

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
March 14, 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 9:30 a.m. on Wednesday, March 14, 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

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Miller, Director of Finance
Mr. Black, Building Inspector
Ms. Fernandez, Mutual Administration Manager/ Recording Secretary

MINUTES

The minutes of February 14, 2018 were approved by general consent of the Board as corrected.

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 of March 14, 2018,
by adding Policy 7585.04 – Governing Document Compliance
Corrective Measures and Fines to Unfinished Business item
"f".

The Motion passed.

GUEST SPEAKER – Director of Finance

Ms. Miller reviewed the Financial Statement as of the year ending December 31, 2017, and proposed by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

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

RESOLVED, To accept that the Board of Directors of Seal Beach Mutual Four, upon a presentation of the Financial Statements as of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

The MOTION passed.

Ms. Miller left the meeting at 9:53 a.m.

BUILDING INSPECTOR'S REPORT

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

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

RESOLVED, To approve the patio request at unit 75-F.

The MOTION passed with two opposed Director Russell and Kuhl.

Following questions Inspector Black left the meeting at 10:30 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To postpone amending Policy 7584.04 – Parking and Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines and send back to Parking and Traffic committee

The MOTION passed

President Slater appointed Director Russell, Director Kuhl, shareholder Sandra Eckhardy and President Slater to the Parking and Traffic Committee.

Following a discussion, it was consensus of the Board to postpone the posting of Policy 7502.04 – Carport Regulations for further amending at the next meeting.

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

RESOLVED, To ratify amended Policy 7425.04 – Garden Areas and Shrubs.

The MOTION passed and one opposed.

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

RESOLVED, To ratify rescinded Policy 7701 – Personal Property Insurance and ratify adopted Policy 7701.04 – Personal Property Insurance.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, To reconfigure the swale, that is concurrently being completed with Mutual Five. Mutual Four will re-pipe a total of five buildings in 2018, and five more buildings being completed for the year of 2019, at a cost not to exceed \$37,000, per building.

The MOTION passed.

In accordance with Policy 7210 – Annual Elections, Mutual Four Board of Directors has appointed the following shareholders as observers of the 2018 – 2019 Annual Election

1. Christine Russell, Unit 74I
2. Sandra Eckhardy, Unit 52F
3. Dennis Smith, Unit 43A

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Gerrity received eleven pieces 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

Director Kuhl presented an update on Emergency Information.

Director Russell presented an update on the Physical Property Committee.

Vice President Levitt presented an update on the Landscape Committee.

DIRECTORS' COMMENTS

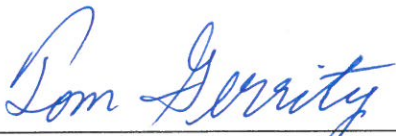
Several Directors' made comments.

SHAREHOLDER COMMENTS

No Shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:57 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

bf:03/14/18
Attachments

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

**NEXT MEETING: Wednesday, April 11, 2018, in Administration Building,
Conference Room A, at 9:30 a.m.**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF March 14, 2018**

03/14/18 RESOLVED, TO amend today's agenda of March 14, 2018, by adding Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines to Unfinished Business item "f".

RESOLVED, To accept that the Board of Directors of Seal Beach Mutual Four, upon a presentation of the Financial Statements as of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

RESOLVED, To approve the patio request at unit 75-F.

RESOLVED, To postpone amending Policy 7584.04 – Parking and Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines and send back to Parking and Traffic committee

RESOLVED, To ratify amended Policy 7425.04 – Garden Areas and Shrubs.

RESOLVED, To ratify rescinded Policy 7701 – Personal Property Insurance and ratify adopted Policy 7701.04 – Personal Property Insurance.

RESOLVED, To reconfigure the swale, that is concurrently being completed with Mutual Five. Mutual Four will re-pipe a total of five buildings in 2018, and five more buildings being completed for the year of 2019, at a cost not to exceed \$37,000, per building.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **February 14th 2018**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-74F	remodel/repipe	both	11/01/17	03/30/18	no	rground,footing 1/3	alpha master builders
4-39L	remodel w/repipe	both	01/08/18	07/08/18	no		casarini const. jerry 5625333522
4-73g	kitchen remodel water dar	both	02/07/18	04/15/18	no	n plumb/drywall 2/1	repipe estimate pending per resolution
4-49l	patio carpet	grf	01/30/18	03/30/18	no		gunderson
4-87A	sola tube	both	01/30/18	02/28/18	no		Los Al builders
4-44L	tile entry way	grf	01/31/18	02/28/18	no		kary's carpet
4-42L	bath remodel	both	01/30/18	05/30/18	no	b/2/21/18-lath/dry	Cal Custom Interiors
4-75K	minor remodel	both	02/19/18	05/19/18	no	framing/2/15/18/d	Cal Custom Interiors
4-87A	windows on deco wall	grf	01/15/18	03/15/18	no	03/02/18	bodies glass
4-47l	retro windows and slider	both	02/12/18	04/20/18	no		bodies glass
4-37H	remodel/repipe	both	02/28/18	12/28/18	no		alpha master builders
4-51J	repl. Ductless heatpump	both	03/08/18	06/18/18	n		greenwood

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-83F			05/31/17	02/09/17			
4-39F		11/22/17	02/01/18	02/22/18			
4-80K		12/06/17	01/09/18	01/18/18	01/30/18		
4-37G		12/06/17					
4-44D		12/07/17	03/02/18	03/09/18			
4-73C		02/22/17					
4-51J		12/21/17	01/05/18	01/05/18	01/17/18		
4-83E		02/09/18					
4-37F		02/22/18					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTOR		PROJECT
Total Landscape Maintenance-		on going now
Tree Pruning:		
Fenn Pest Control -		service days are Monday and Wednesday
Copper Re-piping	Plumbing:	see handout
	Abatement:	ERC will be doing this part for our 2 buildings
Roofing	Roofing Standards:	buildings; 77,79,85,86,88 - will be walking these buildings for skylights and stovehood counts and cold
stove hoods & Piping	Kress Conts:	same as above fire 2018
Concrete/Drains	MJ Jurado:	M5 on-board passed at Feb. BOD meeting, will finalize plans and get contract, will walk job w/Mr. Cud
		prior to contract finalization

Shareholder Visits and Mutual Requests	
4-47H - remodel job review - BOD review	
4-83K - post special/3/5/18	
4-75F - patio BOD approval	
4-83K - special 3/8/18	
4-89E - fire re-inspection w/Levitt	
3/14/18 - BOD meeting	
3/7/18 - pre BOD report to admin	
4-80K - cart pad layout BOD review	

March 14, 2018
GRF report

“When all at once I saw a crowd, a host of golden daffodils; beside the lake, beneath the trees, fluttering and dancing in the breeze.” By William Wordsworth

Spring is on its way. How do I know this? Because it is election time in Mutual 4. This includes GRF. I will not be running for another two year term as the Mutual 4 GRF representative. I have served 3 years on our mutual board, and another 4 years on GRF making seven years of Leisure World community service. Please consider running for mutual director or GRF director.

