelling Live Presentation</b> A one hour presentation was made after which many questions were answered.</p>	Dwelling Live Representative	None at this time
<p><b>2. New Business: Parking Policy Questions</b> The Committee concurred to recommend the Security Services Director direct the Traffic Enforcement Officers, and request Physical Property post hours on signage as to when parking prohibited in spaces in question.</p>	Security Services Director	
<p><b>3. Polices: Committee Charter</b> The Committee Charter will be considered in the October meeting.</p>	Recording Secretary	Copies of Charter will be included in October Agenda.

## COMMUNICATIONS COMMITTEE SUMMARY REPORT

Thursday, September 14, 2017

Action/Request	Person Responsible	Action Taken
<p><b>1. Correspondence, David Harlow – Mutual 5, 55H</b> Chair Gould asked staff to thank Mr. Harlow for his letter and to draw his attention to Policies 2811-36 and 2840.04-36. Ms. Roberts responded that Mr. Harlow has been responded to.</p>	Comm. & Tech. Director	
<p><b>2. Correspondence, Margie Meigs, Mutual 2, 55H</b> Mr. Ankeny recommended that the Committee draw an advertisement policy to ensure advertisers are not making discriminatory/ prejudicial statements. He also stated that he will send a letter to Ms. Meigs regarding this matter.</p>	Executive Director	
<p><b>3. Unfinished Business, Item 7A – I.D. Project, Summary Report</b> It is the consensus of the Committee to agree with Barry Holland's recommendation to delete people from the database by placing an extra column and marker for identifying purposes and to shred the surplus cards.</p>	ITS Technician	

<p><b>4. Unfinished Business, Item 7B – Website Refresh/ Launch</b> The Committee unanimously moved to to approve the navigation bar, launch the refreshed website and to announce it in LW Weekly.</p>	<p>Comm. &amp; Tech. Director ITS Systems Analyst</p>	
<p><b>5. Unfinished Business, Item 7D – Drop-Box Demo</b> It is the consensus of the Committee for Mr. Fabian to bring this item back to the Committee for further discussion next month.</p>	<p>ITS Systems Analyst</p>	
<p><b>6. Unfinished Business, Item 7E – Calendar Project</b> The Committee moved to utilize local pictures that are LW-centric/hometown.</p>	<p>Executive Director</p>	
<p><b>7. New Business, Item 8A – St. Andrews Bandwidth Increase</b> It is the consensus of the Committee to agree with Barry Holland’s recommendation to delete people from the database by placing an extra column and marker for identifying purposes and to shred the surplus cards.</p>	<p>ITS Systems Analyst</p>	
<p><b>8. Unfinished Business, Item 8B – Interactive Map</b> Ms. Roberts presented an interactive map demo. It is the consensus of the Committee for staff to continuing developing this project.</p>	<p>Comm. &amp; Tech. Director</p>	
<p><b>9. New Business, Item 7D – Drop-Box Demo</b> The Committee approved to request of the Board a non-budgeted operational fund request not to exceed \$9,000 for the upgrade of the File Maker Pro Sales Database.</p>	<p>Comm. &amp; Tech. Director</p>	
<p><b>10. Policies, Item 9A-C</b> After review of Policies 2810-36; 2811-36 and 2840.7-36, the Committee agreed to have staff review each policy with feedback and forward to the Policy Rewrite Committee for further review.</p>	<p>Comm. &amp; Tech. Director</p>	

**SPECIAL FINANCE COMMITTEE  
SUMMARY REPORT**

Tuesday, September 19, 2017

Action/Request	Person Responsible	Action/Taken
<p><b>1. Unfinished Business – 2018 budget Proposal</b>            The Committee moved to accept the 2018 Budget Proposal and recommend the GRF BOD approve the proposed 2018 Operating Budget, as presented.</p>		

## FINANCE COMMITTEE

### SUMMARY REPORT

Tuesday, September 19, 2017

Action/Request	Person Responsible	Action/Taken
<p><b>1. Financials</b>            The Committee moved and recommended the GRF BOD to accept the August 2017 financial, statements, as presented, for audit.</p>	Director of Finance	
<p><b>2. Unfinished business – NuVision Credit Union, Lease Agreement Renewal</b>            The Committee moved and recommended the GRF BOD to approve the use of Trust Property, per terms and conditions of the proposed Management and Lease agreement, and authorize the President to sign the agreement.</p>	Executive Director	
<p><b>3. Unfinished Business – RV Leases (Individual and Club)</b>            The Committee moved to refer this item to the Recreation Committee for amendment.</p>	Recreation Director Recreation Manager	
<p><b>4. Unfinished Business – Investments</b>            The Committee moved to recommend 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 September.</p>	Director of Finance	
<p><b>5. New Business –Recording Secretaries – Work Stations</b>            The Committee moved and recommended the GRF BOD to approve \$3,800 Capital Funding for Mutual Administration Secretaries workstations.</p>	Facilities Director	

