

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

February 13, 2019

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 9:33 a.m. on Wednesday, February 13, 2019 in Building Five Conference Room B.

ROLL CALL

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

Absent: Mr. Black, Building Inspector

GRF Representative: Ms. Gerber

Guests: Eight shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Villalobos, Recording Secretary

MINUTES

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

RESOLVED, To approve the Regular Meeting Minutes
of January 9, 2019 as corrected.

The MOTION passed.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Russell received no correspondence.

GRF REPRESENTATIVE

Ms. Gerber presented the new GRF Monthly Summary report, attached.

BUILDING INSPECTOR'S REPORT

Inspector Black was absent, his report is attached.

UNFINISHED BUSINESS

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

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

The MOTION passed.

UNFINISHED BUSINESS (continued)

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

RESOLVED, To ratify amended/posted Policy 7502.04- Carport Regulations.

The MOTION passed.

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

RESOLVED, To ratify amended/posted Policy 7415.04 – Inside Patio and Porch Regulations and rescind Policy 7415.04B – Outside Patio Area Regulations.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, To approve the request for a six-foot porch gate at Unit 46-C, only if the shareholder puts a release latch on the outside of the gate door.

The MOTION passed.

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

RESOLVED, To place a twelve-month moratorium on planting new trees in Mutual Four.

The MOTION passed.

Following a discussion and upon a MOTION duly made by CFO Smith and seconded by President Slater, it was

RESOLVED, That regarding Civil Code Section 5380
1. The Mutual, through the Board, pursuant to *Civil Code* Section 5380, hereby exclusively engages GRF or any authorized GRF employee, to accept or receive funds on behalf of the Mutual, and deposit same into an interest-bearing account, provided the following requirements are met:

- (a) The account is in the name of the Mutual;
- (b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;
- (c) GRF and/or the authorized GRF employee discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account;
- (d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of GRF or any other party; and
- (e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Mutual's total combined reserve and operating account deposits, whichever is lower, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section 1(e), this Resolution shall be deemed the "prior written approval from the Board" as required by Civil Code Section 5380.

The MOTION passed.

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

Emergency Information

Director Kuhl provided an update.

Landscape Committee

Vice President Levitt and CFO Smith provided an update.

President's Council

Vice President Levitt provided an update.

COMMITTEE REPORTS (continued)

Physical Property Committee
Secretary Russell presented his report.

DIRECTORS' COMMENTS

One Director commented.

SHAREHOLDER COMMENTS

No Shareholder comments were made.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:21 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:02-13-2019
Attachments

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF February 13, 2019**

02-13-19 RESOLVED, To approve the Regular Meeting Minutes of January 9, 2019 as corrected.

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

RESOLVED, To ratify the amended/posted Policy 7502.04 - Carport Regulations.

RESOLVED, To ratify the amended/posted Policy 7415.04 – Inside Patio and Porch Regulations and rescind Policy 7415.04B Outside Patio Area Regulations.

RESOLVED, To approve the request for a six-foot porch gate at Unit 46-C, only if the shareholder puts a release latch on the outside of the gate door.

RESOLVED, To place a twelve-month moratorium on planting new trees in Mutual Four.

RESOLVED, That regarding Civil Code Section 5380

1. The Mutual, through the Board, pursuant to Civil Code Section 5380, hereby exclusively engages GRF or any authorized GRF employee, to accept or receive funds on behalf of the Mutual, and deposit same into an interest-bearing account, provided the following requirements are met:

- (a) The account is in the name of the Mutual;
- (b) All of the funds in the account are covered by insurance provided by an agency of the federal government or private institution offering coverage equal to, or exceeding, such government backed insurance;
- (c) GRF and/or the authorized GRF employee discloses to the Board, via account summaries, statements or otherwise, the nature of the account, how interest will be calculated and paid, whether service charges will be paid to the depository and by whom, and any notice requirements or penalties for withdrawal of funds from the account;
- (d) No interest earned on funds in the account shall inure directly or indirectly to the benefit of GRF or any other party; and
- (e) Transfers of greater than ten thousand dollars (\$10,000) or five percent (5%) of the Mutual's total combined reserve and operating account deposits, whichever is lower, shall not be authorized from the account without prior written approval from the Board; for purposes of this Section 1(e), this Resolution shall be deemed the "prior written approval from the Board" as required by Civil Code Section 5380.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **FEBRUARY 13TH 2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-84G	remodel	both	10/18/18	01/30/19	no	footing 10/15/18- big four 1/11/19 - insulation 1/16/19 - drywall/shower pan 1/25/19	mp construction patio appr. BOD meeting 11/14/18
roofing	bldg. 77.79.85.86.88	both	11/05/18	04/04/19	no	77.11/8/18- 79 nailing 12/3/18 - bldg. 88 final 1/24/19	Roofing Standards
4-47H	remodel	both	11/15/18	08/15/19	yes ducted HVAC	underground/rough/11/15/18-insulation11/18/18-drywall 11/28/18	alpha master builders
4-44E	2 skylights w/flare	both	01/05/19	02/05/19	no	framing 1/14/19	m & m skylights
4-48C	ductless heat pump	both	01/14/19	04/14/19	no		greenwood
4-85F	carpet flooring	GRF	01/19/19	01/24/19	no		family floors
4-82E	washer/dryer/oven	both	01/22/19	02/18/19	no	1/30/19 under ground plumb. - framing and electrical 1/25/19 - drywall 1/27/19	Hadi
4-82G	flooring	GRF	01/25/19	02/25/19	no		karvs carpet
4-50L	ducted fau	both	02/11/19	05/30/19	no		greenwood
4-37E	repl. Shower pan	both	02/05/19	05/05/19	no		nationwide painting
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-51G		05/22/18	12/12/18	12/12/18	12/24/18	02/05/19	
4-84G		06/20/18					
4-38A		06/21/18	10/18/18	10/22/18	11/01/18		
4-50G		07/18/18	10/11/18	10/18/18	10/30/18		
4-81D		08/30/18					
4-37I		08/29/18	10/09/18	10/12/18	10/24/18		
4-82H		09/14/18	12/17/18	12/17/18	12/28/18	02/05/19	
4-78B		09/26/18					
4-76E		09/28/18					
4-49F		10/18/18					
4-44G		01/22/19					
4-49H		01/23/19					
4-52B		01/23/19					

FINANCIAL RECAP - JANUARY 2019

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	152,756	151,108	1,648	152,756	151,108	1,648
Reserves	48,084	48,084	0	48,084	48,084	0
Expenses	108,002	103,023	4,979	108,002	103,023	4,979
Total Expenses	156,086	151,107	4,979	156,086	151,107	4,979
Income/Expense	-3,330	1	-3,331	-3,330	1	-3,331
Add Back Depreciation	9,766			9,766		
Adjusted	6,436			6,436		

Our unrestricted cash for month end is \$383,693 restricted reserve accounts total \$1,851,915

Reserves:

Appliance	\$5,023
Painting	\$45,203
Operating	\$25,000
Roofing	\$1,194,330
Emergency	\$121,389
Infrastructure	\$460,970
Total Reserves	\$1,851,915

New Year, new budget. We are showing income over budget of \$6400 but I do not believe that we have solid numbers for electricity and water – sometimes the bills come late. So don't get TOO excited!

The CFO Council meeting for February included a presentation by Randy Ankeny regarding a new law for HOA's requiring prior board approval for transfers over \$10,000 – which would include checks. Our board will be approving a resolution giving GRF authorization to transfer and write checks. We still have to sign and approve just that it's ok to do AFTER. Nothing changes.

LANDSCAPE

We know, trees have not been trimmed. Total Landscape was delayed due to weather and scheduling. Would think they will be done by end of February. Total has requested that we limit items round the well area of trees to 3 pots and plants that do not encumber the base of the tree. Small rocks are not permitted as the weed whip may pick them up and break a window. Large rocks are not permitted. Mike and I will be revising the garden policy to clear up any vague language. In the meantime, directors may be identifying over crowded tree wells. We appreciate your cooperation in cleaning up these areas.



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.

