

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

December 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, December 13, 2017, at 9:32 a.m. in the Administration Building Conference Room A, followed by the *Pledge of Allegiance*.

ROLL CALL

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

GRF

Representative: Mrs. Reed

Guests: Five shareholders of Mutual Four

Staff: Ms. Fernandez, Mutual Administration Manager
Mr. Black, Building Inspector
Mrs. Aquino, Recording Secretary
Ms. Mendoza, 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 November 8, 2017, Regular Board minutes. There being none, the minutes were approved as printed.

CORRESPONDENCE

Secretary Gerrity received several pieces of correspondence.

GRF REPRESENTATIVE

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

BUILDING INSPECTOR'S REPORT

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

Following questions, Inspector Black left the meeting at 10:12 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To ratify adopted/posted Policy
7471.04 – Termite Control.

The MOTION passed.

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

RESOLVED, To ratify amended/posted Policy
7306.04 – Banking Resolution.

The MOTION passed.

Following a discussion, it was the consensus of the Board to further amend Policy 7425.04 – Garden Areas and Shrubs on a preliminary basis until the 30-day posting period is completed.

NEW BUSINESS

Following a discussion, President Slater appointed Vice President Levitt, and CFO Smith as a committee for the Mutual Four Parking and Traffic Committee.

Following a discussion, President Slater appointed Director Kuhl, and Director Gerber as a committee for the Mutual Four Pet Policy.

President Slater called a break from 10:55 a.m. to 11:10 a.m.

DIRECTOR(S') REPORTS

President Slater presented his report (attached).

President Slater would also like to remind Mutual Four shareholders to check their insurance policy for lost assessment coverage up to \$50,000.

CFO Smith presented her report (attached).

Vice President Levitt presented his report (attached).

Director Russell presented his report (attached).

MUTUAL ADMINISTRATION DIRECTOR

In Ms. Hopkins absence, Ms. Fernandez presented the Mutual Administration activity report (attached).

DIRECTOR(S') COMMENTS

Several Directors made comments.

SHAREHOLDER COMMENT

Several shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:38 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

ka:12/18/17

Attachments

**NEXT MEETING: WEDNESDAY, January 10, 2018, at 9:30 a.m.
Mutual Administration Conference Room A**

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

- 12/13/17 RESOLVED, To ratify adopted/posted Policy 7471.04 – Termite Control.
- RESOLVED, To ratify amended/posted Policy 7306.04 – Banking Resolution.

December 13, 2017
GRF Report

“Let there be peace on earth and goodwill towards all men.” the angels,
Luke 2:14

Wishing that all enjoy the wonder of this Holiday Season. I want to thank everyone who gave a “toy” to the “Toys for Tots”. We had an exceptional collection of toys this year.

In all the joy and love of this season, please, check in on your neighbors who may be alone and would appreciate a visit and let them know that we are a community that cares.

I had a large report last month. This month’s report will be brief. Most of the work was done last month. We tried to lighten our work for this month by working harder last month. We will have a night GRF Board meeting Tuesday, December 19 at 6 PM in CH 4. This is for people who are working and would like to attend.

The recaps of the committee meetings have been included for your review.

I will be gone for several weeks during the holidays. If you have questions that need immediate attention during my absence please contact President Linda Stone or Randy Ankeny.

Things you might like to know:

1. Clubhouse 3 remodel has been pushed back to be after Clubhouse 2
2. We broke ground on the Multi purpose court (Mission Park)
3. We have a new Editor for the LW Weekly

With Respect,

Joy Reed
Corporate Secretary
Mutual 4

STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT
Friday, October 27, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business, Item 7A: Ten-Year Projects Plan The Committee discussed 2017 projects status, and agreed on addressing Clubhouse One automatic sliding doors at the next Physical Property Committee meeting.</p>	Executive Director Facilities Director	
<p>2. Unfinished Business, Item 7B: Clubhouse Revitalization Project The Committee discussed the Clubhouse Revitalization Project, and scheduled a trip to the Clubhouses to take place in November, on behalf of the Recreation Department, to determine which rooms are used the most. The Committee also discussed putting together a questionnaire for Club members to obtain their feedback on use of Clubhouse facilities, and future improvements.</p>	Executive Director Facilities Director	

RV LOT AD HOC COMMITTEE

SUMMARY REPORT
Wednesday, November 1, 2017

Action/Request	Person Responsible	Action Taken
<p>New Business: Appointment of Vice Chair The Chair called for nominations for Vice President of the Committee. Mr. Pratt nominated Mr. McGuigan. There being no further nominations, Mr. McGuigan was declared, by acclamation, Vice President of the Committee.</p>	Recording Secretary	
<p>New Business: Development of Policies, Procedures, RV Lot Rules and Review of Lot Maintenance and Lease Agreements; Policies The Committee requested the Recreation Director present a procedure for the waiting list, to present a list of maintenance procedures that are not recommended to be undertaken in the RV Lot, and to revise the proposed policy section pertaining to contacting lessees to remove their</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
vehicles at short notice at the November 8, 2017 Committee meeting.		

PHYSICAL PROPERTIES COMMITTEE
SUMMARY REPORT
Monday, November 6, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence, Item 6A: Mutual Eight Loading Zone, Camille Thompson The Committee concurred to send a letter to Ms. Thompson, and have the Facilities Director and the Physical Property Manager discuss the ways to accommodate her request on adding loading and unloading zone in Mutual Eight, and have it meet CAMUTCD standards and the traffic engineer approval.</p>	Facilities Director Physical Property Manager Recording Secretary	
<p>2. Correspondence, Item 6B: Noise Across from the Maintenance Yard, Sharon Rico The Committee concurred to send a letter to Ms. Rico with apologies for the inconvenience caused by noise across from the maintenance yard area, and let her know that the Committee will continue looking into this issue for any other solutions available.</p>	Executive Director Facilities Director Recording Secretary	
<p>3. Correspondence, St. Andrews Project, Mutual One Carport/Parking Committee Following a review of Mutual One concerns in regards to possible blockage of carports due to St. Andrews project, the Facilities Director stated that there won't be any street shutdowns, and a 72 hour notice will be posted in the area prior to beginning any work.</p>	Facilities Director	
<p>4. Unfinished Business, Item 7A: CCTV Sewer Lines The Committee moved to determine the ownership of pipe lines, as they also provide the resources to the outside community, and have the Facilities Director bring it back for the review in July of 2018, and move forward with this project in 2019.</p>	Executive Director Facilities Director	
<p>5. Unfinished Business, Item 7B: Crosswalk for Visually Impaired Residents The Committee moved to modify a crosswalk between the Medical Center and Clubhouse Six including thermoplastic coating, curb rail,</p>	Executive Director Facilities Director Physical Property Manager	

