

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
July 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, July 11, 2018, in Conference Room A of the Administration Building.

ROLL CALL

Present: President Slater, Secretary Russell, CFO Smith, Directors Kuhl, and Lessin

Absent: Vice President Levitt

GRF Representative: Ms. Gerber

Guests: Four shareholders of Mutual Four

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

MINUTES

President Slater asked for any corrections to June 13, 2018, Regular Meeting minutes. A correction was noted on page four. The next meeting date should reflect July 11, 2018 and remove Director Russell submitted his report, he was absent.

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

RESOLVED, to approve the June 13, 2018, Regular Meeting minutes as corrected.

The MOTION passed.

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

RESOLVED, to approve the June 27, 2018, Special Meeting Minutes as written.

The MOTION passed.

GRF REPRESENTATIVE

Ms. Gerber presented her report (attached).

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 Secretary Russell and seconded by CFO Smith, it was

RESOLVED, To approve the planter box for Unit 38-F as presented to the Board.

Following questions, Inspector Black left the meeting at 10:05 a.m.

UNFINISHED BUSINESS

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

RESOLVED, To deny the amended patio plans for Unit 39-L until new plans are provided with a plan drawing.

The MOTION passed with four "yes" votes and one "no" vote (Slater).

NEW BUSINESS

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

RESOLVED, To accept, with regret, the resignation of Director Tom Gerrity, as of July 11, 2018. The Board extends best wishes and a fast recovery.

The MOTION passed.

Following a discussion, it was the consensus of the Board, to postpone the appointment of a new Mutual Four Director until the next regular Board Meeting.

Following a discussion, it was the consensus of the Board, to postpone the amendment and adoption of Policy 7402.04 – Working Hours – Contractors was postponed to the next Regular Board meeting.

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board, to postpone rescinding Policy 7402 – Working Hours - Contractors to the next Regular Board meeting.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Russell received two pieces of correspondence.

Following a discussion, regarding correspondence received, CFO Smith stated that Mutual Four only uses organic chemicals when spraying. President Slater asked that CFO Smith post a flyer of this information in Mutual Four laundry rooms.

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 submitted her reports.

Secretary Russell submitted his report.

DIRECTORS' COMMENTS

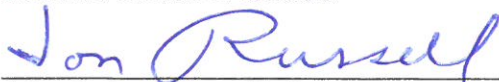
Several Directors' made comments.

SHAREHOLDER COMMENTS

No Shareholder comments were made.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:03 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Jon Russell, Secretary
SEAL BEACH MUTUAL FOUR

cv:07/11/18
Attachments

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

07/11/18 RESOLVED, To approve the Regular Meeting Minutes of June 13, 2018 as corrected.

RESOLVED, to approve the June 27, 2018, Special Meeting Minutes as written.

RESOLVED, To approve the planter box for Unit 38-F as presented to the Board.

RESOLVED, To deny the amended patio plans for Unit 39-L until new plans are provided with a plan drawing

RESOLVED, To accept, with regret, the resignation of Director Tom Gerrity, as of July 11, 2018. The Board extends best wishes and a fast recovery.

GRF Director for Mutual Four
July 11, 2018

At last month's Mutual Four Board Meeting the Board decided to not include all the GRF Monthly Summary Reports in the circulated board minutes to save paper and money. They can be read in the LW News or on the website: lwsb.com

I do want to share with you the new Golden Rain Foundation Mission Statement. All of the GRF Directors and many GRF employees spent 8 hours deciding on what our mission statement should be and making 5 Three-Year Goals. These are pending approval at the July GRF Board Meeting.

