

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
August 14, 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 Levitt at 9:30 a.m. on Wednesday August 14, 2019, in the Administration Building Conference Room A.

ROLL CALL

Present: President Levitt; Vice President Russell; Secretary Lessin, CFO Smith; Directors Kuhl, Conley, and Friedland

GRF Representative: Ms. Gerber

Guests: Nine shareholders of Mutual Four
Representative from Fenn Pest Control

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

MINUTES

Following a discussion and upon a MOTION duly made by President Levitt and seconded by Secretary Lessin, it was

RESOLVED to approve the regular meeting minutes of July 10, 2019.

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Black presented his report (attached).

Following questions Inspector Black left the meeting at 9:53am

GRF REPRESENTATIVE

Ms. Gerber presented her report (attached).

Guest Speaker – Fenn Pest Control

Representative from Fenn Pest Control gave a presentation for the use of In2Care mosquito traps and the benefits for Mutual Four.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Lessin received correspondence (attached).

CHIEF FINANCIAL OFFICER'S REPORT

CFO Smith presented her financial report (attached).

UNFINISHED BUSINESS

Following a discussion, it was the consensus of the board to move "Discuss and vote to ratify amended and posted Policy 7499.04 – Air Conditioning/HVAC/Heat Pump Units". to the next regular monthly meeting, pending further information.

NEW BUSINESS

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

RESOLVED to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the mutual's reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, income and expense statement for the mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports for the month of July 2019.

The MOTION passed.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Smith and seconded by Vice President Russell, it was

RESOLVED to deny that the Finance department open an additional bank account to hold monies related to L & S Construction and a cash bond for unit 39-G.

The MOTION passed.

Following a discussion and upon a MOTION duly made by Director Conley and seconded by Director Freidland, it was

RESOLVED to rescind Policy 7493 – Patio Roof Covers and adopt Policy 7493.04 – Awnings on a preliminary basis until the 28-day posting period is completed

The MOTION passed with one “no” vote (Russell).

Following a discussion and upon a MOTION duly made by Vice President Russell and seconded by Chief Financial Officer Smith, it was

RESOLVED to amend Policy 7505.4 – Maintenance Responsibility on a preliminary basis until the 28-day posting period is completed.

The MOTION passed.

MUTUAL ADMINISTRATION DIRECTOR'S COMMENTS

Mutual Administration Director Hopkins presented her report (attached).

President Levitt called a break from 11:05 a.m. to 11:20 a.m.

COMMITTEE REPORTS

Emergency Information

Secretary Lessin provided an update (attached).

Mutual Administration Committee

Director Kuhl provided an update (attached).

Recreation Committee

Director Kuhl provided an update (attached).

Physical Property Committee

Vice President Russell presented his report.

Landscape Committee

Chief Financial Officer Smith presented her report (attached).

ANNOUNCEMENTS

NEXT MEETING: Wednesday, September 11, 2019, Open Forum begins at 9:15 a.m.
Regular Meeting begins at 9:30 a.m.

DIRECTORS' COMMENTS

Several Directors made comments.

President Levitt presented his report (attached).

SHAREHOLDER COMMENTS

No shareholder comments were made.

ADJOURNMENT

There being no further business to conduct, President Levitt adjourned the meeting at 11:43 a.m. and announced there would be an executive session following the meeting to discuss member issues.



Attest, Michael Lessin, Secretary
SEAL BEACH MUTUAL FOUR
Attachments
kc 8/21/2019

M-4 Monthly Director's Report
For July, 2019
Mike Levitt, Director/President
August 14, 2019

Forwarded requests to appropriate directors for new appliances, landscaping services, pest removal, plumbing issues, and contractor concerns in Bldgs 49, 74, 77, 76, 82, 39, 73, 52.

Did three new-buyer orientations in Bldg 81. (Yes, *three*; new faces abound!)

Allowed reasonable time for a relative to complete clean-up and document-retireval at a deceased shareholder's apartment. The customary knob lock will be installed at the end of the allotted time.

Attended a (thankfully brief) orientation lecture by GRF's Financial director so that I will now understand at least half of what our own Mutual CFO patiently tries to explain to me.

A reminder to all LWers: Baby Wipes are NOT to be flushed down the toilet. They are not intended for that type of disposal and they WILL cause sewer blockage, resulting in sewer back-up, resulting in some very unhappy Service Maintenance personnel. And resulting in the guilty party paying for the plumbing call. What *is* the proper disposal method, you ask. Place the soiled wipe in a leak-proof plastic bag, ("doggy bags" and the bag wrapper on your daily home-delivered newspaper will work just fine), tie a knot in it, and toss it in the *green* dumpster. (No, it is NOT recyclable). This is a serious concern, folks: we have 60-year-old sewer pipes; they are looking for an excuse to burst, so remember: only two things go down the toilet, and one of them is toilet paper!

FINANCIAL RECAP -JULY 2019

	Monthly Actual	Monthly Budget	Variance	YTD Actual	YTD Budget	Variance
Income	151,728	151,108	620	1,059,039	1,057,756	1,283
Reserves	48,084	48,084	0	336,588	336,588	0
Expenses	107,886	103,023	4,863	784,609	721,161	63,448
Total Expenses	155,970	151,107	4,863	1,121,197	1,057,749	63,448
Income/Expense	-4,242	1	-4,243	-62,158	7	-62,165
Add Back Depreciation	7,156			58,902		
Adjusted	2,914			-3,256		

Our unrestricted cash for month end is \$376,645; restricted reserve accounts total \$1,827,062

Reserves:

Appliance	\$468
Painting	\$55,203
Operating	\$25,000
Roofing	\$1,035,836
Emergency	\$121,030
Infrastructure	\$589,525
 Total Reserves	 \$1,827,062

Made a little more headway this month – profit of \$2,914. Standard Service repairs were down but we did spend over \$4,000 on appliance replacement. Much of that is to replace old water heaters during re-pipe. Gotta do it!

