

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

September 13, 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, September 13, 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: Five shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Miller, Finance Director (9:44 a.m.)
Mr. Black, Building Inspector
Ms. Day, 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 August 9, 2017, Regular Board minutes. There being no corrections, the minutes were approved as printed.

CORRESPONDENCE

Secretary Gerrity received one piece of correspondence.

CORRESPONDENCE (continued)

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

RESOLVED, To approve the request from Unit 77-J to install a cart pad.

The MOTION passed.

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 9:50 a.m.

GUEST SPEAKER – Ms. Miller

Ms. Miller presented the proposed 2018 Mutual budget.

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

RESOLVED, To accept the 2018 Operating Budget for Mutual Four of \$974,360, resulting in a regular monthly Mutual assessment of \$205.04 per apartment per month, for an increase of \$5.02 per month over the total Mutual operating costs of 2017, as presented, and to adopt this budget forthwith.

The MOTION passed.

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

OLD BUSINESS

President Slater asked for a motion to ratify adopted/posted 7549.04 – Lockout Procedures. Upon a MOTION duly made by Director Kuhl and seconded by Director Russell, it was

RESOLVED, To ratify adopted/posted 7549.04 – Lockout Procedures.

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

Director Kuhl distributed the test results of SmartBurners to the Board (report attached). President Slater said no action at this time.

Vice President Levitt read his written request concerning SmartBurners to the Board. Following a discussion, and a MOTION made by Vice President Levitt, that if a shareholder has been given SmartBurners and not using them and wants to purchase coils, can remove the SmartBurners and install the coils at the shareholder’s expense. The motion failed for lack of a second.

NEW BUSINESS

The Board members discussed the removal of Firestick plants. Vice President Levitt made a motion that the Firestick plant, also known as milkbush or pencilbush, and officially as euphorbia tirucalli, be added to Mutual Four’s list of unacceptable plants. Further, all Firestick plants currently planted in Mutual Four have to be (carefully) removed at Mutual expense. The MOTION failed for lack of a second.

Upon a MOTION duly made by Vice President Levitt and seconded by Director Kuhl, it was

RESOLVED, To add the Firestick plant to the Mutual Four list of plants not allowed.

The MOTION failed with three “yes” votes (Slater, Levitt, Smith) and three “no” votes (Gerrity, Russell, Kuhl).

NEW BUSINESS (continued)

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

RESOLVED, To amend Policy 7425.04 – Garden Areas and Shrubs on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

The Board members discussed amending Policy 7502.04 – Carport Regulations by allowing one car per unit and must use carport to park car, not the street. President Slater appointed the following to serve on a committee on this issue: President Slater, Secretary Gerrity, and Director Russell.

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

RESOLVED, To request \$300 to buy the “File of Life” for the Mutual to hand out at the October Shakeout, and check that they are posted during the fire/safety inspections.

The MOTION passed.

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

RESOLVED, To approve CFO Smith to go out and perform research for the hiring of a handyman to work in Mutual Four.

The MOTION passed.

Recording Secretary Day left on break at 10:38 a.m. to 10:53 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).

Vice President Levitt and CFO Smith discussed landscaping issues. Upon a MOTION duly made by CFO Smith and seconded by Director Russell, it was

RESOLVED, To accept the estimate for tree trimming from Total Landscape, at a cost of \$3,520.

The MOTION passed.

Vice President Levitt presented his Recreation 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 11:26 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Tom Gerrity, Secretary
SEAL BEACH MUTUAL FOUR
cd:9/18/17
Attachments

**NEXT MEETING: WEDNESDAY, October 11, 2017, at 9:30 a.m.
Mutual Administration Conference Room A**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF SEPTEMBER 13, 2017**

09/13/17 RESOLVED, To approve the request from Unit 77-J to install a cart pad.

RESOLVED, To accept the 2018 Operating Budget for Mutual Four of \$974,360, resulting in a regular monthly Mutual assessment of \$205.04 per apartment per month, for an increase of \$5.02 per month over the total Mutual operating costs of 2017, as presented, and to adopt this budget forthwith.

RESOLVED, To ratify adopted/posted 7549.04 – Lockout Procedures.

RESOLVED, To amend Policy 7425.04 – Garden Areas and Shrubs on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To request \$300 to buy the “File of Life” for the Mutual to hand out at the October Shakeout, and check that they are posted during the fire/safety inspections.

RESOLVED, To approve CFO Smith to go out and perform research for the hiring of a handyman to work in Mutual Four.

RESOLVED, To accept the estimate for tree trimming from Total Landscape, at a cost of \$3,520.

GRF Report - Mutual 4
September 13, 2017

“Autumn is a second Spring when every leaf is a flower” Albert Camus

Summer is over and Fall is here. GRF is in full swing now. New Ad Hoc and sub committees have been formed. I have been placed on three new sub committees. One is the video sub committee which is making two videos. One video is for outside realtors to view before getting a LW pass. The other video for people thinking about moving to Leisure World and it will be asking the question “Will you be a good fit for LW?” The second sub committee formed will be writing a two part booklet regarding information for anyone thinking about becoming a GRF Director. The booklet will talk about things to think about before making the decision to become a GRF Director and a second part explains what is expected of a GRF Director. I will be chairing this sub committee. The third sub committee is assigned to select plants and trees at the library.

If you go out the main gate you may have noticed work around the globe. The lighting and hardscape is taking shape. The new plantings and signs will also be installed. It is always fun to watch a project from the beginning to end.

Shareholders have asked me “Where are dolphin topiaries that used to be round the globe?”. The topiaries will be placed at Northgate exist. As you leave there will be a bed of blue green fescue grass (ocean) with the dolphin topiaries swimming out.

Some things that you might like know

1. The library will soon be planted with new landscape.
2. Clubhouse 6 renovation is in process.
3. The mural in Clubhouse 6 will be refreshed by the art league.
4. The grand piano in Clubhouse four is being repaired. The grand piano from the amphitheater is being tuned and put in Clubhouse four.

GRF Director - Corporate Secretary
Joy Reed



SPECIAL STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT

Friday, July 28, 2017

| Action/Request | Person Responsible |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <p>1. Election of Vice-Chair Committee member Kathy Rapp was declared, by acclamation, a Vice-Chair of the Committee.</p> | <p>Deanna Bennett</p> |
| <p>2. Old Business, Item 7A: Clubhouse Revitalization Project The Executive Director provided the Committee with updates on this matter, and stated the Clubhouse Revitalization Project will start moving forward within the next few weeks. Upon discussing a ten-year projects plan for 2018, Chair Stone asked the Executive Director to add the Amphitheater at \$100,000 under "wants" column, add the Clubhouse Revitalization Project, and bring revised projects plan to the next scheduled meeting. The Chair also advised Committee members to re-evaluate 2018 projects, prioritize them as needed, and discuss at the next scheduled meeting.</p> | <p>Randy Ankeny Linda Stone</p> |
| <p>3. Old Business, Item 7B: Five-year Streets Plan The facilities Director provided the Committee with the updates on a five-year streets plan, as presented.</p> | <p>Mark Weaver</p> |
| <p>4. New Business, Item 8A: Mural project, Clubhouse Four The Committee concurred to forward the Mural project at Clubhouse Four to the Recreation Committee.</p> | <p>Linda Stone</p> |
| <p>5. President's Comments: The President spoke on various items pertaining to the agenda, and welcomed new Committee members.</p> | |
| <p>6. Shareholders/ Members Comments There were no comments made by shareholders/members at the time of the meeting.</p> | |



SPECIAL STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT

Friday, July 28, 2017

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>7. Committee Member Comments Seven Committee members commented on various items pertaining to the agenda.</p> | |
| <p>8. Adjournment The meeting was adjourned at 1:54 p.m. Next meeting – August 25th, 2017, 1:00 p.m., Administration Conference Room.</p> | |