<p><b>6. New Business – Capital Funding – Topiary Area</b>  The Committee moved to approve and recommend the GRF BOD the allocation of Capital Funds in the amount of \$8,000 for the noted Trust Property improvement.</p>	Facilities Director	
<p><b>7. New Business – NSBN, LLP Presentation</b>  The Committee moved to recommend to the GRF BOD to authorize the President to sign the 2017 annual financial audit engagement letter and to allow the Director of Finance to coordinate with each Mutual Corporation to present at their next board meeting the 2017 annual financial audit engagement letter, providing authorization to their respective President to sign the engagement letter.</p>	Executive Director	
<p><b>8. New Business – On-Site Sales Office Agreement</b>  The Committee moved to recommend the GRF BOD approve one year extension of current terms and conditions.</p>	Executive Director	

## **RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF SEPTEMBER 26, 2017**

### Approved Minutes

MOVED and duly approved to accept the minutes of the August 22, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected. The Minutes of the August 31, 2017 Special Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were accepted, as presented.

### General - Committee Appointment – Mutual Administration Committee

MOVED and duly approved to appoint Perry Moore to the Mutual Administration Committee.

### Architectural Design and Review Committee – Approved Capital Funds, Topiary Area

MOVED and duly approved to award a contract to Johns Landscaping Service to replace the landscaping adjacent to Clubhouse Three, including planting topiaries removed from the Main Gate area, replacing the irrigation, and installing the grass mixture, for a cost not to exceed \$8,000 using Capital funds, and authorize the President sign the contract.

### Architectural Design and Review Committee – Approved Trust Property, Naming

MOVED and duly approved to the naming of the Trust Property located at the junction of the Administration Building, Amphitheater and Medical Building, The Courtyard.

### Executive Committee – Approved Election Services Contract

MOVED and duly approved to award a contract to Accurate Voting Services, Inc. to perform the general election services of the Golden Rain Foundation and the Mutual Corporations for the years 2018, 2019 and 2020, at a cost of \$110,000, plus photocopying, postage and staffing needs.

### Executive Committee – Approved Expedited Hiring of Full Time Staff in Security Department

MOVED and duly approved to implement the plan to convert approximately twenty (20) part time positions in the Security Department to ten (10) full time positions and to fill current openings with full time staff. This funding will impact, at most, one (1) month of potential employee benefits, and this minimal cost will be partially offset by reductions to recruiting and training of new employees.

### Executive Committee – Amended Policy 1220-30, Resident Specialists

MOVED and duly approved to amend Policy 1220-33, Resident Specialists to change the term Resident to Member and amend the appointment process (change appointment by a committee chair, through the Executive Committee, to appointment by a standing committee chair) and to formalize that Member Specialists serve in an advisory capacity only and list the limitations.

### Finance Committee – Accepted August 2017 Financial Statements

MOVED and duly approved to accept the August 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 the 2018 GRF Operating Budget

MOVED and duly approved to I move to recommend the GRF Board approve 2018 Golden Rain Foundation Operating Budget of \$12,108,155 or \$152.70 per apartment per month, an increase of \$8.01 per apartment, per month, over the 2017 operating budget.

Finance Committee - Approved NuVision Lease

MOVED and duly approved the use of Trust Property, per terms and conditions of the proposed Management and Lease agreement, and authorize the President to sign the agreement.

Finance Committee – Amended On-Site Sales Lease

MOVED and duly approved First 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.

Finance Committee – Approved NSBN Engagement Letter

MOVED and duly approved to authorize the President to sign the 2017 annual financial audit engagement letter and to allow the Director of Finance to coordinate with each Mutual Corporation to present at their next board meeting the 2017 annual financial audit engagement letter, providing authorization to their respective President to sign the engagement letter.

Mutual Administration Committee – Approved Capital Funding – Mutual Administration Recording Secretaries Work Station Replacement

MOVED and duly approved the replacement of the Trust assets identified as the Mutual Administration Recording Secretaries Work Stations, Capital funding, in the amount of \$3,786.34, and authorize the Executive Director to initiate the purchase.

Mutual Administration Committee – **FINAL VOTE**, Amended Policy 1201-33, Photo ID Cards

MOVED and duly approved to ratify Policy 1201-33, Photo ID Cards, to include proposed fee (fines) changes.