CFO's met early August for first meeting with all newly elected folks. We had a good turnout. Was elected chair again; happy to serve. David Rudge spoke to us about two different approaches to painting projects. One involves massive prep and more money; the other, not so much. Only time will tell if extra cost is worth it. Compare Mutual 2 to Mutual 10. David also talked about new concept for repairing sewer piping. He will bring speaker from 911 Sewer to September CFO council to explain. We also talked about outsourcing laundry rooms' service, landscape options and possible future programs.

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

	Jul 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	246.00	55.00	191.00
Interest Income - Taxable	2,660.00	1,763.00	897.00
Late Charges	42.00	8.00	34.00
Total FINANCIAL INCOME	2,948.00	1,826.00	1,122.00
SERVICES INCOME			
Inspection Fees	2,000.00	2,332.00	-332.00
Laundry Machines	882.00	1,042.00	-160.00
Miscellaneous	0.00	8.00	-8.00
Total SERVICES INCOME	2,882.00	3,382.00	-500.00
Total Income	151,728.00	151,108.00	620.00
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	89,081.00	88,461.00	620.00
Expense			
PROFESSIONAL FEES			
Legal Fees	333.00	44.00	289.00
Management Fee	222.00	222.00	0.00
Total PROFESSIONAL FEES	555.00	266.00	289.00
SERVICES			
Landscape - Contract	13,580.00	13,717.00	-137.00
Landscape - Extras	415.00	582.00	-167.00
Miscellaneous Services	107.00	44.00	63.00
Painting	0.00	166.00	-166.00
Pest Control	270.00	907.00	-637.00
Standard Service	2,021.00	3,916.00	-1,895.00
Structural Repairs	70.00	665.00	-595.00
Total SERVICES	16,463.00	19,997.00	-3,534.00
TAXES & INSURANCE			
Hazard/Liability Insurance	9,333.00	8,035.00	1,298.00
State & Federal taxes	1,100.00	412.00	688.00
Total TAXES & INSURANCE	10,433.00	8,447.00	1,986.00
UTILITIES			
Electricity	1,786.00	1,291.00	495.00
Trash	3,342.00	3,382.00	-40.00
Water	5,504.00	6,993.00	-1,489.00
Total UTILITIES	10,632.00	11,666.00	-1,034.00
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
July 2019

	Jul 19	Budget	\$ Over Budget
Total RESERVE FUNDING	48,084.00	48,084.00	0.00
DEPRECIATION	7,156.00	0.00	7,156.00
Total Expense	93,323.00	88,460.00	4,863.00
Net Ordinary Income	-4,242.00	1.00	-4,243.00
Net Income	-4,242.00	1.00	-4,243.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
ASSESSMENT			
Regular Assessment - Mutual 4	246,169.00	246,183.00	-14.00
Reserves Assessment	336,588.00	336,588.00	0.00
GRF Assessment	438,529.00	438,529.00	0.00
Total ASSESSMENT	1,021,286.00	1,021,300.00	-14.00
FINANCIAL INCOME			
Interest Income - Other Taxable	1,225.00	385.00	840.00
Interest Income - Taxable	18,458.00	12,341.00	6,117.00
Late Charges	324.00	56.00	268.00
Total FINANCIAL INCOME	20,007.00	12,782.00	7,225.00
SERVICES INCOME			
Inspection Fees	11,000.00	16,324.00	-5,324.00
Laundry Machines	6,681.00	7,294.00	-613.00
Miscellaneous	65.00	56.00	9.00
Total SERVICES INCOME	17,746.00	23,674.00	-5,928.00
Total Income	1,059,039.00	1,057,756.00	1,283.00
Cost of Goods Sold			
GRF MAINTENANCE FEE	436,070.00	438,529.00	-2,459.00
Total COGS	436,070.00	438,529.00	-2,459.00
Gross Profit	622,969.00	619,227.00	3,742.00
Expense			
PROFESSIONAL FEES			
Legal Fees	1,000.00	308.00	692.00
Management Fee	1,554.00	1,554.00	0.00
Total PROFESSIONAL FEES	2,554.00	1,862.00	692.00
SERVICES			
Landscape - Contract	94,250.00	96,019.00	-1,769.00
Landscape - Extras	9,653.00	4,074.00	5,579.00
Miscellaneous Services	1,006.00	308.00	698.00
Painting	1,647.00	1,162.00	485.00
Pest Control	1,707.00	6,349.00	-4,642.00
Standard Service	34,378.00	27,412.00	6,966.00
Structural Repairs	6,110.00	4,655.00	1,455.00
Total SERVICES	148,751.00	139,979.00	8,772.00
TAXES & INSURANCE			
Hazard/Liability Insurance	65,331.00	56,245.00	9,086.00
State & Federal taxes	4,958.00	2,884.00	2,074.00
Total TAXES & INSURANCE	70,289.00	59,129.00	11,160.00
UTILITIES			
Electricity	10,322.00	9,037.00	1,285.00
Trash	23,394.00	23,674.00	-280.00
Water	34,327.00	48,951.00	-14,624.00
Total UTILITIES	68,043.00	81,662.00	-13,619.00
RESERVE FUNDING			
Emergency Reserve	1,456.00	1,456.00	0.00
Roof	93,331.00	93,331.00	0.00
Paint	11,669.00	11,669.00	0.00
Infrastructure	211,897.00	211,897.00	0.00
Appliances	18,235.00	18,235.00	0.00
Total RESERVE FUNDING	336,588.00	336,588.00	0.00

Leisure World Mutual 4
Profit & Loss Budget vs. Actual YTD Report B
January through July 2019

	Jan - Jul 19	Budget	\$ Over Budget
DEPRECIATION	58,902.00	0.00	58,902.00
Total Expense	685,127.00	619,220.00	65,907.00
Net Ordinary Income	-62,158.00	7.00	-62,165.00
Net Income	<u>-62,158.00</u>	<u>7.00</u>	<u>-62,165.00</u>

California Repipe Specialist
21205 Juan Ave. C
Hawaiian Gardens, CA 90716

Dear Sir,

I just want to say thank you for taking us through this process without too much disturbance. All of the men were courteous and efficient. Actually, my neighbor Margo who is 96 years old (381) made me promise to write you a note to tell you how much she appreciated your patience and help. She called your guys "gentlemen". Sort of an old fashion term from an old fashion lady. She is great.

