

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
January 10, 2018**

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 at 9:31 a.m. on Wednesday, January 10, 2018, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Slater, Vice President Levitt, Secretary Gerrity,
CFO Smith, Directors Kuhl, Russell, and Gerber

GRF Representative: Mrs. Reed

Guests: Seven shareholders of Mutual Four
Mr. Rosenberg, WASH Laundry Systems (9:57 a.m.)
Ms. Dillard, National Service (10:16 a.m.)

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

MINUTES

President Slater asked for any corrections to the December 13, 2017, Regular Meeting minutes. There being none, the minutes were approved as printed.

EMERGENCY AGENDA ITEM

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

RESOLVED, To amend today's agenda for January 10, 2018,
by adding an emergency item, sandbags under New Business
item "h".

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).

BUILDING INSPECTOR'S REPORT (continued)

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

RESOLVED, To approve the transformer enclosures at Unit 82-G and Unit 82-L at a cost not to exceed \$ 1,550.00, per enclosure.

The MOTION passed.

Following questions Inspector Black left the meeting at 9:56 a.m.

GUEST SPEAKER – Mr. Rosenberg

Mr. Rosenberg introduced himself and discussed his business WASH Multi Family Laundry Systems.

Mr. Rosenberg left the meeting at 10:14 a.m.

GUEST SPEAKER – Ms. Dillard

Ms. Dillard introduced herself and discussed her business National Service.

Ms. Dillard left the meeting at 10:29 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 7415.04.B – Outside Patio Area Regulations.

The MOTION passed.

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

RESOLVED, To ratify amended/posted Policy 7510.04 – Eligibility Requirements.

The MOTION passed.

NEW BUSINESS

Following a discussion, it was a consensus of the Board of Directors to move forward with a Laundry service.

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

RESOLVED, To have CFO Smith negotiate with WASH Multi Family Laundry Systems.

The MOTION passed.

The Board members discussed Fire Inspections – Directors are to ask during the Fire Inspection for File of Life, insurance policy, any pets in unit, any caregivers in unit and do they have a carport available for rent.

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

RESOLVED, To amend Policy 7502.04 – Carport Regulation on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, To rescind Policy 7701 – Personal Property Insurance and adopt Policy 7701.04 – Personal Property Insurance on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Gerrity received one piece of correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Smith presented her financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR'S COMMENTS

Ms. Hopkins presented the Mutual Administration report (attached).

COMMITTEE REPORTS

President Slater discussed parking policy fines. The Parking Committee will meet to discuss this Policy.

DIRECTORS' COMMENTS

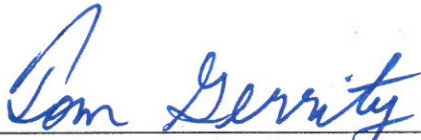
Several Directors' made comments.

SHAREHOLDER COMMENTS

One Shareholders made a comment.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 12:02 p.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Tom Gerrity, Secretary
SEAL BEACH MUTUAL FOUR

jh:01/11/18
Attachments

STAFF WILL LEAVE THE MEETING BY 12:10 P.M.

**NEXT MEETING: Wednesday, February 14, 2018, in Administration Building,
Conference Room A, at 9:30 a.m.**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF JANUARY 10, 2018**

- 01/10/18 RESOLVED, To amend today's agenda for January 10, 2018, by adding an emergency item, sandbags under new business item h.
- RESOLVED, To approve the transformer enclosures at Unit 82-G and Unit 82-L at a cost not to exceed \$ 1,550.00, per enclosure.
- RESOLVED, To ratify adopted/posted Policy 7415.04.B – Outside Patio Area Regulations.
- RESOLVED, To ratify amended/posted Policy 7510.04 – Eligibility Requirements.
- RESOLVED, To have CFO Smith negotiate with WASH Multi Family Laundry Systems.
- RESOLVED, To amend Policy 7502.04 – Carport Regulation on a preliminary basis until the 30-day posting period is completed.

January 10, 2018
GRF Report

“Cheers to the New Year another chance for us to get it right.” Oprah Winfrey

The holidays are over so take a big breath and relax. I hope everyone had an enjoyable time with family and friends. I spent several weeks away visiting my family. In addition many committees were cancelled in December. Not much information to report.