Mission Statement

The Golden Rain Foundation provides an enhanced quality of life for our active adult community of Seal Beach Leisure World

Three-Year Goals: Attract and retain quality employees; Increase organizational effectiveness and efficiency; Improve community access control; Protect, preserve, and improve our assets; and Improve and enhance hardware, software, and use of technology

Marsha Berber

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

	Jan - Jun 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	204,666.00	204,666.00	0.00
Reserves Assessment	282,510.00	282,510.00	0.00
GRF Assessment	362,814.00	362,814.00	0.00
Total ASSESSMENT	849,990.00	849,990.00	0.00
FINANCIAL INCOME			
Interest Income - Other Taxable	302.00	294.00	8.00
Interest Income - Taxable	12,038.00	12,510.00	-472.00
Late Charges	140.00	0.00	140.00
Total FINANCIAL INCOME	12,480.00	12,804.00	-324.00
SERVICES INCOME			
Inspection Fees	10,000.00	16,488.00	-6,488.00
Laundry Machines	9,393.00	8,508.00	885.00
Miscellaneous	25.00	0.00	25.00
Total SERVICES INCOME	19,418.00	24,996.00	-5,578.00
Total Income	881,888.00	887,790.00	-5,902.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	355,136.00	362,814.00	-7,678.00
Total COGS	355,136.00	362,814.00	-7,678.00
Gross Profit	526,752.00	524,976.00	1,776.00
Expense			
PROFESSIONAL FEES			
Legal Fees	162.00	1,662.00	-1,500.00
Management Fee	1,332.00	1,332.00	0.00
Total PROFESSIONAL FEES	1,494.00	2,994.00	-1,500.00
SERVICES			
Landscape - Contract	79,656.00	78,954.00	702.00
Landscape - Extras	3,450.00	4,992.00	-1,542.00
Miscellaneous Services	2,369.00	1,092.00	1,277.00
Painting	1,397.00	762.00	635.00
Pest Control	1,675.00	5,394.00	-3,719.00
Standard Service	32,236.00	29,796.00	2,440.00
Structural Repairs	6,570.00	4,488.00	2,082.00
Total SERVICES	127,353.00	125,478.00	1,875.00
TAXES & INSURANCE			
Hazard/Liability Insurance	53,640.00	52,866.00	774.00
State & Federal taxes	2,524.00	2,094.00	430.00
Total TAXES & INSURANCE	56,164.00	54,960.00	1,204.00
UTILITIES			
Electricity	9,153.00	9,006.00	147.00
Trash	19,296.00	19,458.00	-162.00
Water	36,355.00	30,582.00	5,773.00
Total UTILITIES	64,804.00	59,046.00	5,758.00
RESERVE FUNDING			
Emergency Reserve	1,248.00	1,248.00	0.00
Roof	79,002.00	79,002.00	0.00
Paint	5,718.00	5,718.00	0.00
Infrastructure	171,540.00	171,540.00	0.00
Appliances	25,002.00	25,002.00	0.00
Total RESERVE FUNDING	282,510.00	282,510.00	0.00

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

	<u>Jan - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DEPRECIATION	39,875.00	0.00	39,875.00
Total Expense	572,200.00	524,988.00	47,212.00
Net Ordinary Income	-45,448.00	-12.00	-45,436.00
Net Income	<u>-45,448.00</u>	<u>-12.00</u>	<u>-45,436.00</u>

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

	Jun 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	67.00	49.00	18.00
Interest Income - Taxable	1,903.00	2,085.00	-182.00
Late Charges	-60.00	0.00	-60.00
Total FINANCIAL INCOME	1,910.00	2,134.00	-224.00
SERVICES INCOME			
Inspection Fees	1,000.00	2,748.00	-1,748.00
Laundry Machines	1,786.00	1,418.00	368.00
Miscellaneous	20.00	0.00	20.00
Total SERVICES INCOME	2,806.00	4,166.00	-1,360.00
Total Income	146,381.00	147,965.00	-1,584.00
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	85,912.00	87,496.00	-1,584.00
Expense			
PROFESSIONAL FEES			
Legal Fees	0.00	277.00	-277.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	222.00	499.00	-277.00
SERVICES			
Landscape - Contract	13,020.00	13,159.00	-139.00
Landscape - Extras	0.00	832.00	-832.00
Miscellaneous Services	286.00	182.00	104.00
Painting	195.00	127.00	68.00
Pest Control	265.00	899.00	-634.00
Standard Service	5,033.00	4,966.00	67.00
Structural Repairs	250.00	748.00	-498.00
Total SERVICES	19,049.00	20,913.00	-1,864.00
TAXES & INSURANCE			
Hazard/Liability Insurance	8,940.00	8,811.00	129.00
State & Federal taxes	564.00	349.00	215.00
Total TAXES & INSURANCE	9,504.00	9,160.00	344.00
UTILITIES			
Electricity	1,693.00	1,501.00	192.00
Trash	3,216.00	3,243.00	-27.00
Water	10,757.00	5,097.00	5,660.00
Total UTILITIES	15,666.00	9,841.00	5,825.00
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