The men got in and out while doing their job while being courteous at all times. I thought things went smoothly. The men cleaned up as they finished each job.

I feel like I got something above and beyond. The water temperature in my shower was either cold or scalding. Now it can stay at a nice normal temp. Also I really like the new fixtures. The water from my shower head came out as a dribble. Now someone adjusted it and it seems much more normal.

I just wanted to say thank you.

Evelyn Meyer
Mutual 4 38E
1240 Knollwood Rd. 38E
Seal Beach, CA 90740

Mutual Four Shareholders,

It's hard to believe Summer is almost over. Where does the time go?

I am on the Emergency Information Council, so I have some pretty strong feelings on emergency preparedness. After the July 4 and 5 earthquakes I would hope everyone is on board with having a go bag. If you do not have one, please consider purchasing one or putting one together on your own. Recommended items are posted in the laundry rooms as well as Mutual Four's website. We have been told by police and fire officials we need to be self sufficient for three days.

When I went with Kevin on the fire inspections I noticed that about half of the shareholders didn't have a File of Life. Please, this is for your safety. If you do not have one contact your director and get one. Then fill it out and post it where it can be seen.

Sincerely,

Mike Lessin

SAVE THE DATE

Annual Social Event October 16, 2019—Country Western Night. Stay Tuned. We will be serving hamburgers, beans, cole slaw and hopefully fresh fruit. Plus, of course, all your favorite beverages. As always, shareholders are welcome to bring desserts. For all our vegetarian neighbors we are offering plant based Impossible Burgers, but you **MUST** call to reserve. 562-296-8518. Leave your name and unit and number of people.

LANDSCAPE

Total Landscape will be preparing for fall soon. Less watering in August and they will mow the turf a little shorter. Then they will take turf way down in September and seed so grass will be beautiful for the holidays; fertilizing and tree-trimming in September/October. Never a break for our gardeners. Remember: landscape issues in buildings 73-89 call Dan Conley 562-296-5525, buildings 37-52 call Suzi Smith 562-296-8518.

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.

Suzan Q. Smith

LEISURE WORLD Mutual 4 Director's Report

August 14, 2019

On Monday, August 5, the GRF Recreation Committee met. As with many of the committees and departments are attempting, the focus was on lowering the amount of funds spent so that then GRF Budget will reflect an increase that is as low as possible or not at all. So—eliminated were a few of the celebrations held in L.W. They included the Menorah lighting, the Martin Luther King Day observance, and the Community Fair formerly held in cooperation with the Seal Beach Chamber of Commerce. On a trial basis, the Saturday Night dances will be held and the bands will be from volunteer groups for the next few months. At that time, the committee will review the success of those bands. Further the Recreation Department is looking at the possibility of a different entertainment agent.

On Monday, August 12, the Mutual Administration Committee met with our own Marsha Gerber as its leader. They too are trying to stay the money spending as best they can. ALL Full-time Employee spots are intact. Of course, there are areas where employee positions need that special person to qualify for the position. There are rumors about the 401Ks of our employees. There is no plan to change the plans of the EXISTING employees. The budgets for the maintenance, mutual administration, and stock transfer departments have been closely examined and some small cuts have been made, but again not for the employees or their positions. Also remember that little cuts add up.

We are in the middle of the hottest time of the year. Please watch out for water held in pot saucers and bird baths. The mosquitoes are buzzing.

Also, unfortunately, I see way, way too many visiting dogs. Please remember that if your visitor brings in a dog, that is against policy. You will be the responsible shareholder if the dog disturbs, trips, or nips another shareholder. Of course, true SERVICE dogs who display their training are always allowed.

Respectfully submitted,
Jan Kuhl, 46E
Director, Mutual 4

Mutual 4 Monthly Report for July 2019 - Buildings 73, 74, 75, 76, 77 and 78

We are looking forward to some re-roofing sometime in October. We are also starting re piping in some of Mutual 4 buildings.

We have been seeing quite a few bugs around our units. There have been flying brown bugs bothering us. These are June Bugs and do not hurt us but is a big distraction. There is nothing that Fenn can do about these bugs so please do not ask them to help. My suggestions are to keep doors and windows closed with screens. They particularly like light so watch your door closely if you leave your outside light on.

If you are going to let a relative or a friend use your carport space for a limited time you need to contact your director. The director will fill out a parking pass to be put on the left side dash while the car is in the carport space. This is for security's benefit. If anything ever happened in the carport security would know whose vehicle was in that space.

Jon Russell 741

(562) 794-9334

Mutual Administration Director's Report

AUGUST 2019



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water.

Slow down: reduce, eliminate or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water and trash off our patios. Keep pet food and water bowls inside and not on your patio.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must be on a 6-foot leash at all times while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **August 14, 2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-42D	paito storage/windows	both	04/01/19	09/30/19	9 another ct	19 framing 5/15/19	all date change on completion
4,75,76,87,8	roofing	both	07/10/19	12/31/19	no		Roofing Standards may have to change completion date
4-84E	retro fit 6 windows	both	06/20/19	07/20/19	no	6/27/19 final	swenman
3,46,38,39,7	repiping	both	07/08/19	12/30/19	no	7/12/19 - bldg 43	CRS
4-76L	central fau	both	07/15/19	10/30/19	no		greenwood
4-42H	floor abatement	GRF	07/22/19	07/23/19	no	final 8/5/19	PEA solutions
4-52k	cart pad	GRF	07/29/19	08/29/19	no		Anguiano Lawn Care
4-48J	sola tube @ bathrm	both	08/06/19	11/22/19	no		mp const.
4-42H	flooring	grf	08/05/19	08/19/19	no		ather tyeb flooring
4-81D	repl ductless heat pump	both	08/02/19	11/02/19	no		greenwood
4-38I	repl. Ductless heatpump	both	08/13/19	11/13/19	no		greenwood