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
January 2019

	Jan 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	35,167.00	35,169.00	-2.00
Reserves Assessment	48,084.00	48,084.00	0.00
GRF Assessment	62,647.00	62,647.00	0.00
Total ASSESSMENT	145,898.00	145,900.00	-2.00
FINANCIAL INCOME			
Interest Income - Other Taxable	78.00	55.00	23.00
Interest Income - Taxable	2,755.00	1,763.00	992.00
Late Charges	-60.00	8.00	-68.00
Total FINANCIAL INCOME	2,773.00	1,826.00	947.00
SERVICES INCOME			
Inspection Fees	3,000.00	2,332.00	668.00
Laundry Machines	1,075.00	1,042.00	33.00
Miscellaneous	10.00	8.00	2.00
Total SERVICES INCOME	4,085.00	3,382.00	703.00
Total Income	152,756.00	151,108.00	1,648.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	62,647.00	62,647.00	0.00
Total COGS	62,647.00	62,647.00	0.00
Gross Profit	90,109.00	88,461.00	1,648.00
Expense			
PROFESSIONAL FEES			
Legal Fees	0.00	44.00	-44.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	222.00	266.00	-44.00
SERVICES			
Landscape - Contract	13,850.00	13,717.00	133.00
Landscape - Extras	0.00	582.00	-582.00
Miscellaneous Services	1.00	44.00	-43.00
Painting	65.00	166.00	-101.00
Pest Control	210.00	907.00	-697.00
Standard Service	5,616.00	3,916.00	1,700.00
Structural Repairs	0.00	665.00	-665.00
Total SERVICES	19,742.00	19,997.00	-255.00
TAXES & INSURANCE			
Hazard/Liability Insurance	9,333.00	8,035.00	1,298.00
State & Federal taxes	412.00	412.00	0.00
Total TAXES & INSURANCE	9,745.00	8,447.00	1,298.00
UTILITIES			
Electricity	374.00	1,291.00	-917.00
Trash	3,342.00	3,382.00	-40.00
Water	2,164.00	6,993.00	-4,829.00
Total UTILITIES	5,880.00	11,666.00	-5,786.00
RESERVE FUNDING			
Emergency Reserve	208.00	208.00	0.00
Roof	13,333.00	13,333.00	0.00
Paint	1,667.00	1,667.00	0.00
Infrastructure	30,271.00	30,271.00	0.00
Appliances	2,605.00	2,605.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual Report A
January 2019

	Jan 19	Budget	\$ Over Budget
Total RESERVE FUNDING	48,084.00	48,084.00	0.00
DEPRECIATION	9,766.00	0.00	9,766.00
Total Expense	93,439.00	88,460.00	4,979.00
Net Ordinary Income	-3,330.00	1.00	-3,331.00
Net Income	<u>-3,330.00</u>	<u>1.00</u>	<u>-3,331.00</u>

Mutual Administration Director's Report

February 2019

Election time is here!

If you wish to run for a Director's position on the Mutual Board and be included on the ballot for your Mutual election, please see the staff in the Stock Transfer Office in the Administration Building on the first floor for a candidate's application form.

Please see the 2019 GRF & Mutual Election and Annual Meeting Schedule.

To Be a Volunteer:

Generosity - A willingness to give your time to others.

Compassion - To truly care about making someone else's life better

Dedication - To stick with the project and see it through.

Nobody can do everything, everyone can do something!



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

There was not a lot happening in our buildings the last month. We have completed our fire inspections in our buildings. I want to thank everyone for their patience and understanding during these inspections.

I know I have discussed this before but just a reminder that we should not talk to our landscapers. Many do not understand us. If you have a problem talk to the landscaping committee or your director.

We are in the rainy season right now. I need to remind you to bring in your rain gutter extensions when it stops raining so the gardeners can mow the yards. Thank you.

If you are having a guest parking in your parking spot in the carport you need to notify your director. A separate form needs to be filled out and put on the dashboard. Security needs this in case of any emergency.

Jon Russell 741

(562) 794-9334

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



January 29, 2019

Welcome residents. Thank you for spending the evening with us. There will be another evening meeting on May 28. Watch the LW Weekly for updates.

I have three topics that I want to comment on:

First, I want to talk about the 2019 GRF Budget which for the year is \$17,053,833. which equates to \$215.07, per apartment, per month (PAPM). Yet all 6,608 units were assessed \$158.20, which equates to a Budget of \$12,544,820. That's a difference of \$4,509,013. or \$56.87 (PAPM).

Just think, you are saving \$56.87 a month.

How are we doing that? In one word:

Revenue.