Here are some things you might like to know

1. South St. Andrews paving project is completed. The landscaping will be started soon.
2. GRF had an evening meeting in December to accommodate those who are not able to attend daytime meetings.
3. GRF goes over every policy once a year for review.
4. The Board has approved a battery back up system for the signal at Golden Rain and St. Andrews at the cost of \$14,096.00.
5. Because someone stole Christmas decorations from one of the trees in the Christmas decorating contest, no winner was awarded. I want to thank all who worked so hard on making these trees so lovely.
6. Recreation is looking into a new sound system for the amphitheater.

Again have a very Happy New Year. If you have questions please contact me.

Sincerely and with respect,
GRF Corporate Secretary
Joy Reed

PHYSICAL PROPERTIES COMMITTEE

SUMMARY REPORT

Monday, December 4, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Use of Roundabouts for Pedestrian Safety, Nick Massetti: The Committee concurred not to address the roundabouts at this time, and send a "Thank you" letter to Mr. Massetti for his concerns.</p>	Executive Director Recording Secretary	
<p>2. Unfinished Business, Item 7B: Crosswalk Between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain everyone's input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	Facilities Director Physical Property Manager	
<p>3. Unfinished Business: RV Lot Fence Extension The Committee concurred to address this topic on January of 2018 agenda, following the review by ADR Committee.</p>	Executive Director Facilities Director	
<p>4. Unfinished Business: Crosswalk between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	Facilities Director Physical Property Manager	
<p>5. New Business: Historical Society Museum Maintenance and Repairs The Committee moved to approve needed safety modifications to Clubhouse One room assigned to the Historical Society.</p>	Executive Director Facilities Director	
<p>6. New Business: Cancel Clubhouse Three Asbestos Abatement The Committee moved to cancel the current contract with Pacific Environmental for the asbestos abatement in Clubhouse Three, in the amount of \$37,723, and authorize the Physical Property Department notify the contractor of project cancellation.</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
<p>7. New Business: Battery Backup System Installation The Committee moved to refer the battery backup system installation to the Finance Committee for review of available funding.</p>	Executive director	
<p>8. New Business: Committee's Discretionary Funds The Committee moved to approve the use of \$500 of the Committee's discretionary funds for the purchase of forty (40) \$50 gift cards for each of the Innovative Cleaning Services staff member, in the total amount not to exceed \$2,000, as an appreciation for providing daily services to GRF. The Committee moved to send \$500 of its remaining available discretionary funds to the ADR Committee for landscape replacement.</p>	Executive Director Facilities Director	

MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE

SUMMARY REPORT

Tuesday, December 5, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: GRF Building Inspector Services, ##1 - 96 The Committee reviewed Inspector services ##26-33, 50, 51, 52, and concurred to mark ##26-30 and #50 as standard, leave question marks next to services ##31-33, specify #51 as "open doors (for shareholders who are not home), and keep #52 as a non-standard service (see explanations).</p>	Facilities Director Physical Property Manager	

RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, December 6, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Policy 1411-50, Use of Community Facilities, Nick Massetti The Committee Chair will directly address the correspondence with Mr. Massetti.</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>2. Unfinished Business: Lot Fence Extension The Committee concurred to address this topic on January of 2018 agenda, following the review by ADR Committee.</p>	<p>Facilities Director Executive Director</p>	
<p>3. Unfinished Business: Crosswalk Between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain everyone's input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	<p>Facilities Director Physical Property Manager</p>	
<p>6. New Business: Historical Society Museum Maintenance and Repairs The Committee moved to approve needed safety modifications to Clubhouse One room, assigned to the Historical Society.</p>	<p>Facilities Director Executive Director</p>	
<p>7. New Business: Cancelling Clubhouse Three Asbestos Abatement The Committee moved to cancel the current contract with Pacific Environmental for the asbestos abatement in Clubhouse Three in the amount of \$37,723 and authorize the Physical Property Department notify the contractor of project cancellation.</p>	<p>Facilities Director</p>	
<p>8. New Business: Battery Backup System Installation The Committee moved to send the battery backup system installation to the Finance Committee for review.</p>	<p>Facilities Director</p>	
<p>9. New Business: Changing Clubhouse Revitalization Schedule The Executive Director stated that more information on this topic will be presented for the Committee's review at the next scheduled meeting.</p>	<p>Executive Director</p>	
<p>10. New Business: Committee's Discretionary Funds The Committee moved to approve the use of \$500 of the Committee's discretionary funds for the purchase of forty (40) \$50 gift cards for each of the Innovative Cleaning Services staff member, in the total amount not to exceed \$2,000, as an appreciation for providing daily services to GRF.</p>	<p>Facilities Director Executive Director</p>	

Action/Request	Person Responsible	Action Taken
The Committee moved to send \$500 of its remaining available discretionary funds to the ADR Committee for landscape replacement.		