To help you understand what will be required of you I chaired a Sub Committee called the new GRF directors handbook. So for the first time in fifty years, an explanation of your expectations and duties as a GRF director are laid out for you. You may pick up the following information at stock transfer: application for candidacy for GRF, eligibility disclaimer, candidate instructions, election schedule, election procedures, board of directors code of ethics and conduct, board of directors censure, board of directors handbook and committee assignments. Please read carefully. Fill out fully and hand in to stock transfer.

I have included the recaps of the GRF committees.

Sincerely and with respect,
GRF corporate secretary
Joy Reed, Mutual 4



STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT January 26, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Ten-Year Projects Plan The Committee discussed 2017 and 2018 project plans. Following a discussion, the Committee concurred to have the Facilities Director check mark the completed projects.</p>	Executive Director Facilities Director	



FINANCE COMMITTEE

Monday, January 29, 2018
10:00 a.m.

Action/Request	Person/Responsible	Action/Taken
1. NEW BUSINESS – Investment Strategy Mr. Tamparong from Payden & Rygel presented information on investments.	Recording Secretary	



SPECIAL SECURITY, BUS & TRAFFIC COMMITTEE

SUMMARY REPORT Monday, February 5, 2018

Action/Request	Person Responsible	Action Taken
<p>1. POLICIES The Committee moved to have Staff combine existing policies into a draft vehicle enforcement rules, for traffic and parking:</p> <ul style="list-style-type: none"> • 1920-37 Traffic Rules and Regulations • 1925-37 Traffic Rules and Regulations – Enforcement on Trust Property • 1927-37 Parking Rules for Trust Property • 1927.01-37 Fees (Fines) for Parking Rules Violations on Trust Property • 1927.02-37 The Parking Rules Violation Panel (PRV) • 1928-37, Golf Cart and Low Speed Vehicles (LSVs) 	Recording Secretary	
<p>2. POLICIES It was the consensus of the Committee to schedule a special meeting for Monday March 5, 2018.</p>	Recording Secretary	



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT February 5, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: St. Andrews Gate, Carole Damoci Following a brief discussion, the Committee moved to install a railing on the corner of St. Andrews Gate in the amount of \$1,900, funded by contingency funds.</p>	Facilities Director	
<p>2. Correspondence: Golden Rain Street Signage, Greg Moore Following a discussion, the Committee moved to have the Facilities Director put up a sign on the South side of the Golden Rain Road channel to help emergency vehicles locate Mutual Two buildings, and continue to investigate this issue.</p>	Facilities Director	
<p>3. Correspondence: Street Name Change – Golden Rain Rd. to Golden Rain Circle, Mutual Two Board of Directors (See #2, above).</p>	Facilities Director	
<p>4. Unfinished Business: Ramp at Jim's Gate Following a discussion, the Committee moved to repair the pedestrian ramp on Mutual One side of the wall, in an amount not to exceed \$18,000, funded by Capital, including the new gate opening system, in an amount not to exceed \$3,500, share the costs with Mutual One, remove the St. Andrews sidewalk from the proposal, and forward it to the Finance Committee and the GRF Board with a breakdown of remaining costs.</p>	Executive Director Facilities Director	
<p>5. Unfinished Business: RV Lot Fence Extension</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
<p>Following a brief discussion, the Committee moved to send this issue to the Architectural Design and Review Committee to obtain a total project cost including plants and the wall topper.</p>		
<p>6. Unfinished Business: Mission Park The Facilities Director provided the Committee with a brief update on this project. The Executive Director stated that a recommendation will be made to the Recreation and the Architectural Design and Review Committees to change curved walkways to straight to ease the irrigation system.</p>	Executive Director Facilities Director	
<p>7. Unfinished Business: Crosswalk for Visually Impaired Residents, Between the Healthcare Center and clubhouse Six Following a discussion, the Committee concurred to address this topic at the next scheduled Committee meeting.</p>	Facilities Director	
<p>8. Unfinished Business: St. Andrews Pedestrian Gate Project (See #4, above).</p>	Facilities Director	
<p>9. New Business: St. Andrews Stop Signs Following a brief discussion, the Committee concurred to have the Facilities Director to discuss this issue with a traffic engineer, and provide the Committee with an update at the next scheduled meeting.</p>	Facilities Director	
<p>10. New Business: Increase the Lighting in the Administration Parking Lot and Traffic Signal Area. Following a brief discussion, the Committee concurred to have the Facilities Director obtain the costs for each parking lot on replacing the lighting with LEDs, ROI (Return on Investment), and present it for the Committee's review at the next scheduled meeting.</p>	Facilities Director	
<p>11. New Business: Clubhouse Two Revitalization Project Chair Rapp stated that the Committee will review the Clubhouse Two, Amphitheater, News Office, and outdoor restrooms roofing and exterior painting projects at the next scheduled meeting.</p>	Executive Director	

Action/Request	Person Responsible	Action Taken
<p>12. New Business: Veterans Plaza Following a brief discussion, the Committee concurred to have the Facilities Director obtain additional bids on this project.</p>	Executive Director Facilities Director	
<p>13. Policies: Review: i. <u>Policy 5506-31, Procurement</u> ii. <u>Policy 5512-70, Bidding Procedure</u> Following a brief discussion, the Committee concurred to have the Finance Director, the Facilities Director, the Physical Property Manager, and the Purchasing Manager re-draft Policy 5506-31, Procurement, and Policy 5512-70, Bidding Procedure.</p>	Director of Finance Facilities Director Physical Property Manager Purchasing Manager	
<p>14. Staff Reports, Item 10A: <u>Facilities Director</u> Following a discussion on updating Mutual roofing specifications, Chair Rapp asked the Facilities Director to look into it and update the Committee on this matter at the next scheduled meeting.</p>	Facilities Director	