Here are the five main contributors:

- Health Care Lease - \$720,000 annually
- Onsite Sales Lease - \$478,500 annually (\$6.03 PAPM by buying or selling through Onsite Sales).
- LW Weekly advertising - \$1,130,504 annually
- Recovered SRO fees from the mutuals - \$1,496,391
- Other - \$743,618

So, in the coming months you will find the various committees investigating ways to increase Revenue for this year and the 2020 Budget. And as we saw above, increased revenue will keep our assessments from increasing or keep them at least to a minimum increase.

Please, do not be alarmed or listen to rumors. This exploration will take place in full view at all committee meetings, which are open to all shareholders.

All committee recommendations or policy changes will be brought to the BOD for final approval. There will be plenty of opportunities to voice your comments – concerns and hopefully suggestions for solutions!

Secondly, in November of last year, a group of GRF Directors and key staff visited Laguna Woods Village for the day. We wanted to see the similarities and differences between the two communities. We couldn't completely compare because in some ways it is apples to oranges. For instance, they are over 3 square miles and we are 1 square mile. We have approximately 10,000 residents and they have nearly 20,000. But there are a lot of similarities because their basic structure was modeled after us. They have more pools, more and bigger golf courses, added amenities such as horseback riding, archery and a bar and restaurant.

We wanted to see if they had possible solutions to some of our problems such as access control (they have 12 gates vs our 3), what they are doing about impacted trust streets, clubhouses, etc. I think it is always a good idea to see what our sister communities are doing. Let's not reinvent the wheel! We discovered many new ideas and possible solutions...a field trip well worth the time spent.

And lastly, one of the most attractive reasons people choose to live in Leisure World Seal Beach is for the wealth of amenities that are offered for Shareholder/Members to enjoy with their friends and families.

In addition to reserving clubhouse space and picnic areas for family get togethers, certain activities can be shared with residents' guests.

Trust facilities are provided for the use of GRF Members in good standing and their guests who are at least eighteen (18) years old. Members **must be present at all times** when guests are using the facilities. You are personally responsible for the guests that you issue passes to.

There have been many reports of guest pass abuse. I've even heard that guest passes are being sold for \$100 each. Non-members get or buy a pass that allows them the full use of our amenities 365 days a year. Amenities that you paid for and continue to pay for in maintenance, repair and replacement.

In the coming months you will see spot checks made by a staff member from the Recreation Department and/or the Security Department. They will politely ask for your GRF ID and also ask your guest to show their pass. This is being done to ensure that our facilities and amenities are being used first and foremost by shareholders. Let's keep our community a great place to live for those of us who pay the bills. You'll have to admit that we have a pretty good thing going...let's keep it that way!

Executive Directors' Note

January 2019

Guidelines for discouraging coyotes

Coyotes have been spotted within the community. Approved control methods are limited, but, following a few generally accepted guidelines can effectively change coyote behavior.

Generally, coyotes are reclusive animals who avoid human contact. As we have natural wet lands and open areas around our community, coyotes have entered our community.

These coyotes have become habituated probably owing to the bounty of food that they have become accustomed to feeding upon within the community (rabbits, gophers and pet food or food left out on patios).

These coyotes should not be tolerated or enticed but instead given the clear message that they should not be so brazen.

Over the past years, we have been providing instruction on what has been proven to be highly effective, hazing.

Hazing is a method that makes use of deterrents to move a coyote out of an area or discourage an undesirable behavior or activity. Hazing can help maintain a coyote's fear of humans and deter them from our community.

Methods of hazing:

- Using a variety of different hazing methods is critical so that coyotes don't get used to redundant or single stimulus devices, sounds, and actions

- Yelling and waving your arms while approaching the coyote
- Noisemakers: Voice, whistles, air horns, bells, “shaker” cans full of marbles or pennies, pots, lid or pie pans banged together.

The simplest method of hazing a coyote involves being loud and large:

- Stand tall, wave your arms, and yell as loud as you can at the coyote
- The coyote may run away, but then stop after a distance and look at you.
- It is important to continue to go after the coyote until they completely leave the area. You may need to use different tactics, such as noisemakers, stomping your feet.

Pets: Important things to remember

- Keep you dog on the required 6 ft. leash; if you have a small dog and you see a coyote, its important that you keep control over your dog so that the dog does not run toward the coyote
- Stand tall and assertive, Maintain eye contact. Do not turn your back on the coyote. Do not run. Running can trigger a coyote’s prey drive
- Haze the coyote as outlined above.