RV LOT AD HOC COMMITTEE

SUMMARY REPORT

Thursday, December 21, 2017

Action/Request	Person Responsible	Action Taken
1. Correspondence, Tom Kindschi: The Committee concurred to refer the correspondence to the Recreation Committee.	Recording Secretary	
2. Unfinished Business: Draft Policy 1487-50, Community Operations, RV Lot The Committee moved to request legal review of the draft policy by corporate counsel. The Committee concurred to require miscellaneous minor items flat tire and worn/torn RV covers to be remedied within ten (10) days.	Executive Director	
3. Staff Reports: Recreation Director The Committee reviewed the draft RV Dump Station Rules, submitted by the Recreation Director and concurred to refer the Rules to the Recreation Committee, for consideration.	Recording Secretary	

EXECUTIVE COMMITTEE

SUMMARY REPORT

Monday, December 8, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Uniforms for Security and Recreation Staff The Executive Director will bring the quantity of shirts to be ordered to the January Committee meeting.	Executive Director	
2. Unfinished Business: Amend Policy 5041-30, Real Property Acreage – Trust Property	Recording Secretary	

Action/Request	Person Responsible	Action Taken
<p>The Committee concurred to recommend the GRF BOD amend Policy 5041-30, Real Property Acreage – Trust Property.</p>		
<p>3. New Business: Workers' Compensation Insurance Renewal The Committee recommended renewal of the Workers' Compensation Coverage with Berkshire Hathaway Homestate Companies (BHHC) for the 2018 policy year, in the amount of \$305,494.00, to the GRF Board of Directors, and authorize the President to sign the renewal.</p>	Recording Secretary	
<p>4. New Business: Review of the Injury Illness Prevention Program document The Emergency/Safety Coordinator provided the Injury Illness Prevention Program document to the Committee for review at the January Committee meeting. The Executive Coordinator will provide the Committee members with the eight elements of the training, for their information.</p>	Emergency/Safety Coordinator Executive Coordinator	
<p>5. New Business: Sexual Harassment Training and Reporting The Committee concurred to recommend Active Shooter Training to the GRF BOD.</p>	Executive Director	
<p>6. New Business: Committee Discretionary Fund The Committee moved to approve the use of \$500 of the Committee discretionary funds toward a pool of funds, not to exceed \$2,000, for the sole purpose of \$50 gift cards for each of the Innovative Cleaning Services staff providing daily service for GRF.</p>	Executive Director	
<p>7. New Business: Committee Discretionary Fund The Committee moved to approve the use of \$500 of the Committee discretionary funds by the ADRC to beautify an area of Leisure World.</p>	Executive Director	
<p>8. New Business: New Policies The Committee moved to formulate policies pertaining to discretionary and voluntary funds.</p>		
<p>9. Policies: Amend Policies 5092-30, Board of Directors Code of Ethics and Conduct, 5092.01-30, Board of Directors Censure</p>	Executive Coordinator	

Action/Request	Person Responsible	Action Taken
<p>Procedure and 5092.02-30, Motion to Censure The Committee moved to recommend the GRF BOD amend Policy 5092.02-30, Motion to Censure.</p>		
<p>10. Staff Reports: Human Resources Director The Committee moved approve changes to the Wage Ranges for the Mechanic and Lead Mechanic Positions in the Transportation Department as outlined in the Wage Adjustment Analysis – Mechanic (3591.2) position to Wage Range 35 and Lead Mechanic (3591.1) to Wage Range 40.</p>	Human Resources Director	
<p>11. Policies: Amend Policies 5092-30, Board of Directors Code of Ethics and Conduct, 5092.01-30, Board of Directors Censure Procedure and 5092.02-30, Motion to Censure The Committee moved to recommend the GRF BOD amend Policy 5092.02-30, Motion to Censure.</p>	Executive Coordinator	
<p>12. Policies: The Chair requested the Committee members review the Executive Committee policies for discussion of which are rules and which are policies.</p>	Committee members	