RECREATION COMMITTEE

SUMMARY REPORT February 7, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Basketball Hoop in Mission Park, John Hlavac Following a discussion, it was the consensus of the Committee to review this item at the special Recreation Committee meeting on February 12, 2018.</p>	Executive Director	
<p>2. Correspondence: Flea Markets, Fred Wind, Marge McDonald, Diane Blackford, Larry Campbell Following a discussion, it was the consensus of the Committee to review Policy 1403-50, Commercial Use, and make a decision on flea markets issue at the next scheduled meeting.</p>	Executive Director Recreation Director	
<p>3. Unfinished Business: Mission Park, Basketball Hoop (See #1)</p>	Executive Director	
<p>4. Unfinished Business: Replacement of Pianos with Keyboards Following a brief discussion, the Committee moved to not purchase the keyboards, and have the Recreation Director obtain a quote on refurbishing existing Yamaha pianos, and replacing brown pianos with reconditioned Yamahas.</p>	Recreation Director	
<p>5. Unfinished Business: Sound System at the Amphitheater It was the consensus of the Committee to send this item directly to the Board.</p>	Executive Director Recreation Director	
<p>6. New Business: Veterans Plaza, Concept Following a discussion, the Committee moved to approve the presented concept, seek a conceptual approval from the Board, and have the Physical Property Department begin</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
working on this project upon the Board's approval.		
<p>7. New Business: Exclusive Use of Building Five, Room D, for Foreign Language Library Following a discussion, it was the consensus of the Committee to have a group that would like to take a responsibility on this matter provide the Committee with a complete operations plan at the next scheduled meeting, and upon its review formulate a recommendation to the Finance Committee on lease terms.</p>	Executive Director Recreation Director	
<p>8. Policies: Review: Policy 2501-35, Patron Use Following a brief discussion, the Committee moved to amend Policy 2501-35, Patron Use, by changing Shareholders/Members to Members, taking out the Library card replacement fee, and send it to the Board for final approval. Following a further discussion, the Executive Director sought the Committee's permission to have Mr. Beaumont draft a Policy on emotional support animals in the Library.</p>	Executive Director Library Supervisor	
<p>9. Sub-Committees: Swimming Pool Sub-Committee The Executive Director outlined LW Swimming Pool goals, and stated that the Pool's quotes, concept, and design will be discussed with the architect from the Mission Landscape Architects at the special Recreation Committee meeting on February 12, 2018.</p>	Executive Director Recreation Manager	
<p>10. Staff Reports: Recreation Director, Events Report Per the Recreation Director's request, the Committee approved renting a second bus to the Shen Yun Performance in April, and holding a Fraud Prevention Program hosted by Janet Nguyen. The Committee also discussed his request to replace the Veterans School Drive fundraising event for this year's Amphitheater season with a Cash Drive for Wounded Warriors, and requested the Recreation Director provide a breakdown before making a decision</p>	Recreation Director Recreation Manager	



COMMUNICATIONS COMMITTEE

SUMMARY REPORT February 8, 2018

Action/Request	PERSON RESPONSIBLE	ACTION TAKEN
<p>1. CORRESPONDENCE: From Carol Franz - Health & Fitness column. After review and discussion Ms. Franz' correspondence, it is the consensus of the Committee to add a disclaimer for the Health & Fitness column from the Foundation attorney.</p> <p>Chair Gould also directed staff to prepare correspondence to Ms. Franz advising her of the Committee's action regarding this matter.</p>	<p>Randy Ankeny</p> <p>Laura Whitlock</p>	<p>To get proper disclaimer from Foundation attorney.</p> <p>Prepare correspondence for Chair's signature.</p>
<p>2. CORRESPONDENCE: From Margie Meigs - Health & Fitness column. After review and discussion Ms. Meigs' correspondence, it is the consensus of the Committee to add a disclaimer for the Health & Fitness column from the Foundation attorney.</p> <p>Chair Gould also directed staff to prepare same correspondence to Ms. Meigs, as Ms. Franz.</p>	<p>Randy Ankeny</p> <p>Laura Whitlock</p>	<p>To get proper disclaimer from Foundation attorney.</p> <p>Prepare correspondence for Chair's signature.</p>
<p>3. CORRESPONDENCE: From Les Cohen, "Outside the Wall" article regarding Caregivers. After a brief discussion by the Committee and Mr. Cohen regarding his correspondence regarding the Family Caregivers Act, it is the consensus of the Committee to run article as submitted.</p>	<p>Jim Breen</p>	<p>Run article as submitted by Mr. Cohen</p>
<p>4. CORRESPONDENCE: David Harlow – Freedom on Speech After a brief discussion by the Committee regarding Mr. Harlow's correspondence regarding "LW Freedom of Speech Does not Exist," it is the consensus of the Committee not</p>	<p>Jim Breen</p>	<p>Not run article submitted by David Harlow.</p>



COMMUNICATIONS COMMITTEE

SUMMARY REPORT February 8, 2018

Action/Request	PERSON RESPONSIBLE	ACTION TAKEN
to run this article, as it was ran already in the Sun Newspaper.		
<p>5. CORRESPONDENCE: Don Crane – Frank’s Gardening Service After a brief discussion by the Committee regarding Mr. Crane’s correspondence, Chair Gould announced that Mr. Crane requested to withdraw his correspondence, as they have come to a resolution. No action taken.</p>		
<p>6. STAFF REPORTS – LWSB Website Mr. Ankeny, Ms. Chigireva and Mr. Fabian presented the Committee resolutions regarding current concerns that have come up regarding the LWSB website.</p> <p>After a brief discussion, staff reported that an update of the LWSB website will be presented to the Committee by April 2018 or sooner.</p>	Nataly Chigireva Daniel Fabian	Work on proposed resolutions as discussed in meeting.
<p>7. UNFINISHED BUSINESS – 2018 Spotlight Magazine Cover Selection Motion passed by the Committee with two opposed votes (Chair Gould and Mr. R. Stone) to select Option #3 for the 2018 Spotlight Cover photo, which is a picture of Sherie Rae Parker, a Bette Midler impersonator.</p>	Nataly Chigireva	Finalize Spotlight Magazine Cover
<p>8. UNFINISHED BUSINESS – FileMaker Pro Replacement Motion passed unanimously by the Committee approve non-budgeted expense request for the purchase of new sales software, “The Magazine Manager,” which will replace sales software, FileMaker Pro. The set-up fee for the</p>	Nataly Chigireva	Purchase and implement Magazine Manager software as approved by the Committee.



COMMUNICATIONS COMMITTEE

SUMMARY REPORT February 8, 2018

Action/Request	PERSON RESPONSIBLE	ACTION TAKEN
new software is \$1,750 and \$346 per month for hosting and user fees.		
<p>9. COMMUNITY MAP REDESIGN After a brief discussion, the Committee MOTIONED TO approve the non-budgeted Capital Funding expense not to exceed \$3,500 for Maxim Baluyev to convert the current LW Community Map into 3D Vector format, which will be used for our website and large format printing and forward to the Finance Committee for financial review and approval.</p>	Nataly Chigireva	Move forward with quote from Maxim Baluyev as approved by the Committee.
<p>10. NEW BUSINESS: Paid Political Ads After discussing Mr. Harlow's correspondence regarding advertising paid political ads in our LW Weekly newspaper, it is the consensus of the Committee to review the Policy 2811-36, "News Coverage of Candidates Running for GRF Board or Public Office" to the next scheduled meeting.</p>	Laura Whitlock	Include Policy 2811-36 on next month's agenda for review.
<p>11. NEW BUSINESS: WebEx Software Mr. Fabian made a presentation of WebEx Conference Software, which will allow the Board and Committee members to view the screens on their table devices. He also reported we are signed up for a 30-day trial, which expires on March 1, 2018. After the trial is over, WebEx will be \$39/month for 25 seats (concurrent connections).</p> <p>The Committee MOTIONED to pass, with one abstention from Mr. Crossley, TO approve the purchase of the Cisco WebEx software for 12 months for 25 users at \$29 per month, \$348 annually, which will be charged to Administration.</p>	Daniel Fabian	Purchase and implement software as approved by the Committee.