Report Coyote sightings:

Coyote sights can be reported to the Long Beach Animal Services (562) 570-7387 or on line at <http://www.longbeach.gov/acs/wildlife/coyote-report/>

GRF Staff Safe Driving Practices

GRF staff is responsible to follow safe and proper driving practices at all times. If you notice a GRF Staff member failing to observe safe and proper driving practices, please report the incident to:

Randy Ankeny, Executive Director, 562-431-6586 ext. 310 or randya@lwsb.com. Please provide: Date, time, Vehicle Number or description and nature of incident.

Crime/Incident Prevention

As a community, our greatest strength in crime and incident prevention is in the form of Neighborhood Watch; that is, all Shareholders are asked to watch for suspicious activities and report those activities to the police or the Security Department.

Please be reminded that in any emergency your first call is to 911, not GRF Security.

GRF Board of Directors’ Recap	01/29/19
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The Golden Rain Foundation Board of Directors MOVED and duly approved:

The minutes of the December 18, 2018 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented;

To appoint the Strategic Planning Ad hoc Committee Vice Chair, Ronde Winkler, as Chair of the Committee;

To rescind Policy 3330-70, Health Care Center Maintenance;

To accept for audit the financial statements, for the month of November 2018;

To authorize the transfer of \$500,000 of reserve funds, from First Foundation Bank to US Bank, following the maturity of a \$500,000 CDAR, on January 31, 2019, for the purposes of maximizing insured funds and to invest in higher yielding CDs with US Bancorp.;

To authorize the purchase of brokered CDs, totaling \$1,000,000 of reserve funds, all with a 12-month term, at the prevailing interest rates at the time of purchase;

To approve the additional Fidelity Bond coverage, per the spreadsheet included in the agenda packet, and authorize the President to sign the documents to secure the revisions to the Master Insurance policy, Fidelity Bond, Form 14-02-17277;

To approve the Resolution to Authorize Funds Transfer, as drafted.

To refer Policy 1201-33, GRF Identification Cards, back to the Mutual Administration Committee for further review;

To amend Policy 3324-31, Purchasing Fees, to increase the transaction fee for all materials purchased through the Purchasing department and the Copy & Supply Center, from 2% to 5% and to replace “shipping and handling” with “processing” fee;

To approve the purchase of all Administration Conference Room equipment updates, for a cost not exceed \$15,000, Capital Funding, and authorize the Executive Director to initiate the purchases and equipment installation;

To approved to tentatively amend Policy 1201-33, Photo Identification Cards, changing the title of the policy to “GRF Identification Cards”, removing the reference to Policy 1801-33, increasing the fee for second and subsequent losses of ID cards to \$50, amending the term “renter” to “renter/tenant”, and stating that the non-surrender fee “may” be waived, rather than “will” be waived in the case of a deceased member, and changing “loss(es)” to “replacement(s)” pending a 30-day notification to the membership and a final decision on March 26, 2019;

To approve contractors of record for M.J. Jurado, Schlick Services, Greenwood Heating and Air, Advanced Painting and Kress Construction, for a one-year term, for contracts that do not exceed \$10,000;

To award contracts/work orders to Los Al Builders, for the partition’s, lockers, and window replacement; Cornerstone Flooring, to replace flooring in the break and locker rooms; Service Maintenance, to Refinish and paint walls Blue Lace #1625, replace ceiling tiles – white, replace tables and chairs, install kitchenette, install two sinks and install two hand dryers; Talmar, to install two work stations; and Alpine Heating and Air, to install heat pump, for a cost not to exceed a total of \$73,623.53 including \$2,000 contingency, Capital funding, and authorize the President to sign the contracts.

Recap of GRF Committees’ Activity

January 2019

January 2, Physical Property Committee

- MOVED to recommend the GRF BOD award contacts/work orders to Los Al Builders, Cornerstone Flooring, Talmar, Alpine Heating and Air for renovations in the Service Maintenance Department, with the department refinishing/painting the walls, replacing ceiling tiles, replace

- tables and chairs, install kitchenette, install two sinks and two hand dryers, for a cost not to exceed a total of \$73,662, including a \$2,000 contingency, pending Finance Committee review;
- MOVED to request AWS to provide RFP documents for good, better and best roofing options for the Administration, Amphitheater and News building roofs;
- MOVED to recommend the GRF BOD approve Contractors of Record for a one-year term.