ARCHITECTURAL DESIGN & REVIEW COMMITTEE
SUMMARY REPORT
Monday, December 11, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Various The Committee concurred to address the following at the next scheduled meeting: St. Andrews Median – Update Flower/Plant List – Approval Display Cabinet, Clubhouse Four</p>	Recording Secretary	
<p>2. Unfinished Business: Clubhouse Four The Committee moved to approve the purchase of a design for a bell-type walkway light, by the end of December.</p>	Facilities Director	
<p>3. Unfinished Business: El Dorado Drive Planters, adjacent to the RV Club</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
The Committee moved to approve to recommend a 48 inch size planters, color to be determined with pending contractor approval of the installation by the City of Seal beach.		
4. New Business: Additional Christmas Decorations The Executive Director authorized \$400 payment to Consider it Done Home Services for eight holiday decorations.	Recording Secretary	
5. New Business: Clubhouse Four – Flagpole Location and Type The Committee moved to approve the flagpole to be moved to the west side gravel area, pending comprehensive re-designing of the area.	Facilities Director	
6. New Business: Amphitheater Drapes, Color Selection The Committee moved to approve the color black.	Facilities Director	
7. New Business: Palm Trees - Pool The Committee moved to approve and remove two trees in question to prevent damage to the building.	Facilities Director	
8. New Business: Discretionary Funds The Committee moved to approve to use all available discretionary funds, transferred to this Committee, for use in landscape and enhancements at Clubhouse Four.	Executive Director	

MUTUAL ADMINISTRATION COMMITTEE
SUMMARY REPORT
Tuesday, December 12, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Stock Transfer Documents The Committee concurred to move forward with the new Stock Transfer documents.	Stock Transfer Office	
2. New Business: Age Verification Form The Committee concurred to use the current financial verification form with names and	Stock Transfer Office	

Action/Request	Person Responsible	Action Taken
age qualifications on a preliminary basis/until the next committee meeting.		
<p>3. New Business: Emergency Agenda Item The Committee moved to amend the agenda to include New Business, item B: Disbursement of Discretionary Funds.</p> <p>Disbursement of Discretionary Funds The Committee moved to send the discretionary fund of \$1,000 to the ADR Committee for landscaping.</p>	<p>Recording Secretary</p> <p>Finance Department Physical Property Department</p>	
<p>4. <u>MAC Committee December Follow-up</u> 1. Stock transfer documents 2. Financial verification form updates</p>	Stock Transfer Manager	

CANCELLED: SECURITY, BUS & TRAFFIC COMMITTEE

Monday, December 13, 2017

CANCELLED: COMMUNICATIONS COMMITTEE

Monday, December 14, 2017

FINANCE COMMITTEE

SUMMARY REPORT

Monday, December 18, 2017

Action/Request	Person Responsible	Action/Taken
<p>1. GENERAL The Committee concurred to defer a decision on the distribution on Surplus Funds until the final audit, in March 2018.</p>	Director of Finance	
<p>2. 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>3. NEW BUSINESS – Investment Strategy The Committee moved to invite Financial/Wealth Management Professionals to make presentations to the Finance Committee, regarding investments, at a Special Finance Meeting in January 2018.</p>	<p>Director of Finance Finance Chair Executive Director</p>	
<p>4. NEW BUSINESS – Exclusive Use of Trust Property, Lease Agreements The Committee moved and recommended to the GRF BOD renewal of lease agreements, for a</p>	Recording Secretary	

Action/Request	Person Responsible	Action Taken
<p>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 		
<p>5. NEW BUSINESS – Investment Ladder The Committee moved and recommended the GRF BOD approve adding \$800,000 to the investment ladder and authored the Director of Finance to purchase a 52-week CDAR for the month of December.</p>	Director of Finance	
<p>6. NEW BUSINESS – Stop Light Battery Backup System The Committee moved and recommend the GRF Board approve a contract with Siemens Industry's, to install a battery backup system at the traffic signal in the amount of \$14,985 of Capital Funding, and authorize the President to sign the contract.</p>	Facilities Director	
<p>7. NEW BUSINESS – Committee Discretionary Fund The Committee moved to approve the use of \$500 of the committee discretionary funds towards a pool of funds, not to exceed \$2,000, for the sole purpose of the purchase of \$50 gift cards for each of the Innovative Cleaning Services staff providing daily service for GRF.</p> <p>The Committee moved to approve the use of \$500 of the committee discretionary funds to be use by ADRC for landscaping.</p> <p>The Committee concurred to draft a policy for the proper use of the committee discretionary fund.</p>	Recording Secretary	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF DECEMBER 19, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the November 28, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

Executive Committee – Approved GRF Election Documents

MOVED and duly approved the 2018 election materials and the election process for the 2018 GRF Board of Directors election.