COMMUNITY ACCESS AD HOC COMMITTEE

SUMMARY REPORT

Tuesday, August 1, 2017

| Action/Request | Person Responsible |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Appointment of Vice Chair Mrs. Damoci nominated Ms. Rapp for Vice Chair. There being no further nominations, Ms. Rapp was declared Vice Chair of the Community Access Ad Hoc, by acclamation. | Executive Coordinator |
| 2. Old Business, Item 6a: ID Cards The Committee concurred to send this issue to the Communications and Mutual Administration Committees. | Recording Secretary |
| 3. New Business, Item 7b: Discussion of the conversion of street between On-Site Sales and Security Building one way The Committee concurred to send this issue to the Security, Bus and Traffic Committee. | Recording Secretary |
| 4. New Business, Item 7c: Diversion of traffic away from Main Gate The Committee moved to ask the Healthcare Center to divert the HCC Staff away from the main gate. | Recording Secretary |
| 5. New Business, Item 7d: Library Bar Code being used in other areas The Committee concurred to send this issue to the Recreation Committee. | Recording Secretary |
| 6. New Business, Item 7e: Call-in Service used at other Gates The Committee concurred to send this issue to the Security, Bus and Traffic Committee. | Recording Secretary |
| 7. New Business, Item 7f: Guest Passes The Committee concurred to table this item until next month and request Executive Director schedule a presentation with Dwelling Live at the next scheduled Committee Meeting. | Randy Ankeny |
| 8. New Business, Item 7g: Raising the cost for a lost ID Card The Committee concurred to send this issue to the Mutual Administration Committee and look into the ID Cards policy. | Recording Secretary |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>1. Correspondence, Item 6A: Use of LW Swimming Pool, Luis and Fanny Schillaci It was the consensus of the Committee to put a white dry erase board in the swimming pool area for the users to sign in for a time period of 30 minutes, supervised by the swimming pool custodian.</p> | Terry DeLeon | |
| <p>2. Correspondence, Item 6B: Deferring Registration Requirement for Tow Vehicle, Russell Maguire It was the consensus of the Committee to discuss this matter at the next scheduled Committee meeting.</p> | Terry DeLeon | |
| <p>3. Old Business, Item 7A: St. Theodore Episcopal Church The Committee moved to move St. Theodore Episcopal Church to Room Two for one year, and have St. Theodore sign a release stating that GRF and a custodial staff are not liable for any damages while moving the materials for Clubs and organizations, or to materials stored in a closet, and have the Recreation Committee address this issue again in one year.</p> | Terry DeLeon | |
| <p>4. Old Business, Item 7B: Additional Gym Equipment. Update The Recreation Manager stated that the gym equipment donated by a shareholder on May 29, 2003, was accepted by the Committee, and donated through the fund for a fitness club.</p> | Thomas Fileto | |
| <p>5. Old Business, Item 7C: Uninsured Trailers at LW RV Park It was the consensus of the Committee to have the Recreation Director send out a letter to all trailer owners at the LW RV Park requiring them to provide the proof of insurance on the trailers, to comply with the insurance component of the Policy.</p> | Terry DeLeon | |
| <p>6. Old Business, Item 7D: Ice Cream Truck</p> | Terry DeLeon | |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>It was the consensus of the Committee to have the Recreation Director proceed with a setup of the ice cream truck services at the Amphitheater show on August 17th, between the Clubhouse Three and the Library on August 21st, and at the Community Expo on September 9th, and determine its permanent locations based on the residents' feedback.</p> | | |
| <p>7. Old Business, Item 7E: Portable Toilet in RV Lot The Recreation Director stated that the portable toilet at the RV Lot will be moved back to its original spot within the next two weeks.</p> | Terry DeLeon | |
| <p>8. Old Business, Item 7F: RV Lot Lease Agreement Review The Committee moved to make a recommendation to the Finance Committee to re-address the RV lease.</p> | Terry DeLeon | |
| <p>9. New Business, Item 8A: Donor Wall Celebration and Ribbon Cutting Ceremony The Committee moved to give approval to the Golden Age Foundation to use the Donor Wall area with the date to be determined. It was the consensus of the Committee to put an article in LW News on this matter.</p> | Terry DeLeon | |
| <p>10. New Business, Item 8B: Veteran Banners The Committee moved to approve the military service honor banner project at a cost of \$125 (per banner), excluding installation and labor, to be funded by banner purchasers, and forward to the Architectural Design and Review Committee for design approval.</p> | Thomas Fileto | |
| <p>11. New Business, Item 8C: Community Expo The Committee moved to approve the community expo banners at a cost not to exceed \$124.21 (per banner), excluding installation and labor, and forward to the Architectural Design and Review Committee for design approval.</p> | Thomas Fileto | |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------|
| <p>New Business, Item 8D: Addition of Korean Newspapers to the Library 12. The Committee moved to follow the Library Supervisor's advice, and deny the shareholder's request on adding Korean newspapers to the LW Library.</p> | Vanessa Morris | |
| <p>New Business, Item 8E: Recreation Charter 13. It was the consensus of the Committee to review the Recreation Charter at the next scheduled Committee meeting.</p> | Terry DeLeon | |
| <p>New Business, Item 8F: TV Donation 14. The Committee moved to follow the Recreation Director's advice, and send a "Thank you" letter to a shareholder, also stating that the Committee won't be able to accept the donation of a 50" rear projection TV.</p> | Terry DeLeon Katya Lukina | |
| <p>New Business, Item 8G: 2018 Operating Budget – Recreation, Library 15. The Committee moved to recommend to the Finance Committee the acceptance of proposed 2018 operating budget for Cost Centers 35 - Library, 40 - Recreation, 44 - Copy and Supply Center, 45 - Amphitheater, 46 – Golf Course, 47 - 5.5 acre storage area, 48 - Pool, 49 - Janitorial, 51 – Clubhouse One, 52 – Clubhouse Two, 53 – Clubhouse Three, 54 – Clubhouse Four, 56 – Clubhouse Six.</p> | Carolyn Miller | |
| <p>Policies, Item 9A (Review): 16. i. Policy 1412.2-50, Smoking Prohibition It was the consensus of the Committee to mark Policy 1412.2-50, Smoking Prohibition as reviewed. Policies, Item 9B (Amend): ii. Policy 1422-50, Marquee The Committee moved to send Policy 1422-50, Marquee, to the Board for final approval.</p> | Thomas Fileto | |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>iii. Policy 1423-50, Bulletin Boards The Committee moved to send Policy 1423-50, Bulletin Boards, to the Board for final approval.</p> <p>iv. Policy 1428-50, Clubhouse Artwork Displays The Committee moved to send Policy 1428-50, Clubhouse Artwork Displays, to the Board for final approval.</p> <p>v. Policy 1480-50, Arts and Crafts Festival The Committee moved to amend #1 of Policy 1480-50, Arts and Crafts Festival, under Regulations to read as follows: "Each seller is required to be a member of GRF, co-occupant, and co-occupant or a renter in Mutual Seventeen" and send it to the Board for final approval.</p> <p>vi. Policy 1482-50, Festival Seller's Statement The Committee moved to amend Policy 1482-50, Festival Seller's Statement, as presented, and send it to the Board for final approval.</p> <p>vii. Policy 1710-50, Adult Education The Committee moved to amend Policy 1710-50, Adult Education, as presented, and send it to the Board for final approval.</p> <p>i. Policy 2609-30, Foundation Equipment The Committee moved to amend Policy 2609-30, Foundation Equipment, as presented, and send it to the Board for final approval.</p> <p>ii. Policy 1463-50, Table Tennis Rules It was the consensus of the Committee to amend #6 of Policy 1463-50, Table Tennis Rules, to read as follows: "Malfunctioning or broken equipment must be reported to the Recreation Department immediately" and mark it as reviewed. The motion to send Policy 1463-50, Table Tennis Rules, to the Board to re-address it again with</p> | | |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------|
| <p>recommendation from the Recreation Committee to reduce the age allowed to play from eighteen to twelve years old failed to pass.</p> | | |
| <p>Sub-Committees, Item 10: 17. a. Entertainment/Movie Sub-Committee The Recreation staff provided the Committee with updates on past and upcoming events. The Entertainment/Movie Sub-Committee Chair asked the Recreation Director to look into the issues with the past Amphitheater event. b. Golf Course Sub-Committee The Golf Course Sub-Committee Chair spoke on the issues related to a Golf Course. c. Swimming Pool Sub-Committee The Swimming Pool Sub-Committee Chair and Committee members discussed an issue with Mission Billiards and Barstools regarding the patio furniture. The Committee moved to give Seabreeze Outdoor Leisure Furniture fourteen days to provide the Committee with a firm date on a furniture delivery. It was the consensus of the Committee to have the Facilities Director obtain the quotes on an outdoor showers at the swimming pool area, and discuss it at the next scheduled meeting.</p> | <p>Randy Ankeny Mark Weaver Terry DeLeon Thomas Fileto</p> | |
| <p>Staff Reports, Item 11B: Recreation Director 18. The Recreation Director spoke of his reports as presented, and brought up the issue on the lack of a Clubhouse space when needed. It was the consensus of the Committee to allow the Recreation staff to approach a Club with reservation on a given day, to cooperate with the Recreation Department and the other party to accommodate a space request in the event of special circumstances. It was the consensus of the Committee to have the Recreation Director draft a Policy on this matter, and</p> | | |