January 7, Recreation Committee

- MOVED to re-instate the Pool Sub-committee to include Ms. Heinrichs, Ms. Rapp, Mrs. Perrotti, Ms. Stone, Mr. DeLeon, Mr. Rudge and Mr. Weaver, requesting a complete scope of work proposal, to be reviewed by the Committee;
- MOVED to establish the Restaurant/Bar Sub-committee to include Mrs. Perrotti (Chair) Ms. Gerber, Mr. Gould, Ms. Heinrichs, Ms. Stone, Ms. Baidack, Mr. Carson, Ms. Dunagan, and Mr. Melody;
- MOVED to forward a request to obtain costs for Building Five improvements to the Physical Property Committee;
- MOVED to direct the Recreation Department to notify shareholders with lockers and storage in Clubhouse One to remove all belongings prior to February 15, 2019, for staff maintenance;
- MOVED to approve the Member Resource Liaison to assist the OC Aging Services Collaborative/OC Office on Aging distribute Senior Living Needs assessments at the LW Library and Health Care Center, pending approval of the Health Care Center;
- MOVED to approve installation of a new storage cabinet, at the Clubhouse One Woodshop; for an amount not to exceed \$1,000, Operating funds and request Service Maintenance perform the work;
- CONCURRED to request the Recreation Department review current Recreation policies regarding serving alcohol at GRF sponsored events and advise the Committee of any recommended amendments.

January 8, Strategic Planning Ad hoc Committee

- MOVED to recommend the GRF Board approve appointment of Ms. Winkler as Chair of SPAH and Ms. Snowden as Vice Chair;
- CONCURRED to review 2020, 2021 and 2022 projects and report format changes at the next Committee meeting.

January 9, 2019, Security, Bus & Traffic Committee

- CONCURRED to request the Security Services Director conduct a monthly Town Hall meeting regarding community security concerns and issues;
- MOVED to request a formal proposal from Integrated Security and Communications, Inc. for the gate access system;
- CONCURRED to request the Security Services Director draft a policy on lockouts for review at the next Committee meeting;
- CONCURRED to schedule a Special Committee meeting to review all Security policies.

January 10, 2019, Communications Committee

- CONCURRED to review elements for corporate branding a the next ADRC Committee meeting;
- MOVED to recommend the GRF Board amend Policy 2810-36, LW Weekly Submissions.

January 11, 2019, Executive Committee

- CONCURRED to support the Executive Director's spending authority to initiate the required purchases pertaining to future participation in career fairs;
- MOVED to approve the amended Editor/Copy Writer/Page Designer job description;
- CONCURRED with staff's recommendation to reassign the Safety/Emergency Coordinator to the supervision of the Security Services Director.

January 14, 2019, Mutual Administration Committee

- CONCURRED to request the Communications Committee consider a request that the Obituary Publication Notice forms be distributed by the Stock Transfer Office, rather than the LW Weekly office, to assist in the timely notification process of member deaths to the Mutuals;
- MOVED to recommend the GRF Board tentatively amend Policy 1201-33, GRF Identification Cards;
- MOVED to suspend the Policy Renumbering Sub-committee until further notice and add DMS Policy software update as a recurring agenda item.

January 17, 2019, Finance Committee

- MOVED to recommend the GRF Board accept for audit the December 2018 financial statements;
- MOVED to recommend the GRF Board authorize the transfer of \$500,00 of reserve funds to invest with US Bancorp;
- MOVED to recommend the GRF Board authorize the purchase of brokered CDs totaling \$1,000,000 of reserve funds, all with a 12-month term at the prevailing interest rate at time of purchase
- MOVED to recommend the GRF Board allocate Capital funding to make improvements at the Service Maintenance building for total cost not to exceed \$73,622;
- MOVED to recommend the GRF Board approve proposed revisions to the Master Insurance Policy, Fidelity Bond;
- MOVED to recommend the GRF Board approve the proposed Resolution, to authorize Fund Transfers;

January 17, 2019, Finance Committee (continued)

- CONCURRED to amend the printed monthly financial packet to omit the individual project pages; these pages will be included in the online version;
- MOVED to recommend the GRF BOD amend Policy 1201-33, Photo Identification Cards.