COMMUNICATIONS COMMITTEE

SUMMARY REPORT February 8, 2018

Action/Request	PERSON RESPONSIBLE	ACTION TAKEN
<p>12. NEW BUSINESS: Office 365 Productivity Software In order to resolve incompatibility issues, Mr. Fabian reported that the purchase of this software would be \$99 per year for five seats (installable on five workstations/tablets).</p> <p>The Committee unanimously MOTIONED to approve non-budgeted expense to purchase Office 365 licenses (20 subscriptions = 100 seats total) for \$2,000 per year.</p>	Daniel Fabian	Purchase and implement software as approved.
<p>13. NEW BUSINESS: FAQs Chair Gould recommended for this item to be tabled until next month's meeting.</p>	Laura Whitlock	Add to next month's agenda
<p>14. Meeting adjourned: 4:15 p.m.</p>		



MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE

SUMMARY REPORT

Thursday, February 8, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business, Item 6A: GRF Service Maintenance Services ##1-75 The Committee briefly discussed some of previously reviewed services.</p>	Facilities Manager, Facilities Director, Service Maintenance Supervisor	
<p>2. New Business, Item 7A: GRF Service Maintenance Services ##75-123 The Committee discussed GRF Service Maintenance Services ##75-123, and determined whether those services are standard or non-standard, and added comments where needed.</p>	Facilities Manager, Facilities Director, Service Maintenance Supervisor	



EXECUTIVE COMMITTEE

SUMMARY REPORT Friday, February 9, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Review Injury Illness Prevention Program document The Committee moved to accept the Injury Illness Prevent Program document, as presented.</p>	Safety/Emergency Coordinator	
<p>2. New Business: Appointment of Election Provider The Committee moved to recommend the GRF BOD appoint Accurate Voting Services as the Inspectors of Election for the 2018 GRF BOD election, as set forth in Policy 5025-30, Election Procedures.</p>	Executive Coordinator	
<p>3. New Business: Approval of Group Health Insurance The Committee moved to recommend the GRF BOD approve the employee health benefit packages for:</p> <ul style="list-style-type: none"> • Kaiser Medical Low and High Plans • Guardian Dental HMO and PPO Plans • Guardian VSP Vision Plan • Guardian Basic Life and AD&D Insurance Plan • Guardian Long Term Disability Plan • Guardian Employee Assistance Plan • Guardian Voluntary Life Plan • VPI Voluntary Pet Insurance Plan • Reimbursement of up to \$500 hospitalization copay annually, per qualified employee • Flexible Spending Account <p>Additionally, to recommend the GRF BOD approve the addition of two (2) voluntary plans – The Accident Plan and the Critical Illness Plan, through Guardian, for full time GRF employees, effective April 1, 2018.</p>	Human Resources Director	
<p>4. New Business: Approve Release of Incident-Related Information to Service Clubs The Committee concurred to review the topic at the March Committee meeting.</p>	Executive Coordinator	
<p>5. New Business: Approve 401(k) Eligibility Changes The Committee moved to amend 401(k) eligibility requirements allowing new employees to lessen the participation requirement from one (1) year to 90 days</p>	Human Resources Director	

Action/Request	Person Responsible	Action Taken
<p>of employment, while keeping the waiting period for the company matching contribution at one (1) year of employment.</p>		
<p>6. Policies: Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, Policy 5092.01-30, Board of Directors Censure Procedure, Amend Policy 5092.02-30, Board of Directors Motion to Censure, Adopt Correspondence – Notice of Motion to Censure, Adopt Proof of Service/Notice of Meeting regarding possible Censure, Adopt Motion to Censure Checklist: The Committee concurred to review the policies and documents at a Special Committee meeting.</p>	Executive Coordinator	
<p>7. Policies: Adopt Policy regarding GRF BOD Travel and Reimbursement The Committee concurred to review the policy at a Special Committee meeting.</p>	Executive Coordinator	
<p>8. Policies: Rescind Policy 5508-30, Renewal of Service and Maintenance Contracts The Committee moved to recommend the GRF BOD rescind Policy 5508-30, Renewal of Service and Maintenance Contracts.</p>	Executive Coordinator	
<p>9. Policies: Review Administration Policies: The Committee concurred to mark as “Reviewed” policies 1022-30, Petitions; 1220-30, Resident Specialists; 5020-30, Organization of the Board; 5024-30, Committee Structure and 5604-30, Publications of Minutes. Further, the Committee will review the Administration Policies to determine distinguish rules, charters and procedures from policies at a Special Committee meeting.</p>	Executive Coordinator	
<p>10. Policies: Rescind Policy 5440-30, Emergency Plan and Policy 5442-30, Community Emergency Preparedness The Committee moved to recommend the BOD rescind the policies.</p>	Executive Coordinator	
<p>11. Staff Reports: Executive Director’s Report The Committee moved to allow the Drone Club to conduct test of drone capacity on Monday, February 12, at 9:30 a.m., in the Amphitheater.</p>	Executive Coordinator	
<p>12. Staff Reports: Executive Director’s Report The Committee concurred to have an article, authored by the Executive Director, in the February 22, 2018 edition of LW Weekly, to encourage prospective candidates for the GRF BOD.</p>	Executive Coordinator	

Action/Request	Person Responsible	Action Taken
13. Chair's Announcements: The Committee Chair announced the dissolution of the Policy Re-Write Sub-Committee.	Executive Coordinator	



ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT Monday, February 12, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Mission Bell Location The Committee moved to approve to relocate the Mission Bell at the sidewalk junction to the picnic area.</p>	Facilities Director	
<p>2. Unfinished Business: Tree/Plant List - Approval The Committee moved to approve the tree/plant list, as presented.</p>	Recording Secretary	
<p>3. Unfinished Business: Clubhouse Three – Clubhouse Revitalization The Committee concurred to refer this agenda item to the Recreation Committee for consideration.</p>	Recording Secretary	
<p>4. Unfinished Business: Clubhouse Four – Exterior Improvements: The Committee concurred to not purchase display cabinets.</p> <p>The Committee moved to relocate the flagpole to the West corner of Clubhouse Four and refer to Physical Property Committee for installation.</p>	Facilities Director	
<p>5. Unfinished Business: El Dorado Drive Planters/Fence – Adjacent to the RV Club It was consensus of the Committee to address this item at the next scheduled meeting.</p>	Facilities Director	
<p>6. Unfinished Business: 2018 Holiday Decorations It was consensus of the Committee to address this item at the next scheduled meeting.</p>	Recreation Manager	
<p>7. Unfinished Business: Mission Park The Committee moved to approve color green for the vinyl fence and windscreen and use standing approved furniture.</p>	Facilities Director	

ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT Monday, February 12, 2018

<p>8. Unfinished Business: St. Andrews South Meridian Landscape Rocco M. Campanozzi, VP Landscape Architecture from Mission Landscape Company provided an updated report. It was a consensus of the Committee to address this agenda item at the next scheduled meeting.</p>	Facilities Director	
<p>9. New Business: Clubhouse Two – Revitalization and Paint Colors – Exterior It was consensus of the Committee to address this item at the next scheduled meeting.</p>	Facilities Director	
<p>10. New Business: Library Donor Wall The Committee concurred to refer this agenda item to the Recreation Committee to review the donor plaque or tree options.</p>	Recording Secretary	
<p>11. New Business: Seal Beach Blvd. – Plant Replacement The Committee moved to accept a bid from John's Landscape for \$2,135, for replacement of plants at the Seal Beach Boulevard.</p>	Recording Secretary	
<p>12. New Business: Tree Trimming – Bid Openings It was consensus of the Committee to have Facilities Director open the bids and bring back at the next scheduled meeting.</p>	Facilities Director	
<p>13. New Business: Paint Colors The Committee concurred to maintain the approved color palette and requested Facilities Director to bring photos for the final selection at the next scheduled meeting.</p>	Facilities Director	



SPECIAL RECREATION COMMITTEE

SUMMARY REPORT February 12, 2018

Action/Request	Person Responsible	Action Taken
1. New Business: LW Swimming Pool The Committee requested Mission Landscaping Services to provide a conceptual design for the Aquatic Center at the next Committee meeting.	Recording Secretary	



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Tuesday, February 13, 2018

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Promissory Note Disclosure Following a brief discussion, the Committee concurred to have the Stock Transfer Manager make further revisions, and discuss this item further at the next Committee Meeting.	Stock Transfer Office	
2. Unfinished Business: Golden Rain Foundation Membership Application The Committee moved to, approve the <i>Golden Rain Foundation Membership Application</i> , as amended.	Stock Transfer Office	
3. New Business: Tax Warning The Committee moved to approve the <i>Tax Warning Document</i> , as amended.	Stock Transfer Office	
4. New Business: POA Disclosure The Committee moved to approve the <i>POA Disclosure</i> , as amended.	Stock Transfer Office	
5. New Business: Trust Assignment and Disclosure The Committee moved to approve the <i>Trust Assignment and Disclosure</i> , as amended.	Stock Transfer Office	
6. New Business: Insurance Disclosure The Committee concurred to discuss this item further at the next Committee Meeting, pending further review by the Golden Rain Foundation Trust Attorney.	Stock Transfer Office	
7. New Business: Transfer Cover Sheet (Request for Transfer of Stock Ownership) Following a brief discussion, the Committee concurred to have the Stock Transfer Manager make further revisions, and discuss this item further at the next Committee Meeting.	Stock Transfer Office	



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Tuesday, February 13, 2018

Action/Request	Person Responsible	Action Taken
8. New Business: Yellow Demands Following a brief discussion, the Committee concurred to have the Stock Transfer Manager make further revisions, and discuss this item further at the next Committee Meeting.	Stock Transfer Office	
9. New Business: Disclosure Addendum Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further review by Legal Counsel.	Stock Transfer Office	
10. New Business: Financial Approval – Transfers The Committee moved to approve the <i>Financial Approval – Transfers</i> , as amended.	Stock Transfer Office	
11. New Business: Addition of Notary Service Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending the verification that Mr. Alvarez has obtained his certification.	Stock Transfer Office	
12. <u>1801-33 – Qualified Permanent Residents and Co-Occupant Agreements</u> Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further review by Legal Counsel. <u>1802-33 – Qualified Permanent Resident Agreement Form</u> Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further review by Legal Counsel. <u>1803-33 – Co-Occupant Agreement Form</u>	Stock Transfer Office Executive Director	



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Tuesday, February 13, 2018

Action/Request	Person Responsible	Action Taken
<p>Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further review by Legal Counsel.</p> <p><u>1804-33 – Request for Additional Occupant</u></p> <p>Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further review by Legal Counsel.</p>		
<p><u>MAC Committee February Follow Up –</u></p> <ol style="list-style-type: none"> 1. <u>Stock Transfer Documents</u> <ol style="list-style-type: none"> a. Promissory Note Disclosure b. Insurance Disclosure c. Transfer Cover Sheet (Request for Transfer of Stock Ownership) d. Yellow Demands e. Disclosure Addendum 2. Addition of Notary Service 3. <u>POLICIES</u> <p><u>1801-33 – Qualified Permanent Residents and Co-Occupant Agreements; 1802-33 – Qualified Permanent Resident Agreement Form; 1803-33 – Co-Occupant Agreement Form; 1804-33 – Request for Additional Occupant</u></p>	<p>Committee Members Recording Secretary Stock Transfer Manager Executive Director</p> <p>Executive Director</p>	
<p><u>Persons Responsible</u></p> <ol style="list-style-type: none"> 1. Stock Transfer Manager to provide edited documents to the Committee for review. 2. Stock Transfer Manager to provide an update on the testing results. 3. Executive Director to provide documentation to Legal Counsel. 		



SECURITY, BUS AND TRAFFIC COMMITTEE

SUMMARY REPORT Wednesday, February 14, 2018

Action/Request	Person Responsible	Action Taken
1. Transportation Work Study Group Report It was consensus of the Committee to suspend review of transportation options, for the future, based upon rapidly changing technology.	Recording Secretary	



FINANCE COMMITTEE

Tuesday, February 20, 2018
10:00 a.m.