Action/Request	Person Responsible	Action Taken
<p>landscaping, and carts parking, and to concrete the planter area in the total amount not to exceed \$7,000 and send it to the Board, following the Finance Committee approval of a possible Capital funding.</p> <p>The Committee also concurred to black out traffic arrows in front of the stop sign between the Medical Center and Clubhouse Six.</p>		
<p>6. Unfinished Business, Item 7C: Street Name Change – Golden Rain Rd. to Golden Rain Circle</p> <p>The Committee moved to not proceed with the Golden Rain Road’s name change, and leave it as it is.</p>	Executive Director	
<p>7. Unfinished Business, Item 7D: Mission Park. Project Overview</p> <p>The Committee moved to approve the funding of \$300,000 for the Mission Park project, as presented to the Committee, plus \$30,000 in contingencies, and recommend the Board award a contract to MJ Jurado on demolition of the Shuffleboard Court area at Clubhouse Two, as stated in September 20, 2017 proposal, in the amount not to exceed \$48,000 pending the Finance Committee review of a Capital funding request for both projects.</p>	Executive director Facilities Director	
<p>8. New Business, Item 8A: Adding a Bus Bench by Clubhouse Two</p> <p>The Committee moved to take no action on this matter.</p>	Facilities Director	
<p>9. New Business, Item 8B: Clubhouse One Parking Lot Expansion</p> <p>The Committee moved to forward this issue to the Security Department with the recommendation to close off the parking lot of Clubhouse One overnight, including the signage stating that the overnight parking will be cited.</p>	Facilities Director	
<p>10. New Business, Item 8C: Main Gate Lighting</p> <p>The Committee reviewed the hand out on the Main Gate lighting, and moved to award a contract to Schlick Services to complete the landscaping and globe lighting in the amount not to exceed \$18,919 and \$2,000 in contingencies, for a total cost not to exceed \$20,919 and forward a request to the Board for final approval, funded by the remaining</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
<p>Reserve funding balance from the Globe project. The motion passed with one abstention (B. Crossley).</p>		
<p>11. New Business, Item 8D: Cart Post at the Courtyard The Committee moved to approve the cart parking safety rail by the Administration Building in the amount not to exceed \$2,500 and upon the Chair's review, forward it to the Board, pending the Finance Committee review of a Capital funding for this project.</p>	Executive Director	
<p>12. New Business, Item 8E: 400 Amp Sub-Panel for Clubhouse Four Bus Charging The Committee moved to take no action on this matter.</p>	Facilities Director	
<p>13. New Business, Item 8F: Automatic Doors Replacement at Clubhouses One and Three The Committee moved to approve Capitol Door replace automatic doors in the Clubhouses One and Three in the total mount not to exceed \$37,917, contingent on a signed contract, and forward it to the Board, pending the Finance Committee review of the Reserve funding for this project.</p>	Facilities Director	
<p>14. New Business, Item 8G: Replacement of Four Building inspectors' Vehicles The Committee moved to approve the purchase of four Inspectors' carts in the amount of \$30,240.00 and the fifth cart at the same price, if available, in the total amount of \$37,800 and forward it to the Board, pending the Finance Committee approval of Capital funding for this project. The Committee also asked the Facilities Director to bring the costs on adding additional charging outlets for the carts.</p>	Facilities Director	
<p>16. Staff Reports, Item 10D: Executive Director The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting, and spoke of a recent power outage in the community. Following a further discussion, the Committee moved to have the Facilities Director obtain a quote on the battery backup system, and send</p>	Executive Director Facilities Director	

Action/Request	Person Responsible	Action Taken
a request for \$15,000 to the Finance Committee, and to the Board for final approval.		

MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE
SUMMARY REPORT
Tuesday, November 7, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business, Item 6A: GRF Building Inspector Services, ##1 - 60 The Committee agreed to go over the services ##1-60 at the next scheduled meeting.</p>	Facilities Director, Physical Property Manager	
<p>2. New Business, Item 7A: GRF Building Inspector Services, ##61 - 96 The Committee reviewed ##61-96, and determined standard and non-standard services. Following a discussion, the Committee concurred to add "shareholder" to #62, add an extra line under #65 to read "Posting for inspections – Special", to eliminate #70, add "non-destructive" in parenthesis to #76, and change #82 to "Vendor invoice processing". The Committee also agreed on doing a final review of GRF Building Inspector services ##1-96, including those with question marks, at the next scheduled meeting.</p>	Facilities Director, Physical Property Manager	

RV LOT AD HOC COMMITTEE
SUMMARY REPORT
Wednesday, November 8, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Upon discussion of a violation of lot rules/policies letter to a member, the Committee moved to recommend the GRF BOD establish an IDR panel to address RV Lot disputes.</p>	Recording Secretary	
<p>2. New Business: Draft List of Maintenance Procedures not Recommended be Undertaken in the RV Lot The Committee requested the Recreation Director bring a proposed list of major mechanical repairs</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
that would not be acceptable to undertake in the RV Lot to the December committee meeting.		
3. Amend Community Operations, RV Lot Policy. The Committee moved to recommend the GRF BOD adopt a Policy pertaining to Community Operations, RV Lot.	Recording Secretary	

SECURITY, BUS, AND TRAFFIC COMMITTEE
SUMMARY REPORT
Wednesday, November 8, 2017

Action/Request	Person Responsible	Action Taken
1. Old Business: Golf Cart Policy 1928-37 The Committee moved to recommend the GRF BOD adopt Policy 1927-37	Administrative Coordinator	
2. New Business: GEM Transportation The Fleet Manager presented capabilities and cost of four new replacement electric carts for Inspectors.	Fleet Manager	
3. Polices: Committee Charter 5145.37 The Committee Charter was reviewed.	Administrative Coordinator	
4. Policies: Fees for Parking 1927.01-37 Changes made: 12) just one category for Red Zone, Charges input: 15) \$50 fine for 1 st and 2 nd offenses	Administrative Coordinator	
5. Committee Action Request Refurbishment of 24 Cushman Utility trucks at a cost not to exceed \$35,000 and recommend GRF BOD approve.	Administrative Coordinator	

COMMUNICATIONS COMMITTEE
SUMMARY REPORT
Thursday, November 13, 2017

Action/Request	Person Responsible	Action Taken
1. CORRESPONDENCE – Stan Verdi “Ten Things I’ve Learned Living in LWSB The Committee concurred to publish Mr. Verdi’s letter to the editor.	LW Weekly	
2. Unfinished Business: Calendar Phot Selection	LW Weekly	

	Action/Request	Person Responsible	Action Taken
	The Committee concurred to selection the following five photographs for the 2018 calendar: #1 (Sam), #13 (Chair in Garden), #23 (Fireworks), #50 (Pumpkins) and #60 (Astrolabe).		
3.	Unfinished Business: Software Update The Committee moved to table this agenda item.		
4.	New Business: Broadband Speed Upgrade The Committee moved to present contract to FTS for the increase in broadband speed.	IT Systems Analyst	
5.	New Business: News Office Awning The Committee concurred to approve this item and refer to ADRC for color selection.	Recording Secretary	
6.	Policies: 2840.02-36, Deadlines The Committee concurred to mark this policy as reviewed.	Executive Coordinator	
7.	Policies: 2840.03-36, Delivery and Subscriptions The Committee moved to recommend the GRF BOD rescind the policy.	Executive Coordinator	
8.	Policies: 2840.09-36, Collection Point The Committee concurred to mark this policy as reviewed.	Executive Coordinator	
9.	Policies: 5046-34, Records Management The Committee concurred to forward policy to the Finance Committee to change the cost center from 34 to 31 and recommend the GRF approve the amendment. The Committee concurred to direct the IT Systems Analyst to present a draft policy regarding Electronic Data Management (EDM) at the next committee meeting.	Recording Secretary IT Systems Analyst	

EXECUTIVE COMMITTEE

SUMMARY REPORT

Monday, November 13, 2017

	Action/Request	Person Responsible	Action Taken
1.	Unfinished Business: Policy 5025-30/Review of 2018 Sample Election Packet	Election Specialist Executive Committee Chair	