Mutual Administration Committee – Amended Policy 5165-MAC, Mutual Administration Committee

MOVED and duly approved to amend Policy 5165-MAC, Mutual Administration Committee.

Mutual Administration Committee – Rescinded Policy 7720, Distribution Services

MOVED and duly approved to table the motion to rescind Policy 7720, Distribution Services.

Mutual Administration Committee – Rescinded Policy 7740, Messenger Service

MOVED and duly approved to table the motion to rescind Policy 7740, Messenger Service.

Recreation Committee – Amended Policy 1411-50, Recreational Facilities

MOVED and duly approved to amend Policy 1411-50, Recreational Facilities, refining the Policy language, amending the latest reservation from 10:30 p.m. to 10:00 p.m. and updating the Reservations by Outside Organizations section to list Government Agencies and Special Events.

Recreation Committee – Amended Policy 1431-50, Liability Insurance-Clubs

MOVED and duly approved to amend Policy 1431-50, Liability Insurance-Clubs, refining policy language and stating that any deficiencies of the facilities discovered prior to an event should be reported to the custodian.

Recreation Committee – Amended Policy 1710, Adult Education

MOVED and duly approved to amend Policy 1710-50, Adult Education, refining policy language, including “other educational originations or institutions” to provide on site adult classes and “require”



rather than “request” relocation of classes to outside of the community, if a majority of the students are from outside the community.

Recreation Committee – Amended Policy 5135-50, Recreation Committee.

MOVED and duly approved to amend Policy 5135-50, Recreation Committee, changing the header to “Charter” rather than “Functions” and adding cost center 47, RV Lot.

## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: August 9th, 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
4-42l	add bath liting	both	04/04/17	07/31/17	no	nder ground 7/28/17	los al
4-49H	heat pump ductless	both	03/24/17	07/01/17	no		greenwood
4-80l	remodel/repipes/risers in D/	both	05/01/17	07/31/17	no	big four-6/1/17	Hadi 562.225.5235
04-08B	re-roof	both	05/22/17	09/30/17	no	nailing 8/30/17	Roofing Standards
4-44G	kitchen remodel	both	06/18/17	09/29/17	no	rough 7/10/17	los al
4-37G	flooring	GRF	07/05/17	08/05/17	no		Karys carpet 7/5/17
4-83F	kitchen/bath remodel	both	08/15/17	11/15/17	no	nderground.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
4-44C	washer/dryer/panel	both	08/08/17	10/08/17	no		pena- ruben 562.430.4216-7/19/17
4-86H	two sliding doors	both	08/04/17	09/04/17	no		Rydan const. stacy 714.313.0011 7/25/17
4-44A	cart pad	GRF	08/10/17	09/30/17	no		JLS
4-52D	ring fansx2.lite@patio stor	both	08/15/17	10/20/17	no		LW décor
4-44A	cart pad	GRF	08/30/17	09/30/17	no		JLS
4-52E	flooring	GRF	09/18/17	10/18/17	no		bixby carpets

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86F		10/28/16					
4-83G		12/22/16		01/12/17			
4-83F			05/31/17		06/12/17		
4-87A		06/22/17	08/16/17	08/16/17	08/25/17		
4-48B			06/29/17	07/03/17	07/14/17		95
4-51D		08/07/17	09/07/17	09/07/17	09/19/17	10/04/17	
4-77K			09/08/17	09/10/17	09/20/17		
4-48E		07/19/17					
4-50E		07/19/17					
4-84H		08/24/17	09/20/17	09/25/17			
4-80G		08/24/17					
4-75K		08/29/17					
4-86L		08/29/17	09/06/17	09/07/17	09/19/17	10/04/17	

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

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: August 9th, 2017

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance- Tree Pruning:	on going now
Fenn Pest Control - Copper Re-piping      John Nelson Plumbing:	service days are Monday and Wednesday
Abatement:	
Roofing                      Roofing Standards:	roofing is all complete
stove hoods & Piping      Kress Concs:	complete with all
painting touch ups      Advance Painting:	work orders made for 84 for fascia and downspouts
Concrete                      MJ Jurado:	cincrete project is complete, painting should go down by the time this meeting is held all corners were put in.
Shareholder Visits and Mutual Requests	
4-42I - check skylight	
4-41H - heat pump class	
4-40L roofing	
4-86D - check shower	
4-43A - check on bugs	

## Mutual 4 Board of Directors Meeting – October 11, 2017

Recap of Financials for the month ended September, 2017 (See below). I have prepared a complete profit and loss statements Report A showing actual and budget expenses for the month of September 2017 and year to date. I also inserted a line adding back the depreciation so you can see how we are really doing:

### FINANCIAL RECAP -SEPTEMBER 2017

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	143,730	141,769	1,961	1,284,712	1,275,921	8,791
Reserves	45,077	45,077	0	405,693	405,687	6
Expenses	108,020	96,899	11,121	925,960	872,095	53,865
Total Expenses	153,097	141,976	11,121	1,331,653	1,277,782	53,871
Income/Expense	-9,367	-207	-9,160	-46,941	-1,861	-45,080
Add Back Depreciation	8,164			44,591		
Adjusted	-1,203			-2,350		

Our unrestricted cash for month end is \$397,112; restricted reserve accounts total \$1,849,486

#### Reserves:

Appliance	\$572
Painting	\$29,238
Operating	\$25,000
Roofing	\$1,382,072
Emergency	\$128,583
Infrastructure	\$284,022
<b>Total Reserves</b>	<b>\$1,849,487</b>

We invested \$100,000 in a new 2 year CD with Barclays Bank, 1.70% YTM, maturity date 09/20/19.

The CFO Council held an open agenda session which means CFO's can introduce any topic. We covered: Fenn Pest Control issues, outsourcing washers and dryers, mutual handyman, new Eligibility Policy, and Guest Pass Policies.

### BUILDINGS

Concrete project by carports 57 and 58 done, done, done. Hooray! Thank you to everyone for your patience.

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

	Sep 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	34,131.00	34,345.00	-214.00
Reserves Assessment	45,077.00	45,077.00	0.00
GRF Assessment	57,297.00	57,083.00	214.00
<b>Total ASSESSMENT</b>	136,505.00	136,505.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	36.00	65.00	-29.00
Interest Income - Taxable	2,065.00	1,650.00	415.00
Late Charges	20.00	44.00	-24.00
<b>Total FINANCIAL INCOME</b>	2,121.00	1,759.00	362.00
<b>SERVICES INCOME</b>			
Inspection Fees	3,000.00	2,083.00	917.00
Laundry Machines	2,104.00	1,418.00	686.00
Merchandise Sales	0.00	4.00	-4.00
<b>Total SERVICES INCOME</b>	5,104.00	3,505.00	1,599.00
<b>Total Income</b>	143,730.00	141,769.00	1,961.00
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>	86,433.00	84,472.00	1,961.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	0.00	415.84	-415.84
Management Fee	222.00	221.75	0.25
<b>Total PROFESSIONAL FEES</b>	222.00	637.59	-415.59
<b>SERVICES</b>			
Landscape - Contract	12,460.00	13,274.00	-814.00
Landscape - Extras	1,466.00	708.84	757.16
Miscellaneous Services	139.00	43.59	95.41
Painting	0.00	83.16	-83.16
Pest Control	375.00	649.41	-274.41
Standard Service	6,044.49	4,965.84	1,078.65
Structural Repairs	389.00	665.00	-276.00
<b>Total SERVICES</b>	20,873.49	20,389.84	483.65
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	9,333.00	7,979.00	1,354.00
State & Federal taxes	614.00	285.09	328.91
<b>Total TAXES &amp; INSURANCE</b>	9,947.00	8,264.09	1,682.91
<b>UTILITIES</b>			
Electricity	1,778.00	1,999.84	-221.84
Trash	3,216.00	3,183.84	32.16
Water	6,523.00	4,918.34	1,604.66
<b>Total UTILITIES</b>	11,517.00	10,102.02	1,414.98
<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**  
**September 2017**

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	<u>Sep 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	45,077.00	45,076.32	0.68
DEPRECIATION	8,164.00	209.00	7,955.00
Total Expense	95,800.49	84,678.86	11,121.63
Net Ordinary Income	-9,367.49	-206.86	-9,160.63
Net Income	<u>-9,367.49</u>	<u>-206.86</u>	<u>-9,160.63</u>