Action/Request	Person/Responsible	Action/Taken
<p>1. FINANCIALS The Committee moved and recommended the GRF BOD to accept the January 2018 financial statements, as presented for audit.</p>	Director of Finance	
<p>2. UNFINISHED BUSINESS – Investment Strategy Private Wealth Advisor (Morgan Stanley) John T. Shadden and Financial Advisor (Graystone Consulting) Mike Van Dyke presented information on investments.</p>	Finance Chair	
<p>3. NEW BUSINESS – Investment Ladder The Committee moved and recommended the GRF BOD authorized the purchase of one (1) CDAR, for \$500,000 at .70%, from the First Foundation Bank Money Market Reserve account and from the proceeds for a maturing CDAR, which will remain fully insured by the FDIC.</p>	Director of Finance	
<p>4. NEW BUSINESS – Jim’s Gate – Access Improvements The Committee moved and recommended the GRF BOD to 1) award a contract to MJ Jurado, to modify Jim’s Gate by building a ramp and railing to an approach, 2) raise the gate and installing the gate opener, for a cost not to exceed \$20,000 (\$10,000 each party); 3) approve the contract with Mutual One, reimbursing the GRF for half of the total expense from Capital funding and authorize the President sign all applicable documents.</p>	Facilities Director	
<p>5. NEW BUSINESS – Veterans Plaza The Committee moved and recommended the GRF BOD allocate Capital Funding, in the amount of \$75,000, for the construction of the project as proposed, pending all required committee recommendations.</p>	Facilities Director	
<p>6. NEW BUSINESS – Office 365 The Committee moved and recommended the GRF BOD to authorize using non-budgeted Operating funds, for the purchase of twenty Microsoft Office 365 software licenses, at \$2,000 per year (each license is installable on five workstations/tablets), to be charged to 6481000-34 (Computer Maintenance & Software).</p>	ITS Systems Analyst	

FINANCE COMMITTEE

Tuesday, February 20, 2018
10:00 a.m.

<p>7. NEW BUSINESS – Publications Management Software The Committee moved and recommended the GRF BOD to authorize using non-budgeted Operating funds, for the purchase of new sales software, "The Magazine Manager," which will replace sales software, FileMaker Pro. The set-up fee for the new software is \$1,750 and \$346 per month for hosting and user fees (\$4,152 per year).</p>	Communications and Technician Director	
<p>8. NEW BUSINESS – Amphitheater Sound System Replacement It was consensus of the Committee to take no action on this agenda item.</p>	Recording Secretary	
<p>9. NEW BUSINESS – Policies It was consensus of the Committee to address all policies at the next scheduled meeting:</p> <ul style="list-style-type: none">• Amend 5522-31, Safe Deposit Boxes• Review 5523-31, Accounts Receivables Collection• Review 3323-31, Disposition of Surplus Equipment• Review 2230-31, Authorized Signatories• Rescind 5320-31, Capital Improvements	Recording Secretary	
<p>10. NEW BUSINESS – Finance Director The Committee moved to exclude all Mutuals from the use of GRF Corporate Debit and Credit Card.</p>	Director of Finance	



SPECIAL RV LOT AD HOC COMMITTEE

SUMMARY REPORT Thursday, February 22, 2018

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Individual Lease Agreements The Committee moved and recommended the GRF BOD approve the GRF lease agreement for individuals for the RV Lot, as amended.</p>	Recording Secretary	
<p>2. Policies: The Committee moved and recommended the GRF BOD adopt insubstantial changes to Policy 1487-50, Community Operations – RV Lot and Policy 1487.01-50, Fines, for clarification of language and to recommend the GRF BOD adopt both policies.</p> <p>The Committee reviewed Policy 1487.02-50, RV Lot Maintenance and made no changes.</p>	Recording Secretary	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF JANUARY 23, 2018

Approved Minutes

MOVED and duly approved to accept the minutes of the December 19, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

Architectural Design and Review Committee – St. Andrews South, Landscape Architectural Services

MOVED and duly approved a contract between GRF and Mission Landscape Architecture (Exhibit A in agenda packet), in an amount not to exceed \$10,000, Reserve Funding and authorize the President to sign the contract.

Executive Committee – Approved GRF Director’s Handbook

MOVED and duly approved usage of the GRF Director’s Handbook.

Finance Committee – Accepted December 2017 Financial Statements

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

Finance Committee –Investment Strategy

Moved and duly approved to continue the investment ladder by investing \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve funds) in a 52-week CDAR @ .70% which will be fully insured by the FDIC.

Mutual Administration Committee – Rescinded Policy 7710, Estate Transaction and Creditors’ Claims

MOVED and duly approved to recommend the GRF BOD rescind Policy 7710, Estate Transaction and Creditors’ Claims.

Mutual Administration Committee – Rescinded Policy 7710.1, Admittance to Apartments-Public Administrators’ Office

MOVED and duly approved to recommend the GRF BOD rescind Policy 7710.1, Admittance to Apartments – Public Administrator’s Office.

Physical Property Committee – Capital Funding Request – Change Order – Electric Service

MOVED and duly approved a change order to Schlick Services to upgrade 400 Amp panel to 600 Amp panel, based on electrical demands, for a cost not to exceed \$11,854.11, Capital funding, and authorize the President to sign all applicable documents.

Physical Property Committee – Mission Park, Multipurpose Court

MOVED and duly approved to award a contract to Zaino Tennis Courts Inc. for the construction of pickle ball courts at the Mission Park area of the Clubhouse Two, for a cost not to exceed \$130,277, Capital funding, and have the President sign all applicable contracts.

Recreation Committee – Catered Wine Service at Select GRF Events

The motion to refer the agenda item back to the Recreation Committee failed.

RV Lot Ad hoc Committee – **TENTATIVE VOTE:** Adopt Policy 1487.50, Recreational Vehicle Lot (RVL) Rules and Regulations

MOVED to tentatively adopt Policy 1487-50, Recreational Vehicle Lot (RVL) Rules and Regulations, pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

RV Lot Ad hoc Committee – **TENTATIVE VOTE:** Adopt Policy 1487.01-50, Schedule of Penalties and Fines for Notice of Violation

MOVED to tentatively adopt Policy 1487.01-50, Schedule of Penalties and Fines for Notice of Violation, as amended, pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

RV Lot Ad hoc Committee – **TENTATIVE VOTE:** Adopt Policy 1487.02-50, RV Lot Maintenance

MOVED to tentatively adopt Policy 1487.02-50, RV Lot Maintenance, pending a 30-day notification to the membership and a final decision by the GRF BOD on February 27, 2018.

Security, Bus & Traffic Committee – **FINAL VOTE:** Amend Policy 1927.01-27, Fees (Fines) for Parking Rules Violations on Trust Property

MOVED to ratify Policy 1927.01-37, Fees for Parking Infractions, as presented.

Security, Bus & Traffic Committee – **FINAL VOTE:** Adopt Policy 1928-37, Golf Carts and Low Speed Vehicles

MOVED to ratify Policy 1928-37, Golf Carts and Low Speed Vehicles, as presented.

MUTUAL 4 BOARD OF DIRECTORS MEETING

President's Report

Wednesday, March 14, 2018

Well, it looks like . . . back to the drawing board.

Yes, we do listen! Our street parking will be addressed again, with a new committee, with, I'm sure, exact wording; and yes, if and when it is passed, you will all receive a copy of same.

If your carport has more than

1. a shopping cart
2. a ladder
3. a bicycle or tricycle

you are in violation of the carport policy . . . expect a letter addressing this.

We finalized our major projects for the year: 5 new roofs and 5 buildings to be re-piped. Our building inspector will select the 10 buildings.

Till next time.