Action/Request	Person Responsible	Action Taken
<p>The Committee moved to recommend the GRF BOD accept the 2018 draft election packet at the December BOD meeting, as amended.</p> <p>The Committee moved to recommend the GRF BOD amend Policy 5025-30, Election Procedures, as amended.</p>	Executive Coordinator	
<p>2. Unfinished Business: Employee Emergency Operations Plan The Committee requested the Safety/Emergency Coordinator continue to revise and resubmit the plan to the Committee.</p> <p>3. The Committee moved to recommend the Finance Committee review available Surplus Operations funds, in an amount not to exceed \$5,000, for Emergency Operations Center.</p>	Safety/Emergency Coordinator Executive Coordinator	
<p>4. New Business: Staff Holiday Incentive/GRF Employee Holiday Luncheons The Committee moved to recommend the Finance Committee review available Surplus Operations funds for, and recommend the GRF BOD approve, an employee holiday bonus of a \$50 gift card for all Full-time and Part-time GRF employees, in an amount not to exceed \$11,600 and to approve funding for a holiday meal for all Full-time and Part-time GRF employees, in an amount not to exceed \$2,320.</p>	Human Resources Director Executive Coordinator	

ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT

Monday, November 13, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence – Plaque from Donor The Committee moved to approve returning the plaque acknowledging donor Jack Shilling to the wall of the exercise room.</p>	Recreation Manager	
<p>2. Unfinished Business: Globe – Landscape Lighting</p>	Recording Secretary	

	Action/Request	Person Responsible	Action Taken
	The Committee moved to recommend the GRF BOD award a contract to Schlick lighting, per the proposal by Fox & Fox Design, LLC.		
3.	Unfinished Business: Clubhouse Three – Revitalization Project The Committee concurred to remove this agenda item.		
4.	Unfinished Business: Mission Bell The Committee concurred to schedule a Work Study to review support bases.	Recording Secretary	
5.	Unfinished Business: Clubhouse Murals Committee members will meet to determine the number and size of photographs for CH4.	Committee members	
6.	Unfinished Business: St. Andrews Median - Update The Committee concurred to address this item at the December meeting. President Stone will present a story board.	GRF President	
7.	Unfinished Business: Holiday Decorations The Committee moved to not purchase 10 large red Christmas bows for street light poles on Golden Rain Road.	Recreation Manager	
8.	Unfinished Business: Clubhouse Six Signage The Committee moved to approve brush gold, on MDL, lettering.	Facilities Director	
9.	Unfinished Business: Stock Transfer – Office Art Work – Discussion Only The Committee moved to approve with appropriate paperwork, fully indemnifying GRF, the acceptance of the loan of art work from member Barry Lukoff.	Executive Coordinator	
10.	Unfinished Business: Ch4 – Lamp Post Lighting The Committee concurred to address this item at the December meeting.	Recording Secretary	
11.	Unfinished Business: Clubhouse Six The Committee concurred to take no action on tinting the old windows; the Facilities Director advised that the handrails have been painted.	Facilities Director	
12.	New Business: Historical Society Memorabilia	Recording Secretary	

Action/Request	Person Responsible	Action Taken
The Committee concurred to refer this issue to the Physical Property Committee.		
13. New Business: El Dorado Drive Planters – Adjacent to RV Club The Facilities Director will bring information on Vinyl Wall Toppers to the December meeting.	Facilities Director	
14. New Business: Landscape/Tree Trimming – Bid Openings The Committee moved to recommend the BOD approve a three year contract with John's Landscaping, for the Community facilities Landscape Maintenance, an amount not to exceed \$381,348.	Facilities Director	
15. New Business: CH4 – Discussion Only The Committee moved to request the Finance Committee review available Surplus Operating Funds, not to exceed \$15,000, for landscape improvements. The Committee moved to recommend the BOD review Safety issues pertaining to the flag pole.	Facilities Director Recording Secretary	
16. New Business: Polo Shirts – Recreation and Bus Driver Staff The Committee moved to select color Ultramarine Blue for the new Polo Shirts for the Recreation Staff. The Committee moved to select color Lime Green for the new Polo Shirts for the Bus Drivers and Recreation Event Staff.	Purchasing Manager	
17. New Business: News Building – New Awning The Committee moved to approve Terracotta color for awnings for CH6, Building 5 and the News Building, color to be verify by the Chair with the Facilities Director.	Facilities Director	

MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT

Tuesday, November 14, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Mutual Administration Procedures – Agendas	Mutual Administration	

Action/Request	Person Responsible	Action Taken
The Committee moved to accept the Mutual Administration Procedures for agendas.		
2. Unfinished Business: Mutual Administration Procedures – Minutes The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	
3. New Business: Notice of Disclaimer Regarding Dual Ownership The Committee concurred to defer this to the next Committee meeting pending several changes that need to be addressed.	Stock Transfer Manager	
4. New Business: 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents The Committee moved to approve the 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents.	Sock Transfer Manager	
5. Policies: Review of Policy 5536.1-33, Gate Passes The Committee concurred to schedule a work study to review this Policy before sending to the Policy Re-Write Committee.	Committee Members	
6. Policies: Review of Policy 7720, Distribution of Services & Policy 7740, Messenger Services The Committee moved to recommend the GRF BOD rescind both policies	Recording Secretary	
<u>MAC Committee November Follow Up –</u> 1. Water Sensors – Facilities Mgr. to further research water sensor and bring back findings to the Committee. 2. Notice of Disclaimer Regarding Dual Ownership- STO Mgr. to make appropriate changes and bring back to Committee.		

RECREATION COMMITTEE
SUMMARY REPORT
Wednesday, November 15, 2017

Action/Request	Person Responsible	Action Taken
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Action/Request	Person Responsible	Action Taken
<p>1. Correspondence, Item 6A: Non-Resident Parking, Donna Gambol The Committee concurred to send a "Thank you" letter to Ms. Gambol, and forward this issue to Security Bus & Traffic Committee.</p>	Recording Secretary	
<p>2. Correspondence, Item 6B: Relocation of the Golf Course Starter Shack, Kurt Bourhenne The Committee concurred to send a "Thank you" letter to Mr. Bourhenne for his concerns, and inform him that the Committee has no plans on moving the Golf Course starter shack at this time.</p>	Recording Secretary	
<p>3. Correspondence, Item 6C: Storage for St. Theodore Episcopal Church, Anne Walshe The Committee moved to take no action in regards to the storage situation, and send a letter to St. Theodore Episcopal Church asking them not to disturb other services.</p>	Recreation Director Recording Secretary	
<p>4. Unfinished Business, Item 7A: Vending Machine Increases The Committee concurred to forward this issue to the Finance Committee for review.</p>	Recreation Director Executive Director	
<p>5. New Business, Item 8A: The Plaza Concept The Executive Director stated that the Plaza Concept project is still in the works, and will remain on the agenda until resolved.</p>	Executive Director	
<p>6. New Business, Item 8B: Clubhouse One Additional Food Services The Committee concurred to invite the new food vendor attend the Executive session on December 1, 2017, for a food tasting.</p>	Recreation Director	
<p>7. New Business, Item 8D: Flat Filing Cabinets for the Library The Committee moved to approve the purchase of eight flat filing cabinets in the amount of \$5,352.00 and three flush bases for the cabinets in the amount of \$351.00, for the total amount not to exceed \$6,500 and send it to the Finance Committee for available funding review.</p>	Library Supervisor	
<p>8. New Business, Item 8E: Amphitheater Curtains and Sound System The Committee moved to approve GNI VOID Productions to upgrade the Amphitheater sound system in phases one and two, including the service of the onsite Project Engineer, in the total amount of \$119,200 and send this item</p>	Executive Director Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>to the Finance Committee and the Board of Directors for available Capital funding. The motion passed with one abstention (P. Pratt).</p> <p>Amphitheater Drapery and Travelers Replacement</p> <p>The Committee moved to approve the purchase and replacement of new drapery and travelers for the Amphitheater from S & K Theatrical Draperies in the amount not to exceed \$37,632.25 and forward it to the Finance Committee, ADR Committee, and the Board of Directors for available Capital funding, contingent upon ADR Committee color approval.</p>		
<p>9. New Business, Item 8F: Recreation Trailer Supplies</p> <p>The Committee moved to approve the purchase of equipment to stock the events trailer in the total amount of \$4,466.66 and forward this item to the Finance Committee for available funding.</p>	Recreation Director	
<p>10. New Business, Item 8G: Bid Opening for Golf Course Landscaping</p> <p>The Committee moved to approve a three-year contract with John's Landscaping Service for the Golf Course landscape maintenance in the amount of \$482,785.56 and forward it to the Finance Committee for approval.</p>	Recreation Director	
<p>11. New Business, Item 8H: Christmas Tree Contest</p> <p>The Recreation Director stated that the theme and judges for a Christmas tree contest will be selected by the ADR Committee.</p>	Recreation Director	
<p>13. Sub-Committees, Item 10A: Entertainment/Movie Sub-Committee</p> <p>The Entertainment/Movie Sub-Committee Chair stated that the list of shows and dates will be finalized by next month.</p>	Executive Director Recreation Director	
<p>14. Staff Reports, Item 11B: Recreation Director</p> <p>The Recreation Director spoke of his reports as presented, and asked for the Committee's approval on hiring a group of professional holiday entertainers and the purchase of new vinyl chairs to replace the furniture borrowed from the Clubhouses.</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>Following a further discussion, the Committee concurred to approve \$5,000 towards the holiday entertainment as a non-planned event within the community entertainment budget.</p> <p>The Committee moved to approve the purchase of 62 new vinyl chairs from American Seating in the amount not to exceed \$10,000, and forward this request to the Finance Committee for Capital funding approval.</p>		