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, August 2, 2017

| Action/Request | Person Responsible | Action Taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>present it for the Committee's review at the upcoming meeting.</p> <p>It was the consensus of the Committee to have the Recreation staff put clocks in Rooms A and C, Clubhouse Four, and allow the projection of Amphitheater shows on side walls using the available equipment.</p> | | |
| <p>Staff Reports, Item 11C: Library Supervisor</p> <p>19. The Library Supervisor spoke of her reports as presented, and suggested putting an article in LW News stating that the library, gym, and swimming pool services will be denied to the residents without their new ID card.</p> | | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------|
| <p>1. Correspondence: Accommodations for Visually Impaired Residents, Sharon Kohn The Committee reviewed the letter from S. Kohn, asking the Committee to consider some changes to be made throughout the community to accommodate visually impaired residents. Chair Rapp asked the Facilities Director to look into installing Braille signs at the Amphitheater restrooms, incorporate some changes into current repaving project to help visually impaired residents navigate throughout the community, and bring it back to the next scheduled meeting.</p> | <p>Mark Weaver</p> | |
| <p>2. Correspondence, Item 6A: Bench by the Post Office, Peter Meuter The Committee concurred to send a letter to P. Meuter stating that this issue will be looked into, and addressed at the next scheduled Committee meeting.</p> | <p>Mark Weaver Katya Lukina</p> | |
| <p>3. Old Business, Item 7A: 2018 Budget The Committee moved to recommend to the Executive Committee to add an additional Building Inspector. The Committee moved to recommend to the Finance Committee the acceptance of the proposed 2018 operating budget for Cost Centers 70 – Physical Properties, 74 – Service Maintenance, 75 – Trust Property Labor, and 79 – Community Facilities.</p> | <p>Carolyn Miller</p> | |
| <p>4. Old Business, Item 7B: Clubhouse Six Revitalization Project (Clubhouse Six Reserves) The Committee moved to recommend the GRF Board award a contract to CertaPro Painters for the Clubhouse Six interior painting for \$10,500 using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$11,500 funded by the Clubhouse revitalization project. The Committee moved to recommend the GRF Board award a contract to Kary's Carpets for the Clubhouse</p> | <p>Mark Weaver</p> | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| Six floor refinishing, as specified in a proposal, at a cost of \$22,680 funded by the Clubhouse revitalization project. | | |
| <p>5. New Business, Item 8A: CCTV Sewer Lines The Committee moved to approve Empire Pipe Cleaning Equipment, Inc. (EPCE) provide CCTV sewer lines inspection, present it to the Board and the Finance Committee in November, as a non-budgeted operational expense of 2017, remove it from the Cost Center 79 budget for 2018, and address it again at the Committee's November, 2017 meeting.</p> | Mark Weaver | |
| <p>6. New Business, Item 8B: Room Nine, Clubhouse Three Roof Replacement The Committee moved to recommend the GRF Board award a contract to Jordan Roofing to remove, and replace the roof over Room Nine in Clubhouse Three, for a total cost not to exceed \$15,000 including contingencies, following review by the Finance Committee as a Reserve funding expense.</p> | Mark Weaver | |
| <p>7. New Business, Item 8C: Paint Guard House at St. Andrews and North Gate The Committee moved to recommend the GRF Board award a contract to Advanced Custom Painting for \$1,875 to paint St Andrews and North Gate Buildings using the same color scheme as the Security Building, per the ADRC, adding \$1000 in contingencies, for a total cost not to exceed \$2,875 following review by the Finance Committee as a Reserve funding expense.</p> | Mark Weaver | |
| <p>8. New Business, Item 8D: Westminster Wall Section L&M and Mutual Two Request The Committee concurred to send a letter to Mutual Two stating that following the removal of remaining tree stumps, GRF has performed its contractual obligations.</p> | Mark Weaver Katya Lukina | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>9. New Business, Item 8E: Paint the Post Office The Committee moved to recommend the GRF Board award a contract to Advance Custom Painting to paint the On-site Post Office, using the color scheme approved by the ADRC, at a cost of \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500 following the Capital funding review by the Finance Committee.</p> | Mark Weaver | |
| <p>10. New Business, Item 8F: Bid Opening for Main Gate Landscaping The Committee moved to approve a contract with John's Landscaping in the amount of \$89,007 and a separate contract with MJ Jurado for demo and hardscape in the amount of \$18,000 and include a pre-approved funding expense in the amount of \$125,000 with a total budget for this project of \$229,000, and send it to the Board for final approval after review by the Finance Committee with the costs breakdown to stay within the budget. The costs for lighting and signage are to be determined at a later date. The motion passed with one abstention (R. Stone).</p> | Mark Weaver | |
| <p>11. New Business, Item 8G: Golf Course Bridge Rails The Committee moved to approve M.J. Jurado remove and replace Golf Course bridge rails in the amount not to exceed \$9,780 and send it to the Finance Committee and the Board for final approval.</p> | Mark Weaver | |
| <p>12. New Business, Item 8H: Clubhouse Six Exterior Painting The Committee moved to ask Certa Pro Painters to lower its costs, and fulfill the contract on Clubhouse Six exterior painting, using the color scheme approved by the ADRC, at a cost of \$21,000 and \$1,000 in contingencies, for a total cost not to exceed \$22,000 following the Reserve funding review by the Finance Committee, and send it to the Board for final approval. If</p> | Mark Weaver | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| Certa Pro Painters reject the Committee's proposal, award a contract to Hutton Painting at the costs submitted. | | |
| 13. New Business, Item 8I: CalMet (request) The Committee moved to respectfully decline CalMet services offer at the new rates. | Mark Weaver Randy Ankeny | |
| 14. New Business, Item 8J: Electrical at RV Lot The Committee moved to recommend the GRF Board award a contract to Schlick Services to install 400 amps service, to connect all existing electrical components, for a total cot not to exceed \$28,945 after review by the Finance Committee, and address the question on installing two charging stations at the RV Lot at the next scheduled meeting. The Committee moved to table the previously made motion until next month, study the RV Lot lease, and discuss it at the next scheduled meeting. | Mark Weaver | |
| 15. New Business, Item 8K: Parking Spaces at the Service Maintenance Alley The Committee concurred to direct the Physical Property staff take an appropriate action on this matter. | Mark Weaver | |
| 16. New Business, Item 8L: Junipers on El Dorado Dr. The Committee moved to approve Johns Landscape Service, Inc. remove hazardous Juniper trees on El Dorado Dr., funded by available operating costs, and send the removal of remaining trees issue to the ADRC to further develop a plan of action. | Mark Weaver | |
| 17. New Business, Item 8M: PPC Representative at PPCO The Committee concurred to take turns in representing PPC at PPCO meetings, starting with Mrs. Damoci at PPCO's next scheduled meeting in October, 2017. | Mark Weaver | |
| 18. New Business, Item 8N: Paving Project, Weeburn and Knollwood | Mark Weaver | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>It was the consensus of the Committee to support the Chair's decision, and upon the Mutual's agreement, bring this topic back for a discussion to the next scheduled Committee meeting.</p> <p>The Committee moved to pave the Knollwood and the Weeburn Rd. with concrete, and send it to the Board for final approval.</p> <p>The Committee moved to review a full, itemized plan on St. Andrews South project at its September, 2017 meeting, and forward it to the ADRC upon the Committee's approval.</p> | | |
| <p>19. New Business: Building Five First Floor Improvements</p> <p>The Committee moved to add offices to the first floor of Building Five, for the purpose of relocation of the Recreation Department, in the amount of \$7,500 including labor (GRF) and materials, add partitions around existing work stations in the amount of \$2,299.82 and send a recommendation to the Finance Committee to approve this project in the amount of \$10,000 and to the Board in the amount not to exceed \$10,000 using Capital funds.</p> <p>The motion passed with one "No" vote (P. Pratt).</p> | Randy Ankeny | |
| <p>20. New Business, Item 80: Clubhouse Three Acoustical Ceiling Abatement</p> <p>The Committee moved to recommend the GRF Board award a contract to Pacific Environmental and Abatement Solutions for asbestos abatement of acoustic ceiling in Clubhouse Three, at a cost of \$37,723 including \$2,500 for contingencies, for a total cost not to exceed \$40,223 using funds from the Clubhouse Revitalization Project (Reserves).</p> | Mark Weaver | |
| <p>21. New Business, Item 8P: 2022 Pending Pool Replacement Project</p> | Mark Weaver | |



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, August 7, 2017

| Action/Request | Person Responsible | Action Taken |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>The Committee moved to have a pool engineer get started on a LW Swimming Pool project, in the amount of \$25,000 as a Capital project.</p> | | |
| <p>New Business, Item 8Q: Signage for Vision Impaired 22. The Committee discussed the signage for vision impaired residents under the correspondence - Accommodations for Visually Impaired Residents, Sharon Kohn.</p> | <p>Mark Weaver</p> | |
| <p>Policies, Item 9A (Amend): 23. i. Policy 3310.1-70, Special Project Procedure The Committee moved to follow the suggestion of the Policy Re-write Sub-Committee, and rescind Policy 3310.1-70, Special project Procedure, and send it to the Board for final approval.</p> | | |
| <p>Staff Reports, Item 10A: Facilities Director 24. It was the consensus of the Committee to send the RV Lot attendant office issue to the Recreation Committee for further review.</p> | <p>Mark Weaver</p> | |



SECURITY, BUS AND TRAFFIC COMMITTEE MEETING

SUMMARY REPORT

Wednesday August 9, 2017

| Action/Request | Person Responsible |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <p>1. Old Business, Item 7. a: 2018 Budget for Cost Centers 37 and 38: The Committee moved to accept the proposed 2018 operating budgets for Cost Centers 37 and 38, and forward to the Finance Committee for review.</p> | <p>Recording Secretary to send to Finance Committee Recording Secretary.</p> |
| <p>2. New Business, Item 8. a: Golf Cart & LSV Rules: The Committee moved to send the Policy to the Policy Rewrite Committee with an amendment to add windshield wipers.</p> | <p>Executive Coordinator</p> |
| <p>3. New Business, Item 8. b: Urban Cross-roads Study: After discussion, the Committee decided to wait six months (March) to look at access control before changing traffic control at the Main Gate..</p> | <p>Security Services Director and Security Manager</p> |
| <p>4. New Business, Item 8. c: Passes for Guests, Contractors, Caregivers, etc.: The Committee concurred to request Security staff bring proposed procedures, costs and a draft policy for extra parking passes to the next Committee meeting (September).</p> | <p>Security Services Director and Security Manager</p> |
| <p>5. Policies, Item 10. : Security, Bus & Traffic Committee Charter: The Chair requested the Committee review this policy for discussion at the September Committee meeting.</p> | <p>Recording Secretary</p> |