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-81D		08/30/18	07/11/19	07/19/19			
4-78B		09/26/18					
4-76E		09/28/18					
4-49F		10/18/18					
4-44G		01/22/19					
4-52B		01/23/19	07/23/19	07/24/19	08/05/19		
4-87H		03/07/19					
4-40G		06/11/19					
4-81A		06/13/19	07/05/19	07/08/19	07/19/19		
4-81C		06/13/19	07/29/19	07/29/19	08/08/19		
4-42L			06/20/19	06/21/19	07/02/19		
4-46H	8/7/2019						
4-40G			08/12/19				

CONTRACTOR	PROJECT
Total Landscape Maintenance- 10/8/19 contract end date	on going now
Tree Pruning:	
Fenn Pest Control - 5/31/20 contract end date	service days are Monday and Wednesday - termites on Wednesday's only
Roofing Roofing Standards: 12/31/19	contract signed - Bldgs. 87,75,74,89,76 / will start with bldg. 74 - december start date first week
stove hoods & Piping Kress Const: 12/31/19	contract signed
dry rot / termite / attic repair B.A. Const: 12/31/19	contract signed
Re-piping California Repipe Specialist: 9/10/19	as of today we are complete w/re-piping for this year, minor pick up list - 2020-2021 for a total of 15 b
abatement ERC: 9/1/19	complete for this year
repipe paint touch ups Kress:	as repiping and wall patching are complete this will be the last item. Work order
Fire Inspections	

Shareholder Visits and Mutual Requests
7/11 - notify bldg. 38 for repipe
7/15- escrow issues
7/17 post for bldgs. 39 and 36 for water shut down
7/18/19 notify blsg. 39 for repipe
knob lock 38D
73K chk crack at light fixture
wthr chk 39-7/30
7/31 38D refer clean out
8/1/19 bldg. 75 abate
8/5/19 wthr chk. Bldg. 75
pricing for roofing - 2020 - Bldgs. Left 38,48,50,81,82
BOD approval for awning 85L

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



July 23, 2019

GRF BOARD NEWSLETTER

Approved Minutes

MOVED and duly approved the minutes of the April 23, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Adopt Policy 20-2841-2, Graphic Design Services (FINAL VOTE)

MOVED and duly approved to adopt 20-2841-2 Graphic Design Services, as presented.

General – Approve April GRF Board Report

MOVED and duly approved the April GRF Board Report, as amended.

General – Amend Telecommunications Services Agreement

MOVED and duly approved the Addendum to the Telecommunications Services Agreement between the Golden Rain Foundation, Seal Beach and Superwire Telecom Inc., amending telephony services from the terms and conditions, and authorize the President to sign the agreement.

General – Ratification of Emergency Session of the GRF Board of Directors re: Off-Property Bus Service

MOVED and duly approved to ratify the GRF Board's emergency action of May 10, 2019, of the cancelation of GRF Transportation Departments off-property bus services.

MOVED and duly approved to assign to the Security, Bus & Traffic Committee, in July, to seek alternative options to the off-property bus services and direct staff to begin the investigative process.

Architectural Design & Review Committee (ADRC) – Reserve Funding Request – Landscape Replacement, Health Care Center, Clubhouse Six and Administration Parking Lot

MOVED and duly approved to award a contract to Anguiano Lawn Care to replant the five islands in the Health Care Center and Clubhouse Six parking lot, at a cost not to exceed \$8,383, Reserve funding, and to authorize the President to sign the contract.

Facilities and Amenities Review (FAR) Ad hoc Committee – Committee Recommendations for Policy Amendment

MOVED and duly approved to forward to applicable committees the formulation of actions and/or the drafting or amendment of policies pertaining to whether there should be a fee structure for use of amenities, investigation of card reader-based clubhouse/room access systems, limiting the number of clubs participating in the same activity, upholding/enforcing Policy 1202-50, Club Membership (non-members prohibited from joining clubs, organizations, service organization or religious organizations that meet in Leisure World), establishing restrictions of use of Trust Property amenities by guests accompanied by Shareholder/Members, establishing reasonable policies for charging groups that profit from the use of GRF amenities, approval of all LW Clubs, organizations, service organizations or religious organizations by the GRF Recreation Committee, combination of duplicate amenities, based on usage, prohibiting organizations that have their own buildings from using GRF facilities, establishment of fees for large room set-ups, establishing policy that includes penalties for abuse of amenities, facilities or policy and/or adoption of the Club category structure into policy.

MOVED and duly approved to forward the topic of designated hours and/or days for Shareholder/Members to invite non-members to use amenities, while accompanied by the Shareholder/Member, based upon statistical usage of amenities and procedures/expense to enforce limited usage of amenities by non-Shareholder/Members to the Recreation Committee.

Finance Committee – Accept April Financial Statements

MOVED and duly approved to accept the financial statements April 2019, for audit.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved a transfer of \$800,000 of reserve funds, from First Foundation Bank to Morgan Stanley, for \$500,000 and to US Bank for \$300,000, following the maturity of an \$800,000 CDAR on June 13, 2019, for the purposes of maximizing insured funds and to invest with Morgan Stanley.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of multiple insured brokered CDs, from Morgan Stanley, totaling \$500,000 of reserve funds, with an 18-month term at the prevailing interest rates at the time of purchase.

Finance Committee – Adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-inventory Purchases

MOVED and duly approved to adopt 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-inventory Purchases, as presented.

Finance Committee – Approve Exclusive Use of Trust Property Leases

MOVED and duly approved the 2nd Addendum for the lease agreements, (July 1, 2019 to December 31, 2019) for the exclusive use of Trust property, for the Friends of the Library, Genealogy Club, Golden Age Foundation, Historical Society, Radio Club, Theater Club, and Video Producers Club and authorize the President to sign the agreements.