FINANCE COMMITTEE
SUMMARY REPORT
Monday, November 20, 2017

Action/Request	Person Responsible	Action/Taken
<p>1. Financials The Committee moved and recommended the GRF BOD to accept the November 2017 financial statements, as presented for audit.</p>	Director of Finance	
<p>2. UNFINISHED BUSINESS – Investment Strategy The Committee concurred to discuss this item at the December meeting.</p>	Recording Secretary	
<p>3. NEW BUSINESS – Investment Ladder The Committee moved and recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) authorize the purchase of one (1) CDAR, for \$500,000 at .70%, from the First Foundation Bank Money Market Reserve account and from proceeds for a maturing CDEAR, which will remain fully insured by the FDIC.</p>	Director of Finance	
<p>4. NEW BUSINESS – 2017/2018 Master Insurance Policy: The Committee moved and recommended GRF BOD approve the insurance proposal, as submitted, in the amount of \$1,987,831, for the policy period of December 1, 2017 to November 30, 2018, which includes a three-year pollution policy and authorize the President to sign the required renewal documents, per the insurance proposal dated November 6, 2017, as prepared and submitted by DLD Insurance Brokers, Inc.</p>	Director of Finance	

Action/Request	Person Responsible	Action Taken
<p>5. NEW BUSINESS – Exclusive Use of Trust Property, Lease Agreements The Committee moved and recommended to the GRF BOD renewal of lease agreements, for a one year term commencing on January 1, 2018 and expiring on December 31, 2018 at the annual rent of \$1.00, per year, as stipulated under the governing lease agreement noted, and authorize the President to sign the lease agreement, for the following:</p> <ul style="list-style-type: none"> i. LW Library (Friends) ii. Genealogy iii. Golden Age Foundation iv. Leisure World Historical Society v. Leisure World Radio Club vi. Leisure World Theater Club vii. Video Producers Club 	Recording Secretary	
<p>6. NEW BUSINESS – Crosswalk Improvements The Committee moved and recommended the GRF BOD approve \$7,000 of Non-budgeted Operating funds, for the modification of the crosswalk and planter, from the Medical Center to Clubhouse Six, and remove a jog around the light pole, to allow a straight path to the buildings and send to Physical Properties Committee for final review and approval.</p>	Facilities Director	
<p>7. NEW BUSINESS – Mission Park, Project Funding The Committee moved and recommended the GRF BOD 1) approve the established Capital budget of \$330,000, as presented to the Physical Property Committee.</p>	Facilities Director	
<p>8. NEW BUSINESS – Safety Rail Cart Parking, Administration Building The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in the amount of \$2,500 to enhance the Golf Cart.</p>	Facilities Director	
<p>9. NEW BUSINESS – Replacement of Automatic Doors, Clubhouses One and Three The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,917, by Capitol Door, to replace the automatic doors at</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
Clubhouse One, four each and Clubhouse Three, west side, two each.		
10. NEW BUSINESS – Purchase of Inspector Fleet Vehicles The Committee moved and recommended the GRF BOD approve the purchase of four (4) Inspectors' Club Cars, in the amount of \$7,560 each, and the fifth car, at the same price, if available, in a total amount of \$37,800, Capital Funding.	Facilities Director	
11. NEW BUSINESS – Refurbishment of 24 Cushman Utility Trucks The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in the amount of \$35,000 for the overhauling of twenty-four (24) Cushman engines.	Facilities Director	
12. NEW BUSINESS – Emergency Operations Center The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$5,000, for the purchase of equipment for The GRF Emergency Operations Center.	Safety/Emergency Coordinator	
13. NEW BUSINESS – Staff Holiday Incentive/GRF Employee Holiday Lunches The Committee moved and recommended the GRF BOD approve Surplus Operating funds, for the employee holiday bonus of a \$50 gift card, for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,600.00, and for a holiday meal for all GRF Full-Time and Part-Time employees, in an amount not to exceed \$2,320.00.	Human Resources Director	
14. NEW BUSINESS – CH4 Exterior Landscape Funding Request The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$15,000, to enhance the general appearance of the exterior of CH4.	Facilities Director	
15. NEW BUSINESS – Event Trailer Equipment The Committee moved and recommended the GRF BOD approve Non-budgeted Operating	Facilities Director	

Action/Request	Person Responsible	Action Taken
funds, in the amount of \$4,466.66. overhauling of twenty-four (24) Cushman engines.		
<p>16. NEW BUSINESS – Amphitheater Drapery and Traveler Replacement The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers for the Amphitheater, from S & K Theatrical Draperies.</p>	Facilities Director	
<p>17. NEW BUSINESS – Furniture Replacement, Clubhouses The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers, for the Amphitheater, from S & K Theatrical Draperies.</p>	Facilities Director	
<p>18. NEW BUSINESS – Library Flat Filing Cabinets The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$6,200.</p>	Recreation Director	
<p>19. NEW BUSINESS – First Class Vending The Committee moved to approve the proposed pricing with no commission on beverages, and state within the variance report for CC55, the approved action of the committee on the deletion of the revenue. The Motion failed with six no votes.</p>	Recreation Director	
<p>20. NEW BUSINESS – CH4 Exterior Landscape Funding Request The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$15,000, to enhance the general appearance of the exterior of CH4.</p>	Facilities Director	
<p>21. NEW BUSINESS – Policy 5528-31, Refund of Excess Income The Committee moved and recommended the GRF BOD amend Policy 5528-31, Refund of excess Income, as amended, with a 30 day membership comment period.</p>	Recording Secretary	
<p>22. NEW BUSINESS – Staff Reports The Committee to approve the processing of Surplus Equipment.</p>	Purchasing Manager	

Action/Request	Person Responsible	Action Taken
<p>18. NEW BUSINESS – Furniture Replacement, Clubhouses</p> <p>The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers, for the Amphitheater, from S & K Theatrical Draperies.</p>	Facilities Director	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF NOVEMBER 28, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the October 24, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected.