COMMUNICATIONS COMMITTEE

**SUMMARY REPORT
Thursday, August 10, 2017**

| Action/Request | Person Responsible |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>1. CORRESPONDENCE</p> <p>After a brief review of the five pieces of correspondence received by the Committee, Mr. McGuigan MOTIONED, seconded by Ms. Snowden. After further discussion, Mr. McGuigan requested a CALL TO QUESTION. The motion carried with one "No" vote from Mr. Stone –</p> <p>TO accept all correspondence received by the Committee "as is" for publication.</p> | <p>Kelly Roberts</p> |
| <p>2. OLD BUSINESS, 2018 BUDGET PROPOSAL (CC 34 & 36)</p> <p>The Director of Finance reviewed Cost Centers 34 and 36 with Committee members. Mr. McGuigan MOTIONED, seconded by Mr. Stone and unanimously carried –</p> <p>TO approve the 2018 Budget Proposal and forward to the Finance Committee, then to the Board for final approval.</p> | <p>Carolyn Miller</p> |
| <p>3. OLD BUSINESS, Website Updates</p> <p>The Publications Manager and ITS Systems Analyst reviewed the proposed updates to the current Leisure World website. Following a discussion, Chair Gould suggested a Website Update Work Study be created. Committee member, Ms. Snowden and GRF President, Ms. L. Stone volunteered to participate in this Work Study.</p> <p>It is the consensus of the Committee for staff to move forward in the direction they are going with the updating the website.</p> <p>Chair Gould also requested a notification to the GRF board members seeking volunteers for the Work Study.</p> | <p>Kelly Roberts Daniel Fabian Laura Whitlock</p> |
| <p>4. OLD BUSINESS, Calendar Project</p> <p>Publications Manager provided three calendar layout samples of the Calendar for the Committee to review.</p> | <p>Kelly Roberts</p> |



COMMUNICATIONS COMMITTEE

SUMMARY REPORT Thursday, August 10, 2017

| Action/Request | Person Responsible |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| After a brief discussion, it is the consensus of the Committee to select the following: 1) Option #1 for the calendar format with a "notes" section; 2) Size of Calendar – 8.5" and 3) Name of the Calendar, "In Focus." | |
| 5. Policies After a brief discussion of the Committee policies, it is the consensus of the Committee to bring Policies 2810-36, "Community Submissions"; 2811-36 "News Coverage of Candidates running for GRF Board" and 2840.7-36, "News Photos" to next month's Committee meeting. | |



EXECUTIVE COMMITTEE

SUMMARY REPORT

Friday, August 11, 2017

| Action/Request | Person Responsible | Action Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <p>1. NEW BUSINESS: <u>2018 Budgets – Cost Centers 20, 22, 29, 30, 55</u> The Committee moved to recommend the Finance Committee approve the proposed 2018 Budgets for Cost Centers 20, 22, 29, 30, 55, as amended.</p> | <p>Director of Finance</p> | |
| <p>2. NEW BUSINESS: <u>Additional Staffing Recreation Department</u> The Committee concurred to forward to Finance Committee and Board of Directors the request to add one FTE Clerical Position, as amended, to Cost Center 40, at an annual expense of \$45,600, per year, including benefits and taxes.</p> | <p>Director of Human Resources Director of Finance Recording Secretary</p> | <p>Included in GRF BOD August agenda</p> |
| <p>3. NEW BUSINESS: <u>Acceleration of Hiring Additional Physical Property Inspector</u> The Committee moved to recommend the Finance Committee approve the request for unbudgeted funds to add one FTE Building Inspector, to Cost Center 70, beginning in September 2017.</p> | <p>Recording secretary</p> | <p>Included in GRF BOD August agenda</p> |
| <p>4. NEW BUSINESS: <u>Amend Recreation Director Position Description</u> The Committee concurred to accept the amendment to the Recreation Director position description, as presented in the agenda packet.</p> | <p>Human Resources Director</p> | |
| <p>5. NEW BUSINESS: <u>Rescind Position Description 3893.1-36, General Office/Classified Salesperson</u></p> | <p>Human Resources Director</p> | |

| Action/Request | Person Responsible | Action Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------|
| The Committee moved to rescind position description 3893.1, General Office/Classified Salesperson. | | |
| <p>6. NEW BUSINESS: <u>Adopt Position Description 2893.2-36, Media Administrative Assistant</u> The Committee concurred to adopt position description 3893.2-36, Media Administrative Assistant position description, as presented in the agenda packet.</p> | Director of Human Resources | |
| <p>7. NEW BUSINESS: <u>Amend Position Description, Assistant to the Executive Coordinator</u> The Committee concurred to amend the Assistant to the Executive Coordinator position description, as presented in the agenda packet.</p> | Director of Human Resources | |
| <p>8. POLICIES: <u>Amend Policy 1021-30, Posting of Signs on Trust Property</u> The Committee concurred to refer Policy 1021-30, Posting of Signs on Trust Property to the Policy Rewrite Committee.</p> | Recording Secretary | Forwarded to Policy Rewrite on 8/14/17 |
| <p>9. POLICIES: <u>Amend Policy 5041-30, Real Property Acreage</u> The Committee moved to review Policy 5041-30, Real Property Acreage at the September meeting.</p> | Recording Secretary | Included in the draft September agenda |
| <p>10. POLICIES: <u>Amend Policy 5155-30, Plan Investment Administrative Committee</u> The Committee moved to recommend the GRF BOD accept amendment to Policy 5155-30, Plan Investment Administrative Committee.</p> | Recording Secretary | Forwarded to Policy Rewrite on 8/14/17 |
| <p>11. POLICIES: <u>Rescind Policy 5518-30, Contract Procedures</u> The Committee moved to recommend the GRF BOD rescind Policy 5518-30, Contract Procedures.</p> | Recording Secretary | Included in GRF BOD August agenda |



FINANCE COMMITTEE

**Monday, August 14, 2017
10:00 a.m.**

| Action/Request | Person/Responsible | Action/Taken |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------|
| 1. FINANCIALS The Committee moved to accept the July 2017 financial s | Carolyn Miller | |
| 2. OLD BUSINESS – 2018 BUDGET PROPOSAL The Committee moved to accept the 2018 Budget Proposal for Cost Centers 31 – Finance Department, 32 – Purchasing, 39 – Resales Office, 60 – Healthcare Center and 65 – Reserve Funding. | Carolyn Miller | |
| 3. NEW BUSINESS – General Business – Replacement of Trifold Machine The Committee moved to approve the purchase of a replacement trifold machine for the Mutual Administration Department at a cost not to exceed \$2,700.00. | Jodi Hopkins | |
| 4. NEW BUSINESS – Executive Committee, Non-Budgeted Operating Fund: Additional Inspector The Committee moved to approve one FTE Building Inspector position to Cost Center 70, beginning September 2017, for an approximate pro-rata amount of \$27,200 through the end of the year and forward to the Board for final approval. | Randy Ankeny Mark Weaver Carolyn Miller | |
| 5. NEW BUSINESS – Physical Property Committee, Reserve Funding: CH3, RM9 Roof Replacement The Committee moved to approve a contract to Jordan Roofing for \$8,200 for the roof removal and replacement over Room 9 in Clubhouse 3, with \$6,800 in contingencies for a total cost not to exceed \$15,000 and forward to the Board for final approval. | Mark Weaver | |
| 6. NEW BUSINESS – Physical Property Committee, Reserve Funding: Replace Gold Course Bridge Rails The Committee moved to approve a contract to M.J. Jurado to remove and replace existing handrails at the Golf Course Bridge at a cost not to exceed \$7,865 and forward to the Board for final approval. | Mark Weaver | |
| 7. NEW BUSINESS – Physical Property Committee, Reserve Funding: Exterior Paint of St. Andrews & North Gate Buildings | Mark Weaver | |



FINANCE COMMITTEE

**Monday, August 14, 2017
10:00 a.m.**

| Action/Request | Person/Responsible | Action/Taken |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------|
| <p>The Committee moved to approve a contract to Advanced Custom Painting to paint the exterior of St. Andrews and North Gate Buildings at a cost of \$1,875 and \$1,000 in contingencies, for a total cost not to exceed \$2,875 and forward to the Board for final approval.</p> | | |
| <p>8. NEW BUSINESS – Physical Property Committee, Reserve Funding: Exterior Paint of Clubhouse Six The Committee moved to approve a contract to Hutton Painting for \$20,500 to paint the exterior of Clubhouse 6, using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$21,500 and forward to the Board for final approval.</p> | Mark Weaver | |
| <p>9. NEW BUSINESS – Physical Property Committee, Capital Funding: Paint Post Office The Committee moved to approve a contract to Advanced Custom Painting to paint the On-site Post Office at a cost not to exceed \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500 and forward to the Board for final approval.</p> | Mark Weaver | |
| <p>10. NEW BUSINESS – Physical Property Committee, Capital Funding: Building Five 1st Floor Improvements The Committee moved to request an amount not to exceed \$10,000 and recommend the Board approval to add partitions around existing workstations on the first floor of Building 5 and construct walls for offices, for the purpose of relocating the Recreation Department.</p> | Mark Weaver | |
| <p>11. NEW BUSINESS – Physical Property Committee, Capital Funding: Pool Area Planning The Committee moved to request an amount not to exceed \$25,000, for professional services in the drafting of conceptual plans for the pool area and return to the Recreation Committee, upon approval by the Board.</p> | Terry De Leon Mark Weaver | |



FINANCE COMMITTEE

**Monday, August 14, 2017
10:00 a.m.**

| Action/Request | Person/Responsible | Action/Taken |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------|
| <p>12. NEW BUSINESS – Recreation Committee, Reserve Funding: Replacement of Rubber Walkway at Golf Course The Committee moved to approve a contract to Game Time in an amount not to exceed \$8,926.40, for the repair and resurfacing of the rubber walkways at the Golf Course.</p> | Mark Weaver | |
| <p>13. AMEND POLICIES: 2230-31 – Authorized Signatories 3325-31 – Purchase Requisitions on Non-Standard Items 5516-31 – Committee Non-Budgeted Expenses 5523-31 – Accounts Receivable Collections The Committee moved to amend the above policies and forward to the Board for approval.</p> | Corina Mancilla | |
| <p>14. RESCIND POLICIES: 3321.01-31 – Basic Purchasing Responsibility 5330-31 30 – Capital Project Initiation The Committee moved to rescind the above policies and forward to the Board for approval.</p> | Corina Mancilla | |
| <p>15. STAFF REPORTS – Purchasing Manager The Committee moved to approve the disposal of unsafe surplus equipment items: Table Saw and one Planer.</p> | Julie Rodgers | |
| <p>16. STAFF REPORTS – Director of Finance The Committee moved to approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of August.</p> | Carolyn Miller | |