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

	<u>Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total RESERVE FUNDING	47,085.00	47,085.00	0.00
DEPRECIATION	7,242.00	0.00	7,242.00
Total Expense	98,768.00	87,498.00	11,270.00
Net Ordinary Income	-12,856.00	-2.00	-12,854.00
Net Income	<u>-12,856.00</u>	<u>-2.00</u>	<u>-12,854.00</u>

FINANCIAL RECAP -JUNE 2018

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	146,381	141,769	4,612	881,888	887,790	-5,902
Reserves	47,085	45,077	2,008	282,510	282,510	0
Expenses	112,152	96,899	15,253	644,826	605,292	39,534
Total Expenses	159,237	141,976	17,261	927,336	887,802	39,534
Income/Expense	-12,856	-207	-12,649	-45,448	-12	-45,436
Add Back Depreciation	7,242			39,875		
Adjusted	-5,614			-5,573		

Our unrestricted cash for month end is \$394,824; restricted reserve accounts total \$1,889,506

Reserves:

Appliance	\$6,070
Painting	\$37,817
Operating	\$25,000
Roofing	\$1,270,772
Emergency	\$121,083
Infrastructure	\$428,764

Total Reserves \$1,889,506

We are back in the hole again by a little over \$5,000. This time it's the water bill. Understand, there is one water meter for ALL of Leisure World and we are allocated a portion based on number of units. The bill is \$5000 more than any month this year and over \$4000 from same month last year. We expected an increase but this overage most certainly is NOT because of that shower you take each morning or the clothes you wash. It's all about the sprinklers and pipes. We HAVE had some sprinkler issues, which were corrected immediately and some broken pipes, which were shut off until they could be repaired. Unfortunately we cannot pin point which mutuals (including us) are over using water. Here is hoping it goes down next month. Do Not water your turf area – that is what the sprinklers are for.

CFO Group is on a sabbatical. We had budget training July 10 and will be back to our regular meeting schedule in August.

All of our new washers and dryers will be installed by the time you get these minutes. We analyzed the increase in costs for repair and replacement of our machine inventory and determined the prudent course of action was to outsource all of our laundry room equipment. In order to make this work, we had to raise prices: \$1.00 for wash and \$.50 for a one hour dry. The increase is minimal and it helps us keep the costs down for ALL shareholders. Any problems DO NOT CALL service maintenance or your director. Call the number on the machine (714-633-1811 or 800-473-8812), report Leisure World Mutual 4, laundry room number, machine number, and problem. Put a note on machine. They will take care of it.

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.

Mutual Administration Director's Report July 2018 Election Results Term 2018-2019

Mutual	# of Units	# of Estates at time of Election	Total # of Ballots Received	Total % of Members Voting	Total Votes Cast for Write-in Candidates Who Accepted Nomination	Total Votes Cast for Abstention Only	Total Votes Cast for Quorum Only
ONE	844	21	423	51%	0	1	0
TWO	864	25	410	48%	0	6	7
THREE	432	16	199	47%	0	6	2
FOUR	396	10	215	55%	0	3	2
FIVE	492	9	218	45%	0	2	15
SIX	408	9	214	53%	0	2	1
SEVEN	384	18	209	57%	0	4	1
EIGHT	348	7	190	55%	0	1	2
NINE	384	5	194	51%	0	1	1
TEN	276	No election this year; annual meeting only					
ELEVEN	312	5	200	65%	0	2	0
TWELVE	452	12	207	47%	72	9	1
FOURTEEN	328	5	229	70%	0	7	4
FIFTEEN	502	22	327	68%	0	4	8
SIXTEEN	60	2	31	53%	0	0	0
SEVENTEEN	126	7	79	66%	0	0	3