General – Approved 2017/2018 Master Insurance Policy Renewal

MOVED and duly approved the insurance proposal as submitted, in the amount of \$1,987,831, for the policy period of December 1, 2017 to November 30, 2018 which includes a three-year pollution policy and to authorize the President to sign the required renewal documents, per the insurance proposal dated November 6, 2017, as prepared and submitted by DLD Insurance Brokers, Inc.

General – Approved Clubhouse Three Revitalization Postponement

MOVED and duly approved the postponement of the revitalization of Clubhouse Three and release the Clubhouse to reservations, for additional committee review and recommendation by the GRF Board.

General – Approved RV Lot Moratorium on New Leases/Clubhouse Four Parking Variance

MOVED and duly approved a moratorium on all new RV Lot leases and evictions until such time the GRF Board approves an amended lease and RV Lot policies, to include an IDR, and members on the waiting list to park in Clubhouse Four with a special permit issued by the Security Department.

General – Approved Ad hoc Committee Member Appointment

MOVED and duly approved the appointment of Leah Perrotti to the RV Lot Ad hoc Committee. MOVED and duly approved the appointment of Steve McGuigan as Chair of the RV Lot Ad hoc Committee.

Architectural Design and Review Committee – Approved Clubhouse Four Exterior Improvements

MOVED and duly approved non-budgeted Operating Funds, from cost center 54, in an amount not to exceed \$15,000, for exterior improvements, including but not limited to exterior lighting and landscape improvement, all materials to be approved by the Architectural Design and Review Committee.

Architectural Design and Review Committee – Approved Clubhouse Four Flagpole Removal

MOVED and duly approved to replace the flagpole, in an alternate location, with a new aluminum flagpole, installed for an estimated \$5,000-\$7,500 (cost contingent on quality and features) Capital funding, the Architectural Design and Review Committee to approve the location and the Physical Property Committee to approve installation and final cost.

Communications Committee – Rescinded Policy 2840.03-36, Delivery and Subscriptions

MOVED and duly approved to rescind Policy 2840.03-36, Delivery and Subscriptions; required terms and conditions are included in the annual budget and budget assumptions.

Executive Committee – Amended Policy 5025-30, GRF Election Procedures

MOVED and duly amend Policy 5025-30, Election Procedures, to amend the policy name, add fines and fines set forth in GRF Policies (regarding candidate eligibility and

qualifications), update identification required upon candidate application, clarify that write-in nominations are prohibited, update the campaign cycle end date, amend responsibility responsible for approving GRF election materials and process and remove the section indicating that the GRF will conduct elections or appoint in-house inspector(s) if it does not contract with an election services vendor.

Executive Committee – Approved Establishment of Emergency Operations Center

MOVED and duly approved the allocation of Trust Property, identified as the room in the upper section of the Amphitheater adjacent to the Radio club, for the establishment of an Emergency Operations Center (EOC) and to authorize the Executive Director to purchase general supplies and equipment for the EOC, in an amount of \$5,000, non-budgeted Operating funds, cost center 22.

Executive Committee – Approved Staff Holiday Incentive/GRF Employee Holiday Luncheons

MOVED and duly approved funding for the employee holiday bonus of a \$50 gift card, for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,600.00, and to approve funding for a holiday meal for all GRF full-time and part-time employees, in an amount not to exceed \$2,320.00, funding from surplus operational funds for 2017.

Finance Committee – Accepted October 2017 Financial Statements

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

New Leases

Moved and duly approved to remove from the following leases - Friends of the Leisure World Library, Genealogy Club, Golden Age Foundation, Leisure World Historical Society, Leisure World Radio Club, Leisure World Theater Club, Video Producers Club from the agenda and refer to the Finance Committee for review.

Finance Committee – Amended Policy 5528-31, Refund of Excess Income

MOVED and duly approved to refer Policy 5528-31, Refund of Excess Income to the Finance Committee for review.

Mutual Administration Committee – Approved New Buyer Presentation

MOVED and duly approved to include the New Buyer PowerPoint presentation on the Leisure World website (created to give potential buyers information about living in Leisure World).

Physical Property Committee – Non-budgeted Operating Funding – Enhancement of Golf Cart Parking, Administration

MOVED and duly approved the use of Non-budgeted Operating funds, in the amount of \$2,500, to enhance the Golf Cart Parking area, in front of Administration Building, by installing additional railing to better guide the pedestrians.

Physical Property Committee – Non-budgeted Operating Funding – Crosswalk Improvements, Medical Center/Clubhouse Six

MOVED and duly approved the modifications to the crosswalk and planter, pending final Physical Property Committee review and approval, from the Medical Center to Clubhouse Six, and remove a jog around the light pole to allow a straight path to the buildings, in an

amount not to exceed \$7,000, funded by Non-budgeted Operating Funding, and authorized the President sign any applicable contracts.

Physical Property Committee – Capital Funding –Mission Park (Multi-purpose Court/Recreational Area at Clubhouse Two)

MOVED and duly approved approve the established budget of \$330,000 for the construction of Mission Park, Capital funding, as illustrated in the Mission Landscape renderings dated July 21, 2017, including contingences as presented to the Physical Property Committee.

Physical Property Committee – Approved Contract – Phase I, Mission Park - Demolition

MOVED and duly approved to award a contract to MJ Jurado, per their proposal dated September 20, 2017, to demolish the shuffleboard court area at Clubhouse Two, in an amount not to exceed \$48,000, funds from the approved Mission Park project budget, line item F, and authorized the President sign the contract.

Physical Property Committee – Capital Funding – Inspectors' Club Cars

MOVED and duly approved to purchase up to five (5) Inspectors' Club cars (used), in an amount not to exceed \$37,800, from Juniors Westcoast Golf Carts, Capital funding, and authorized the President to sign the contract.

Physical Property Committee – Reserve Funding – Automatic Door Replacement, Clubhouses One and Three

MOVED and duly approved to award a contract to Capitol Door to replace automatic doors at the Clubhouses One, (four doors), and Three (west side, two doors) in a total amount not to exceed \$37,917, Reserves funding, and authorized the President sign the contract.

Physical Property Committee – Approved Contract (2017/2018) – Community Facilities Landscaping

MOVED and duly approved to award a contract to Johns Landscape Service to maintain community facilities landscaping, for a cost not to exceed \$381,348, for a period of three years, Operating funds, and authorized the President sign the contract.

Physical Property Committee – Approved Contract – Main Gate Landscape and Monument Sign Lighting

MOVED and duly approved to award a contract to Schlick Services to complete the landscaping and globe lighting, in an amount not to exceed \$18,919, and \$2,000 in contingencies, for a total cost not to exceed \$20,919, Reserve funds, Globe project, and authorized the President sign the contract.

Recreation Committee– Reserve Funding – Amphitheater Drapery and Travelers Replacement

MOVED and duly approved the purchase and replacement of new drapery and travelers for the Amphitheater, from S & K Theatrical Draperies, in an amount not to exceed \$37,632.25, Reserve funding, and authorized the President to sign the contract.

Recreation Committee – Approved Contract (2018-2021) – Golf Course Landscaping

MOVED and duly approved award a three (3) year contract to Johns Landscape Service to maintain the Golf Course Landscaping, for a cost not to exceed \$482,785 (Year one-\$157,259.16, Year two-\$157,259.16, and Year three-\$168,267.24), Operating funds and authorized the President to sign the contact.

