

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
April 11, 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, April 11, 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: Fourteen shareholders of Mutual Four

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

MINUTES

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

RESOLVED, That the Minutes of the March 14, 2018, meeting approved by general consent of the Board as corrected. A correction was noted on page 3 that the first resolution should read as follows; "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.

EMERGENCY AGENDA ITEM

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

RESOLVED, To amend today's agenda of April 11, 2018, by adding patio improvement requests for Units 37-H, 39-L, and 38-F to the Building Inspector's Report, Items "a, b, and, c".

EMERGENCY AGENDA ITEM (continued)

The MOTION passed.

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

RESOLVED, To amend today's agenda of April 11, 2018, by adding discussion of Policy 7585.04 – Governing Document Compliance Corrective Measurers and Fines in addition to New Business item "a".

The MOTION passed.

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 improvement request at unit 37-H.

The MOTION passed.

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

RESOLVED, To approve patio improvement request and deny patio covers at Unit 38-F.

The MOTION passed.

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

RESOLVED, To deny patio request at Unit 39-L based upon given information.

The MOTION passed.

Following questions, Inspector Black left the meeting at 10:23 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To amend Policy 7584.04 – Parking on a preliminary basis until the 30 – day posting period is completed.

UNFINISHED BUSINESS (continued)

The MOTION passed

NEW BUSINESS

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

RESOLVED, To accept the 2017 GRF excess income distribution of \$7,678 and to deposit the funds into the Operating Funds.

The MOTION passed.

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

RESOLVED, To deny the Golf Cart Pad proposal at Unit 80-K.

The MOTION passed.

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

RESOLVED, To not amend Policy 7510.04 – Eligibility Requirements.

The MOTION passed with two “no” votes (Kuhl and Gerrity).

Per the Mutuals’ Bylaws, Article IV, Section 7, Marsha Harris, Unit 37-L, stated her intent to vote her ballot cumulatively for the election of Directors for the 2018–2019 term of office.

Following a discussion, and upon a MOTION duly made by CFO Smith and seconded by Secretary Gerrity, it was

RESOLVED, To not cancel the Regular Meeting of May 9, 2018, due to the Annual Shareholders Meeting.

The MOTION passed.

SECRETARY’S REPORT / CORRESPONDENCE

Secretary Gerrity received no correspondence.

CHIEF FINANCIAL OFFICER’S REPORT

CFO Smith presented her financial report (attached).

**BOARD OF DIRECTORS
MUTUAL FOUR**

April 11, 2018

MUTUAL ADMINISTRATION DIRECTOR'S COMMENTS

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

COMMITTEE REPORTS

EMERGENCY INFORMATION

Director Kuhl presented an update on Emergency Information (attached).

LANDSCAPE COMMITTEE

Vice President Levitt presented an update on the Landscape Committee.

DIRECTORS' COMMENTS

President Slater presented his report (attached).

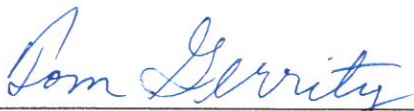
Director Russell presented his report (attached).

SHAREHOLDER COMMENTS

Several Shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:41 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

sp:04/11/18
Attachments

**NEXT MEETING: Wednesday, May 9, 2018 at 9:15 a.m.
Mutual Administration Building, Conference Room A**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF APRIL 11, 2018**

04/11/18

RESOLVED, To amend today's agenda of April 11, 2018, by adding patio improvement requests for Units 37-H, 39-L, and 38-F to the Building Inspector's Report, Items "a, b, and, c".

RESOLVED, To amend today's agenda of April 11, 2018, by adding discussion of Policy 7585.04 – Governing Document Compliance Corrective Measurers and Fines.

RESOLVED, That the Minutes of the March 14, 2018, meeting approved by general consent of the Board as corrected. A correction was noted on page 3 that the first resolution should read as follows; "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."

RESOLVED, To approve the patio improvement request at unit 37-H.

RESOLVED, To approve patio improvement request and deny patio covers at Unit 38-F.

RESOLVED, To deny patio request at Unit 39-L based upon given information.

RESOLVED, To amend Policy 7584.04 – Parking on a preliminary basis until the 30 – day posting period is completed.

RESOLVED, To accept the 2017 GRF excess income distribution of \$7,678.00 and to deposit the funds into the Operating Funds.

RESOLVED, To deny the Golf Cart Pad proposal at Unit 80-K.

RESOLVED, To not amend Policy 7510.04 – Eligibility Requirements on a preliminary basis until the 30 – day posting period is completed.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: APRIL 11TH 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	ing 1/31/18/lath,ele	alpha master builders
4-39L	remodel w/repipe	both	01/08/18	07/08/18	no	footing 3/30/18-	scarini const. jerry 5625333522
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
4-75F	atio BOD approved 3/14/1	both	03/30/18	05/30/18	no		alpha master builder
4-82F	flooring	GRF	03/25/18	04/25/18	no		kary's carpet
4-80K	kit/bath remodel/re-pipe	both	03/25/18	06/26/18	no		MP const. repipe
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	03/21/18		
4-73C		02/22/17	04/06/18				
4-51J		12/21/17	01/05/18	01/05/18	01/17/18		
4-83E		02/09/18					
4-37F		02/22/18					
4-82B		03/21/18	03/26/18	03/28/18	04/09/18		
4-37A		04/03/18					

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: **APRIL 11TH 2018**

CONTRACTOR		PROJECT
Total Landscape Maintenance- Tree Pruning:		on going now
Fenn Pest Control - Copper Re-piping	Plumbing: Abatement:	service days are Monday and Wednesday buildings 73,74,75,51,52 for the re-pipe this year, CRS
Roofing stove hoods & Piping	Roofing Standards: Kress Conds:	ERC will be doing this part for our 5 buildings, contract bieng made buildings: 77,79,85,86,88 - will be walking these buildings for skylights and stovehood counts and cold
Concrete/Drains	MJ Jurado:	same as above for 2018 M5 on-board passed at Feb. BOD meeting, will finalize plans and get contract, will walk job w/Mr. Cuc prior to contract finalization
Shareholder Visits and Mutual Requests		
BOD MEETING 3/14/18		
fire reinspection- 3/14/18-89E		
paint out patio's x3		
fire reinspection - 50I,50J/3/28/18		
47H, met w/contractor		
42L- chk nail pops		
BOD meeting 4/11/18		
4-37H patio approval		
4-38F patio approval		
4-39L patio approval		
patio gates any policy for these?		