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

	Jan - Sep 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	307,393.00	309,105.00	-1,712.00
Reserves Assessment	405,693.00	405,693.00	0.00
GRF Assessment	515,459.00	513,747.00	1,712.00
<b>Total ASSESSMENT</b>	1,228,545.00	1,228,545.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Tax Exempt	433.00	585.00	-152.00
Interest Income - Taxable	17,637.00	14,850.00	2,787.00
Late Charges	500.00	396.00	104.00
<b>Total FINANCIAL INCOME</b>	18,570.00	15,831.00	2,739.00
<b>SERVICES INCOME</b>			
Inspection Fees	23,500.00	18,747.00	4,753.00
Laundry Machines	14,068.00	12,762.00	1,306.00
Merchandise Sales	0.00	36.00	-36.00
Miscellaneous	29.00	0.00	29.00
<b>Total SERVICES INCOME</b>	37,597.00	31,545.00	6,052.00
<b>Total Income</b>	1,284,712.00	1,275,921.00	8,791.00
Cost of Goods Sold			
<b>GRF MAINTENANCE FEE</b>	515,673.00	515,673.00	0.00
<b>Total COGS</b>	515,673.00	515,673.00	0.00
<b>Gross Profit</b>	769,039.00	760,248.00	8,791.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	4,432.00	3,742.48	689.52
Management Fee	1,998.00	1,995.75	2.25
<b>Total PROFESSIONAL FEES</b>	6,430.00	5,738.23	691.77
<b>SERVICES</b>			
Landscape - Contract	112,140.00	119,466.00	-7,326.00
Landscape - Extras	5,725.00	6,379.48	-654.48
Miscellaneous Services	529.00	392.23	136.77
Painting	2,315.00	748.52	1,566.48
Pest Control	2,215.00	5,844.77	-3,629.77
Standard Service	54,668.00	44,692.48	9,975.52
Structural Repairs	7,034.00	5,985.00	1,049.00
<b>Total SERVICES</b>	184,626.00	183,508.48	1,117.52
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	83,997.00	71,811.00	12,186.00
State & Federal taxes	4,412.00	2,565.73	1,846.27
<b>Total TAXES &amp; INSURANCE</b>	88,409.00	74,376.73	14,032.27
<b>UTILITIES</b>			
Electricity	13,951.00	17,998.48	-4,047.48
Trash	28,523.00	28,654.48	-131.48
Water	43,757.00	44,264.98	-507.98
<b>Total UTILITIES</b>	86,231.00	90,917.94	-4,686.94
<b>RESERVE FUNDING</b>			
Emergency Reserve	3,753.00	3,750.02	2.98
Roof	116,253.00	116,250.02	2.98
Paint	8,577.00	8,577.00	0.00
Infrastructure	257,310.00	257,310.00	0.00
Appliances	19,800.00	19,800.00	0.00

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

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	<u>Jan - Sep 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	405,693.00	405,687.04	5.96
DEPRECIATION	44,591.00	1,881.00	42,710.00
Total Expense	815,980.00	762,109.42	53,870.58
Net Ordinary Income	-46,941.00	-1,861.42	-45,079.58
Net Income	<u>-46,941.00</u>	<u>-1,861.42</u>	<u>-45,079.58</u>



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

**Things have settled down in the fifth month. I had some requests from the residents which needed my attention.**

**We have finished re-roofing, repaving and repiping for the year. I am sure everyone is happy about that. Again I want to thank everyone for their patience.**

**Kevin and I did one pre listing inspections this month and one prospective buyer orientation. Please welcome the new member in 80H when they move in.**

**I hope everyone who is interested gets their \$5.00 tickets for the Mutual 4 Sports Bar Party in Clubhouse 2 on November 8. The building captains will be selling the tickets. It should be a fun night with good food and great company.**

**I wish to thank Pat Spencer in 83F for becoming the building captain for building 83. This would be a good time to thank ALL of my building captains for all their work – THANK YOU.**

**Jon Russell 74I**

**(562)794-9334**

Mutual 4 Monthly Report  
Director Mike Levitt  
for Sept. 2017  
October 11, 2017

Made numerous calls for landscape services, including: white fly infestation, new trees, landscape trimming, broken sprinklers, poorly adjusted sprinklers, and recommendations for garden area plants.

Called on Service Maintenance and Physical Property with various complaints and service requests, including: insufficient hot water, termite infestation, laundry room repairs, back-to-back sink stoppages, refrigerator repairs, and cockroaches.

Completed distribution of new GRF ID cards as residents returned from vacations.

Did a New Buyer Orientation in Bldg. 86

After years of nary a single 'roach report, the little devils appear to be making a comeback. Unfortunately, some residents are hesitant to report roaches, thinking neighbors would think less of them and their cleanliness. However, this gives the little buggers extra time to multiply and expand their venues. If YOU should encounter a cockroach exploring your apartment, please call me or another director ASAP. Early eradication is the best way to limit their spread and their rapidly growing population. And ... no, the most fastidiously cleaned homes are just as likely to harbor 'roaches as are the most slovenly.

October 10, 2017

Tom Gerrity  
Mutual 4 Director - (secretary)  
Buildings 49, 50, 51 and 52  
Phone 562-972-7567

Another quiet month. Received several calls concerning termites and pest control (Fenn notified). Two calls on dryers easily fixed.