MUTUAL ADMINISTRATION COMMITTEE MEETING

SUMMARY REPORT

Tuesday, August 15, 2017

| Action/Request | Person Responsible |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1.Unfinished Business, Item 8d: Draft Budget Cost Centers 33 and MAC</p> <p>Moved to accept and forward the proposed 2018 Budget for Cost Center 33 and MAC to the Finance Committee.</p> | <p>Finance Director Recording Secretary</p> |
| <p>2.New Business, Item 10b: Equipment Replacement – Tri-Fold Machine</p> <p>Moved to recommend to the Board the replacement of the Trifold Machine in accordance with Policy 5520-31, as a Non-Scheduled Reserve Expenditure.</p> | <p>Executive Director</p> |
| <p>3.Policies, Item 10a: Review of Policy 5061-31 – Fees</p> <p>Moved to recommend to the Finance Committee and the GRF Board to approve the amendment of Policy 5061-33 , Fees, to waive the \$250 certificate processing fee when a deceased shareholder is removed form title within (90) days of death.</p> | <p>Stock Transfer Manager</p> |
| <p>MAC Committee September Follow Up –</p> <ol style="list-style-type: none"> 1.Email Consent Forms at Close of Escrow 2.Review/approval – Glossary of Terms 3.Renumbering Sub-Committee 4.Policy, 5165–Mutual Administration Committee | <ol style="list-style-type: none"> 1. Executive Director to further research the possibility of email consent forms. 2. Committee Chair asked for any changes to be submitted by Mutual Presidents to Executive Director. 3. Further discussion at next meeting. 4A. President Stone to review the Policy and research the voting capabilities of an Advisor. 4B. Chair to update policy 5165 for presentation. |

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF AUGUST 22, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the July 25, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

General - Establishment and Appointment of Members of New Ad hoc Committee –

Management Services Review

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

MOVED and duly approved the President's appointment of Kathy Rapp – Chair, Carole Damoci, Wayne Gould, Susan Hopewell, Barry Lukoff, Steve McGuigan and Ronde Winkler, in accordance with Article VIII of the Bylaws and in accordance with policy 5100-30.

General - Dissolution of Ad hoc Committee – Community Access

MOVED and duly approved to accept the Community Access Ad hoc Committee's report and formally recognize the dissolution of the Committee.

Executive Committee - Amend Policy 5155-31, Plan Investment Administrative Committee

MOVED and duly approved to amend policy 5155-31, Employees' Retirement Plan Investment Administrative Sub-committee, as presented.

Executive Committee - Rescind Policy 5518-30, Contract Procedures

MOVED and duly approved to rescind Policy 5518-30, Contract Procedures.

Executive Committee - Operating Funds, Non-budgeted – Additional Inspector

MOVED and duly approved to add one FTE, Building Inspector Position, to Cost Center 70, beginning in September of 2017, non-budgeted operational expenses, and incorporate the additional FTE within the 2018 budget.,

Finance Committee – Accept July 2017 Financial Statements

MOVED and duly approved that the GRF Board of Directors accept the July 2017 Financial Statements for audit.

Finance Committee – Amend Policy 2230-31, Authorized Signatories

MOVED and duly approved to amend Policy 2230-31, Authorized Signatories, as presented.

Finance Committee – Amend Policy 5516-31, Committee Non-budgeted Expenses

MOVED and duly approved to amend Policy 5516-31, Committee Non-budgeted Expenses, as presented.

TENTATIVE VOTE: Finance Committee – Amend Policy 5523-31 Accounts Receivable Collections

MOVED and duly approved to amend Policy 5523-31, Accounts Receivable Collections, as presented.

Finance Committee – Rescind Policy 3321.01-31, Basic Purchasing Responsibility
MOVED and duly approved to rescind Policy Rescind Policy 3321.01-31, Basic Purchasing Responsibility, as presented.

Finance Committee – Rescind Policy 5330-31, Capital Project Initiation
MOVED and duly approved to rescind Policy 5330-31, Capital Project Initiation, as presented.

Finance Committee – Purchase CDAR
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.

Mutual Administration Committee - Reserve Funding, Unscheduled – Replacement of Trifold Machine
MOVED and duly approved to replace the Trust asset identified as Copy Center's Trifold Machine, in accordance with Policy 5520, 31, Reserves, totaling \$2,700, and authorize the Executive Director to initiate the purchase.

Physical Property Committee - Reserve Funding - Clubhouse Six Revitalization
MOVED and duly approved to award contracts to CertaPro Painters to paint the interior and exterior of Clubhouse Six, excluding the mural area until the Art League presents a proposal to update the mural, at a cost of \$31,000 and \$2,000 for contingencies, at a total cost not to exceed \$33,000 and to Kary's Carpet to refinish the existing wood floor on the first floor of Clubhouse Six at a cost not to exceed \$22,680 funded through Reserves, and authorize the GRF President sign the contract.

Physical Property Committee - Reserve Funding – Clubhouse Three/Room Nine Roof Repair/Replacement
MOVED and duly approved to award a contract to Jordan Roofing, for \$8,200 to remove and replace the roof over Room Nine in Clubhouse Three, and \$6,800 in contingencies for possible dry rot repair, for a total cost not to exceed \$15,000, Reserve funds, and authorize the President to sign the contract.

Physical Property Committee – Reserve Funding - Clubhouse Three Ceiling Abatement
MOVED and duly approved to award a contract to Pacific Environmental and Abatement Solutions, at a cost of \$37,723 and \$2,500 for contingencies, for a total cost not to exceed \$40,223, using funds from the Clubhouse Revitalization Project (Reserves), and authorize the President to sign the contract.

Physical Property Committee – Reserve Funding – Main Gate Landscaping
MOVED and duly approved to contracts with John's Landscaping, in the amount of \$89,007 and to MJ Jurado, in the amount of \$18,000, for the replacement of the landscape and hardscape at the Main Gate, Reserve funding and authorize the President to sign the applicable documents. I further move to approve a contingency fund, in the amount of \$17,993, and authorize the Chairperson of the Physical Properties Committee to review and approve any expenses from the approved contingency fund.

Physical Property Committee – Reserve Funding – Replacement of Golf Course Bridge Hand Railing

MOVED and duly approved to award a contract to M.J. Jurado to remove and replace existing hand rails at the Golf Course bridge, at a cost not to exceed \$7,865, Reserve funding, and authorize the President sign the contract.

Physical Property Committee – Reserve Funding – Painting of Gate Buildings

MOVED and duly approved to award a contract to Advance Custom Painting to paint St. Andrews and North Gate's Buildings, at a cost of \$1,875 and include \$1000 in contingencies, for a total cost not to exceed \$2,875, Reserve funding, and authorize the President to sign the contract.

Physical Property Committee - Capital Funding – Design Services Pool area Replacement

MOVED and duly approved to authorize the Recreation Committee, Physical Properties Committee and ADRC to work collectively, within assigned areas of responsibility, to seek and secure proposals for the drafting of a conceptual design plan to replace/enhance or modify the collective components that replace the Trust Asset identified as the pool area. Proposals for the professional services are not to exceed \$25,000, per the Physical Property and Finance Committees, and are to be presented to the Board for final approval.

Physical Property Committee - Capital Funding – Building Five, First Floor Improvements

MOVED and duly approved to authorize the Executive Director to initiate the purchases of the panels from Talimar and construct the office spaces within Building 5, as proposed, in an amount not to exceed \$10,000, Capital funding.

Physical Property Committee - Capital Funding – Painting of the On-site Post Office

MOVED and duly approved to award a contract to Advance Custom Painting, for \$1,200, to paint the On-Site Post Office, and include \$300 in contingencies, for a total cost not to exceed \$1,500, Capital funds, and authorize the President to sign the contract.

Physical Property Committee - Rescind Policy 3310.1-70, Special Project Procedure

MOVED and duly approved to rescind Policy 3310.1-70, Special Project Procedure.

Recreation Committee – Reserve Funding – Replacement of Rubber Walkway between Green Number One and Tee Numbers

MOVED and duly approved a contract with Game Time, in an amount not to exceed \$8,927.40, Reserve funding, and to authorize the President to sign the contract.

Recreation Committee – Amend Policy 1422-50, Marquee

MOVED and duly approved to amend Policy 1422-50, Marquee.

Recreation Committee – Amend Policy 1423-50, Bulletin Boards

MOVED and duly approved to amend Policy 1423-50, Bulletin Boards.

Recreation Committee – Amend Policy 1428-50, Clubhouse Artwork

MOVED and duly approved to amend Policy 1428-50, Clubhouse Artwork.

Recreation Committee – Amend Policy 1480-50, Arts and Crafts Festival

MOVED and duly approved to amend Policy 1480-50, Arts and Crafts Festival.

Recreation Committee – Amend Policy 1482-50, Festival Seller's Statement
MOVED and duly approved to amend Policy 1482-50, Festival Seller's Statement
Recreation Committee – Amend Policy 1710-50, Adult Education
MOVED and duly approved to amend Policy 1710-50, Adult Education.

Recreation Committee – Amend Policy 2609-50, Foundation Equipment
MOVED and duly approved to amend Policy 2609-50, Foundation Equipment.