SPECIAL SECURITY, BUS & TRAFFIC COMMITTEE

SUMMARY REPORT
Monday, March 5, 2018
9:00 a.m.

Action/Request	Person Responsible	Action Taken
1. POLICIES The Committee reviewed a draft on vehicle enforcement, rules definitions.	Recording Secretary	



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, March 5, 2018

1:00 p.m.

Action/Request	Person Responsible	Notes
1. Corner of St. Andrews and Gold Rain, Sheila Singer Ms. Singer read her correspondence to the Committee. No action was taken.	Recording Secretary	
2. Correspondence: Golden Rain Decalson Community Mailboxes, Barry Lukoff Mr. Lukoff advised that the matter has been taken care of.	Recording Secretary	
3. Correspondence: Jim's Gate, Theela St. Clair A letter of acknowledgement will be sent to Mrs. St. Clair.	Recording Secretary	
4. Unfinished Business: Crosswalk for Visually Impaired Residents, Between the Healthcare Center and Clubhouse six. The Committee moved to approve the expenditure of \$750, Operating Funds, to obtain a crosswalk design between the Healthcare Center and Clubhouse Six for visually impaired residents, from ADA Inspections Plus, Inc.	Facilities Director	
5. Unfinished Business: St. Andrews Stop Signs Request. The Committee will review this topic at the April meeting.	Recording Secretary	
6. Unfinished Business: Parking lot Lighting The Committee will review this topic at the April meeting.	Recording Secretary	
7. Unfinished Business: Lighting and Video Surveillance at the Traffic Signal Area. The Committee will review this topic at the Ail meeting.	Recording Secretary	
8. Roofing/Painting – Amphitheater, News Building, Outdoor Restrooms and Administration Building The Committee will review this topic at the April meeting.	Recording Secretary	
9. Veterans Plaza: The Facilities Director provided an update on Veterans Plaza; the project will begin this week.	Recording Secretary	
10. Mutual Roofing Specifications: The Committee moved to deny the request to provide updated roofing specifications for the Mutual. The motion was carried with one recusal (Damoci).	Facilities Director	

PHYSICAL PROPERTY COMMITTEE

Action/Request	Person Responsible	Notes
11. Jim's Gate The Committee will review this topic at the April meeting.	Recording Secretary	
12. St. Andrews Green Zone to Yellow Loading/Unloading Zone The Committee moved to change the green parking space on St. Andrews, at the corner of Golden Rain Road, to a regular parking space. The motion was carried with no votes (Crossley, Damoci).	Facilities Director	
13. Lock at Women's Bathroom Door in Clubhouse One: The Committee will review this topic at the April meeting, if it is not resolved prior to the meeting.	Facilities Director	
14. Staff Reports, Facilities Director: The Committee moved to request the GRF Board of Directors cancel the current contract with Capital Doors for doors at Clubhouses One and Three.	Executive Coordinator	



SPECIAL EXECUTIVE COMMITTEE

SUMMARY REPORT
Tuesday, March 6, 2018
10:00 a.m.

Action/Request	Person Responsible	Action Taken
<p>1. 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 Policy 5092.03-30, Notification of Motion To Censure Correspondence</p> <p>The Committee moved to recommend the GRF BOD amend Policies 5092-30, Board of Directors Code of Ethics and Conduct; 5092.01-30, Board of Directors Censure Procedure; 5092.02-30, Board of Directors Motion to Censure; and adopt 5092.03-30, Notification of Motion To Censure Correspondence.</p>	Executive Coordinator	
<p>2. Policies: Adopt Policy regarding GRF BOD Travel and Reimbursement</p> <p>The Committee concurred to suspend review of the proposed policy until the drafting of a policy governing approval of GRF BOD to attend approved meetings, trade shows, events and seminars related to GRF business.</p>	Executive Director	
<p>3. Policies: Review Administration Policy Index</p> <p>The Committee reviewed the Administration Policy index identifying rules, policies and forms.</p>	Executive Coordinator	
<p>4. Policies: Review Administration Policies 5101-30, Limitation of Term – Standing Committee Chairmen</p> <p>The Committee concurred to review the policy at the next Committee meeting.</p>	Executive Coordinator	
<p>5. Policies: 5610-30, Participation by Foundation Members</p> <p>The Committee moved to recommend the GRF BOD rescind Policy 5610-30, Participation by Foundation Members.</p>		



MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE

SUMMARY REPORT

Tuesday, March 6, 2018

1:00 p.m.

Action/Request	Person Responsible	Action Taken
<p>1. UNFINISHED BUSINESS – Final Review – GRF Building Inspector Services Proposal The Committee revised the final review of the GRF Building Inspector Services Proposal. It was suggested to add a non-compliance fee to the permit policy. To charge a fee for inspector time.</p>	Recording Secretary	
<p>2. UNFINISHED BUSINESS – Final Review – GRF Service Maintenance Services Proposal The Committee revised the final review of the GRF Service Maintenance Proposal.</p>	Recording Secretary	
<p>3. NEW BUSINESS – Mutual Administration Services The Committee discussed GRF Mutual Administration Services ##1-39, and determined whether those services are standard or non-standard; deleted “create and distribute monthly calendars” item, and comments were added as needed.</p>	Mutual Admin. Manager	



RECREATION COMMITTEE

SUMMARY REPORT Wednesday, March 7, 2018 1:00 p.m.