Bob Slater, The Prez, M4

Mutual 4 Board of Directors Meeting – March 14, 2018

FINANCIAL RECAP -FEBRUARY 2018

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	146,159	147,965	-1,806	293,605	295,930	-2,325
Reserves	47,085	47,085	0	94,170	94,170	0
Expenses	114,589	100,882	13,707	219,581	201,764	17,817
Total Expenses	161,674	147,967	13,707	313,751	295,934	17,817
Income/Expense	-15,515	-2	-15,513	-20,146	-4	-20,142
Add Back Depreciation	6,475			12,950		
Adjusted	-9,040			-7,196		

Our unrestricted cash for month end is \$379,785 restricted reserve accounts total \$1,790,914

Reserves:

Appliance	\$263
Painting	\$34,004
Operating	\$25,000
Roofing	\$1,222,908
Emergency	\$130,250
Infrastructure	\$378,489
Total Reserves	\$1,790,914

Why do our financials show a loss? The largest variance is in Services. First, Total Landscape discovered they had under billed for our monthly charges the last few months of 2017 and had neglected to bill for some extras (yes – I yelled at them!) We were also over budget in Standard Service and Structural repairs; this is because of all the extra things we found needing to be fixed when we did fire inspections. This is very typical for the month of February and we will slowly recoup our losses. Never fear!

Carolyn Miller, GRF Controller, gave her Town Hall Meeting presentation to the CFO Council. The group found it very informative and asked a lot of questions.

We will be honoring our Building Captains at a special lunch on April 18. If you are a building captain be sure to reserve your spot – see the invitation for details.

All's quiet on landscape and buildings. Few minor hiccups but nothing of any consequence.

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 Q. Smith

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
February 2018

	Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	34,111.00	34,111.00	0.00
Reserves Assessment	47,085.00	47,085.00	0.00
GRF Assessment	60,469.00	60,469.00	0.00
Total ASSESSMENT	141,665.00	141,665.00	0.00
FINANCIAL INCOME			
Interest Income - Other Taxable	35.00	49.00	-14.00
Interest Income - Taxable	1,938.00	2,085.00	-147.00
Late Charges	44.00	0.00	44.00
Total FINANCIAL INCOME	2,017.00	2,134.00	-117.00
SERVICES INCOME			
Inspection Fees	1,000.00	2,748.00	-1,748.00
Laundry Machines	1,477.00	1,418.00	59.00
Total SERVICES INCOME	2,477.00	4,166.00	-1,689.00
Total Income	146,159.00	147,965.00	-1,806.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	60,469.00	60,469.00	0.00
Total COGS	60,469.00	60,469.00	0.00
Gross Profit	85,690.00	87,496.00	-1,806.00
Expense			
PROFESSIONAL FEES			
Legal Fees	-5.00	277.00	-282.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	217.00	499.00	-282.00
SERVICES			
Landscape - Contract	15,116.00	13,159.00	1,957.00
Landscape - Extras	2,805.00	832.00	1,973.00
Miscellaneous Services	159.00	182.00	-23.00
Painting	0.00	127.00	-127.00
Pest Control	300.00	899.00	-599.00
Standard Service	8,499.00	4,966.00	3,533.00
Structural Repairs	3,890.00	748.00	3,142.00
Total SERVICES	30,769.00	20,913.00	9,856.00
TAXES & INSURANCE			
Hazard/Liability Insurance	7,110.00	8,811.00	-1,701.00
State & Federal taxes	349.00	349.00	0.00
Total TAXES & INSURANCE	7,459.00	9,160.00	-1,701.00
UTILITIES			
Electricity	1,788.00	1,501.00	287.00
Trash	3,216.00	3,243.00	-27.00
Water	4,196.00	5,097.00	-901.00
Total UTILITIES	9,200.00	9,841.00	-641.00
RESERVE FUNDING			
Emergency Reserve	208.00	208.00	0.00
Roof	13,167.00	13,167.00	0.00
Paint	953.00	953.00	0.00
Infrastructure	28,590.00	28,590.00	0.00
Appliances	4,167.00	4,167.00	0.00
Total RESERVE FUNDING	47,085.00	47,085.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
February 2018

	<u>Feb 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEPRECIATION	6,475.00	0.00	6,475.00
Total Expense	101,205.00	87,498.00	13,707.00
Net Ordinary Income	-15,515.00	-2.00	-15,513.00
Net Income	<u>-15,515.00</u>	<u>-2.00</u>	<u>-15,513.00</u>

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
 January through February 2018

	Jan - Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	68,222.00	68,222.00	0.00
Reserves Assessment	94,170.00	94,170.00	0.00
GRF Assessment	120,938.00	120,938.00	0.00
Total ASSESSMENT	283,330.00	283,330.00	0.00
FINANCIAL INCOME			
Interest Income - Other Taxable	82.00	98.00	-16.00
Interest Income - Taxable	4,096.00	4,170.00	-74.00
Late Charges	34.00	0.00	34.00
Total FINANCIAL INCOME	4,212.00	4,268.00	-56.00
SERVICES INCOME			
Inspection Fees	3,000.00	5,496.00	-2,496.00
Laundry Machines	3,058.00	2,836.00	222.00
Miscellaneous	5.00	0.00	5.00
Total SERVICES INCOME	6,063.00	8,332.00	-2,269.00
Total Income	293,605.00	295,930.00	-2,325.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	120,938.00	120,938.00	0.00
Total COGS	120,938.00	120,938.00	0.00
Gross Profit	172,667.00	174,992.00	-2,325.00
Expense			
PROFESSIONAL FEES			
Legal Fees	-5.00	554.00	-559.00
Management Fee	444.00	444.00	0.00
Total PROFESSIONAL FEES	439.00	998.00	-559.00
SERVICES			
Landscape - Contract	27,576.00	26,318.00	1,258.00
Landscape - Extras	3,405.00	1,664.00	1,741.00
Miscellaneous Services	172.00	364.00	-192.00
Painting	158.00	254.00	-96.00
Pest Control	615.00	1,798.00	-1,183.00
Standard Service	12,292.00	9,932.00	2,360.00
Structural Repairs	3,890.00	1,496.00	2,394.00
Total SERVICES	48,108.00	41,826.00	6,282.00
TAXES & INSURANCE			
Hazard/Liability Insurance	17,880.00	17,622.00	258.00
State & Federal taxes	698.00	698.00	0.00
Total TAXES & INSURANCE	18,578.00	18,320.00	258.00
UTILITIES			
Electricity	2,306.00	3,002.00	-696.00
Trash	6,432.00	6,486.00	-54.00
Water	9,830.00	10,194.00	-364.00
Total UTILITIES	18,568.00	19,682.00	-1,114.00
RESERVE FUNDING			
Emergency Reserve	416.00	416.00	0.00
Roof	26,334.00	26,334.00	0.00
Paint	1,906.00	1,906.00	0.00
Infrastructure	57,180.00	57,180.00	0.00
Appliances	8,334.00	8,334.00	0.00
Total RESERVE FUNDING	94,170.00	94,170.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
January through February 2018