Physical Property Committee – Reserve Funding Request – HVAC Replacements, Clubhouses Two and Four

MOVED and duly approved to award a contract to Greenwood Heating and Air, for a cost not to exceed \$13,800, to replace the heat pumps (one each) in Clubhouse Two, unit #4 and Clubhouse Four, unit #A-2, Reserves funding, and authorize the President to sign the contract.

Recreation Committee – Contract Approval – Sound System and Lighting, Amphitheater

MOVED and duly approved to award a contract to Mr. Cat Productions, to provide Amphitheater production services, for a cost not to exceed \$47,250, for a three-year period, Operating funding, and to authorize the President to sign the contract.

Recreation Committee – Approve Distribution of Questionnaires (Restaurant/Bar, Fitness, Learning Center)

MOVED and duly approved the distribution of the Restaurant/Bar, Fitness Center and Learning Center questionnaires, as presented, in LW Weekly and, following a thirty (30) day posting period, have staff compile results for Recreation Committee review.

Security, Bus & Traffic Committee – Approve Replacement of Visitor Access System

MOVED and duly approved the Visitors' Access System and contract with Intergrated Securitya and Communicaitons, for the replacement of the Visitors' Admission system, in an amount not to

exceed \$69,533.39, authorize the President to sign the agreement, funding to be determined by the Treasurer, and further, authorize the Chairperson of the Security, Bus & Traffic Committee to approve any use of contingency funds.

GRF Board of Directors' Recap

06/25/19

Approved Minutes

MOVED and duly approved the minutes of the May 28, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

Approved Minutes

MOVED and duly approved the minutes of the June 4, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) Special meeting, as presented.

Approved Minutes

MOVED and duly approved the minutes of the June 11, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) Special meeting, as presented.

Approved Minutes

MOVED and duly approved the minutes of the June 18, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

General – Amend Trust Property Landscape Contract

MOVED and duly approved to amend the contract with Anguiano Lawn Care in order for the vendor to add one (1) additional landscaping person to better serve the community and reduce the rotation time needed, for a cost not to exceed \$3,727 per month, or \$44,720 for a twelve (12) month period. Funding available in the 2019 Operating budget and authorize the ADR Committee Chair to sign the change order.

General – Capital Funding Request – Dynamics: Additional Funding

MOVED and duly approved additional Capital funding of \$25,000, to the Dynamics software project, to support customization necessary to maintain integrity of the system and to provide enhanced reporting to the Mutual Corporations.

GRF Board of Directors' Recap

07/23/19

Remove agenda items

MOVED and duly approved to remove agenda items 11. c.ii., c.iii. and c.iv. and return them to the Executive Committee for further review.

Approved Minutes

MOVED and duly approved the minutes of the June 25, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Establish Ad hoc Committee – Website Redesign

MOVED and duly approved and thereby established the Website Redesign Ad hoc Committee and grants to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

MOVED and duly approved the appointment of Nick Massetti as Chair, Irma Heinrichs, Susan Hopewell, Leah Perrotti, Paula Snowden and Linda Stone to the Website Redesign Ad hoc Committee.

General – Approve Contract with Tahitian Herbal

MOVED and duly approved a contract with Tahitian Herbal, for the limited use of Trust property within Building 5, for the sole purpose of installation of a vending machine and authorize the President to sign the contract.

General – Approve July GRF Board Report

MOVED and duly approved the July GRF Board Report, as amended and reviewed by the GRF President and Vice President.

Communications & IT Committee – Approve Business Use of Trust Property for Transportation Pick Up and Drop Off

MOVED and duly approved a new pick up location for Modern Buds bus service, at the Amphitheater bus stop, contingent upon the GRF being listed as an additional insured on its Certificate of Liability Insurance.

Communications & IT Committee – Amend Policy 5050-34 – Digital Billboards

MOVED and duly approved to refer 5050-34, Digital Billboards back to the Communications & IT Committee recommending a joint meeting with the Recreation Committee to specifically address requirements for posting and any other issues requiring clarification.

Communications & IT Committee – Use of LW Weekly for Printing of GRF Board Meeting Minutes

MOVED and duly approved the printing of the GRF Board meeting summary only in LW Weekly and provide copies of the Draft and Approved GRF Board meeting minutes at the GRF Administration Reception Desk, upon request, effective September 1, 2019, contingent upon no less than four (4) articles within LW Weekly, including a front page notice on the revision to current practice.

Executive Committee – Amend 30-5110-3 Executive Committee Charter

MOVED and duly approved to amend 30-5110-3, Executive Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019 and updating the cost center numbers.

Executive Committee – Approve Increase of GRF Entry Wages of \$13.25 to \$15.00 and Increase Wages for All Staff Earning Below \$15.00 to New GRF Entry Wage of \$15.00

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Executive Committee – Approve Benefit Package Modification: Remove Eligibility of 401k Match for Part Time New Hires, Effective September 1, 2019

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Executive Committee – Approve Benefit Package Modification: Reduce 401k Match to 1.5%, for All Eligible Employees, Effective Upon Notice Required by Law

This item was removed from the agenda and referred back to the Executive Committee for review and discussion.

Facilities and Amenities Review (FAR) Ad hoc Committee –Amend 30-5175-3, Facilities and Amenities Ad hoc Committee

MOVED and duly approved to amend 30-5175-3, Facilities and Amenities Review Ad Hoc Committee Charter, as amended, pending Board approval of the new formatting recommended by the Governing Documents Committee.

Facilities and Amenities Review (FAR) Ad hoc Committee –TENTATIVE VOTE: Amend 30-1406-1, Limitations on Use and Adopt 30-1406-2, Limitations on Use, Fees

MOVED and duly approved to tentatively amend 70-1406-1, Limitations on Use, as amended, and tentatively adopt 70-1406-2 (fee schedule extracted from 70-1406-1), pending Board approval of the new formatting recommended by the Governing Documents Committee and pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on August 27, 2019.