Action/Request	Person/Responsible	Notes
1. Correspondence: Valentine's Dinner Dance Event, Gene Yaffee The Committee welcomed the positive feedback pertaining to the Valentine's dinner dance event.	n/a	
2. Correspondence: LW Eyeglass Collection by Seal Beach Lions Club, Scott Newton – Treasurer, Vision Committee Member The Committee concurred to provide a location for the eyeglass donation collection box in the lobby of Building Five.	Recreation Director	
3. Correspondence: MLK Thank You Note-Donald Koepke The Committee reviewed the correspondence and directed a letter of acknowledgement be sent.	Recording Secretary	
4. Correspondence: LW Table Tennis Club –Galal Gado The Committee reviewed the correspondence and directed a letter of acknowledgement be sent, authorizing the installation of safety nets by the LW Table Tennis Club.	Recording Secretary	
5. Correspondence: Pool Facilities-Jeri Dolch The Committee was advised that the matter had been addressed prior to the meeting.	n/a	
6. Unfinished Business: Flea Markets, Policy 1403-50 The Committee concurred to include this policy in the upcoming Policy work study meeting	Recording Secretary	
7. Unfinished Business: Exclusive Use of Building Five, Room D, for Foreign Language Library The Committee concurred to proceed with the formation of a Multi-Cultural Resource Center, gathering more information and request the Executive Director to draft a proposed lease to the Finance Committee.	Executive Director	
8. Unfinished Business: Replacement of Pianos The Committee moved to request the Finance Committee to review for available Reserve funding, in the amount of \$19,337.00, to extend the useful life of six (6) community pianos from Ansdell Piano and the purchase of four (4) refurbished pianos from Kim's Piano and recommend the GRF BOD approve the purchase.	Recording Secretary	

RECREATION COMMITTEE

Action/Request	Person Responsible	Notes
<p>9. Unfinished Business: Amphitheater Sound System Replacement The Committee moved to request the Finance Committee review availability of Reserve funding, in the amount of \$119,241.80, for the purchase and installation of a new Amphitheater sound system by TM Consulting and recommend the GRF BOD approve the contract.</p>		
<p>10. Unfinished Business: Clubhouse Two - Revitalization The Committee concurred to schedule a field trip/work study meeting to tour Clubhouse Two.</p>	Recreation Director	
<p>11. Unfinished Business: Aquatic Center – Conceptual The Executive Director advised that an article will appear in the LW Weekly tomorrow and that a Town Hall meeting has been scheduled for April 24, in Clubhouse Four, to solicit community input.</p>	n/a	
<p>12. New Business: Clubhouse Three-Revitalization The Committee concurred to remove this item from future agendas.</p>	Recording Secretary	
<p>13. New Business: Clubhouse Six (upstairs) Mural The Committee moved to refer this topic to the Architectural Design and Review Committee for evaluation of the enhancements to the mural in Clubhouse Six.</p>	Recording Secretary	
<p>14. New Business: Library – Donor Walls The Committee concurred to request more information from the Library Supervisor; she will bring back a plan at the next Committee meeting.</p>	Recording Secretary Library Operations Supervisor	
<p>15. New Business: Bid Openings for Tree Trimming The Committee moved to recommend the GRF Board of Directors award a three year contract, in an amount not to exceed \$21,840, for Community Facilities landscape maintenance, with Anguiano Lawn Care (formerly John's Landscaping), budgeted Operating Funds, cc: 6475600-46.</p>	Recording Secretary	
<p>16. New Business: GRF Sponsored Arts & Crafts Contest The Committee concurred to move forward with integrating an arts and crafts show into the fall festival.</p>	Recording Secretary	
<p>17. New Business: Clubhouse One Revitalization The Committee concurred to request the selection of interior paint color(s) from the Architectural Design and Review Committee and to request the Physical Property Committee to solicit RFPs and quotes.</p>	Recording Secretary	

RECREATION COMMITTEE

Action/Request	Person Responsible	Notes
<p>18. New Business: Clubhouse Four Revitalization The Committee moved to request the Physical Property Committee to send RFPs for the painting of Clubhouse Four in the Ceramic, Art and Lapidary rooms.</p>	Physical Property Director	
<p>19. Staff Reports: Recreation Director, RV Lot The Committee concurred to address deviation from the five year lease pertaining to those who have not renewed their RV Lot lease.</p>	Recording Secretary	
<p>20. Policies: The Committee concurred to schedule a work study meeting to review the following policies: 1202-50, Club Membership, 5522-31, Safe Deposit Boxes, 5523-31, Accounts Receivables Collection, 1401-50, Use of Community Facilities, 1405-50, Literature Community Facilities, 1409-50, Amphitheater Dancing 1471-50, Display of Trophies, 1485-50, Prohibition of Drones, 1511-50, Dissemination of Information, and proposed policy for Mission Park General Use, to be drafted by Recreation Director.</p>	Recording Secretary Recreation Director	
<p>21. Staff Reports: Recreation Director, Member Comments The Recreation Manager was requested to bring musical options for the gym to the Committee in April.</p>	Recording Secretary Recreation Manager	



COMMUNICATIONS COMMITTEE

SUMMARY REPORT

March 8, 2018

1:00 p.m.

Action/Request	Person Reponsible	Notes
<p>1. CORRESPONDENCE, Item 6: David Harlow – Political Ads in LW News Following a brief discussion, the Committee advised the Executive Director to seek a legal counsel on this issue, if necessary, and concurred to send a letter to Mr. Harlow letting him know that this matter is under review, and further discuss it under Unfinished Business – Paid Political Ads.</p>	Executive Director, Communications OPS Coordinator	Seek legal counsel if necessary, send a letter to Mr. Harlow, and further review it under Unfinished Business, Item 7A.
<p>2. UNFINISHED BUSINESS, Item 7A: Paid Political Ads. Policy 2811-36, GRF News Coverage of Candidates Running for GRF BOD or Public Office Following a discussion, the Committee concurred to have the Chair present a revised version of Policy 2811-36, GRF News Coverage of Candidates Running for GRF BOD or Public Office, at the next scheduled meeting.</p>	Executive Director, Committee Chair	Revise Policy 2811-36 and further review it at the next scheduled meeting
<p>3. UNFINISHED BUSINESS, Item 7B: Frequently Asked Questions (FAQs) Following a brief discussion, the Committee concurred to remove FAQs and the New Buyer Information from LW website as inaccurate, pending further decision. The Committee also concurred to have the Executive Director draft a notice on emergency action on this matter and send it to the BOD for approval.</p>	Executive Director	Draft the emergency action notice on FAQs and New Buyer Orientation, and submit to the BOD for review
<p>4. UNFINISHED BUSINESS, Item 7C: Office 365 The ITS Systems Analyst stated that he will send an email to Board Members on installing Office 365.</p>	ITS Systems Analyst	Install Office 365 for Board Members
<p>5. UNFINISHED BUSINESS, Item 7D: WebEx The ITS Systems Analyst stated that the annual subscription to WebEx has been purchased based on the Committee's verbal approval at the last meeting. He also stated that the training class will be held for Recording Secretaries and Committee members next month.</p>	ITS Systems Analyst	Training class will be held for Recording Secretaries and Committee members.