Still, anxiously awaiting installation of Smart Burners. Service Maintenance is (supposedly) starting in building 44 tomorrow. Hopefully, starting in a few weeks in our buildings.

All the new ID cards have been distributed. Nicely done.

Any shareholder who has the old pink toilets let your building captain know. You will receive a new toilet.

**SHAKEOUT:** October 19, at 10:19 AM. 10-19@10-19 CLEVER.

**The Mutual Picnic will take place November 8, Clubhouse 2.**  
**Time: 6:00— Doors open 5:30.**  
**Price \$5.00 per person.**  
**Buy tickets from your building captains.**  
**See the flyer in the CFO's report.**

Building captains, if you need more tickets let me know.

Enjoy the beautiful SOCAL weather,

Tom

## **Mutual 4 Director's Report**

**October 11, 2017**

### **Emergency Preparedness Information and Buildings 44,45,46,47,48**

By the time you read this report, we will have practiced during the Great Shake Out on Oct. 19. As always a big thank you to our building captains for meeting at the Building 75 Communication Shed and passing around the ""File of Life"" supplies.

Water, Water, Water-If we experience a 6-7point earthquake we are likely to have no potable water entering Leisure World. The water pump that supplies us is outside the Leisure World boundaries and belongs to the City of Seal Beach. It is likely to crack. The rivers that surround us and the California aqua duct are expected to change their courses. So---you must be prepared to supply yourself with 10 days of water per person. I store 4 flats of water bottles at all times. One I keep in the car, 2 in my carport cabinets, and one in a bedroom closet.

To-Go bag lists went out at the Shake Out. I am, however, included in this report a wonderful order form from the Seal Beach Police Volunteer Association. These are great supplies. Several of my neighbors have purchased the To-Roll bag. It is on wheels and easy to use.

Besides the supplies, consider at this time, how you would contact your families. Cell towers could go down and telephone cables and lines may be very busy. We may all have to be patient.

Respectfully submitted,

Jan Kuhl, 46E

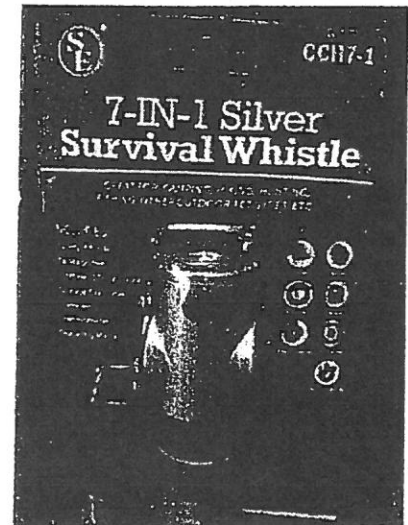
Phone 562-446-0082

# Seal Beach Police Volunteers Association, Inc.



911 Seal Beach Blvd.  
Seal Beach, CA 90740

**Be Smart.  
Be Responsible.  
Be PREPARED.**



## 72 Hour Emergency Kit w/ 5 year shelf life

Roll and Go Survival Kit (27 piece) 1 person 3-day @ \$ 85.00 (including Tax)

This backpack on wheels makes it easy to take your survival gear anywhere. Available for one or two people.

- 1 - Backpack
- 1 - 3600 Calorie Mayday Food Bar
- 1 - Vegetable Lasagna
- 6 - Pouches of Water
- 1 - Mayday large Solar Blanket
- 1 - pair of Work Gloves
- 1 - Adult Poncho
- 2 - 12 hour Light sticks
- 1 - Dynamo FM Radio w/LED Flashlight
- 2 - Maxi-pads
- 1 - Clear Solution Hygiene Kit
- 2 - Pocket Tissue
- 2 - Wet Naps (3 pack)
- 1 - Yellow Rope
- 1 - Spoon/Fork Combo
- 1 - Bloodstopper Trauma Dressing
- 1 - box of 50 Waterproof Matches
- 1 - Slow Burn Emergency Candles
- 1 - Wag Bag Sanitation Kit
- 2 - Anti-Bacterial Bar Soap
- 1 - Blue Tarp
- 1 - Personal Water Filter
- 2 Person Kit (KT-WH2) 2 person 3-days @



\$ 90.00 (including Tax)



Emergency Preparedness Supplies are available through the Seal Beach Police Volunteers.

Contact Sylvia Klebe @562-260-8919 or visit us at the sub-station by the Seal Beach Pier.

We have many other sizes of emergency kits available as well as Police Badge Money Clips,

Challenge Coins, Whistles, Emergency Blankets, long shelf life water and food bars.