January 17, 2019, Information Technology Committee

- MOVED to conceptually approve renovation of the Administration Conference Room, in an amount not to exceed \$15,000 and recommend approval by the GRF Board.

Financial Recap – December 2018

As of the twelve-month period ended December 2018, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$54,152.

Major variances are:

Wages, Taxes & Benefits	365,382	Favorable: Wages \$55K; P/R Taxes \$38K; Workers' Comp \$106K; Group Ins \$141K; 401(k) Match \$25K
Temporary Agency Fees	(260,000)	Temporary help for key positions.
Property & Liability Insurance	130,700	Favorable: Actual premiums less than budget;
Misc Expense	(120,893)	Interest expense on initial unclaimed property remitted to the State of California \$47K; Bus incident \$5K; Serv Maint. Inventory \$50K and other errors \$17K
Other Income	176,860	Permits \$23K; Shipping recov. \$27K; Donations \$47K; Parking fines \$17K; ID card non-surrender \$17K;
News Advertising Income	(196,750)	Unfavorable: Budget was more optimistic than current advertiser interest
Newspaper Printing	26,759	Favorable: Circulation copies reduced; negotiated prices.
SRO Labor Cost Recovery	(77,413)	Unfavorable: Less billable labor hours than budgeted

	Fund Balance	Allocated For 2018 Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,732,925	\$1,723,406	\$8,009,519	9

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,643,005	\$202,310	\$1,440,695	11

Total year-to-date approved unbudgeted operating expenses are \$129,330.

Project Number:

865-18

Administration Building Elevator



In Progress



In Progress

Action Items Completed:

- Estimated start; first week of January
- Estimated completion; end of March
- Electrical upgrades complete
- Fire Alarm installation in progress

Project Timeline:



Originating Committee:
Physical Property
Committee
April 2, 2018

GRF Board Approval:
April 24, 2018

Approved Budget:
\$97,631

Payments to Date:
\$66,737

Balance:
\$30,894

Funding Source:
Reserve

Project Status:
In Progress

Project Number:

885-18

Bus Stop Signs



Before



In Progress

Action Items Completed:

- 10 Signs on ordered
- Working with transportation on installation

Originating Committee:
Security, Bus and Traffic
Committee

September 4, 2018

GRF Board Approval:
September 25, 2018

Approved Budget:

\$6,500

Payments to Date:

\$6,500

Balance:

\$0

Funding Source:
Capital

Project Status:
In Progress

Project Timeline:



Project Number:

830-17

Clubhouse Revitalization Project



BEFORE



AFTER

Notes:

- Phase 1 – Clubhouse Six
- Phase 2 – Clubhouse Two – Recreation Committee reviewing next steps

Action Items Completed:

- Flooring, Paint and LED Lights installed
- Stairs and upstairs landing complete
- Building sign installed
- Clubhouse Six opened October 13, 2017
- Draft RFP for Clubhouse Two to send to Recreation Committee for review.
- Project to be reviewed by Facilities and Amenities Review Ad Hoc Committee

Project Timeline:



Originating Committee:
Physical Property
Committee
August 7, 2017

GRF Board Approval:
August 22, 2017

Approved Budget:
\$1,000,000

Payments to Date:
\$98,750

Balance:
\$901,250

Funding Source:
Reserve

Project Status:
Clubhouse Six
Complete

Remainder of project on
hold, pending FAR
Committee review.

Project Number:
888-18

Concrete/Roof Improvements - Medical Building



BEFORE



AFTER

Action Items Completed:

- Concrete improvements – Complete
- Roof scheduled for completion Mid-February 2019

Originating Committee:
Physical Property
Committee
December 4, 2018

GRF Board Approval:
December 25, 2018

Approved Budget:
\$22,756

Payments to Date:
\$22,756

Balance:
\$0

Funding Source:
Capital

Project Status:
In Process

Project Timeline:



PROJECT LEADER: MARK WEAVER

PHYSICAL PROPERTY DEPARTMENT

Project Number: 889-18 **Landscape Improvements – Medical Building**



In Progress



In Progress

Action Items Completed:

- Landscape in progress
- Landscape being completed by Anguiano Landscape

Project Timeline:



Originating Committee:
Physical Property Committee
December 4, 2018

GRF Board Approval:
December 25, 2018

Approved Budget:
\$10,429
Payments to Date:
\$10,429
Balance:
\$0
Funding Source:
Capital

Project Status:
In Process

Project Number:
882-18

Landscape Median #2 – St. Andrews



BEFORE



AFTER

Notes:

- The proposed request represents the same cost and amount of materials for the 195 linear foot section of Median #2 as used in the 135 linear foot section of Median #3, which is a 30% reduction in expense.