COMMUNICATIONS COMMITTEE

Action/Request	Person Reponsible	Notes
<p>6. UNFINISHED BUSINESS, Item 7E: Publication Management Software The Director of Communications and Technology stated that the new software was approved by the board as a non-budgeted expense. It will be launched next month, and the training will be conducted for the News personnel.</p>	Director of Communications and Technology, ITS Systems Analyst	Implement the approved software and conduct personnel training.
<p>7. UNFINISHED BUSINESS, Item 7F: Axxerion The Executive Director stated that he will have a definite answer by April 1st on Axxerion issue, and is working with the ITS Systems Analyst on looking for another provider.</p>	Executive Director, ITS Systems Analyst	Resolve Axxerion issues and look into other providers.
<p>8. UNFINISHED BUSINESS, Item 7G: Spotlight Magazine The Director of Communications and Technology provided the Committee with the updates on Spotlight Magazine advertising and sponsorship.</p>	Director of Communications and Technology	No action taken.
<p>9. UNFINISHED BUSINESS, Item 7H: Phone Book The Director of Communications and Technology stated that the phone book has been distributed. She also provided the Committee with the samples of bus schedule covers. There was no action taken on this matter.</p>	Director of Communications and Technology	No action taken.
<p>10. UNFINISHED BUSINESS, Item 7I: Website Redesign The Director of Communications and Technology stated that the launch date for the new website is set for June 1st, and the old version will still be available to the community for six months after the launch date.</p>	Director of Communications and Technology, ITS Systems Analyst	Plan on launching the new website on June 1 st .
<p>11. UNFINISHED BUSINESS, Item 7J: LW Map Redesign The Executive Director stated that this project is on hold and will be reviewed again after the first fiscal quarter as a non-budgeted expense. The Committee also concurred to review this topic at the next scheduled meeting.</p>	Executive Director	Review at the next scheduled meeting.
<p>12. NEW BUSINESS, Item 8A: New Buyer Video Following a review of the Welcome package on the website, the Committee concurred to temporarily remove slide #3, and make changes to slide #15.</p>	Executive Director, Director of Communications and Technology	Revise the Welcome package on the website.
<p>13. NEW BUSINESS, Item 8B: Sales Brochure The Director of Communications and Technology stated that the Leisure World Sales brochure will be redesigned to add value to the community.</p>	Executive Director, Director of Communications and Technology	Redesign the Sales brochure.

COMMUNICATIONS COMMITTEE

Action/Request	Person Reponsible	Notes
<p>14. NEW BUSINESS, Item 8C: Vetting of Real Estate Ads Following a brief discussion, the Committee concurred not to vet real estate ads for LW Weekly.</p>	<p>Executive Director</p>	<p>No action taken.</p>
<p>15. POLICIES, Item 9A i: Review: Policy 2850-36, Display Advertising Commissions Following a brief discussion, the Committee moved to submit Policy 2850-36, Display Advertising Commissions, to the Executive Committee for review and distribution.</p> <p>Policy 2860-36, Advertising Rates Following a brief discussion, the Committee concurred to cross out "Shareholders", change the "Publications Manager" to "Department head", and review a revised Policy at the next scheduled meeting.</p> <p>Policy 2861-36, Advertising for Estate and Patio Sales Following a brief discussion, the Committee concurred to change "Golden Rain News" to "LW Weekly", bring back the updated version of Policy to the next scheduled meeting, and mark it as revised.</p> <p>Policy 2866-36, Bilingual Ads Following a brief discussion, the Committee concurred to remove "formally known as", change "Publications Manager" to "Department head", and take out a "bilingual ad." The Committee moved to send Policy 2866-36, Bilingual Ads, to the BOD as amended for final approval.</p>	<p>Executive Director, Communications OPS Coordinator</p>	<p>Forward to the Executive Committee for review and distribution.</p> <p>Make the corrections and bring back to the next scheduled meeting.</p> <p>Make the corrections, mark as revised, and review an updated version at the next scheduled meeting.</p> <p>Make the corrections, and send to the BOD for final approval.</p>



EXECUTIVE COMMITTEE

SUMMARY REPORT
Friday, March 9, 2018
1:00 p.m.

Action/Request	Person Responsible	Notes
1. Unfinished Business: Salary Survey The Human Resources Director will bring the salary survey to the April meeting.	Human Resources Director	
2. Unfinished Business: Approve Release of Incident-Related Information to Service Clubs The Committee moved to deny releasing incident information to the Neighbor Helping Neighbor (NHN), Radio Operators (LWARO) and the Rolling Thunder Golf Cart Services Club.	n/a	
3. New Business: Recommendation regarding Drone Usage The Committee requested the Executive Director draft a full policy covering rules pertaining to the operation of the drone for the Committee's review at the April meeting.	Executive Director Executive Coordinator	
4. Policies: 5110-30, Executive Committee The Committee concurred to review the policy at the April meeting.	Executive Coordinator	
5. Policies: Amend 5101-30, Limitation of Term-Standing Committee Chairs and Rescind 5022-30, Limitation of Terms The Committee moved to recommend the GRF BOD amend 5101-30, Limitation of Term-Standing Committee Chairs and rescind 5022-30, Limitation of Terms.	Executive Coordinator	
6. Chair's Announcements: The Chair announced the dissolution of the GRF Directors' Handbook Sub-committee	Executive Coordinator	



ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT
Monday, March 12, 2018
1:00 p.m.

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Clubhouse Murals Update The Committee moved and requested the Executive Director to notify the Art Club that the Committee is going to recommend to the Board removal of the current mural on Clubhouse Six wall, after photographing it for permanent inclusion at the Historical Society.	Executive Director	
2. Unfinished Business: El Dorado Drive Planters/Fence – Adjacent to the RV Club The Committee moved and recommended to remove from the agenda, and requested the Facilities Director, to bring back after completion of major pending projects.	Recording Secretary	
3. Unfinished Business: Holiday Decorations The Recreation Manager presented a report on Holiday Derations and was asked to bring back additional prices at the next scheduled meeting.	Recreation Manager	
4. Unfinished Business: Clubhouse Two The Committee concurred to have the Facilities Director bring back color samples to paint the exterior.	Facilities Director	
5. Unfinished Business: Tree Trimming- Bid Opening The Committee moved to recommend the GRF BOD approve a three year contract with Bright View, for the Community Facilities Landscape Maintenance, an amount not to exceed \$119,522.	Recording Secretary	
6. Unfinished Business: Paint Colors The Committee moved to approve the following color selections: <u>Amphitheater – Exterior:</u> Main Body – Swiss Coffee Trim/Accent – Wild Stallion Railings – Anodized Bronze <u>News Building – Exterior</u> Main Body – Swiss Coffee Trim – Wild Stallion Railings –Anodized Bronze <u>Administration – Exterior</u> Main Body –Swiss Coffee Trim – Wild Stallion Railings & Frames –Anodized Bronze	Facilities Director	



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT Tuesday, March 13, 2018 1:00 p.m.