Mutual	President	GRF Directors
ONE	Sandra Luther-Stark	Richard Stone Leah Perrotti
TWO	Sandy Esslinger	Paul Pratt Paula Snowden
THREE	Carol Ginthner	Linda Stone
FOUR	Bob Slater	Marsha Gerber
FIVE	Dr. Betty Coven	Wayne Gould
SIX	Mary Granger	Susan Hopewell
SEVEN	Sue Rotter	Kathleen Rapp
EIGHT	Camille Thompson	Suzanne Fekjar
NINE	Debra Schnauffer	Antonio Doderio
TEN	Ruthann Arlart	Ronde Winkler
ELEVEN	Geoff Davies	Irma Heinrichs
TWELVE	Richard Carson	
FOURTEEN	Lee Melody	Barry Lukoff
FIFTEEN	Jackie Dunagan	Robert Crossley
SIXTEEN	Al Grenrock	
SEVENTEEN	Cathy Gassman	Perry Moore

MUTUAL 4 BOARD OF DIRECTORS MEETING

President's Report

Wednesday, July 11, 2018

Decision Maker Wanted!!!

If you would like to be part of the management team of Mutual 4, please call your director or me: (562) 493-2680. We just lost a real good one in Tom Gerrity due to health issues; we wish him a speedy recovery.

The Laundry Room Crisis

Five years ago, a new washer was \$500. Today it is over \$1,000. We have absorbed that cost increase over the years and have never passed that on to you. Washers, dryers and Edison left us short over \$10,000 the first quarter of the year . . . NO MORE!

By the end of July, all laundry rooms will have top of the line Speed Queen machines. New rates will be \$1.00 per wash and \$.50 per dry (1 hour). We no longer own the machines and are no longer responsible for the repair of same. This is a 5-year contract with National Service; we are the 4th Mutual to do this.

No more calls to Maintenance on washer/dryer problems. Call the number on the machines.

Landscapers and Pets

Did you know that Mutual 4 landscapers use only non-toxic spray and land care products? So, your pets should be safe . . . can't speak for other Mutuels.

Once again, please call your director on any issue regarding your apartment.

We have the fewest issues of all the Mutuels. Thank you in advance for that status.

All for now,

Bob Slater
The Prez, M4

Mutual 4 Director's Report

Emergency Information, MAC, and Bldgs. 44, 45, 46, 47, 48

July 11, 2018

Happy summer. Our temperatures have all of a sudden gone way up. Please keep yourselves safe and hydrated. Now about safety and emergencies. Please be sure you have plenty of extra bottled water available in your unit, car, and/or closets. The Center for Disease Control and FEMA suggest up to week of saved water per person for emergency purposes. Your mutual and GRF do not store food or water for you. We are each on our own. The water pump for this area is just outside Leisure World on Seal Beach Road. If that pump gives out or our pipes crack, no water. If we are each prepared, we are so much better off.

The CDC has a new document for emergencies. We are posting it in each laundry for you to read along with the minutes of our meetings.

And while I am on that subject, please read our minutes. When you became a shareholder you signed a document stating you knew that minutes went out after the meetings and that agendas were posted in the laundry rooms. I am always amazed at how many of my neighbors have no idea about the reconstruction projects our mutual is currently undertaking. Yes, our buildings are pushing 60 years old. What homes that you lived in outside Leisure World would make it that long without new roofs, pipes, concrete, sewers? These are million dollar undertakings. Your monthly Mutual 4 unit assessments and reserves (savings accounts) are paying for these. Your Mutual assessments also pay for the gardeners, water, trash, outdoor and laundry electricity, repairs, and mutual insurance. Further, your county taxes on your unit and the GRF assessment is also paid. Please remember that the Thursday night shows in the amphitheater we enjoy cost \$206,000. along with the new sound system and painting accomplished there. –And on it goes. My point, all of this is not free. So please be informed.