# Seal Beach Police Volunteers Association, Inc.

Tax ID # 45-2572217



911 Seal Beach Blvd.  
Seal Beach, CA 90740

For 1 person, For 2

For 1 person, For 2

Grab & Go Survival Kit, 1 kit for \$10 or 2 for \$15		Roll & Go Survival Kit		\$85	\$90
1	Nylon-Water Resistant Kit, 6-pack size soft cooler	1	Wheeled Water Resistant Backpack		
6	Pouches of Water, 4.225 oz. each	6	Pouches of Water, 4.225 oz. each		
1	2400 Calorie Apple Cinnamon Ration (3-day supply)	1	3600 Calorie Mayday Food Bar		
1	Solar Blanket, 84" X 52" (retains 90% of body heat)	1	Large MayDay Solar Blanket		
1	12-hour Light Stick	2	12-hour Light Sticks		
3	Wet naps	2 pkg	Wet naps, 3-pack		
<b>Minimum Grab &amp; Go Bag</b>		1	Dynamo FM Radio w/ LED Flashlight		
	<b>\$35   \$45</b>	1	Bloodstopper Trauma Dressing		
1	Water-Resistant Backpack	1	Adult Poncho		
6	Pouches of Water, 4.225 oz. each	1	Yellow Rope		
1	2400 Calorie Apple Cinnamon Ration (3-day supply)	1 pair	Work Gloves		
1	Solar Blanket, 84" X 52" (retains 90% of body heat)	1	Personal Water Filter		
1	AM/FM Dynamo Radio/Flashlight	1 box	Slow-Burn Emergency Candles		
1	First Aid Kit, 54 pieces	1 box	Waterproof Matches (50 per box)		
1	Dust Mask	1	Spoon/Fork Combo		
<b>Deluxe Emergency Kit</b>		1	Vegetable Lasagna		
	<b>\$65   \$75</b>	2	Maxi-pads		
1	Water-Resistant Backpack	1	Clear-Solution Hygiene Kit		
6	Pouches of Water, 4.225 oz. each	2 pkg	Pocket Tissue		
1	2400 Calorie Apple Cinnamon Ration (3-day supply)	1	Wag Bag Sanitation Kit		
1	Solar Blanket, 84" X 52" (retains 90% of body heat)	2	Anti-bacterial Bar Soap		
1	12-hour Light Stick	1	Blue Tarp		
1	AM/FM Portable Radio with batteries	<b>Deluxe Emergency Honey Bucket Kits, per kit</b>			<b>\$85</b>
1	54-Piece First Aid Kit	In Addition to Food, Water, Blankets, etc:			
1	Dust Mask	Toilet			
1	Poncho	Liners			
1	Flashlight with 2 alkaline batteries	Chemical disinfectants			
1	2-Person Tent	Duct Tape, 10 yds.			
1	50 Foot Nylon Rope	Gas & Water Shut-off Tool			
1 pair	Leather-Palmed Gloves	<b>Water Heater Adapters</b>			<b>\$10</b>
1 pkg	Water Purification Tablets (50 per pack)	<b>Water Pouches, 6-pack in a Drinking Container</b>			<b>\$5</b>
1	Camper Stove with Candles	<b>Hand Warmers, pair</b>			<b>\$3</b>
1 box	Waterproof Matches (50 per box)	<b>Food Bars:</b>		400 Calories	<b>\$2</b>
1	Utility Knife			1200 Calories	<b>\$4</b>
<b>38-Piece "Dog or Cat Gonelt", per kit</b>				2400 Calories	<b>\$5</b>
	<b>\$50</b>	<b>c/77-nu Solar/Dynamo Radio/Flashlight/Cell Charger</b>			<b>\$30</b>
Buckets for dogs or cats contain food water, dishes, collar and leash, toys, and plastic bags.					

Backpacks and roller bag have extra space for clothes, medicines, and other personal needs.

Order from Sylvia (562) 260-8919. Verify prices and contents when ordering. All prices include tax.

**MUTUAL ANNUAL SOCIAL EVENT  
SAVE THE DATE!!!!**

The annual Social Event will be a themed Sports Bar Party on November 8 in Clubhouse 2 at 6:00 pm. Menu includes pizza, chicken wings and Marsha Gerber's famous salad bar. Beverages are also included in the \$5.00 ticket price. Dessert donations are gratefully accepted but not required. Shareholders are encouraged to bring or wear their favorite sports memorabilia - all sports and teams are welcome. Wear your thinking cap - each table will play Trivia for special prizes. Buy tickets early as **NO TICKETS WILL BE SOLD AT DOOR. DEADLINE FOR TICKET SALES SUNDAY NOVEMBER 5 AT 6:00 PM. NO EXCEPTIONS.** Looking for two volunteers to man the greeter table 5:15 to 6:30 and a photographer (ok to use smart phone) Call me. 562-296-8518.