Security, Bus & Traffic Committee – Capital Funding – Surveillance Camera System, RV
Lot
MOVED and duly approved the purchase of surveillance camera system, per Absolute Systems proposal, dated June, 11, 2017 in the amount of \$6,055.00, Capital Funding and authorize the President to sign the contract.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **September 13th, 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 |
| 4-42I | 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 |
| 4-80I | remodel/repipe/risers in D/ | both | 05/01/17 | 07/31/17 | no | big four-6/1/17 | Hadi 562.225.5235 |
| 04-084 | re-roof | both | 05/22/17 | 09/30/17 | no | nailling 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 | ndercround,8/18/17 | los al 7/7/17 |
| 4-37E | sola tube | Both | 07/24/17 | 08/24/17 | no | | Brighter Concepts 7/17/17 john campbell 760.477.2665 |
| 4-44C | 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. stacy714.313.0011 7/25/17 |
| 4-40K | repl. Ductless heatpump | both | 08/16/17 | 11/16/17 | no | | greenwood. Dannel. 714.821.7070. 7/25/17 |
| 4-44A | cart pad | GRF | 08/10/17 | 09/30/17 | no | | JLS |
| 4-45K | carport cabinet | GRF | 08/15/17 | 09/15/17 | no | | Jeff Lashmet |
| 4-52D | ing fansx2.lite@patio stor | both | 08/15/17 | 10/20/17 | no | | LW décor |
| 4-76H | shower cut down | both | 09/12/17 | 10/12/17 | no | | nukote |
| 4-44A | cart pad | GRF | 08/30/17 | 09/30/17 | no | | JLS |

| ESCROW ACTIVITY | | | | | | | |
|-----------------|-----|----------|----------|----------|----------|-----|--------------------|
| UNIT # | NMI | PLI | NBO | FI | FCOEI | ROF | DOCUMENTS/COMMENTS |
| 4-86F | | 10/28/16 | | | | | |
| 4-83G | | 12/22/16 | | 01/12/17 | | | |
| 4-39D | | 03/21/17 | 07/21/17 | 07/21/17 | 08/02/17 | | |
| 4-83F | | | 05/31/17 | | 06/12/17 | | |
| 4-46I | | 06/08/17 | 06/22/17 | 06/26/17 | 07/07/17 | | |
| 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 | | | 09/07/17 | | | | |
| 4-77K | | | 09/08/17 | | 07/19/17 | | |
| 4-48E | | 07/19/17 | | | | | |
| 4-50E | | 07/19/17 | | | | | |
| 4-84H | | 08/24/17 | | | | | |
| 4-80G | | 08/24/17 | | | | | |
| 4-75K | | 08/29/17 | | | | | |
| 4-86L | | 08/29/17 | 09/06/17 | | | | |

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: **September 13th, 2017**

| CONTRACTS and PROJECTS | |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| CONTRACTOR | PROJECT |
| Total Landscape Maintenance- | on going now |
| Tree Pruning: | complete |
| Fenn Pest Control - | service days are Monday and Wednesday |
| Copper Re-piping John Nelson Plumbing: | complete with re-pipe at 85 and 86 |
| Abatement: | complete both buildings |
| Roofing Roofing Standards: | 83 complete, 84 about 1/2 complete |
| stove hoods & Piping Kress Concs: | complete with 84 |
| painting touch ups Advance Painting: | work orders made for 84 for fascia and downspouts |
| Concrete MJ Jurado: | have list from directors, contract is made up, MJ will include 10 corners for sidewalks with cp. 57 |
| | removal is on going flow line poured on 9/6/17, piping installed from building 38 sidewalk to planter at west end of cp. 57 planter for future piping. |
| | |
| Shareholder Visits and Mutual Requests | |
| 41K - termites | |
| 41F - heat pump | |
| 89J - check shower finish | |
| 39D - escrow issues | |
| 89K - water damage, water supply to bidget | |
| 89B - dryout from 89K | |
| | |
| | |
| | |
| | |

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

All garden areas beyond the drip line are in the common area owned by the Mutual shareholders; therefore, the use of this common area for gardens is subject to change at the discretion of Mutual Four's Board of Directors.

Shareholders are allowed a garden area in front of their units. Over the years, the sizes of the gardens began to vary throughout the mutual. While it is impossible to have total consistency in the sizes of the gardens, providing guidelines can be helpful in decision-making.

GARDEN AREA SIZES

1. Guidelines for approved garden sizes vary depending on the unit location, sidewalk location, safety and aesthetics. Garden measurements are from the face of the building.
2. At the time of resale or transfer of the share of stock, the shareholder (seller) may be required to re-align the garden area with the remaining gardens in their building at the seller's expense. The guideline for a garden size is a maximum of 48 inches.
3. Shareholders in units A, F, G and L, after Board consultation, may be allowed a garden area at the end of their unit, depending on the area available. The planting cannot encumber entry to the attic or access to the meter panel. These gardens shall not exceed 48 inches.
4. The Board may allow, on a case-by-case basis, a garden area at the side of a laundry room not to exceed 48 inches. Also, the director may approve plants at the base of trees located in the front or side lawn. When a shareholder has permission to use one or both of these areas, the shareholder should use the approved choices of plants and will be required to care for the plants so as to keep them attractive. Approval for these special garden areas may be revoked at any time without reimbursement to shareholder for items removed.
5. Any exceptions to these guidelines shall be brought to the Board, in writing, and will be reviewed on a case-by-case basis.

GARDEN USE

1. Shareholders may select plants of their choice from the list of approved plants (see list on page 4). Trees or other plants with root growth that is invasive and has the potential to damage the Mutual's structures and walkways are prohibited. Vines are not permitted to climb on any structure or light poles. If a trellis is used, it must be freestanding and be kept 12" below the eaves. All planting must be trimmed back 6" from the building. Removal of any offending growth will be done by the Mutual at the shareholder's expense if shareholder does not maintain these standards.

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

2. Watering, fertilization, and plant pest control within the garden area are the responsibility of the shareholder. If a shareholder wants the Mutual's gardener to fertilize and provide plant pest control, the gardener will give shareholder an estimated cost of this work.
3. Gardens are cultivated by the Mutual's gardening service UNLESS the shareholder wants to perform this task. If the shareholder wants to maintain their own garden(s), they must insert red flags in the garden area. Gardeners are instructed to remove weeds, including baby tears, wild mint and plants of the spiderwort family, all of which can spread into the lawn or neighboring garden in all gardens. Roses are trimmed in December/January by the Mutual's gardeners in all gardens except red-flagged gardens.
4. Potted plants may not inhibit the 36" entry requirement, nor are they permitted on the entrance walk, on top of padmount transformers, to be hung from or placed on padmount enclosures (per Policy 7492), or on telephone vaults.
5. Free-standing, aesthetically-pleasing objects are permitted in the garden area. The Board may, on a case-by-case, request any objectionable items to be removed by the shareholder at the shareholder's expense.
6. Wall gardens (defined as adjacent to streets and applicable laundry room areas) shall be 36" maximum, including any decorative edging. If a garden area does not exist, shareholder may establish a garden. Shareholder must pay to remove sod or relocate sprinklers, as needed. Planting shall be in accordance with the list of approved plants (see list on page 4). Vines and other climbing growth that will attach itself to any wall are prohibited and will be removed at the shareholder's expense. The shareholder shall keep the garden area in a neat and attractive state. Failure to abide by the Mutual's gardening policy will result in a revocation of use. At the time of resale or transfer of stock, wall gardens beyond 36" will be moved back at the seller's expense.
7. Sprinklers within the shareholder's garden areas or wall garden must be installed by the Mutual's gardeners or a qualified outside source at the shareholder's expense. Maintenance of sprinklers within garden areas will be at the shareholder's expense.

TURF AREAS

1. Turf areas are all the grounds located outside of each apartment beyond the drip line and garden area. Turf areas are common area. This area is owned by the Mutual and the maintenance of same is the exclusive responsibility of the Mutual. Shareholders are not permitted to install, remove or relocate plants or any other landscaping in the turf areas, including areas around light poles. Shareholders are not permitted to install,

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

remove, relocate or adjust sprinklers in turf areas. A director has the authority to remove any problem plant.

2. Tree issues will be addressed by the Board of Directors. Under certain circumstances, trees that are removed may not be replaced.
3. If a shareholder wants a tree planted in an area where no tree was previously planted, approval in writing must be obtained by the Board of Directors. The tree shall be planted by a reputable the Mutual landscaper and all costs related to this planting shall be borne by the shareholder. After planting of the tree, it becomes the property of the Mutual and will be maintained by the Mutual at the Mutual's expense.
4. The Mutual's "common areas" can be used for temporary reasons, i.e. construction activity, and moving with director approval.

PLANT GUIDELINES

The selection of plants allowed for the gardening areas is not limited to the plants listed here.

Bushes and shrubs that do well:

Heavenly Bamboo, Hibiscus, Holly Family, Hydrangea, Indian Hawthorn, Juniper Shrubs, Lily of the Nile, Mirror Plant, and Star Jasmine.

Smaller flowering plants that do well:

Azalea, Camellia, Dahlia, Daisy, Fuchsia, Gardenia, Mums, and Roses.

Perennial flowers that do well in our climate and soil (young plants need protection from rabbits):

Geraniums, Impatiens, Marigolds, Vincas, and Wax Begonias

Note: The plants listed above seem to be ignored (at this time) by rabbits, but that could change (pansies and lobelias are favorites of rabbits).

Plants that, by their nature, cause problems and are not allowed:

Asparagus Fern, Baby Tears, Bird of Paradise, Citrus/Fruit (any type), Ficus Trees, Ivy, Spiderwort Family, Wild Mint, and selected palm trees based upon location, **and Firestick plant, also known as milkbush or pencilbush, and officially as euphorbia tirucalli**

Vines that climb or cling to deco blocks, buildings or light poles are also not permitted.

