

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TWELVE  
April 13, 2017**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:05 a.m. on Thursday, April 13, 2017, followed by the *Pledge of Allegiance*, in the Administration Building, Conference Room A.

**ROLL CALL**

Present: President Gillon, Vice President Carson, Secretary Sprague, CFO Ferraro, and Directors Anderson (9:06 a.m.) and Findlay

GRF Representative: Mrs. Damoci

Guests: Three shareholders of Mutual Twelve

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Salazar, Building Inspector  
Mrs. Aquino, Recording Secretary

President Gillon welcomed guests and staff to the meeting.

**SHAREHOLDER'S COMMENTS**

One shareholder made a comment regarding reimbursement of hotel bills for being displaced during the sewer project. Shareholder submitted the invoices to CFO Ferraro.

**GRF REPRESENTATIVE**

Mrs. Damoci presented her report (attached).

(Mrs. Damoci left the meeting at 9:18 a.m.)

**MINUTES**

President Gillon asked for any corrections to the Regular Meeting minutes of March 9, 2017; and the Special Meeting minutes of March 6, 2017; March 13, 2017, March 20, 2017, and March 27, 2017. There being no corrections, and upon a MOTION duly made by President Gillon and seconded by Secretary Sprague, it was

RESOLVED, To approve the Regular Meeting minutes of March 9, 2017; and the Special Meeting minutes of March 6, 2017, March 13, 2017; March 20, 2017; and March 27, 2017; by Calendar Consent.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT**

Following a discussion and upon a MOTION duly made by Director Findlay and seconded by President Gillon, it was

RESOLVED, That Unit 77-E no building permits will be approved until an approved permit has been submitted for drywall and the drywall has been repaired.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Gillon and seconded by Vice President Carson, it was

RESOLVED, To approve the permit for carport storage and tile at Unit 56-L, and authorize the President to sign the permit.

The MOTION passed.

Following a discussion and upon a MOTION duly made by President Gillon and seconded by Secretary Sprague, it was

RESOLVED, To approve the permit for Unit 38-B for installation of microwave, and cabinet and electrical work in the kitchen, and authorize the President to sign the permit.

The MOTION passed.

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

RESOLVED, To approve the permit for conversion of the tub to easy access, and adding a grab bar at Unit 67-E, and authorize the President to sign the permit.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Findlay and seconded by President Gillon, it was

RESOLVED, To authorize the President to sign termite repair orders without further Board authorization.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT (continued)**

Inspector Salazar presented his summary report (attached).

Inspector Salazar left the meeting at 10:20 a.m.

**CORRESPONDENCE**

One email was received from a Mutual Twelve shareholder regarding the reimbursement of displacement during the sewer re-lining at Building 68.

**ANNOUNCEMENTS**

The Mutual Twelve Annual Meeting will be on June 8, 2017; there will be no Regular Monthly Meeting in June.

The Mutual Twelve Luncheon is April 27, 2017; tickets are on sale until Friday, April 14, 2017. Please join us and meet your neighbors!

Do not leave animals tied up alone outside, it is cruel and endangers the pet by leaving them vulnerable to coyotes and stray dogs.

The Fire/Safety Inspections for Mutual Twelve will start on May 15, 2017.

**MUTUAL ADMINISTRATION DIRECTOR'S REPORT**

Ms. Hopkins updated the Board on Mutual Administration activity. In addition, she passed out a flyer for the Life Options Expo taking place on July 8, 2017 (attached).

**PRESIDENTS REPORT**

President Gillon presented her report (attached).

President Gillon called a break from 10:45 a.m. to 11:00 a.m.

**UNFINISHED BUSINESS**

CFO Ferraro presented her report on the Annual Shareholders' Luncheon (attached).

Following a discussion, and upon a MOTION duly made by Director Findlay and seconded by CFO Ferraro, it was

RESOLVED, To amend today's agenda of April 13, 2017, by adding the item of Applicability of Civil Code §4000.

The MOTION passed.

**UNFINISHED BUSINESS (continued)**

The Board discussed the Applicability of Davis-Stirling Common Interest Development Act. Upon a MOTION duly made by Director Findlay and seconded by CFO Ferraro, it was

WHEREAS: On June 11 2013 at the Seal Beach Mutual No. Twelve Annual Meeting where a quorum was present a By-Law Amendment passed with 91% of shareholders voting, "Yes", adding the following language to ARTICLE II. PURPOSE;

"Section 2. Applicability of Davis-Stirling Common Interest Development Act, Notwithstanding anything to the contrary, the Corporation is a 'stock cooperative' as such term is defined in the Davis-Stirling Common Interest Development Act as the same may be amended, restated, modified or superseded from time to time ("Act"), and, as such, the Corporation shall at all times be subject to and operate in accordance with the Act."

and,

WHEREAS: Circumstances leading up to the passage of this By-Law Amendment include the following;

- Seal Beach Mutual No. Twelve was Organized in 1963 as a Stock Cooperative California Corporation with its ARTICLES OF INCORPORATION stating that the "specific business in which the corporation was to "primarily engage" being "to provide housing on a mutual nonprofit basis."
- The definition of "stock cooperative" at that time was included in the California Business and Professions Code. In 1985 that definition was moved to the California Civil Code as part of the Davis-Stirling Common Interest Development Act. In spite of being an imperfect fit Seal Beach Mutual No. Twelve was advised that it was subject to the Act.

and,

WHEREAS, the following are matters of record;

- The Maxim in CA Civil Code §3541 states, "An interpretation which gives effect is preferred to one which makes void."