**LANDSCAPE**

Total Landscape has advised us that bricks and/or scallops around tree bases can be harmful to the trees. We are proposing a change to the garden policy to include exclusion of this and other items. Existing scallops will be removed. We continue to plant new trees at shareholders' requests and monitor and adjust sprinklers to help eliminate dry spots.

Landscape maintenance schedule (tentative) as follows:

When it cools off, they will spray for weeds and prep for re-seeding which will take place sometime in October depending on weather. They will mow grass way down in preparation so yellow areas will be exposed - this is done by plan.

Tree trimming second - third week of October. Note all bottle brush trimming is part of contract.

End of October - gutter cleaning - after tree trimming obviously.

Feel free to call me with any questions. I may not be home but if you leave a message I WILL return the call. 562-296-8518.

*Susan A. Smith*

**MUTUAL 4  
SPORTS BAR PARTY**



**WHEN: NOVEMBER 8  
TIME: 6:00 PM  
WHERE: CLUBHOUSE 2  
TICKET PRICE: \$5.00**

**JOIN US FOR PIZZA, CHICKEN WINGS AND OUR FAMOUS SALAD BAR**

**DESSERT DONATIONS GRATEFULLY ACCEPTED BUT NOT REQUIRED**

**BE A FAN - BING OR WEAR YOUR FAVORITE SPORTS MEMORABELIA**

**TRIVIA, PRIZES AND MORE**

**TICKETS ON SALE MID-OCTOBER**



# Mutual Administration Director's Report October 2017

## Candle Fire Safety

Don't let this



turn into this



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):

- On average, 42 home candle fires are reported every day.
- More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations too close to the candle.
- In one-fifth (20%) of candle fires, the candles are unattended or abandoned.
- Over one-third (36%) of home candle fires begin in the bedroom.
- Falling asleep is a factor in 12% of home candle fires and 36% of the associated deaths.
- December is the peak time of year for home candle fires. In December, 13% of home candle fires begin with decorations compared to 4% the rest of the year.
- One-half of home candle fire deaths occur between 12:00 midnight and 6:00 a.m.
- Young children and older adults have the highest death risk from candle fires.
- The risk of fatal candle fires appears higher when candles are used for light.

**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 over.
- 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!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency “grab-and-go bag”. Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.

**MUTUAL OPERATIONS****AMEND POLICY****ACCOUNTING AND FISCAL****Banking Resolution – Mutual Four**

WHEREAS, the following Restricted and Non-Restricted accounts are maintained by Seal Beach Mutual No. Four: General Operating Reserves, Restricted Reserve, ~~Non-Restricted Reserves~~, General Checking Account, **Repair & Tax Deposit Money Market Account**; and

WHEREAS, it is desirable to maintain these accounts in approved interest-bearing instruments providing maximum earnings;

WHEREAS, Seal Beach Mutual No. Four recognizes that the current maximum FDIC insurance is \$250,000; **US Bank provides additional private insurance coverage above this limit**; and

WHEREAS, Withdrawals and other transactions of funds from the approved depositors must be authorized by two signatures;

THEREFORE, BE IT RESOLVED that all funds will be deposited with banks and savings and loans that are insured by the FDIC, ~~and that all funds deposited into interest bearing accounts are restricted to the maximum FDIC insurance amount.~~ Furthermore, the Board may invest in such instruments that are backed by the full faith and credit of the United States government such as:

United States Treasury Bonds, United States Treasury Notes, or United States Treasury Bills

BE IT FURTHER RESOLVED that any two of the following officers are authorized as signatory on the banks, savings & loan associations and other institutions for the Mutual Corporations:

PRESIDENT, VICE PRESIDENT, SECRETARY, OR CHIEF FINANCIAL OFFICER

FURTHERMORE, It is stipulated that at \$1,000 or above, two officer's signatures will be required, otherwise only one officer's signature will be required.

**MUTUAL ADOPTION**

FOUR: 11-02-92

**AMENDMENTS**

02-09-11, 05-13-15

(Draft create 08-02-17 cd)  
(draft amended 10-13-17 ka)

**MUTUAL OPERATIONS**

**ADOPT DRAFT**

**PHYSICAL PROPERTY**

**Termite Control – Mutual Four**

Any structural damage caused by a termite infestation shall be repaired or replaced at Mutual Expense.

DRAFT

**MUTUAL    ADOPTION**

FOUR:

(draft created on 10-03-17)