Respectfully submitted,

Jan Kuhl, Director

46E, 562-446-0082

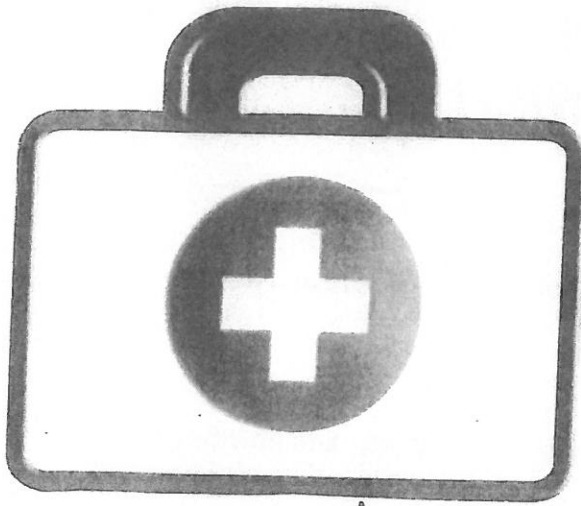
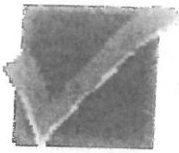
ARE YOU READY
FOR AN
EMERGENCY
DISASTER 

Emergency Information Council Purpose (EIC): The EIC shares emergency disaster information with residents in Leisure World. In the event of an emergency disaster, this shared information is to enable each individual to have fundamental survival items and emergency contact information on hand.

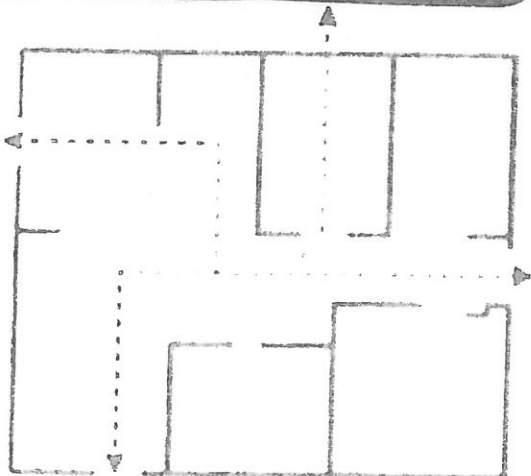
Anything outside of the scope of emergency disaster information is not the role of the EIC. Emergency calls can be made to:

- Seal Beach Police from cell 562-594-7232
- From Landline call 911

Residents are responsible to have their own supplies. In the event of an emergency disaster, the list on pages 4 and 5 is suggested from the CDC.gov website.



DO YOU HAVE A SURVIVAL KIT?



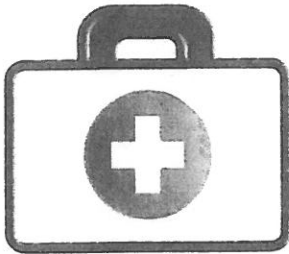
DO YOU HAVE A PLAN?



ARE YOU INFORMED?

Get a Kit

July 2018



PACK AN EMERGENCY SUPPLY KIT. BE SURE TO INCLUDE:

If a disaster strikes in our community you might not have access to food, water or electricity for several days. Preparing an emergency kit for your family is an important step in keeping safe and healthy during an emergency. At least a 3 Day supply of food and water is suggested.

FOOD AND WATER

- DRINKING WATER – one gallon per person per day
- FOOD – that are easy to make and won't spoil – like canned soup, dry pasta, and powdered milk
- MANUAL CAN OPENER
- BASIC UTENSILS TO PREPARE AND SERVE MEALS

HEALTH SUPPLIES

- MEDICINE – 3 Day supply at a minimum
- MEDICAL SUPPLIES – like syringes, walking cane, hearing aids with extra batteries

PERSONAL ITEMS

- SOAP, TOOTHBRUSH AND TOOTHPASTE
- BABY WIPES
- CONTACT LENSES OR GLASSES

SAFETY SUPPLIES

- FIRST AID KIT
- EMERGENCY BLANKET
- MULTIPURPOSE TOOL – that can act as knife, file, pliers and screwdriver
- WHISTLE

ELECTRONICS

- FLASHLIGHTS
- RADIO – battery powered, solar or hand crank for updates on situations
- CELL PHONE WITH CHARGER
- EXTRA BATTERIES

IMPORTANT DOCUMENTS

- COPIES OF IMPORTANT DOCUMENTS – such as Insurance card & immunization records
- PAPERWORK – regarding any serious or on-going medical conditions
- COMPLETE FAMILY EMERGENCY PLAN – complete with family and emergency contact information

YOU SHOULD ALSO INCLUDE:

- EXTRA CASH, MAPS OF AREA AND EXTRA SET OF CAR AND HOUSE KEYS.