Action Items Completed:

- Irrigation complete
- Plants put in/ complete
- Boulders complete

Project Timeline:



Originating Committee:
Physical Property
Committee
August 1, 2018

GRF Board Approval:
August 28, 2018

Approved Budget:
\$20,000

Payments to Date:
\$15,222

Balance:
\$4,778

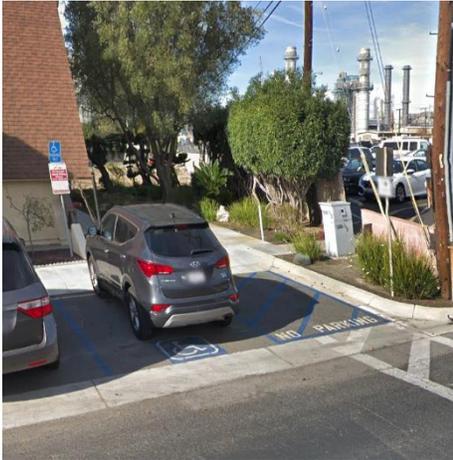
Funding Source:
Reserve

Project Status:
In Progress

Project Number:

886-18

Mission Park Gates



BEFORE



AFTER

Action Items Completed:

- Three Gates ordered
- Three Gates Installed
- Gates installed by MJ Jurado

Originating Committee:
Physical Property
Committee
November 6, 2018

GRF Board Approval:
November 27, 2018

Approved Budget:

\$8,520

Payments to Date:

\$8,520

Balance:

\$0

Funding Source:
Capital

Project Status:
Complete



Project Number: 591-01B-JK **Perimeter Wall Project – Section J&K**



BEFORE



In Progress

Action Items Completed:

- The City and County permits have been obtained
- The project has been placed on hold by OCFC
- On April 24, 2018 OC Flood Control (OCFC) provided notice, the rebuild of the flood control channel along the western section of Trust Property, will be commencing on or about April 30, 2018 to scheduled completion on about July 31, 2018.
- OCFC in process of rebuilding channel roadway
- Storage container revoked at RV Lot
- Repairs scheduled from OCFC on GRF Property to start October 22, 2018
- Waiting for approval to work on wall after completion by OCPW
- Approval received from OCFC to work on the wall, contractor has started construction of the wall, scheduled completion second quarter of 2019.

Project Timeline:



Originating Committee:
Physical Property
Committee
January 9, 2015

GRF Board Approval:
January 27, 2015

Approved Budget:

\$650,000

Payments to Date:

\$174,385

Balance:

\$475,615

Funding Source:

Reserve

Project Status:

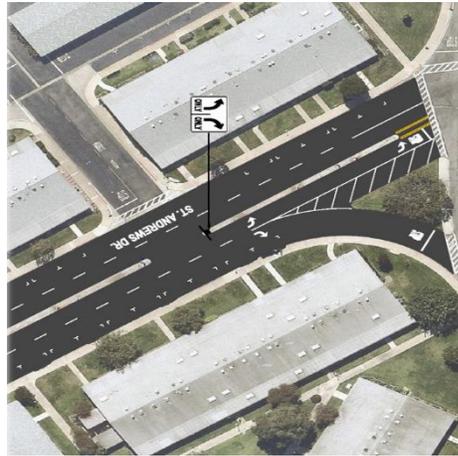
In Progress

Project Number:
738-15

Trust Property Street Compliance with CAMUTCD



BEFORE



In Progress

Scope of Work:

- Red Curb reset
- Sign reduction
- CAMUTCD Certification

Action Items Completed:

- Contracts executed
- Sandblasting and repainting of red curbs in progress
- Certification by Urban Crossroads in progress
- Finalization of work in progress
- Traffic engineer reviewing for certification

Project Timeline:



Originating Committee:
Physical Property
Committee
April 25, 2017

GRF Board Approval:
April 10, 2017

Approved Budget:
\$272,800

Payments to Date:
\$145,265

Balance:
\$127,535

Funding Source:
Reserve/Capital

Project Status:
95% Complete