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

MOVED and duly approved amendment of Policy 5041-30, Real Property Acreage, as presented.

Executive Committee – Approved Workers' Compensation Policy Renewal

MOVED and duly approved the renewal of Workers' Compensation Insurance, per the proposal submitted by DLD Insurance Brokers, exhibit A in the agenda packet, and authorized the President to sign all required documents.

Finance Committee – Accepted November 2017 Financial Statements

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

Finance Committee -Renewed Leases

Moved and duly approved renewal of 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, and Video Producers Club, 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 agreements noted, and authorize the President to sign the lease agreements.

Finance Committee – Amended Policy 5061-31, Fees, (FINAL VOTE)

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

Finance Committee – Approved CDAR Purchases

MOVED and duly approved to continue the investment ladder by investing \$800,000 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.

Physical Property Committee – Approved Cancellation of Clubhouse Three Abatement

MOVED and duly approved to cancel the contract dated September 14, 2017, with Pacific Environmental Abatement Solutions, and authorize the Physical Property Department to notify the contractor of the cancellation.

Physical Property Committee – Capital Funding Request - Battery Backup System at the Traffic Signal

MOVED and duly approved a contract with Siemens Industry's to install a battery backup system at the traffic light, in an amount not to exceed \$14,985, Capital Funding, and authorized the President sign any applicable contracts.

Recreation Committee – Amended Policy 1406-50, Limitations on Use (FINAL VOTE)
MOVED and duly approved to amend Policy 1406-50, Limitations on Use, as presented.

Recreation Committee – Ratified Emergency Action, Pool Area Locker Room Repairs
MOVED and duly ratified the emergency actions taken by the Executive Director in the repairs and replacement of flooring grout within the Men’s and Women’s pool area showers, non-budgeted funding from Cost Center 46.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **January 10th 2018**

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
4-37E	sola tube	Both	07/24/17	08/24/17	no		Brighter Concepts 7/17/17 john campbell 760.477.2665
4-52D	ling fansx2,lite@patio stor	both	08/15/17	10/20/17	no		LW décor
4-74F	remodel/repipe	both	11/01/17	03/30/18	no		alpha master builders
4-83g	bath/kitchen remodel	both	11/27/17	02/27/17	no	rough 12/21/17	Cal Custom Interiors
4-44F	HVAC repl. Sucted	both	10/30/17	12/30/17	no		cole services
4-81J	ductless heat pump	both	11/30/17	02/28/18	no		greenwood
4-76I	shower cut down	both	12/07/17	01/07/18	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
4-43A	3 retro fit windows	both	12/19/17	01/19/18	no		swenman 562.544.4262 7/25/17
4-39L	remodel w/repipe	both	01/08/18	07/08/18	no		casarini const. jerry 5625333522
4-86F	flooring	grf	01/05/18	01/20/18	no		kary's carpet

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-83F			05/31/17		06/12/17		
4-50E		07/19/17	10/18/17	10/24/17	11/03/17		
4-80G		08/24/17	12/22/17	12/28/17			
4-75K		08/29/17	11/30/17	12/05/17	12/15/17		
4-74E		11/01/17	11/09/17	11/20/17	12/01/17		
4-37B			11/17/17	11/27/17	12/07/17		
4-39F		11/22/17					
4-80K		12/06/17	01/09/18	01/10/18			
4-37G		12/06/17					
4-44D		12/07/17					
4-51J		12/21/17	01/05/18	01/05/18			
4-89B							on hold temp.

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: **January 10th 2018**

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance- Tree Pruning:	on going now
Fenn Pest Control - Copper Re-piping	service days are Monday and Wednesday
Plumbing: Abatement:	
Roofing stove hoods & Piping	Roofing Standards: Kress Conts:
painting touch ups	Advance Painting:
Concrete MJ Jurado:	M5 is looking to split costs with us on the removal and replacement of the swale or with drains and so adjacent concrete sidewalk where the swale crosses, aprox.-
Shareholder Visits and Mutual Requests	
73F @ G water damage	
50E check for doors	

FINANCIAL RECAP -DECEMBER 2017

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	148,372	141,769	6,603	1,717,200	1,701,228	15,972
Reserves	45,077	45,077	0	540,924	540,916	8
Expenses	101,163	96,899	4,264	1,226,520	1,162,794	63,726
Total Expenses	146,240	141,976	4,264	1,767,444	1,703,710	63,734
Income/Expense	2,132	-207	2,339	-50,244	-2,482	-47,762
Add Back Depreciation	8,621			64,048		
Adjusted	10,753			13,804		

Our unrestricted cash for month end is \$348,542 restricted reserve accounts total \$1,705,151

Reserves:

Appliance	\$159
Painting	\$32,098
Operating	\$25,000
Roofing	\$1,196,574
Emergency	\$129,832
Infrastructure	\$321,488
Total Reserves	\$1,705,151

There was no CFO Council meeting in January.