Action/Request	Person Responsible	Notes
1. Unfinished Business: Promissory Note Disclosure The Committee moved to, approve the <i>Promissory Note Disclosure</i> , as amended.	Stock Transfer Office	
2. Unfinished Business: Trust Transfer Request (Unit Transfer by a Trust) The Committee moved to, approve the <i>Trust Transfer Request</i> (unit Transfer by a Trust), as amended.	Stock Transfer Office	
3. Unfinished Business: Ownership Transfer by Trust Request The Committee moved to approve the <i>Ownership Transfer by Trust Request</i> , as amended.	Stock Transfer Office	
4. Unfinished Business: Insurance Disclosure The Committee concurred to discuss this item further at the next Committee Meeting pending further revisions.	Stock Transfer Office	
5. Unfinished Business: Transfer Cover Sheet (Request for Stock Transfer of Stock Ownership) 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	
6. Unfinished Business: Transfer by Inheritance (formerly Yellow Demands) The Committee moved to approve the <i>Transfer by Inheritance</i> (formerly Yellow Demands), as amended.	Stock Transfer Office	
7. Unfinished Business: Financial Verification: Transfers 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	
8. Unfinished 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	
9. New Business: Disclosures – Transfers Following a brief discussion, have the Stock Transfer Manager make further revisions, and discuss this item further at the next Committee Meeting.	Stock Transfer Office	

MUTUAL ADMINISTRATION COMMITTEE

Action/Request	Person Responsible	Notes
10. New Business: Qualified Permanent Resident Agreement Following a brief discussion, the Committee concurred to postpone discussion of this item until the next Committee Meeting.	Recording Secretary	
11. New Business: Restriction of Right and Waiver of Occupancy Following a brief discussion, the Committee concurred to postpone discussion of this item until the next Committee Meeting.	Recording Secretary	
12. New Business: Promissory Agreements Installment 2018 (updated 2017 form) Following a brief discussion, the Committee concurred to postpone discussion of this item until the next Committee Meeting.	Recording Secretary	
13. New Business: Glossary of Terms The Committee concurred to schedule a special meeting/work study to review the proposed Glossary of Terms.	Committee Members	
14. New Business: Shareholder Master File The Committee concurred to discuss this item further at the next Committee Meeting, pending further review from Presidents' Council.	Recording Secretary	
15. Re-Classification of Policy 1801-33, The Committee concurred to discuss this item further at the next Committee Meeting.	Recording Secretary	
16. Policies: The Committee moved to recommend to the GRF BOD rescind Policies 1802-33 – Qualified Permanent Resident Agreement Form, 1803-33 – Co-Occupant Agreement Form, 1804-33 – Request for Additional Occupant. Policy 1400-33 – Co –Occupants and Qualified Permanent Residents Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further revisions. Policy 7730 – Member's Personal Records Following a brief discussion, the Committee concurred to discuss this item further at the next Committee Meeting, pending further revisions.	Mutual Administration Manager Recording Secretary	

MUTUAL ADMINISTRATION COMMITTEE

Action/Request	Person Responsible	Notes
<p><u>MAC Committee February Follow Up –</u></p> <p>1. <u>Stock Transfer Documents</u></p> <ul style="list-style-type: none"> a. Insurance Disclosure b. Transfer Cover Sheet (Request for Transfer of Stock Ownership) c. Financial Verification: Transfers d. Disclosures – Transfers e. Qualified Permanent Resident Agreement f. Restriction of Right and Waiver of Occupancy g. Promissory Agreements Installment 2018 (updated 2017 form) <p>2. Addition of Notary Service</p> <p>3. Glossary of Terms</p> <p>4. Shareholder Master File</p> <p>5. Re-Classification of Policies 1801-33</p> <p>6. <u>POLICIES</u></p> <p>1400-33 – <u>Co-Occupants and Qualified Permanent Residents</u></p> <p>7703 – <u>Member's Personal Records</u></p>	<p>Committee Members</p> <p>Recording Secretary</p> <p>Stock Transfer Manager</p> <p>Executive Director</p> <p>Mutual Administration Manager</p> <p>Mutual Administration Director</p>	
<p><u>Persons Responsible</u></p> <p>1. Stock Transfer Manager to provide edited documents to the Committee for review.</p> <p>2. Stock Transfer Manager to provide an update on the testing results.</p> <p>3. Committee Members to attend Work Study</p> <p>4. Mutual Administration Director to provide copy to Presidents Council for feedback.</p>		



SECURITY, BUS & TRAFFIC COMMITTEE

SUMMARY REPORT
Wednesday, March 14, 2018
1:00 p.m.

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Vehicle Decals The Committee moved to approve the proposed decals and renew schedule, operation funding through CC37. The Deputy Security Chief was asked to write a draft policy on fines.</p>	<p>Deputy Security Chief</p>	
<p>2. Unfinished Business: Additional Surveillance Cameras The Committee moved and recommended the GRF BOD approve the purchase of 16 cameras, for the expansion of surveillance of the Amphitheater in the addition of remote monitoring cameras, in the amount not to exceed \$15,500.</p>	<p>Recording Secretary</p>	
<p>3. Unfinished Business: Disposition of Fleet The Committee approved the disposition of two fleet vehicles.</p>	<p>Fleet Manager</p>	



FINANCE COMMITTEE

SUMMARY REPORT

Monday, March 19, 2018

10:00 a.m.