Finance Committee – Accept June Financial Statements

MOVED and duly approved to accept the financial statements June 2019, for audit.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved a transfer of \$1,022,000 of reserve funds, from First Foundation Bank to Morgan Stanley, \$250,000 from First Foundation Bank reserve funds and \$245,000 from US Bancorp reserve funds to Morgan Stanley following the receipt of maturing investments from those financial institutions, for the purposes of maximizing insured funds and to invest in brokered CDs at Morgan Stanley.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of brokered CDs, through Morgan Stanley, totaling \$1,517,000 of reserve funds, with terms ranging from 12 months to 18 months, at the prevailing interest rates, at the time of purchase.

Finance Committee – Amend 40-5115-3, Finance Committee Charter

MOVED and duly approved to amend 40-5115-3, Finance Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Governing Documents Committee – Ratify New DMS Categories and Titles

MOVED and duly ratified the use of new header categories and document titles for the current GRF governing documents (reduce the header from three lines to two lines and replace the current document names with new document names).

Governing Documents Committee – Adopt Proposed GRF Governing Documents Format

MOVED and duly approved the formatting of GRF governing documents, as amended: (reduce the space between the Document History and end of text of governing document on the last page, amend the Document History section from one column to three columns, add the section ‘Key Words’, in bold below Document History, move the text “GOLDEN RAIN FOUNDATION, Seal Beach, California to the footer, and reduce the size of footer text to 10 point).

MOVED and duly approved a revision to all GRF Committee Charters presented to the Board today: Paragraph one: “Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VIII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the _____Committee and grants to the Committee authority specifically stated within the GRF governing documents.” Paragraph two: “In accordance with Article VII Section I of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD and add GOALS: a. Increase organizational effectiveness and efficiency, b. Protect, preserve, and improve our assets.

Governing Documents Committee – Adopt 30-5180-3 Governing Documents Committee Charter

MOVED and duly approved to adopt 30-5180-3, Governing Documents Committee Charter, as amended.

Physical Property Committee – Reserve Funding Request – Heat Pumps, Clubhouse Two, Units #2 and #6

MOVED and duly approved to award a contract to Greenwood Heating and Air to replace two (2) heat pumps, in Clubhouse Two: units #2 and #6, for a cost not to exceed \$12,800, Reserve Funding, and authorize the President to sign the contract.

Physical Property Committee – Amend 60-5130-3, Physical Property Committee Charter

MOVED and duly approved to amend 60-5130-3, Physical Property Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Physical Property Committee – Capital Funding Request- SCE Charge Ready Program/EV Charging Stations

MOVED and duly authorized SCE to install the infrastructure for five (5) electric charging stations at Clubhouse Two parking lot, funding through the SCE Charge Ready Program, and to authorize the installation of five (5) level two (2) charging ports, at a cost not to exceed \$10,000, Capital Funding, and authorize the President sign any agreements and authorize the Executive Director to make the needed purchase of equipment.

Physical Property Committee – Reserve Funding Request – Replacement of Channel Fencing, Main Gate Entrance

MOVED and duly approved to award a contract to Quality Fence for the replacement of 60’ of fencing over the channel, at the Main Gate Entrance, for a cost not to exceed \$3,000, Reserve Funding, and authorize the President to sign the contract.

Recreation Committee – Adopt 70-1433-1, Trust Property Locker Rules and Regulations

MOVED and duly approved to adopt 70-1433-1, Trust Property Locker Rules and Regulations, which sets forth the rules and regulations for the use of Trust Property Lockers.

Recreation Committee – Amend 70-1422-3, Marquee Usage

MOVED and duly approve to amend 70-1422-3, Marquee, changing the name to Marquee Usage and clarifying usage procedures.

Recreation Committee – Amend 70-5135-3, Recreation Committee Charter

MOVED and duly approved to amend 70-5135-3, Recreation Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, updating the Committee duties, and updating the cost center numbers associated with the Recreation Committee.

Security, Bus & Traffic Committee – Amend 50-5145-3, Security, Bus & Traffic Committee Charter

MOVED and duly approved to amend 80-5145-3, Security, Bus and Traffic Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019.

Security, Bus & Traffic Committee – Approve Request to Seal Beach Police Department for Traffic Enforcement on Trust Property

MOVED and duly approved to send a formal request to the City of Seal Beach City Council, for Seal Beach Police Department traffic enforcement upon Trust Property as Trust Property has been certified to meet the standards of CAMUTCD.

Recap of GRF Committees' Activity

April/May 2019

May 21, 2019 Information Technology Systems Committee

- MOVED to approve the purchase of Play Digital Signage at a cost of \$18 per month per screen and ten (10) Amazon Fire Sticks at a cost of \$50 each for a total cost not to exceed \$2,650 non-budgeted operating funds;
- MOVED to accept the new governing document numbering system for the documents under the purview of the IT Committee;
- CONCURRED to request staff draft an RFP for an alternative IT managed service provider, and bring back to the next Committee meeting for consideration;
- CONCURRED to discuss GRF ID Cards – new technology, at the next Committee meeting.

May 22, 2019, Architectural Design & Review Committee

- CONCURRED to request the Facilities Director bring back new proposals of landscapes for Clubhouse Six and planters at the four corners, with plant selections, to the next Committee meeting;
- CONCURRED to request the Recreation Manager bring back sample of photo selections for the wall murals in Building Five, first floor, elevator lobby and Recreation Department office and Clubhouse Six, second floor, head of the staircase, to the next Committee meeting;
- MOVED to accept the new governing document numbering system for the documents under the purview of the Architectural Design and Review Committee;
- MOVED to approve the request from NuVision, to paint the exterior building wall and install a sign;
- MOVED to request NuVision to modify the new signage, by removing the dark color background and bring back to the next scheduled meeting;
- MOVED to approve tile GW08 Cherry, as an alternative for the warm pallet design for future projects.
- MOVED to select Swiss Coffee for main body of the wall and Wild Stallion for the cap, to match the color selection of the Administration Building;

- MOVED to request a three-part proposal from Anguiano Lawncare, to remove plants along St. Andrews Drive and Golden Rain Road around the Administration building, to replace with a variety of colors of dwarf day lilies and upgrade sprinklers as needed, using Reserve funding and forward request to the June GRF Board meeting;
- CONCURRED to review the extension wall behind the Administration building and discuss at an upcoming meeting;
- MOVED to approve one additional landscaping personnel, to better serve the Community and reduce the rotation time needed, for a cost not to exceed \$3,727 per month or \$44,720, for a 12 month period. Funding available in the 2019 Operations budget and authorize the Chair, sign the change order;
- CONCURRED to forward the first responder banner request to the Recreation Committee, for review.