LANDSCAPE

First we deal with not enough water, then too much! We have had several reports of flooding and Total has addressed as soon as they hear. Do not hesitate to let your director know of over-watering issues. Writing this report on January 8: sprinklers have been turned off since January 4 and will remain off as long as we continue to get rain. However, temperature prognosis for this weekend is in the 80's! Always a challenge to balance weather with water. And we do not want to lose our beautiful green lawns.

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 G. Smith

Leisure World Mutual 4
Profit & Loss Budget vs. Actual
December 2017

	Dec 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	34,128.00	34,345.00	-217.00
Reserves Assessment	45,077.00	45,077.00	0.00
GRF Assessment	57,300.00	57,083.00	217.00
Total ASSESSMENT	136,505.00	136,505.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	44.00	65.00	-21.00
Interest Income - Taxable	2,146.00	1,650.00	496.00
Late Charges	46.00	44.00	2.00
Total FINANCIAL INCOME	2,236.00	1,759.00	477.00
SERVICES INCOME			
Inspection Fees	5,000.00	2,083.00	2,917.00
Laundry Machines	1,744.00	1,418.00	326.00
Merchandise Sales	0.00	4.00	-4.00
Miscellaneous	2,887.00	0.00	2,887.00
Total SERVICES INCOME	9,631.00	3,505.00	6,126.00
Total Income	148,372.00	141,769.00	6,603.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	57,300.00	57,297.00	3.00
Total COGS	57,300.00	57,297.00	3.00
Gross Profit	91,072.00	84,472.00	6,600.00
Expense			
PROFESSIONAL FEES			
Investment Fees	0.00	0.00	0.00
Legal Fees	-7,103.00	415.84	-7,518.84
Management Fee	219.00	221.75	-2.75
Total PROFESSIONAL FEES	-6,884.00	637.59	-7,521.59
SERVICES			
Escrow Expense	0.00		
Landscape - Contract	12,460.00	13,274.00	-814.00
Landscape - Extras	4,855.00	708.84	4,146.16
Miscellaneous Services	63.00	43.59	19.41
Painting	111.00	83.16	27.84
Pest Control	5,521.00	649.41	4,871.59
Standard Service	6,161.00	4,965.84	1,195.16
Structural Repairs	1,585.00	665.00	920.00
Total SERVICES	30,756.00	20,389.84	10,366.16
TAXES & INSURANCE			
Hazard/Liability Insurance	2,544.00	7,979.00	-5,435.00
State & Federal taxes	611.00	285.09	325.91
Total TAXES & INSURANCE	3,155.00	8,264.09	-5,109.09
UTILITIES			
Electricity	1,702.00	1,999.84	-297.84
Trash	3,216.00	3,183.84	32.16
Water	3,297.00	4,918.34	-1,621.34
Total UTILITIES	8,215.00	10,102.02	-1,887.02
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

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Accrual Basis

Leisure World Mutual 4
Profit & Loss Budget vs. Actual
December 2017

	Dec 17	Budget	\$ Over Budget
Infrastructure	28,590.00	28,590.00	0.00
Appliances	2,200.00	2,200.00	0.00
Total RESERVE FUNDING	45,077.00	45,076.32	0.68
DEPRECIATION	8,621.00	209.00	8,412.00
Total Expense	88,940.00	84,678.86	4,261.14
Net Ordinary Income	2,132.00	-206.86	2,338.86
Net Income	<u>2,132.00</u>	<u>-206.86</u>	<u>2,338.86</u>