Action/Request	Person/Responsible	Notes
<p>1. FINANCIALS The Committee moved and recommended the GRF BOD to accept the February 2018 financial statements, as presented for audit.</p>	Director of Finance	
<p>2. CORRESPONDENCE– Fines It was the ruling of the Committee that parking violation fines should be treated the same as any other fine levied, as directed by a Mutual Board. Fines upon Mutual Property are to be directed into the applicable Mutual accounts. The Finance Director was tasked in drafting procedure.</p>	Director of Finance	
<p>3. UNFINISHED BUSINESS – Lease – Medical Center The Committee concurred to schedule a special meeting to go over lease and bring back at the next scheduled meeting.</p>	Executive Director	
<p>4. UNFINISHED BUSINESS – Amphitheater Sound System Replacement The Committee moved and recommended the GRF BOD to allocate Reserve funding for the Amphitheater Sound System upgrades, in an amount not to exceed \$120,000.</p>	Recreation Director	
<p>5. NEW BUSINESS – Investment Ladder The Committee moved and recommended the GRF BOD authorized the purchase of one (1) CDAR, for \$800,000 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>6. NEW BUSINESS – Acceptance of the Final Draft 2017 Audited Financial Statements and Excess Income Distribution The Committee moved and recommended the GRF BOD acceptance of the final draft 2017 Golden Rain Foundation Financial Statements as of December 31, 2017, for the year then ended, and the proposed Independent Auditors' Report as submitted by CliftonLarsonAllen LLP, hereby accepting the above mentioned Financial Statements and reports therein, reflecting excess income of \$128,128, and authorize the President sign all required documentation.</p>	Facilities Director	

FINANCE COMMITTEE

Action/Request	Person/Responsible	Notes
<p>7. NEW BUSINESS – 2017 Excess Income (Policy 5528-31, Refund of Excess Income) The Committee moved and recommended the GRF BOD return the 2017 Excess Income to the Mutuals.</p>	Director of Finance	
<p>8. NEW BUSINESS – Additional Surveillance Cameras – Capital Funding Request The Committee moved and recommended the GRF BOD to allocate Capital funding, for additional surveillance cameras, in an amount not to exceed \$15,500.</p>	Security Services Director	
<p>9. NEW BUSINESS – Building Five, Room D - Lease The Committee moved and recommended the GRF BOD the proposed Lease Agreement between GRF and the Korean American Club (CLUB), for the use of Trust Property as defined by applicable policy, for a portion of the Trust Property, commonly identified as Building Five, Room D.</p>	Recreation Director	
<p>10. NEW BUSINESS – Clubhouse Pianos – Reserve Funding The Committee moved and recommended the GRF BOD to allocate Reserve funding for the Community Piano Upgrade Program, in an amount not to exceed \$19,500.</p>	Recreation Director	
<p>11. NEW BUSINESS – Policies The Committee moved and recommended the GRF BOD amend 5522-31, Safe Deposit Boxes.</p> <p>The Committee moved and recommended the GRF BOD rescind 5320-31, Capital Improvements.</p> <p>The Committee moved to accept as reviewed:</p> <ul style="list-style-type: none"> • 5523-31, Accounts Receivables Collection • 3323-31, Disposition of Surplus Equipment • 2230-31, Authorized Signatories <p>The Committee moved to amend Policy 5506-31, Request for Proposal Policy, set up a meeting for review and bring back at the next scheduled meeting.</p>	Recording Secretary	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF March 27, 2018

Approved Minutes

The minutes of the February 27, 2018 Golden Rain Foundation (GRF) Board of Directors (BOD) meetings were approved, as presented.

General – Reserve Funding Request – Clubhouse One, Heat Pump, Women’s Billiard Room
MOVED and duly approved award a contract to Greenwood Heating and Air, at a cost not to exceed \$5,400, to replace the heat pump in the Clubhouse One (CH1), Women’s Billiard Room, asset ID # 303, funding from Reserves, and authorize the President to sign the contract.

Architectural Design & Review Committee- Trust Property Tree Trimming

The Committee concurred to refer the agenda item to the Architectural Design & Review Committee for re-evaluation.

Communications Committee – Amend Policy 2866-36, Acceptable Bilingual Advertisements
MOVED and duly approved amend Policy 2866-36, Acceptable Bilingual Advertisements, as presented.

Executive Committee – Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct
MOVED and duly approved to amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, as presented.

Executive Committee – Amend Policy 5092.01-30, Board of Directors Censure Procedure
MOVED and duly approved to refer Policy 5092.01-30, Board of Directors Censure Procedure, to the Executive Committee for review.

Executive Committee – Amend Policy 5092.02-30, Motion to Censure
MOVED and duly approved to refer Policy 5092.02-30, Motion to Censure, to the Executive Committee for review.

Executive Committee – Adopt Policy 5092.03-30, Correspondence –Notification of Motion to Censure
MOVED and duly approved to refer Policy 5092.03-30, Correspondence- Notification of Motion to Censure, to the Executive Committee for review.

Executive Committee – Approve California Minimum Wage Increase, Wage Range Increase
MOVED and duly approved to approve a general wage increase for all GRF employees earning \$13.99 or less, by a fifty-cent per hours increase, at a projected non-budgeted expense of \$36,127 and authorize the Executive Director to take required actions to fulfill the directive of the GRF Board.

Executive Committee – Rescind Policy 5610-30, Participation by Foundation Members
MOVED and duly approved to rescind Policy 5610-30, Participation by Foundation Members.

Executive Committee – Amend Policy 5101-30, Limitation of Terms –Golden Rain Foundation Officers and Committee Chairs

MOVED and duly approved to rescind Policy 5101-30, Limitation of Terms – Golden Rain Foundation Officers and Committee Chairs, as presented.

Executive Committee – Rescind Policy 5022-30, Limitation of Terms - Officers
MOVED and duly approved to rescind Policy 5022-30, Limitation of Terms – Officers.

Finance Committee – Accepted February 2018 Financial Statements
MOVED and duly approved to accept the February 2018 Financial Statements for audit.

Finance Committee – Accept Draft 2017 Audited Statements
MOVED and duly approved accept the final draft 2017 Golden Rain Foundation Financial Statements, as of December 31, 2017, for the year then ended, and the proposed Independent Auditors' Report as submitted by Clifton Larson Allen LLP, hereby accepting the above mentioned Financial Statements and reports therein (exhibit A, in the agenda packet), reflecting excess income of \$128,128.

Excess Income Distribution
MOVED and duly approved that the excess income of \$128,128 be distributed on a pro rata basis in its entirety, to the Mutual Corporations pursuant to Policy 5528-31 – Refund of Excess Income

Finance Committee – Approve CDAR Purchase
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.