May 23, 2019, Service Maintenance Committee

- MOVED to accept the new governing documents numbering system for the documents under the purview of the Service Maintenance Committee.

May 24, 2019, Special Security, Bus & Traffic Committee

- MOVED to recommend to the GRF Board approve the Visitors' Access System and contract with Integrated Security and Communications, for the replacement of the Visitors' Admission System, in an amount not to exceed \$42,928, Reserve Funding, plus \$10,000 in contingency funds.

July 1, 2019, Recreation Committee

- CONCURRED to discuss the request for RV Lot variance; and Bocce Ball Court concerns at the next Committee meeting;
- CONCURRED to authorize the Executive Director use executive privilege to approve the Radio Club sell candy and ice cream at the Amphitheater shows;
- CONCURRED to request staff make necessary adjustments to the proposed 2020 budget assumptions and present a second draft at the next Committee meeting;
- MOVED to appoint to the Restaurant/Bar Sub-committee: Mrs. L. Perrotti, Ms. L. Stone, Ms. M. Gerber, Ms. I. Heinrich, Mr. L. Melody, Ms. J. Dunagan, Ms. L. Baidack, Mr. R. Carson, and Mr. B. Lukoff;
- MOVED to appoint to the Entertainment Subcommittee: Mr. L. Perrotti, Ms. K. Rapp, and Ms. L. Stone;
- MOVED to recommend the GRF BOD adopt 70-1433-1, Locker Use, as amended, pending new formatting to be approved by the Governing Documents Committee;
- MOVED to recommend the GRF BOD amend 70-1442-3, Marquee, as amended, pending new formatting to be approved by the Governing Documents Committee;
- MOVED recommend the GRF BOD amend 70-5135-3, Recreation Committee Charter, as amended, pending new formatting to be approved by the Governing Documents Committee.

July 3, 2019, Governing Documents Committee

- CONCURRED to declare JoAnn St. Aubin Vice Chair of the Committee;
- CONCURRED to incorporate the GRF BOD goals adopted at this year's retreat into the proposed additions to the GRF Committee Charters;

- MOVED the GRF BOD accept the new DMS Categories and Titles (header/category, title spreadsheet);
- MOVED to accept the Governing Documents new format, as amended, adding key words and stylistic changes;
- MOVED to adopt 30-5180-3, Governing Documents Charter, as amended.

July 3, 2019, Physical Property Committee

- MOVED to approve the completion of Trust Property Street Compliance with CAMUTCD project #738-15; Landscape Median #1 and 4-6, St. Andrews project #898-19, Reconfiguration-Building Five project #905-19 and requested staff bring to the next meeting a list of trust streets, including the repaving and striping schedule;
- MOVED to request staff bring to the next meeting a complete scope of work and map outlining the proposed Fiber Optic Conduit on Golden Rain Road project path after which GRF BOD conceptual approval will be sought before forwarding the project to the SPAH for consideration;
- MOVED to recommend the GRF BOD approve EV Charging Stations on Trust Property, through SoCalEd, proposing Clubhouse Two as the location, for a cost not to exceed \$10,000, Capital Funding, pending Finance Committee review; concurred to request the Facilities Director and Security Director draft a proposed amendment to the current parking policy to include electric charging stations and review at an upcoming Security, Bus & Traffic Committee meeting;
- MOVED to recommend the GRF BOD award a contract to Quality Fence for the replacement of a 60' of fence over the channel at the Main Gate entrance, at a cost not to exceed \$2,500, Reserve Funding, pending Finance Committee review;
- CONCURRED to request staff to bring back a formal proposal for the installation of the joined hip shade presented by the Physical Property Manager and include approved color selection from the Architectural Design and Review Committee;
- CONCURRED to request staff adjust the 2020 budget assumptions and present a second draft at the next Committee meeting; CONCURRED to forward a recommendation to the Finance Committee to increase the parking space rental fee at Allen's Alley to \$125 per month;
- CONCURRED to request the Recreation Committee schedule a walk through of Clubhouse Four – Phase VI;
- MOVED to approve the scope of work presented for Pool Complex Renovations – Phase I and for staff to send out an RFP and bring back costs to the next Committee meeting;
- MOVED to recommend the GRF BOD award a contract to Greenwood Heating and Air to replace two heat pumps in Clubhouse Two (units 2 and 6), for a cost not to exceed \$12,800, Reserve funding, pending Finance Committee review;
- MOVED to recommend the GRF BOD amend 60-5130-3, Physical Property Committee Charter, as amended, pending BOD approval of the new formatting recommended by the Governing Documents Committee.

July 8, 2019, Mutual Administration Committee

- REQUESTED the Executive Committee review the Mutual Administration Department Organization Chart, removing all verbiage;
- RECOMMENDED the amendments to the Bereavement Workbook be incorporated and the Committee review the Workbook at the August meeting, including review of potential sponsorship;

- CONCURRED to recommend the selection of the redesign of the ownership stock certificate envelopes to the ADR Committee, indicating MAC's preference for the sample envelope of page 39 of the MAC agenda packet;
- CONCURRED to review the cost center 2020 budget proposals for cost centers 533, 544, 545, 574, and 575 at the August Committee meeting;
- CONCURRED to review 50-5165-3, Mutual Administration Committee and 50-5170-3, Service Maintenance Committee Charters at the August meeting.