Recreation Committee – Non-budgeted Operating Funding – Furniture Replacement for Clubhouses

MOVED and duly approved the purchase of new chairs, in the amount of \$10,000, non-budgeted Operating funds, and authorized the Executive Director to initiate the purchase.

Recreation Committee – Non-budgeted Operating Funding – Library Flat Filing Cabinets

MOVED and duly approved the purchase of eight (8) new flat filing cabinets to replace old storage, non-budgeted Operating funds and authorized the Executive Director to initiate the purchase.

Recreation Committee – Non-budgeted Operating Funding - Recreation Event Trailer Supplies

MOVED and duly approved the purchase of equipment to stock the Recreation event trailer, in the amount of \$4,466.66, non-budgeted Operating funds, and authorized the Executive Director to make the purchase.

Security, Bus & Traffic Committee – Adopt Policy 1928-37, Golf Carts and Low Speed Vehicles (LSVs) **TENTATIVE VOTE**

MOVED and duly approved to tentatively adopt Policy 1928-37, Golf Carts and Low Speed Vehicles (LSVs), pending a 30-day notification of the membership and a final decision from the GRF BOD on January 23, 2018, as amended.

Security, Bus & Traffic Committee – Amend Policy 1927.01-37, Fees for Parking Infractions **TENTATIVE VOTE**

MOVED and duly approved to tentatively amend Policy 1927.01-37, Fees for Parking Infractions, consolidating the red zone categories and increasing the corresponding fines to \$100 for the first offense and to \$200 for the second and subsequent offenses and to add a first offense fine of \$50 for RV or VUFR generate running from 8 pm to 8 am, pending a 30-day notification of the membership and a final decision from the GRF BOD on January 23, 2018.

Security, Bus & Traffic Committee – Non-budgeted Operating Funding – Cushman Motor Rebuild Kits

MOVED and duly approved the non-budgeted Operating funds expenditure of up to \$35,000, from cost center 38 and authorize the Executive Director to initiate the purchase of Cushman engine blocks and rebuild kits from Direct Parts, for the overhaul of twenty-four (24) GRF Cushman utility vehicles.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **December 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
4-44G	kitchen remodel	both	06/18/17	09/29/17	no	rough 7/10/17	los al
4-37E	sola tube	Both	07/24/17	08/24/17	no		Brighter Concepts 7/17/17 john campbell 760.477.2665
4-52D	ing fansx2,lite@patio stor	both	08/15/17	10/20/17	no		LW décor
4-74F	remodel/repipe	both	11/01/17	03/30/17	no		alpha master builders
4-83g	bath/kitchen remodel	both	11/27/17	02/27/17	no		Cal Custom Interiors
4-44F	HVAC repl. Sucted	both	10/30/17	12/30/17	no		cole services
4-44A	carport cabinet	grf	11/27/17	12/27/17	no		Jeff Lashmet
4-81J	ductless heat pump	both	11/30/17	02/28/17	no		greenwood
4-76I	shower cut down	both	12/07/17	01/07/17	n		nukote
4-50C	shower cut down	both	12/08/17	01/08/18	no		nukote
4-88C	dual zone ductless heat	both	12/11/17	03/30/18	no		greenwood

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-83F			05/31/17		06/12/17		
4-48B			06/29/17	07/03/17	12/06/17		95
4-48E		07/19/17	11/22/17	11/24/17			
4-50E		07/19/17	10/18/17	10/24/17	11/03/17		
4-84H		08/24/17	09/20/17	09/25/17			
4-80G		08/24/17					
4-75K		08/29/17	11/30/17				
4-74E		11/01/17	11/09/17	11/20/17	12/01/17		
4-47H		11/01/17	11/29/17	11/30/17	12/12/17		
4-37B			11/17/17	11/27/17	12/07/17		
4-39F		11/22/17					
4-80K		12/06/17					
4-37G		12/06/17					
4-44D		12/07/17					

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

MUTUAL 4 BOARD of DIRECTORS MEETING

Wednesday, December 16, 2017

President's Report

To all Mutual Four Residents, "Happy New Year!"

This will be a busy year for your directors.

In addition to our ongoing concrete, re-roofing and re-piping programs, we hope to revisit all our policies and rules to make sure we are current with the outside world. A huge task, but we will get it done. As you know, we are controlled by the rules of Davis-Stirling, but many of our policies predate their rules.

Speaking for all of the directors, "thank you" for making this the Best Mutual.

All for now,

Bob Slater

The Prez, Mutual 4

FINANCIAL RECAP -NOVEMBER 2017

	Monthly Actual	Monthly Budget	Variance		YTD Actual	YTD Budget	Variance
Income	142,314	141,769	545		1,568,828	1,559,459	9,369
Reserves	45,077	45,077	0		495,847	495,840	7
Expenses	100,554	96,899	3,655		1,125,357	1,065,894	59,463
Total Expenses	145,631	141,976	3,655		1,621,204	1,561,734	59,470
Income/Expense	-3,317	-207	-3,110		-52,376	-2,275	-50,101
Add Back Depreciation	6,636				55,427		
Adjusted	3,319				3,051		

Our unrestricted cash for month end is \$395,987 restricted reserve accounts total \$1,672,951

Reserves:

Appliance	\$177
Painting	\$31,144
Operating	\$25,000
Roofing	\$1,183,658
Emergency	\$129,416
Infrastructure	\$303,556
Total Reserves	\$1,672,951

We had two CD's come up for renewal in November – both at 1.10%. We re-invested the \$246K in a CD to mature 12.02.19 with a yield of 1.85%.

The CFO Council heard a presentation from two machine washer/dryer leasing companies. We are hoping they can make a presentation at the next board meeting.

LANDSCAPE

Hooray – they grass is green and beautiful. Total is checking for spot problems and treating. Tree trimming and gutter cleaning complete. We are now in our every other week mowing cycle. **IF YOU HAVE AN ISSUE WITH LEAVES IN YOUR GUTTER CALL YOUR DIRECTOR-DO NOT CALL SERVICE MAINTENANCE.**

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

Susan A. Smith

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

	Nov 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	47.00	65.00	-18.00
Interest Income - Taxable	2,168.00	1,650.00	518.00
Late Charges	60.00	44.00	16.00
Total FINANCIAL INCOME	2,275.00	1,759.00	516.00
SERVICES INCOME			
Inspection Fees	2,000.00	2,083.00	-83.00
Laundry Machines	1,515.00	1,418.00	97.00
Merchandise Sales	14.00	4.00	10.00
Miscellaneous	5.00	0.00	5.00
Total SERVICES INCOME	3,534.00	3,505.00	29.00
Total Income	142,314.00	141,769.00	545.00
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	85,017.00	84,472.00	545.00
Expense			
PROFESSIONAL FEES			
Legal Fees	1,764.00	415.84	1,348.16
Management Fee	222.00	221.75	0.25
Total PROFESSIONAL FEES	1,986.00	637.59	1,348.41
SERVICES			
Landscape - Contract	12,460.00	13,274.00	-814.00
Landscape - Extras	3,125.00	708.84	2,416.16
Miscellaneous Services	0.00	43.59	-43.59
Painting	130.00	83.16	46.84
Pest Control	460.00	649.41	-189.41
Standard Service	5,211.00	4,965.84	245.16
Structural Repairs	1,095.00	665.00	430.00
Total SERVICES	22,481.00	20,389.84	2,091.16
TAXES & INSURANCE			
Hazard/Liability Insurance	2,544.00	7,979.00	-5,435.00
State & Federal taxes	613.00	285.09	327.91
Total TAXES & INSURANCE	3,157.00	8,264.09	-5,107.09
UTILITIES			
Electricity	1,551.00	1,999.84	-448.84
Trash	3,216.00	3,183.84	32.16
Water	4,230.00	4,918.34	-688.34
Total UTILITIES	8,997.00	10,102.02	-1,105.02
RESERVE FUNDING			
Emergency Reserve	417.00	416.66	0.34
Roof	12,917.00	12,916.66	0.34
Paint	953.00	953.00	0.00
Infrastructure	28,590.00	28,590.00	0.00
Appliances	2,200.00	2,200.00	0.00