	Jan - Feb 18	Budget	\$ Over Budget
DEPRECIATION	12,950.00	0.00	12,950.00
Total Expense	192,813.00	174,996.00	17,817.00
Net Ordinary Income	-20,146.00	-4.00	-20,142.00
Net Income	<u>-20,146.00</u>	<u>-4.00</u>	<u>-20,142.00</u>

Leisure World Mutual 4 Director's Report March 14, 2018

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

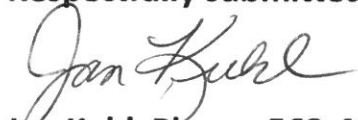
Lately I have noticed that some of the shareholders do not understand that they may and should call Service Maintenance for repairs to the standard items in their units. Shareholders do not have to inform a director before doing so. If a standard item needs to be replaced, the Service Maintenance department will call one of the directors to receive an okay first. If your repair is to one of your own appliances or a remodeled area, the workers might assist you to help contain the difficulty, but you would need to make your own arrangements with a private firm to make the repairs.

If an emergency exists during the weekend, holiday, or outside normal business hours, call the Security Department. The emergency will be prioritized. OK, so what is an emergency: inside leaks coming from pipes, complete outages in units and buildings (Security will normally be able to tell you if the emergency is a Leisure World problem or Southern California Edison's problem.), sewer blockages, and the smoke or water alarms going off or ticking for no seen reason. There are others, of course. What is not an emergency includes: light bulb replacements, small drips around faucets, and laundry room failure of dryers and washers. Of course, a leak in the laundry room is an emergency. Laundry room problems in Mutual 4 must be reviewed by a director before the director makes the call to Service Maintenance. And it is to your benefit to try to plunge the toilet to see if that eliminates a blockage (but only as you are able, please).

Service Maintenance can be reached at 562-431-3548

Security during off hours, holidays, and weekends 562-594-4754

Respectfully submitted,




Jan Kuhl Phone 562-446-0082 Unit 46E

**Mutual 4 Monthly Report for February 2018 Buildings
78, 79, 80, 82, 83 and 84**

This has been a pretty quiet month. There were the usual laundry room problems that needed fixing. There were some shareholder problems that required my attention.

The barbeque policy needs to be explained. According to Policy 7427.G no charcoal barbeques are allowed in Mutual 4. Only propane barbeques are allowed. Please get rid of all charcoal barbeques.

Some people are still leaving large items in the trash area. When this happens I have to call Service Maintenance and they charge the Mutual to haul these items away. If you have large items, they need  to the BIG dumpsters near the mini farm. If you can't get them there please call me and we can find someone that can help you.

Jon Russell 741

(562) 794-9334

M-4 Director's Report
For February, 2018
Reported March 14, 2018
Mike Levitt

February was a short month, calendar-wise. But it was long on repair requests and other Director-type tasks.

Had Service Maintenance restore power to several walkway lights.

Researched emergency-contact files to assist a hospitalized shareholder reach a relative on the east coast to help with her relocation.

OK'd SM entering an apartment to check on an alarm. S/h was called, refused to allow SM to enter unit without s/h being there. But because of possible danger and potential damage to the unit and neighbors, I overruled the tenant. Smoke detector was replaced and water leak detector was reset.

Discovered (stepped into a puddle) and reported an underground pipe leak.

Arranged for a patio to be cleaned up when the s/h was physically unable to handle the overwhelming task.

Once again (actually, thrice again) had SM repair dryer 56 in Laundry Room 88.

Had SM replace toilet-fastening hardware in one remodel.

Had SM replace ballast in bedroom lighting.

Reported to Security over a weekend that smoke alarms were going off in two buildings.

Had SM repair a carport cabinet latch that had cracked when opened.

The issue of mowing and tree trimming responsibilities on a turf area bordering two mutuels (ours and one whose number will be redacted to protect the guilty) has still not been resolved after a month.

Reported to Physical Property the existence of a large white stripe on the side of a brown building, (indicating a repair was started but never finished?).

Landscape company mower sent a rock crashing into my glass slider. Took nearly a week to replace the door's shattered window. (And you thought directors had pull?)

OK'd one refrigerator replacement.

Attended GRF Recreation Committee meeting (as M-4's Recreation representative). The following might be of interest to you if you swim, engage in water aerobics, or shower occasionally:

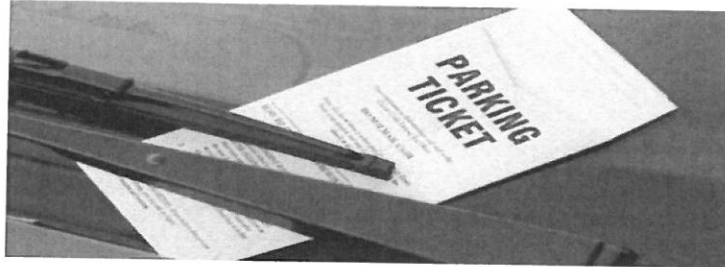
Contrary to the most interesting rumors, no decisions have been made regarding the "aquatic center." No contracts written, no plans drawn up, no concepts submitted. This will be initiated after a Town Hall meeting for all LWers on Wednesday, April 25, beginning at 10 a.m. in CH #4. Be there, or be square. (And early. If the SRO crowd at

the Recreation Committee meeting is any indication, the seats at the Town Hall will fill quickly.) GRF has budgeted this as a *million dollar* project. Since most of GRF's money is basically *our* money -- yours and mine, you might want to be there to protect yours!

By the way, if you are like me, you don't swim and you don't want to share a large tub of warm water with folks who have elimination issues. If so, then perhaps you don't want a million of your bucks being spent on a facility you will never use. See ya there!

Mutual Administration Director's Report

MARCH 2018



All visitors to Seal Beach Leisure World must have a parking pass on the dash board of the vehicle while parked in Seal Beach Leisure World.

Guest passes can be used as a pass to enter the Community and must be displayed on the dash at all times while parked in the Community.

Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense.

Bus Stops: No person shall park or leave unattended any vehicle within 30 feet of the bus stop side of the street that provides for loading and unloading of buses.

Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 feet of the mail box.

Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense.

Green Zones – Parking is not to exceed 15/30 minutes as marked.

White Zones: Passenger loading and unloading only. Time limit: 30 minutes.

Yellow Zones: Commercial vehicle loading and unloading only: Time limit: 30 minutes.

Unpainted: Parking is permitted up to 96 hours, unless otherwise restricted, on Golden Rain Foundation Trust Property.

A Caregiver may park only when a copy of the CAREGIVER pass is displayed on the dashboard of the vehicle. The Caregiver must be registered with the GRF Stock Transfer Office, for parking information.

No animal or child shall be left alone in a vehicle at any time.