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

	Jan - Dec 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	409,783.00	412,140.00	-2,357.00
Reserves Assessment	540,924.00	540,924.00	0.00
GRF Assessment	687,353.00	684,996.00	2,357.00
Total ASSESSMENT	1,638,060.00	1,638,060.00	0.00
FINANCIAL INCOME			
Interest Income - Tax Exempt	565.00	780.00	-215.00
Interest Income - Taxable	23,989.00	19,800.00	4,189.00
Late Charges	682.00	528.00	154.00
Total FINANCIAL INCOME	25,236.00	21,108.00	4,128.00
SERVICES INCOME			
Inspection Fees	32,500.00	24,996.00	7,504.00
Laundry Machines	18,469.00	17,016.00	1,453.00
Merchandise Sales	14.00	48.00	-34.00
Miscellaneous	2,921.00	0.00	2,921.00
Total SERVICES INCOME	53,904.00	42,060.00	11,844.00
Total Income	1,717,200.00	1,701,228.00	15,972.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	687,567.00	687,564.00	3.00
Total COGS	687,567.00	687,564.00	3.00
Gross Profit	1,029,633.00	1,013,664.00	15,969.00
Expense			
PROFESSIONAL FEES			
Legal Fees	2,583.00	4,990.00	-2,407.00
Management Fee	2,661.00	2,661.00	0.00
Total PROFESSIONAL FEES	5,244.00	7,651.00	-2,407.00
SERVICES			
Landscape - Contract	149,520.00	159,288.00	-9,768.00
Landscape - Extras	14,060.00	8,506.00	5,554.00
Miscellaneous Services	860.00	523.00	337.00
Painting	2,701.00	998.00	1,703.00
Pest Control	8,541.00	7,793.00	748.00
Standard Service	70,938.00	59,590.00	11,348.00
Structural Repairs	9,714.00	7,980.00	1,734.00
Total SERVICES	256,334.00	244,678.00	11,656.00
TAXES & INSURANCE			
Hazard/Liability Insurance	91,629.00	95,748.00	-4,119.00
State & Federal taxes	6,249.00	3,421.00	2,828.00
Total TAXES & INSURANCE	97,878.00	99,169.00	-1,291.00
UTILITIES			
Electricity	18,958.00	23,998.00	-5,040.00
Trash	38,171.00	38,206.00	-35.00
Water	58,320.00	59,020.00	-700.00
Total UTILITIES	115,449.00	121,224.00	-5,775.00
RESERVE FUNDING			
Emergency Reserve	5,004.00	5,000.00	4.00
Roof	155,004.00	155,000.00	4.00
Paint	11,436.00	11,436.00	0.00
Infrastructure	343,080.00	343,080.00	0.00
Appliances	26,400.00	26,400.00	0.00

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

	Jan - Dec 17	Budget	\$ Over Budget
Total RESERVE FUNDING	540,924.00	540,916.00	8.00
DEPRECIATION	64,048.00	2,508.00	61,540.00
Total Expense	1,079,877.00	1,016,146.00	63,731.00
Net Ordinary Income	-50,244.00	-2,482.00	-47,762.00
Net Income	<u>-50,244.00</u>	<u>-2,482.00</u>	<u>-47,762.00</u>

The Mutual Administration Director's Comments

JANUARY 2018

Pet Registration

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.

Caregiver registration

Per Policy 7557 all Caregivers whether working as a family member, as an individual, or through an agency, must apply and receive a special photo pass from the Golden Rain Foundation Stock Transfer Office:

- 1) The ID must be renewed every six months.
- 2) The ID must be worn around the neck at all times.
- 3) ID, Badge, or Pass may not be transferred or lent to anyone.

Please ask a Director for individual Mutual requirements and/or see your specific Mutual 7557 Caregiver policy posted on your individual Mutual website.

Year-end mail out information

The 2018 guest passes, and property tax and assessment information was mailed December 29, 2017. Payment coupons will be mailed under separate cover.

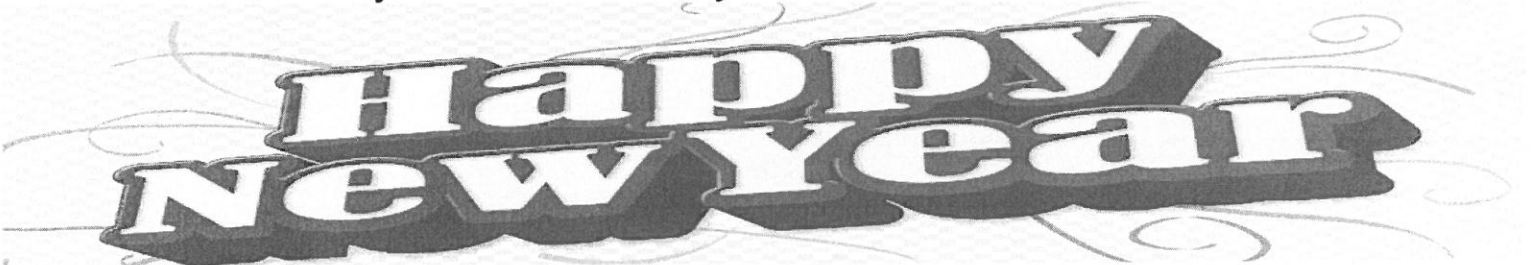
If your monthly assessment is via direct debit, the money will automatically be withdrawn from your account.