July 9, 2019, Facilities & Amenities Review Ad hoc Committee

- MOVED to recommend the GRF BOD amend 30-5175-3, Facilities and Amenities Review Ad hoc Committee Charter, as amended, pending Board approval of the new formatting recommended by the Governing Documents Committee;
- MOVED to recommend the GRF BOD tentatively amend 30-1406-1, Limitations on Use, as amended, pending a 28 day membership notification and tentatively adopt 70-1406-2, (fee schedule extracted from 30-1406-1) pending a 28 day membership notification and Board approval of the new formatting recommended by the Governing Documents Committee.

July 10, 2019, Security, Bus & Traffic Committee

- MOVED to direct staff to draft an RFP and secure qualified proposals for off property bus service that meets or exceeds what is currently being provided;
- CONCURRED to incorporate the GRF Goals to the Committee Charter;
- MOVED to recommend the GRF BOD amend 50-5143, Security Committee Charter as amended;
- MOVED to recommend the GRF BOD approve the submission of a request to the City of Seal beach to adopt, by ordinance or resolution, regulating vehicular traffic on Golden Rain Foundation privately owned roads, per California Vehicle Code (CVC), Section 21107, with the City of Seal Beach Police traffic enforcement;

July 11, 2019, Communications & IT Committee

- MOVED to recommend the GRF BOD approve a Website Redesign Ad hoc Committee consisting of N. Massetti, L. Stone, J. Isom, W. Thompson and P. Snowden;
- MOVED to approve a new pick up location for Modern Buds bus service at the Amphitheater bus stop, request the GRF listed as an additional insurer, and forward to the Board of Directors for approval;
- MOVED to adopt Square POS system and have the IT Supervisor present a proposal with total cost and motion at the next scheduled Committee meeting;
- MOVED to approve the use of Play Digital Signage software for digital billboards;
- CONCURRED to work towards building a B-Section program with a target date of implementing it in 2020;
- MOVED to recommend the GRF BOD approve the revision of publishing the GRF BOD minutes in the LW Weekly;
- MOVED to recommend the GRF BOD amend 5050-34, Digital Billboards, as amended.

July 12, 2019, Executive Committee

- MOVED to amend the position description for the Human Resources & Benefits Coordinator, as amended, including changing the title to Human Resources Generalist;

- MOVED to accept the proposed presented amendments to the GRF Directors' Handbook and review further proposed amendments at the August meeting, prior to forwarding the Handbook to the Governing Document Committee to assign a document number;
- MOVED to forward the Security, Bus & Traffic Committee a request to review Policy 1927.02.37 for possible rescission, as it is not applicable under the terms of the Civil Code;
- MOVED to amend the procedure for employee recognition nomination procedures to permit GRF Directors to make nominations and to make clear that GRF department heads are eligible for nomination; review amended nomination procedure at the August Committee meeting; also, MOVED to approve the verbiage for the plaque ("In honor of their loyal support of our mission, GRF proudly presents employees who have demonstrated exemplary service and dedication to the community");
- MOVED to approve the use of the Senior Management Annual Review form, as amended, and forward to the Governing Document Committee for assignment of a document number;
- CONCURRED to include the HR Annual Calendar and Special Projects as part of the monthly HR report;
- CONCURRED to schedule a special Committee meeting to review 30-1010-1, External Communication, Authorized Spokesperson, 1022-30, Petitions, and Member Code of Conduct.

July 15, 2019, Finance Committee

- MOVED to recommend the GRF Board accept, for audit, the financial statements for the month of June 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF Board authorize the transfer of \$1,022,000 of reserve funds from First Foundation Bank to Morgan Stanley, \$250,000 from First Foundation Bank reserve funds and \$245,000 from US Bancorp reserve funds to Morgan Stanley, following the receipt of maturing investments from those financial institutions, for the purposes of maximizing insured funds and to invest in brokered CDs at Morgan Stanley;
- MOVED to recommend the GRF Board authorize the purchase of brokered CDs from Morgan Stanley totaling \$1,517,000 of reserve funds, with terms ranging from twelve to eighteen months, at the prevailing interest rates at the time of purchase;
- MOVED to direct staff to incorporate, in the 2020 operating budget, the high range estimates as provided by DLD, for the 2020 operating budget;
- MOVED to recommend the GRF Board allocate Capital funding, for the purchase and installation of five (5) level two (2) charging ports to charge Electric Vehicles, in an amount not to exceed \$10,000;
- MOVED to recommend the GRF Board allocate Reserve funding, to replace a sixty (60) foot section of chain link fencing, next to the Main Gate entrance over the channel, in an amount not to exceed \$3,000;
- MOVED to recommend the GRF Board allocate Reserve funding, for the replacement of two (2) heat pumps, at Clubhouse Two (CH2); unit #2 and unit #6, in an amount not to exceed \$12,800;
- MOVED to recommend the GRF BOD amend Policy 50-5115-3, Finance Committee Charter, as amended.

Financial Recap – June 2019

As of the six-month period ended June 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$309,520.

Major variances are:

Wages, Taxes & Benefits	299,894	Favorable: Wages \$105K; P/R Taxes \$19K; Workers' Comp \$22K; Group Ins \$137K; 401(k) Match \$17K
Temporary Agency Fees	(90,610)	Unfavorable: Temporary help for key positions.
Supplies	31,635	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	92,863	Favorable: Landscaping \$65K; Repairs & Maintenance \$20K; Service Contracts \$7K
Property & Liability Ins Prem	19,868	Favorable: Projected YE budget variance \$34K
Rental Income	(70,445)	Unfavorable: Lower unit sales than planned
Interest Income	76,872	Favorable: Actual yields > planned
News Advertising	(103,044)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	25,718	Favorable: Recoveries exceeds budget

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$9,850,153	\$1,386,489	\$8,463,664	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$1,920,604	\$141,578	\$1,779,026	8

Total year-to-date approved unbudgeted operating expenses are \$27,770.