Finance Committee – Amend Policy 5522-31, Safe Deposit Boxes
Moved and duly approved to amend Policy 5522-31, Safe Deposit Boxes, as presented.

Finance Committee – Rescind Policy 5320-31, Budgeting
Moved and duly approved to rescind Policy 5320-31, Budgeting.

Mutual Administration Committee – Rescind Policy 1802-33, Qualified Permanent Resident Agreement
Moved and duly approved to rescind Policy 1802-33, Qualified Permanent Resident Agreement.

Mutual Administration Committee – Rescind Policy 1803-33, Co-Occupant Agreement
Moved and duly approved to rescind Policy 1803-33, Co-Occupant Agreement.

Mutual Administration Committee – Rescind Policy 1804-33, Golden Rain Foundation Request for Additional Occupant Entry
Moved and duly approved to rescind Policy 1804-33, Golden Rain Foundation Request for Additional Occupant Entry.

Recreation Committee – Approve Lease - Building Five, Room D, Multi-cultural Resource Center
MOVED and duly approved to approve a Lease Agreement between Golden Rain Foundation and the Korean American Association, for the use of Trust Property, per terms and condition of the attached lease agreement, for a portion of the Trust Property commonly identified as Building 5, Room D (248 square feet), and authorize the President to sign the agreement.

Recreation Committee – Replacement and Refurbishment of Pianos

MOVED and duly approved to allocate Reserve funding, for Asset 993, in an amount not to exceed \$19,500, for the repair and touch up of six community pianos from Ansdell Piano and the purchase of four refurbished pianos from Kim's Piano as part of the Community Piano Upgrade Program.

Recreation Committee – Reserve Funding Request – Amphitheater, Sound System Upgrades

MOVED and duly approved the replacement of the Amphitheater sound system, comprised of components as identified upon the estimate dated March 5, 2018, TM Consultants, in an amount not to exceed \$120,000, Reserve funding, and authorize the President to sign the applicable documents.

Recreation Committee – Golf Course Tree Trimming

The Board concurred to discuss the topic at the April GRF Board of Directors meeting.

Security, Bus & Traffic Committee –Surveillance System Expansion, Amphitheater

MOVED and duly approved the expansion of the surveillance system, in the amount of \$15,402.97, Capital funding, and authorize the Executive Director to initiate the purchases.

Mutual 4 Board of Directors Meeting – April 11, 2018

FINANCIAL RECAP -MARCH 2018

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	145,961	147,965	-2,004	439,566	443,895	-4,329
Reserves	47,085	47,085	0	141,255	141,255	0
Expenses	102,000	100,882	1,118	321,581	302,646	18,935
Total Expenses	149,085	147,967	1,118	462,836	443,901	18,935
Income/Expense	-3,124	-2	-3,122	-23,270	-6	-23,264
Add Back Depreciation	6,475			19,425		
Adjusted	3,351			-3,845		

Our unrestricted cash for month end is \$386,554 restricted reserve accounts total \$1,826,863

Reserves:

Appliance	\$3,294
Painting	\$34,957
Operating	\$25,000
Roofing	\$1,236,074
Emergency	\$120,458
Infrastructure	\$407,080
Total Reserves	\$1,826,863

GRF voted to distribute excess funds from 2017 to the mutual. We received \$7,678.00 in March and it reduced our GRF maintenance fee for the month. I am recommending that the board vote to leave the funds in our operating account to offset some excess expenses.

The CFO Group held an open forum meeting on April. We discussed the issue of shareholder payments that did not make it to the bank for proper posting; Mutual parking fines; GRF distribution of excess funds; and a few other odds and ends.

WHY IS OUR GRASS SO GREEN??!! Bill Jacob from Total Landscape told us to be patient and he was right. All that suffering with brown grass paid off. We are the envy of many other mutual.

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 Report A
March 2018

	Mar 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	1,942.00	2,085.00	-143.00
Late Charges	30.00	0.00	30.00
Total FINANCIAL INCOME	2,007.00	2,134.00	-127.00
SERVICES INCOME			
Inspection Fees	1,000.00	2,748.00	-1,748.00
Laundry Machines	1,289.00	1,418.00	-129.00
Total SERVICES INCOME	2,289.00	4,166.00	-1,877.00
Total Income	145,961.00	147,965.00	-2,004.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	52,791.00	60,469.00	-7,678.00
Total COGS	52,791.00	60,469.00	-7,678.00
Gross Profit	93,170.00	87,496.00	5,674.00
Expense			
PROFESSIONAL FEES			
Legal Fees	167.00	277.00	-110.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	389.00	499.00	-110.00
SERVICES			
Landscape - Contract	13,020.00	13,159.00	-139.00
Landscape - Extras	0.00	832.00	-832.00
Miscellaneous Services	67.00	182.00	-115.00
Painting	340.00	127.00	213.00
Pest Control	255.00	899.00	-644.00
Standard Service	8,081.00	4,966.00	3,115.00
Structural Repairs	280.00	748.00	-468.00
Total SERVICES	22,043.00	20,913.00	1,130.00
TAXES & INSURANCE			
Hazard/Liability Insurance	3,940.00	8,811.00	129.00
State & Federal taxes	349.00	349.00	0.00
Total TAXES & INSURANCE	9,289.00	9,160.00	129.00
UTILITIES			
Electricity	1,760.00	1,501.00	259.00
Trash	3,216.00	3,243.00	-27.00
Water	6,037.00	5,097.00	940.00
Total UTILITIES	11,013.00	9,841.00	1,172.00
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
March 2018

	<u>Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEPRECIATION	6,475.00	0.00	6,475.00
Total Expense	96,294.00	87,498.00	8,796.00
Net Ordinary Income	-3,124.00	-2.00	-3,122.00
Net Income	<u>-3,124.00</u>	<u>-2.00</u>	<u>-3,122.00</u>