(Draft created 09-13-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four****APPROVED TREES****Trees for Placement in Narrow Greenbelts****COMMON NAME**

Brisbane box
 Crepe Myrtle
 Forest Pansy
 Magnolia – Little Gem
 Melaleuca (Pink)
 Ornamental Plum

BOTANICAL NAME

Tristania conferta
 Lythraceae Speciosa
 Cercis canadensis
 Magnolia grandiflora “Little Gem”
 Melaleuca nesophila
 Prunus blireiana

Trees for Placement in Larger Greenbelts**COMMON NAME**

Cajeput tree
 California Pepper (w/yearly spraying)
 Camphor tree
 Carrotwood
 Chinese Orchid
 Elm (evergreen)
 Idaho Locust
 Kaffir Plum
 Magnolia
 Memosa (Silk tree)
 New Zealand Christmas tree
 Pine (fern)
 Tabebuia / Trumpet tree
 Tipu tree

BOTANICAL NAME

Melaleuca leucadendron
 Schinus molle
 Cinnamomum camphora
 Cupania anacardioides
 Bauhinia variegata
 Ulmus parvifota
 Robina ambigua idahoensis
 Harpephyllum cafrum
 Magnolia
 Albizia julibrissin
 Metrosideros
 Podocarpus gracillior
 Bignoniaceae
 Tipuana tipu

MUTUAL ADOPTION

FOUR: 01-04-04

AMENDMENTS

04-11-07, 05-14-08, 07-13-11, 06-04-17

(Draft created 09-13-17 cd)

MUTUAL 4 BOARD OF DIRECTORS MEETING

President's Report

Wednesday, September 13, 2017

The way of life in Leisure World is really in a state of flux . . . and what used to be doesn't count any more. It will be like life "on the outside."

Several examples:

Italian Monday - Clubhouse 1

Taco Tuesday - Clubhouse 6

Pizza Thursday - Clubhouse 6

Movies in the Amphitheater

Big Screen Football

Traffic Fines on GRF streets (some Mutuals have adopted the same - Mutual 4 s looking into that policy)

All of the above did not exist five years ago - kind of like "life on the outside" - your choice?

There is a great emphasis on having all the Mutuals abide by a global policy on most everything. As your president, I don't see how that would ever become reality.

If we are to be like life outside Leisure World, at least we know the rules and regulations would be the same. The end result will be "no more will I do whatever I want to do." But it doesn't work on the outside and it won't work on the inside.

Read the Leisure World Weekly; talk to your directors; be aware of what is going on . . . and why.

You may not agree, but at least you know.

Thank you all for reading this.

Bob Slater, The Prez

Mutual 4 Director's Monthly Report
Covering August, 2017
For September 13, 2017
Mike Levitt

Held discussions with landscaper and residents regarding acceptability of certain garden-area plants. Will recommend that, due to its toxicity, Firestick succulent be barred and removed from resident and Mutual 4 grounds, and from GRF areas as well.

Continued discussions with a small number of residents regarding the undesirability of Smart Burners, and procedures to return to original coil burners.

Joined landscaper in checking various locations for requested trees.

A very 'ripe' Portapotty for roofing company workers caused distress for adjacent resident; had it relocated.

Approved repairs to LR 88 equipment.

Requested Fenn for termites and for ants. Apparently this is termite swarming season, when termites grow wings, take flight and seek new wooden apartments on which to feed. Residents who find either termite droppings, or live or dying termites, should quickly contact their director before damage becomes extensive (and expensive).

Responded to many different sprinkler issues: too much pressure causing window spotting; not enough pressure causing dry lawn areas; misadjusted heads causing flooding.

Approved repairs on major appliances.

Dealt with resident-caused broken pipe and flooded conditions. Residents must be careful when digging in their garden areas to avoid striking (and cracking) sprinkler or supply pipes. Although pipes may be buried at proper depth, years of watering and weeding can lower the soil level, reducing the distance between the pipes and surface area.

September 12, 2017

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

It was a quiet month. I had several inquiries from shareholders that were easily resolved.

Completed a new buyer interview at 51D.

Our four buildings are scheduled, **the last week of September**, for installation of smart burners. Service maintenance will contact shareholders with the dates. Hopefully, it will happen in that time frame. ***Reminder - That any shareholder that agreed to SmartBurners and had them installed, will not have the option of returning them.*** I have been using them for six weeks and they work just fine. Let's work together to prevent fires and keep insurance rates low.

If you haven't obtained your new ID card, let me know. Let's get er done!

A few comments about carports. They look great. A few problems are being addressed and should be solved shortly. The carports are not storage areas. You can store items in the cabinet storage area. If you need more room you can install a secondary storage cabinet, beneath the existing storage cabinet. A permit from Physical Property is required. **Our four buildings are assigned all the spaces in carport 59.** If you see something in violation, of the carport policy, let me know and I'll talk to the shareholder.

I haven't met all the shareholders in the parcel, but hope to before the holidays.

Enjoy the beautiful SOCAL weather,

Tom

Mutual 4 Board of Directors Meeting – September 13, 2017

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

| | Monthly Actual | Monthl y Budget | Variance | | YTD Actual | YTD Budget | Variance |
|-----------------------|-------------------|-----------------------|----------|--|---------------|---------------|----------|
| Income | 141,935 | 141,769 | 166 | | 1,140,98 2 | 1,134,15 2 | 6,830 |
| Reserves | 45,077 | 45,077 | 0 | | 360,616 | 360,611 | 5 |
| Expenses | 104,640 | 96,899 | 7,741 | | 817,940 | 775,196 | 42,744 |
| Total Expenses | 149,717 | 141,976 | 7,741 | | 1,178,55 6 | 1,135,80 7 | 42,749 |
| Income/Expense | -7,782 | -207 | -7,575 | | -37,574 | -1,655 | -35,919 |
| Add Back Depreciation | | | | | 36,427 | | |
| Adjusted YTD | | | | | -1,147 | | |

Our unrestricted cash for month end is \$402,449; restricted reserve accounts total \$1,947,663

Reserves:

| | |
|-----------------------|--------------------|
| Appliance | \$2,325 |
| Painting | \$28,285 |
| Operating | \$25,000 |
| Roofing | \$1,380,019 |
| Emergency | \$128,618 |
| Infrastructure | \$383,416 |
| Total Reserves | \$1,947,663 |

The CFO Council heard a presentation on proposed changes to the Eligibility Requirements for folks looking to purchase in Leisure World. Lee Melody, president of Mutual 14 and Chair of the Committee, outlined possible changes.

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. Tickets on sale mid-October.

BUILDINGS

While we appreciate your willingness to put an "out of order" notice on washers and/or dryers that are not working, we really need a phone call as well. Sometimes there could be a week or so delay from the time you write the notice until the time we know there is a problem and call service maintenance. I have an answering machine so feel free to leave a message.

Concrete project by carports 57 and 58 are well under way. Those of us who live there will be most happy when all is completed and life can get back to normal - quiet and places to park! Thank you to all shareholders for your patience and consideration during this project. It was much needed.

LANDSCAPE

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.

They added some stream routers and replaced some bad I25's to improve water coverage: end of 82 and 83; 88, between 84 and 89; between 81 and 73; triangle at 41 and 42. There are more areas but since they will soon be re-seeding will wait to finish.

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

Susan G. Smith

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

| | Aug 17 | Budget | \$ Over Budget |
|------------------------------------|------------|------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| ASSESSMENT | | | |
| 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 |
| Total ASSESSMENT | 136,505.00 | 136,505.00 | 0.00 |
| FINANCIAL INCOME | | | |
| Interest Income - Tax Exempt | 53.00 | 65.00 | -12.00 |
| Interest Income - Taxable | 1,928.00 | 1,650.00 | 278.00 |
| Late Charges | 36.00 | 44.00 | -8.00 |
| Total FINANCIAL INCOME | 2,017.00 | 1,759.00 | 258.00 |
| SERVICES INCOME | | | |
| Inspection Fees | 2,000.00 | 2,083.00 | -83.00 |
| Laundry Machines | 1,420.00 | 1,418.00 | 2.00 |
| Merchandise Sales | 0.00 | 4.00 | -4.00 |
| Miscellaneous | -7.00 | 0.00 | -7.00 |
| Total SERVICES INCOME | 3,413.00 | 3,505.00 | -92.00 |
| Total Income | 141,935.00 | 141,769.00 | 166.00 |
| Cost of Goods Sold | | | |
| GRF MAINTENANCE FEE | 57,297.00 | 57,297.00 | 0.00 |
| Total COGS | 57,297.00 | 57,297.00 | 0.00 |
| Gross Profit | 84,638.00 | 84,472.00 | 166.00 |
| Expense | | | |
| PROFESSIONAL FEES | | | |
| Legal Fees | 148.00 | 415.83 | -267.83 |
| Management Fee | 222.00 | 221.75 | 0.25 |
| Total PROFESSIONAL FEES | 370.00 | 637.58 | -267.58 |
| SERVICES | | | |
| Landscape - Contract | 12,460.00 | 13,274.00 | -814.00 |
| Landscape - Extras | 0.00 | 708.83 | -708.83 |
| Miscellaneous Services | 0.00 | 43.58 | -43.58 |
| Painting | 75.00 | 83.17 | -8.17 |
| Pest Control | 445.00 | 649.42 | -204.42 |
| Standard Service | 7,788.51 | 4,965.83 | 2,822.68 |
| Structural Repairs | 0.00 | 665.00 | -665.00 |
| Total SERVICES | 20,768.51 | 20,389.83 | 378.68 |
| TAXES & INSURANCE | | | |
| Hazard/Liability Insurance | 9,333.00 | 7,979.00 | 1,354.00 |
| State & Federal taxes | 614.00 | 285.08 | 328.92 |
| Total TAXES & INSURANCE | 9,947.00 | 8,264.08 | 1,682.92 |
| UTILITIES | | | |
| Electricity | 1,732.00 | 1,999.83 | -267.83 |
| Trash | 3,216.00 | 3,183.83 | 32.17 |
| Water | 6,788.00 | 4,918.33 | 1,869.67 |
| Total UTILITIES | 11,736.00 | 10,101.99 | 1,634.01 |
| RESERVE FUNDING | | | |
| Emergency Reserve | 417.00 | 416.67 | 0.33 |
| Roof | 12,917.00 | 12,916.67 | 0.33 |
| 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
August 2017