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

	Nov 17	Budget	\$ Over Budget
Total RESERVE FUNDING	45,077.00	45,076.32	0.68
DEPRECIATION	6,636.00	209.00	6,427.00
Total Expense	88,334.00	84,678.86	3,655.14
Net Ordinary Income	-3,317.00	-206.86	-3,110.14
Net Income	<u>-3,317.00</u>	<u>-206.86</u>	<u>-3,110.14</u>

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

Ordinary Income/Expense	Jan - Nov 17	Budget	\$ Over Budget
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	375,655.00	377,795.00	-2,140.00
Reserves Assessment	495,847.00	495,847.00	0.00
GRF Assessment	630,053.00	627,913.00	2,140.00
Total ASSESSMENT	1,501,555.00	1,501,555.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	521.00	715.00	-194.00
Interest Income - Taxable	21,843.00	18,150.00	3,693.00
Late Charges	636.00	484.00	152.00
Total FINANCIAL INCOME	23,000.00	19,349.00	3,651.00
SERVICES INCOME			
Inspection Fees	27,500.00	22,913.00	4,587.00
Laundry Machines	16,725.00	15,598.00	1,127.00
Merchandise Sales	14.00	44.00	-30.00
Miscellaneous	34.00	0.00	34.00
Total SERVICES INCOME	44,273.00	38,555.00	5,718.00
Total Income	1,568,828.00	1,559,459.00	9,369.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	630,267.00	630,267.00	0.00
Total COGS	630,267.00	630,267.00	0.00
Gross Profit	938,561.00	929,192.00	9,369.00
Expense			
PROFESSIONAL FEES			
Legal Fees	9,686.00	4,574.16	5,111.84
Management Fee	2,442.00	2,439.25	2.75
Total PROFESSIONAL FEES	12,128.00	7,013.41	5,114.59
SERVICES			
Landscape - Contract	137,060.00	146,014.00	-8,954.00
Landscape - Extras	9,205.00	7,797.16	1,407.84
Miscellaneous Services	797.00	479.41	317.59
Painting	2,590.00	914.84	1,675.16
Pest Control	3,020.00	7,143.59	-4,123.59
Standard Service	64,777.00	54,624.16	10,152.84
Structural Repairs	8,129.00	7,315.00	814.00
Total SERVICES	225,578.00	224,288.16	1,289.84
TAXES & INSURANCE			
Hazard/Liability Insurance	89,085.00	87,769.00	1,316.00
State & Federal taxes	5,638.00	3,135.91	2,502.09
Total TAXES & INSURANCE	94,723.00	90,904.91	3,818.09
UTILITIES			
Electricity	17,256.00	21,998.16	-4,742.16
Trash	34,955.00	35,022.16	-67.16
Water	55,023.00	54,101.66	921.34
Total UTILITIES	107,234.00	111,121.98	-3,887.98
RESERVE FUNDING			
Emergency Reserve	4,587.00	4,583.34	3.66
Roof	142,087.00	142,083.34	3.66
Paint	10,483.00	10,483.00	0.00
Infrastructure	314,490.00	314,490.00	0.00
Appliances	24,200.00	24,200.00	0.00

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

	Jan - Nov 17	Budget	\$ Over Budget
Total RESERVE FUNDING	495,847.00	495,839.68	7.32
DEPRECIATION	55,427.00	2,299.00	53,128.00
Total Expense	990,937.00	931,467.14	59,469.86
Net Ordinary Income	-52,376.00	-2,275.14	-50,100.86
Net Income	<u>-52,376.00</u>	<u>-2,275.14</u>	<u>-50,100.86</u>

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

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

Kevin and I did one pre listing inspection this month.

Here are a few reminders for the month. We need to keep the laundry rooms CLEAN. I am aware that we have a cleaning service but sometimes things get out of control both inside and outside.

If you have e-waste to dispose of PLEASE take it down to the e-waste disposal area by service maintenance. Do NOT leave any e-waste in the trash area.

If you have hazardous waste they must go to a hazardous waste area outside of Leisure World. There are two areas: Rainbow Disposal and O.C. Integrated Waste Management. The phone numbers are on the circular in the laundry area. By law it is illegal to put hazardous waste in the trash.

Jon Russell 741

(562)794-9334

M-4 Directors' Report
for November, 2017
December 13, 2017
Mike Levitt

Still revising the Mutual Four Info pamphlet. Getting close!!

Did one new buyer orientation in Bldg 86.

Worked with landscaper on tree removals and a schedule for trimming.

Worked with Physical Property Inspector on water seepage issue.

Termites are a major issue, and so is getting the extermination company to deal with it. I apologize for the pest control company's seeming indifference to our needs for eradication -- on schedule. Their schedule is frequently not kept. Your Board members will soon have an in-depth meeting with that company to discuss their customer service failures. By the way, Mondays and Wednesdays are for ants, and Wednesdays are **only** for termites.

And speaking of ants, the lowly ant should be the official animal of November. Millions of them are literally coming out of the woodwork everywhere. For the third year in a row, the ants and I are sharing my shower stall. By the way, you can buy and use expensive ant poison, and risk the health of your pets, grandkids and any surviving spouse. Or you can squirt the little buggers with any cheap window cleaner containing ammonia, a buck at the Dollar Tree, or use kitchen cleaner 409. Either one kills 'em on contact. This has proven to be just as effective as the bait that the pest company leaves behind, which is supposed to kill off the entire nest but hasn't worked that way for me.

Hope you all had a warm and satisfying Thanksgiving, and will enjoy a marvelous winter holiday of whatever name and description you personally choose. Just remember: candles are just about the most dangerous of holiday accessories. If you light them -- one or eight -- be absolutely certain they are completely extinguished before leaving your apartment or going to sleep. After all, a serious accident in December might mean you won't be able to make a fool of yourself on New Year's Eve.

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Mutual Four Board of Directors
Monthly Report for December 2017

Marsha Gerber, Director

Buildings 37, 38, and 39

Hello to Buildings 37, 38, and 39! I am very happy to be your new director. I know some of you and will get to know the rest very shortly.

I will depend upon your very capable Building Captains, Marsha Harris, Evelyn Meyers and JoAnn Beers to keep me informed of anything that I can do for you. I am in Building 43 at the bottom of the Knollwood "U".

Please call me anytime. My number is 562 810-7700.

We are coming up to a new year. I have lived here 10 years and every year brings new challenges. There will be changes in Leisure World. We will get through them together and don't forget your opinion matters to this Board.

Marsha

Marsha Gerber

Director

Leisure World Mutual 4 Director's Report December 13, 2017

Emergency Preparation and Buildings 44, 45, 46, 47, 48

Dear Shareholders,

Happy Holidays to everyone. Please watch your step and take special care of yourself. Far too many of our friends are falling within and away from their apartments. Please take it slowly.

Yesterday I found the attached wonderful two page document "Preparing Makes Sense for Older Americans. It comes to us from FEMA and the Office of Homeland Security, the American Red Cross, and AARP. It is all about our own special senior needs during a disaster and how we should prepare ourselves and our families. Please take a few minutes to read through it and consider the suggestions.