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

	Jan - Mar 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	102,333.00	102,333.00	0.00
Reserves Assessment	141,255.00	141,255.00	0.00
GRF Assessment	181,407.00	181,407.00	0.00
Total ASSESSMENT	424,995.00	424,995.00	0.00
FINANCIAL INCOME			
Interest Income - Other Taxable	117.00	147.00	-30.00
Interest Income - Taxable	6,038.00	6,255.00	-217.00
Late Charges	64.00	0.00	64.00
Total FINANCIAL INCOME	6,219.00	6,402.00	-183.00
SERVICES INCOME			
Inspection Fees	4,000.00	8,244.00	-4,244.00
Laundry Machines	4,347.00	4,254.00	93.00
Miscellaneous	5.00	0.00	5.00
Total SERVICES INCOME	8,352.00	12,498.00	-4,146.00
Total Income	439,566.00	443,895.00	-4,329.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	173,729.00	181,407.00	-7,678.00
Total COGS	173,729.00	181,407.00	-7,678.00
Gross Profit	265,837.00	262,488.00	3,349.00
Expense			
PROFESSIONAL FEES			
Legal Fees	162.00	831.00	-669.00
Management Fee	666.00	666.00	0.00
Total PROFESSIONAL FEES	828.00	1,497.00	-669.00
SERVICES			
Landscape - Contract	40,596.00	39,477.00	1,119.00
Landscape - Extras	3,405.00	2,496.00	909.00
Miscellaneous Services	239.00	546.00	-307.00
Painting	498.00	381.00	117.00
Pest Control	870.00	2,697.00	-1,827.00
Standard Service	20,373.00	14,898.00	5,475.00
Structural Repairs	4,170.00	2,244.00	1,926.00
Total SERVICES	70,151.00	62,739.00	7,412.00
TAXES & INSURANCE			
Hazard/Liability Insurance	26,820.00	26,433.00	387.00
State & Federal taxes	1,047.00	1,047.00	0.00
Total TAXES & INSURANCE	27,867.00	27,480.00	387.00
UTILITIES			
Electricity	4,066.00	4,503.00	-437.00
Trash	9,648.00	9,729.00	-81.00
Water	15,867.00	15,291.00	576.00
Total UTILITIES	29,581.00	29,523.00	58.00
RESERVE FUNDING			
Emergency Reserve	624.00	624.00	0.00
Roof	39,501.00	39,501.00	0.00
Paint	2,859.00	2,859.00	0.00
Infrastructure	85,770.00	85,770.00	0.00
Appliances	12,501.00	12,501.00	0.00
Total RESERVE FUNDING	141,255.00	141,255.00	0.00

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

	Jan - Mar 18	Budget	\$ Over Budget
DEPRECIATION	19,425.00	0.00	19,425.00
Total Expense	289,107.00	262,494.00	26,613.00
Net Ordinary Income	-23,270.00	-6.00	-23,264.00
Net Income	<u>-23,270.00</u>	<u>-6.00</u>	<u>-23,264.00</u>

Mutual Administration Director's Report

April 2018



If an overabundance of personal belongings gets in the way of living your life comfortably, speak to your healthcare professional. It can be difficult to let go of personal items, but there is help!

You may also contact the Member Resources and Assistance Liaison, Cindy Tostado at (562) 431-6586, extension 317.

Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

Please note: It is against the Law to place electronic waste, smoke detectors, batteries, paint cans, sharps, pesticides and herbicides, auto parts and light bulbs, including fluorescent light bulbs, in either the GREEN or the WHITE Waste Containers.

Large items:

Furniture, mattresses, tables, chairs and all other large items must be taken to the North-West corner of Seal Beach Leisure World.

DO NOT leave any large items around the waste bin areas.

An assessment per item may be brought against an individual Unit for leaving these items in or around the waster bin areas.

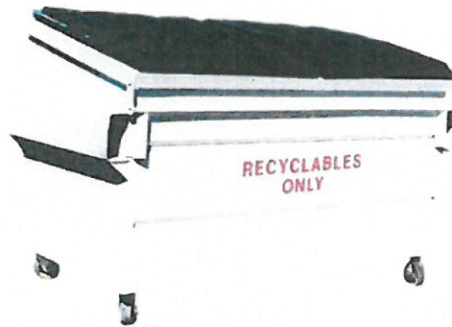
If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.



GUIDE TO RECYCLING...

SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



RECYCLABLES

GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



PAPER

- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes



IT'S AGAINST THE LAW...

To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste*
- Smoke Detectors
- Household Batteries*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs*



HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office



LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

PLEASE NOTE: An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.



Leisure World Seal Beach Mutual 4 Director's Report

April 11, 2018

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

Just a few hopefully helpful hints and explanations for the Spring:

In an extreme emergency, call **911 on your landline**. If you are using a cell phone, call **562-594-7232**.

If you hear a neighbor's smoke alarm or water alarm beeping, blaring, clicking, during off work hours, on weekends, or during holidays call Security as Maintenance is not open. Call them at **562-594-4754**. Of course with fire and/or smoke it is an extreme emergency.

Did you know that Seal Beach is still under water restrictions due to the continuing draught? In fact, we are getting worse off than we were two years ago. So please, no hosing off of the outside or porch patios. Water your lovely plants, of course, but do it carefully. Unfortunately, I view just a few gardens in which shareholders let their hoses and personal sprinklers run, and run, and run.

Thank you to all of you who are really trying to make our cooperative, truly a cooperative.

Respectfully submitted,

Jan Kuhl

**Mutual 4 Monthly Report for March 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.

I did a pre listing inspection and a new buyer orientation this month with Kevin. Please welcome your new neighbors in 82B when they move in.

This month's information is probably for the new people but needs to be said to all. If you are thinking of upgrading or remodeling inside your unit then all you need to do is get an approved contractor and fulfill all of physical properties requirements. Some small things can be done without physical properties permission, such as painting. If you want to do anything outside your unit you need to contact your director. This will alleviate a lot of problems later. Do not go to physical properties if you want to do anything outside your unit except a request for a patio.

Jon Russell 741

(562) 794-9334

MUTUAL 4 BOARD OF DIRECTORS MEETING

President's Report

Wednesday, April 11, 2018

It's that time of year again: time for you to vote in your choice for director. This year only three are running for three openings and each for a two-year term.

Slater, Levitt, Smith and Gerrity were elected to two terms last year and have one year left. Our election meeting is May 23rd; you will be receiving ballots shortly.

For those of you who have NEVER attended any of our Board meetings, which, by the way, are open to ALL of our shareholders, come and see why we do what we do and how we spend YOUR money.

Many times there are discussions on various subjects that never make the Minutes in detail (not voted on). Whatever we decide and vote on is based on information from your directors' correspondence and Golden Rain.

Our next Board meeting is Wednesday, May 9th in the Administration Building beginning at 9:15am. Hope to see you there.

Regards,

Bob Slater
The Prez, M4