| | <u>Aug 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-----------------------|------------------|----------------|-----------------------|
| Total RESERVE FUNDING | 45,077.00 | 45,076.34 | 0.66 |
| DEPRECIATION | 4,521.00 | 209.00 | 4,312.00 |
| Total Expense | 92,419.51 | 84,678.82 | 7,740.69 |
| Net Ordinary Income | -7,781.51 | -206.82 | -7,574.69 |
| Net Income | <u>-7,781.51</u> | <u>-206.82</u> | <u>-7,574.69</u> |

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

| | Jan - Aug 17 | Budget | \$ Over Budget |
|------------------------------------|---------------------|---------------------|------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| ASSESSMENT | | | |
| Regular Assessment - Mutual 4 | 273,262.00 | 274,760.00 | -1,498.00 |
| Reserves Assessment | 360,616.00 | 360,616.00 | 0.00 |
| GRF Assessment | 458,162.00 | 456,664.00 | 1,498.00 |
| Total ASSESSMENT | <u>1,092,040.00</u> | <u>1,092,040.00</u> | <u>0.00</u> |
| FINANCIAL INCOME | | | |
| Interest Income - Tax Exempt | 397.00 | 520.00 | -123.00 |
| Interest Income - Taxable | 15,572.00 | 13,200.00 | 2,372.00 |
| Late Charges | 480.00 | 352.00 | 128.00 |
| Total FINANCIAL INCOME | <u>16,449.00</u> | <u>14,072.00</u> | <u>2,377.00</u> |
| SERVICES INCOME | | | |
| Inspection Fees | 20,500.00 | 16,664.00 | 3,836.00 |
| Laundry Machines | 11,964.00 | 11,344.00 | 620.00 |
| Merchandise Sales | 0.00 | 32.00 | -32.00 |
| Miscellaneous | 29.00 | 0.00 | 29.00 |
| Total SERVICES INCOME | <u>32,493.00</u> | <u>28,040.00</u> | <u>4,453.00</u> |
| Total Income | <u>1,140,982.00</u> | <u>1,134,152.00</u> | <u>6,830.00</u> |
| Cost of Goods Sold | | | |
| GRF MAINTENANCE FEE | 458,376.00 | 458,376.00 | 0.00 |
| Total COGS | <u>458,376.00</u> | <u>458,376.00</u> | <u>0.00</u> |
| Gross Profit | <u>682,606.00</u> | <u>675,776.00</u> | <u>6,830.00</u> |
| Expense | | | |
| PROFESSIONAL FEES | | | |
| Legal Fees | 4,432.00 | 3,326.64 | 1,105.36 |
| Management Fee | 1,776.00 | 1,774.00 | 2.00 |
| Total PROFESSIONAL FEES | <u>6,208.00</u> | <u>5,100.64</u> | <u>1,107.36</u> |
| SERVICES | | | |
| Landscape - Contract | 99,680.00 | 106,192.00 | -6,512.00 |
| Landscape - Extras | 4,259.00 | 5,670.64 | -1,411.64 |
| Miscellaneous Services | 390.00 | 348.64 | 41.36 |
| Painting | 2,315.00 | 665.36 | 1,649.64 |
| Pest Control | 1,840.00 | 5,195.36 | -3,355.36 |
| Standard Service | 48,623.51 | 39,726.64 | 8,896.87 |
| Structural Repairs | 6,645.00 | 5,320.00 | 1,325.00 |
| Total SERVICES | <u>163,752.51</u> | <u>163,118.64</u> | <u>633.87</u> |
| TAXES & INSURANCE | | | |
| Hazard/Liability Insurance | 74,664.00 | 63,832.00 | 10,832.00 |
| State & Federal taxes | 3,798.00 | 2,280.64 | 1,517.36 |
| Total TAXES & INSURANCE | <u>78,462.00</u> | <u>66,112.64</u> | <u>12,349.36</u> |
| UTILITIES | | | |
| Electricity | 12,173.00 | 15,998.64 | -3,825.64 |
| Trash | 25,307.00 | 25,470.64 | -163.64 |
| Water | 37,234.00 | 39,346.64 | -2,112.64 |
| Total UTILITIES | <u>74,714.00</u> | <u>80,815.92</u> | <u>-6,101.92</u> |
| RESERVE FUNDING | | | |
| Emergency Reserve | 3,336.00 | 3,333.36 | 2.64 |
| Roof | 103,336.00 | 103,333.36 | 2.64 |
| Paint | 7,624.00 | 7,624.00 | 0.00 |
| Infrastructure | 228,720.00 | 228,720.00 | 0.00 |
| Appliances | 17,600.00 | 17,600.00 | 0.00 |

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

| | Jan - Aug 17 | Budget | \$ Over Budget |
|-----------------------|-------------------|------------------|-------------------|
| Total RESERVE FUNDING | 360,616.00 | 360,610.72 | 5.28 |
| DEPRECIATION | 36,427.00 | 1,672.00 | 34,755.00 |
| Total Expense | 720,179.51 | 677,430.56 | 42,748.95 |
| Net Ordinary Income | -37,573.51 | -1,654.56 | -35,918.95 |
| Net Income | <u>-37,573.51</u> | <u>-1,654.56</u> | <u>-35,918.95</u> |

Mutual 4 Director's Report

Emergency Preparedness and Bldgs. 44, 45, 46, 47, 48

September 13, 2017

Currently Knollwood Road is under almost complete reconstruction. The north side is being funded by your saved Mutual 4 reserves. Next, in about a week, the larger middle section will be replaced. Yes, you really are paying for that also, but it comes from your GRF reserves or savings. Next year the project will culminate with Mutual 4 paying for the south road. Does it seem that we are constantly rebuilding and refurbishing? Yes, our buildings, grounds, and infrastructure are over 55 years old.

The mutual is also installing Smartburners. There is concern that the Smartburners stay hot much longer than the electric coil burners. I made a comparison study among three types of burners. There was not a lot of difference, but here goes:

I used a 6 cup copper bottomed pot beginning with 4 cups of cold tap water for each test.

| | Electric coils | Smart burner | Glass top burner |
|---------------------------------------------|----------------|--------------|------------------|
| Minutes to boil water | 8 | 9 | 11 |
| Minutes to cool down to room temperature | 28 | 33 | 29 |

Respectfully submitted,

Jan Kuhl, Director

46E, 562-446-0082

Recreation Committee Meeting Notes by Mike Levitt, Mutual 4 Director

Of the seemingly endless items that littered the agenda of the Sept. 6 Recreation Committee meeting (a meeting of, by, and for GRF Board members that permits no comments by Mutual directors -- even Mutual Recreation directors -- once the meeting gets under way, the following items seem to have the widest resident impact or interest. And, yes, that was JUST ONE SENTENCE.

There will be a fund-raising Walk-a-thon in March, 2018. Non-residents will be allowed to enter.

There is some controversy over the content of the current Concert series. Tribute bands are either loved for their familiar sounds, or hated for their lack of originality. Older residents miss the Big Band sounds brought back to the Amphitheater a few years ago. GRF is considering raising the budget for the live concert program for next year, from \$185K to \$225K. We are competing with local casinos who pay top dollar. Our costs are from \$8K per band to \$30K. Commercial sponsorships do not pay for the entertainment. Sponsors pay into the GRF general fund only.

GRF's threatened removal of the gym's mural -- painted painstakingly by Art League members including Marty Silberling, has met with strong resistance by the Art League and friends. Revised plans are now to adjust the mural to better reflect today's resident demographics.

There is an on-going, three-way conflict between users of the swimming pool. The warring factions are the water aerobics classes, the volleyballers and the lap swimmers. Apparently we all can't just get along. Even under water.

The Recreation Committee chair lost her patience with the RV Club's president's inability to present to the Recreation Committee an acceptable financial statement or report. As her temper flared, she ordered all RV Club facilities to be pad-locked, thereby punishing ALL RV club members because of the poor financial reports by one or two members. Had the Recreation Committee chair maintained a more professional demeanor, she might have remembered that any committee's sole purpose is to make recommendations to the GRF Board. She had absolutely no authority to order padlocking of any facilities anywhere in Leisure World.

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

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

We have finished re-roofing two of our buildings. I am sure it was not easy to go through but I want to thank everyone involved for their patience.

Just a reminder, the laundry room hours are from 7am to 9pm on Monday through Saturday and 8am to 9pm on Sunday. Please be considerate to your neighbors. Also, please contact your Director if you are planning to do anything to the outside of the building including the common area, the lawn. The building and the common area belong to GRF and the Mutual is responsible for keeping this up.

I helped Kevin do two pre listing inspections this month.

We have finished paving on Weeburn and it looks really nice.

Jon Russell 741

(562)794-9334