YOU MAY HAVE EMERGENCY NEEDS NOT INCLUDED IN THIS LIST. ALSO REMEMBER TO UPDATE YOUR KIT ACCORDING TO CHANGING NEEDS. GET MORE INFORMATION AND REFER TO QUICK TIPS AT CDC.GOV.

Office of Public Health Preparedness and Response July 31, 2017

Centers for Disease Control and Prevention CDS 24/7 <https://www.CDC.gov>

Pet Emergency Kit Checklist

116-008



FOR PETS

FOOD AND WATER

- **DRINKING WATER AND FOOD – 3 Day supply for each pet – a cat or a dog will generally need one gallon of water for 3 days**
- **FOOD**
- **BOWLS OR BOTTLES**
- **MANUAL CAN OPENER**

CLEANING SUPPLIES – depending on the pet you may need litter box, paper towels, plastic trash bags, grooming items and household bleach.

HEALTH SUPPLIES

- **MEDICINES AND VETERINARIAN MEDICAL RECORDS IN WATER PROOF CONTAINERS**
- **FIRST AID KIT WITH A PET FIRST AID BOOK**

TRANSPORT SUPPLIES

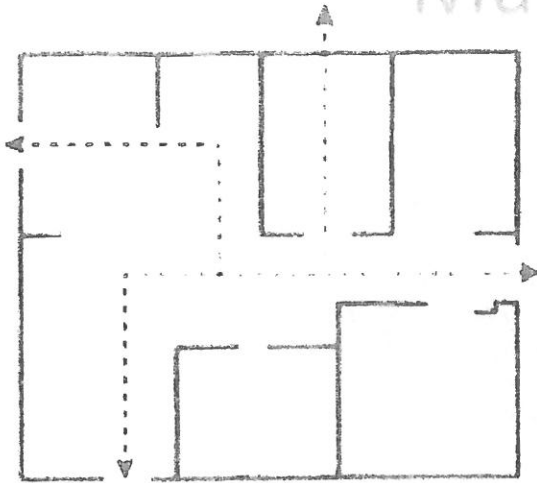
- **STURDY LEASH, HARNESS OR CARRIER TO TRANSPORT PET SAFETY – a carrier should be large enough for the animal to stand comfortably, turn around and lie down. Your pet may have to stay in the carrier for several hours.**

COMFORT ITEMS

- **PET TOYS AND PET BED - If you can easily bring it to reduce stress.**

PAPERWORK

- **CURRENT PHOTOS AND DESCRIPTIONS TO HELP OTHERS TO IDENTIFY THEM AND PROVE THEY ARE YOUR PET IN CASE YOU BECOME SEPARATED**
- **INFORMATION ON FEEDING SCHEDULES, MEDICAL CONDITIONS OR BEHAVIOR PROBLEMS**
- **NAME AND PHONE NUMBER OF YOUR VETERINARIAN - in case you have to board your pet or place them in foster care.**



MAKE A FAMILY COMMUNICATION PLAN

Plans can make emergencies less stressful by preparing in advance and working together as a team. You and your loved ones may not be together when disaster hits. Make a plan for how you will connect to separated loved ones. Start by taking the following steps:

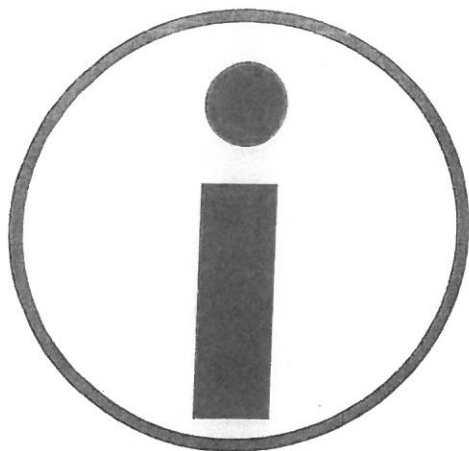
- **COMPLETE A CONTACT CARD. EVERYONE SHOULD KEEP IT WITH YOU AT ALL TIMES.**
- **CHOOSE AN EMERGENCY CONTACT RELATIVE OR FRIEND. MEMORIZE PHONE NUMBER IF YOU CAN – a friend or relative who lives out of town might be easier to reach in emergency – during emergency, family members can text or call this person and let them know you are safe.**
- **MAKE SURE ALL YOUR FAMILY KNOWS HOW TO TURN ON THE CELL PHONE, FIND TEXT MESSAGING APPS, TYPE A MESSAGES AND SEND A MESSAGE TO CONTACT PERSON.**
- **KNOW EMERGENCY TELEPHONE NUMBERS – Keep them in your cell phone and posted near your home phone. Some good numbers to have are your emergency contact, fire department, police station, and hospital near you.**

Before making your disaster plan, it is important to know what types of emergencies are likely in your area and the best way to respond. For example, if tornadoes are common in your area, you will need to know what the warning signs are and where to take shelter. Check with your [Local Red Cross chapter](#) or [Emergency Management Agency](#) for more information about disasters that might happen in your community.

- **Find the safe spots in your home** for each type of disaster. For example, during an earthquake you will need to “drop, cover, and hold on” under a sturdy desk or table. However, during a tornado, you would need to seek shelter in a lower level room without windows. [Learn more about different types of disasters.](#)
- **Choose multiple meeting places.** Different disasters may require you to go to different places. Make sure you choose a meeting place in your neighborhood, a meeting place just outside your neighborhood, and a meeting place out of town.
- **Determine the best escape routes** from your home. Find two ways to get out of each room.
- **Practice, practice, practice.** Review these plans with all members of your family. Practice your disaster plans by running drills with the whole family.
- **Don't Forget Pets!** Think about what you would do with your pets, because they may not be allowed in emergency shelters. For more information, check out [Preparing Your Pet for Emergencies.](#)

Be Informed

July 2015



STAY INFORMED

FOR EMERGENCY INFORMATION AND/OR UPDATES REGARDING YOU OR YOUR PETS – go to <https://www.cdc.gov>

CHECK WITH LOCAL HEALTH DEPARTMENT OR EMERGENCY MANAGEMENT AGENCY AND FIND OUT WHAT KIND OF EMERGENCIES COULD HAPPEN IN YOUR AREA.

FIND OUT HOW TO GET LOCAL EMERGENCY ALERTS – check with your local health department and emergency management agency to see how they share emergency information and find out best way to get disaster information from local authorities.

Some communities use:

- **EMERGENCY TEXTS**
- **PHONE CALL SYSTEMS**
- **DIGITAL ROAD SIGNS**
- **SOCIAL MEDIA**
- **SIRENS, LIGHTS AND SPEAKERS**

LEARN ABOUT YOUR COMMUNITY WARNING SIGNS. BE ABLE TO RECOGNIZE WHAT THE WARNINGS SIGNALS SOUND AND LOOK LIKE AND WHAT YOU SHOULD DO WHEN YOU HEAR OR SEE THEM.

TUNE IN – LISTEN AND WATCH RELIABLE NEWS SOURCES

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

Since I have been elected secretary of the board, things have gotten a little hectic. There are increased duties that the secretary is responsible.

A couple of circumstances recently came up and need to be addressed. One was I received a call from one of my shareholders reporting that someone took some of their clothes from a washing machine. I was aghast but later these clothes turned up in the laundry room. Please make sure the clothes are YOURS before you empty a washer or dryer.

The other instance was when I received a call that an individual was yelling at the landscape crew. The landscape crew is only doing their job. For the most part they do a good job. Sometimes there may be a circumstance when you feel that they did not do something that you want. If this happens DO NOT yell at the crew. Most of the crew do not speak or understand English. Please call your director or the landscape committee with your problems.

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