During this past year your board has continued to work on rewriting policies. Are you consulting and reading the drafts of policies in your closest laundry rooms or in the minutes as they come around to you each month? There are important changes being suggested by the Mutual 4 board. There are changes to financial eligibility for new buyers, changes to the garden policy, allowing for patios in common ground for all shareholders, and updated financial procedures. It is important to all to know what is happening. It is your mutual, not only the boards.

And your monthly assessment is going up from GRF as well as the mutual. Yes, the cost of almost everything around us is going up.

But then, a lot of updating to GRF and mutual property is occurring. Clubhouses are being repaired; new roofs, pipes, and roads are being updated. Look around at the new, cleaner environment. Hurray!

Celebrate and be thankful we live in sunny California.

Respectfully submitted,

Jan Kuhl, 46E, Phone 446-0082

The Mutual Administration Director's Comments

DECEMBER 2017

PET REGISTRATION AND RENEWAL IN THE NEW YEAR

Pet Registration in Stock Transfer

Per Pet Policy 7501, Article II, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently-registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

If you have questions about registering your pet, call Stock Transfer at (562) 431-6586, ext. 346 or 347.

Pet Registration with City of Seal Beach

Note: The City of Seal Beach contracts with the City of Long Beach Animal Care Services for animal control and licensing purposes.

To purchase a City of Seal Beach Pet License, you will need to provide the following:

- History of prior licenses; a permanent license tag is issued when a license is first purchased.
- Your name, address, and phone number.
- A current rabies inoculation certificate, good for the entire licensing period.
- A Certificate of Sterility if your pet has been spayed or neutered (altered). This will reduce your dog license fee. The certificate must be shown at time of purchase to receive the reduced rate.
- Microchip information (if applicable).
- Pet license fee.

There are several ways to purchase your City of Seal Beach pet license:

- In person at the Long Beach Bureau of Animal Care Services located at 7700 E. Spring Street.
- Online at: <http://www.longbeach.gov/acs/pet-laws-and-licensing/licensing/>
- By mail: send copies (this paperwork will not be returned so do not send originals) of the above information along with the pet license application to the Animal Care Services Bureau at 7700 E. Spring Street, Long Beach, CA 90815, along with a check or money order for the proper amount. The license will be processed and a license tag will be mailed to you.

City of Seal Beach Pet License Fees:

- Dog Altered: \$20;
- Dog Altered – Senior Resident: \$10;
- Replacement Tag: \$10;
- Cat Altered – Senior Resident: N/A.

If you have questions about Pet Licenses, call City of Long Beach Animal Care Services at (562) 570-7387.



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Water Alarm with Dual Sensors

Protect your home or business from costly water damage by placing it anywhere there is a potential for a leak.

Product Features:

- ✓ Detects water and sounds loud 85 dB alarm
- ✓ Sensors can be placed up to 6 feet away from the alarm
- ✓ Space saving design
- ✓ Install battery easily with slide and snap cover
- ✓ Sensors have both suction cup and adhesive to secure in place
- ✓ Includes alarm mounting hardware
- ✓ Packaging designed to display on peg hook
- ✓ Circuit test button ensures system is working
- ✓ Low battery signal tells user when it's time to replace the battery
- ✓ Warns of leaks and overflows in bath, kitchen, laundry, attic, basement, or anywhere there is a potential for leaks to occur.
- ✓ Alerts user within hearing range that water has reached desired level when used to monitor the filling of pools, tubs, sinks, aquariums and more
- ✓ An ideal backup system for sump and bilge pumps in residential, commercial and marine applications



For leak detection:

Just place the sensor(s) at the lowest point of the floor or other horizontal surface where water collects. Adhesive tape makes it easy to apply sensor(s) to any smooth vertical surface. The alarm will sound if water bridges between the two contacts. Alarm can be table, shelf, or wall mounted away from the sensor(s).

For unattended filling of bathtubs, pools, spas, etc:

Sensors have suction cup *and adhesive*; use either to attach the sensor(s) to any vertical surface. The buzzer will sound when the water reaches both metal contacts on the sensor

Additional Information:

Model Number: 00802

Warranty: One year limited warranty

Dimensions: 1.4" × 2.4" × 3.8"; Weight: 3.5 oz. (100g) without battery

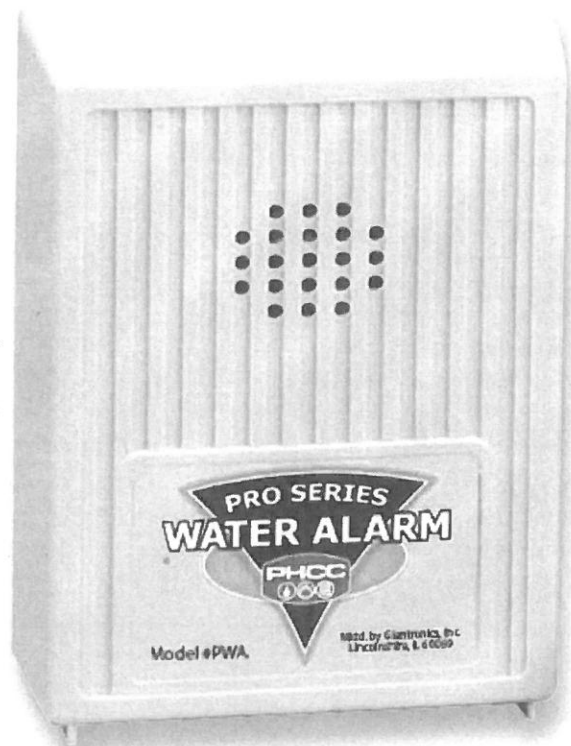
Battery Type: 9 Volt Alkaline (not included)

Sonin Inc., 15105-D John J. Delaney Drive, Suite 333, Charlotte, NC 28277
Tel: 800-223-7511 • Fax: 800-690-7511 • email: sales@sonin.com

**PRO SERIES
PUMPS**



PHCC Pro Series Water Alarm



Minimize the risk of water damage with a Pro Series Water Alarm

Accidents happen...

- Water heaters leak
- Washing machines overflow
- Laundry tubs clog and spill over
- Water pipes break

You can detect leaks before they become bigger problems by placing a Pro Series Water Alarm wherever there is a risk of water damage...

In the:

- Utility room
- Kitchen
- Bathroom
- Basement

The 110 db alarm will sound when as little as 1/32" of water reaches the sensor

Helps keep MOLD away by alerting to its major cause – water

Dependable protection

Solid state circuitry is extremely sensitive and dependable

Extended life

Alarm will sound up to 3 days

Battery will last 24-48 months

Small profile

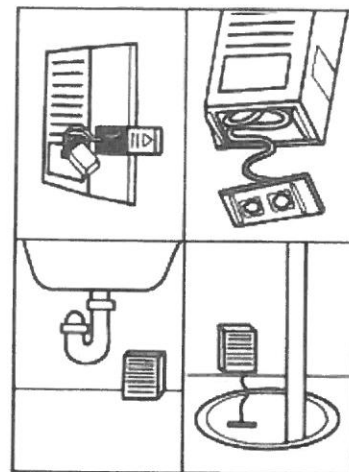
Compact 4-1/4" x 1-1/4" x 3-1/4"
case fits in almost any space

Versatile

Includes 6' of wire for remote monitoring (the sensor wire can be extended over 300 feet by simply splicing in 24 gauge wire)

Easy to use

Install a 9V battery (not included) and place the alarm on the floor, or hang the alarm and extend the 6' sensor to the floor, into the sump pit, or anywhere you need to keep dry



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