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by January 16, 2018, or have questions about registering your Caregiver or pet call the Stock Transfer Office at (562) 431-6586 ext. 347,348.

Estates will not receive guest passes but will receive the property tax and assessment information.

The New Year is yours, what will you do with it?



MUTUAL 4 BOARD OF DIRECTORS MEETING
January 10, 2018

Happy New Year - not for your president, so far. Have had the flu since January 2nd and still not well. It seems to last 3-4 weeks. My advice: stay away from crowds; you don't want this.

Thanks so much to my fellow directors for filling in for me in just about everything. The Mutual is in good shape.

More specifics on Mutual stuff next month. We are moving forward on several issues.

Bob Slater
The Prez, M4
duets@icloud.com

Mutual 4 Monthly Report for December 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 two new buyer orientations this month. Please welcome your new neighbors in 80G and 80K when they move in.

I hate to beat a dead horse but we are still getting large items being left in the trash areas. Any large trash item that does not fit in the dumpsters NEEDS to be taken to the large dumpsters by the mini farms. If I have to call Service Maintenance to take these items up there it costs the Mutual.

If you are having a Patio/Carport sale you need to notify your director 48 hours in advance. If you are having an estate sale there are very stringent rules- contact your director at least 1 week in advance.

We are starting our fire inspections this month. Thank you for your understanding and cooperation.

Jon Russell 741

(562)794-9334

Mutual Four Board of Directors
Monthly Report for January 2018

Marsha Gerber, Director
Buildings 37, 38, and 39

As I write this, it is raining very hard. I hope you all didn't have any problems. But if you did, please contact me and we will make sure that when the next rainstorm comes you are secure.

January is the month for our annual Fire Inspections. I will be doing (along with the inspector) Building 37 on January 16 and Buildings 38 and 39 on January 18th. A Flyer confirming this will be put on your door beforehand.

Please have your current home owner's insurance policy handy. If you have a new pet, or have sadly lost a pet like I have, we will need to correct our Mutual Four Pet Roster.

I had one washer not working in Laundry Room #38 last month. The Board is looking into getting a laundry machine service that might work out really well for us. New machines and they answer service calls. Read your minutes to find out what happens with this...

Marsha

January 9, 2018

Tom Gerrity

Mutual 4 Director - (secretary)

Buildings - 49, 50, 51, and 52

Phone 562-972-7567

Happy new year - 2019 is just around the corner.

Annual fire inspections - Mark your calendars. Friday January 19 - buildings 49 & 50. Monday January 22 - buildings 51 & 52. You will receive a notice before inspection of your unit.

Several **ANT** complaints received and treated.

A pre listing and new buyer orientation completed on 51 J.

It's been relatively quiet, except for some carport complaints.

Enjoy the Social winter,

Tom

Mutual 4 Director's Report for January 10, 2018

Shareholders,

The Board has asked that I write to remind you that we are in the midst of fire inspections.

Please have displayed your:

--HO6 insurance verification. PLEASE REMEMBER THAT IF YOU HAVE AN ANIMAL IN YOUR UNIT AT ANY TIME, YOU MUST HAVE AT LEAST \$300,000. WORTH OF LIABILITY INSURANCE.

--PET REGISTRATION PAPERS AND LICENSES FROM BOTH THE CITY OF SEAL BEACH AND LEISURE WORLD. BOTH ARE REQUIRED FOR DOGS. LW LICENSES, ALTERATION, AND IMMUNIZATIONS ARE REQUIRED FOR CATS.

--Caregiver registration

--Current phone number as some of you have changed that number

--FILE OF LLIFE

Then also—**IF YOU BELIEVE YOU NEED SANDBAGS, CALL YOUR DIRECTOR FIRST** or the next director on the lists displayed in the laundry rooms. If you call a request to the Service Maintenance Department without your director's ok, you will pay for the sandbags, the delivery, and the pick up. We want you to have them if there is an emergency, but not just to have them in case. We have observed few problems during the last rains. I believe this is because the board has authorized the extensive work on our turf areas. It is paying off. Hurray!

Respectfully submitted,

Jan Kuhl, 46 E 562-446-0082