**UNFINISHED BUSINESS (continued)**

- California Civil Code 783.1 found in Division 2. PROPERTY states, "In a stock cooperative, as defined in Section 4190 or 6566, both the separate interest, as defined in paragraph (4) of subdivision (a) of Section 4185 or in paragraph (3) of
- subdivision (a) of Section 6564, and the correlative interest in the stock cooperative corporation, however designated, are interests in real property. (emphasis added)
- An INSTRUMENT OF ADOPTION was recorded in the County of Orange in 1963 making Seal Beach Mutual No. Twelve an ADOPTING TRUSTOR of the DECLARATION OF TRUST between Seal Beach Mutual No. ONE and the GOLDEN RAIN FOUNDATION
- Case law established by GOLDEN RAIN FOUNDATION v FRANZ (2008) 163 Cal. App.4<sup>th</sup> 1141 clarified that Leisure World is a Common Interest Development and that the DECLARATION OF TRUST satisfies requirements for a DECLARATION recorded before January 1, 1986.

Be it RESOLVED that,

The Seal Beach Mutual No. Twelve Board of Directors understands its obligation and shall continue to, "at all times be subject to and operate in accordance with, the Act."

The MOTION passed.

**MUTUAL ADMINISTRATION UPDATING MUTUAL TWELVE BYLAWS DOCUMENT FILE**

The Board was notified that Mutual Administration is currently reviewing and updating the Mutual Twelve Bylaws Document file to reflect the changes that were made to the Bylaws at the June 11, 2013, Mutual Twelve annual meeting. Once the Bylaws Document file has been updated to reflect the June 11, 2013, changes and has been reviewed by the Board of Directors, the updated Bylaws Document file will be published, distributed, and posted on the LWSB.com website.

**NEW BUSINESS**

**REPORT OF EXECUTIVE COMMITTEE ON MANAGEMENT CONTRACT**

In response to the Mutual Twelve Resolution dated January 12, 2017, the committee received a reconstructed duplicate of the March 14, 1967 Management Agreement. This was necessary due to the deteriorated and fading condition of the original document.

**NEW BUSINESS (continued)**

The committee, having reviewed this duplicated document for content and completeness, is recommending to the Mutual Twelve Board of Directors to approve the attached document having the signature of Dee H. Beer, the Mutual Twelve President at that time, as being the true Management Agreement in effect.

Therefore, as Chairperson of the Executive Committee, I make the following MOTION:

RESOLVED, that the Board hereby approves the reconstructed duplicate MANAGEMENT AGREEMENT dated March 14, 1967 and the instructs the Golden Rain Foundation to post this document along with the addendum March 3, 1967 letter, on the Documents Mutual Contracts section of the lwsb.com website;

BE IT FURTHER RESOLVED, to instruct the Golden Rain Foundation to retain the approved reconstructed duplicate as the ORIGINAL MANAGEMENT AGREEMENT in the corporate files of Seal Beach Mutual No. Twelve, so as to support the contractual content contained in the fading document originally signed March 14, 1967.

Seconded by President Gillon, the MOTION passed.

Following a discussion, and upon a MOTION duly made by President Gillon, and seconded by Vice President Carson, it was

RESOLVED, to rescind Policy 7495 – Bay Windows on a preliminary basis until the 30-day posting period is completed due to its replacement with Policy 7495.12 – Bay Windows – Mutual Twelve.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Gillon and seconded by Directory Findlay, it was

RESOLVED, to adopt Policy 7495.12 – Bay Windows – Mutual Twelve on a preliminary basis until the 30-day posting period is completed due to the need for a robust Mutual Twelve specific bay window policy.

The MOTION passed.

**NEW BUSINESS (continued)**

Following a discussion, and upon a MOTION duly made by CFO Ferraro and seconded by Vice President Carson, it was

RESOLVED, To postpone the rescinding of Fiscal and Accounting Policies 7301 – Audit Expense, 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Impounds, 7331.2 – Impound Account Agreement, upon the review and recommendation of the CFO Council.

The MOTION passed with one abstention (Gillon).

The Board discussed the recommendation by the Physical Property Council and by Mark Weaver, Facilities Director, on April 6, 2017, to insure that P.P. Inspectors check for the airflow clearance on unit remodels. Upon a MOTION duly made by President Gillon, and seconded by Director Findlay, was

RESOLVED, That at the time of remodeling a unit airflow must be maintained from the vent blocks at the bottom of the roof through the rafter space, and all the way to the attic with a minimum of a 1" inch clearance.

The MOTION passed.

Following a discussion, it was the consensus of the Board to send the Independent Living Disclosure, and Policy 7020 – Approval of Escrow to the Mutual attorney for review.

(Secretary Aquino left the meeting at 12:10 p.m.)

**CHIEF FINANCIAL OFFICER'S REPORT**

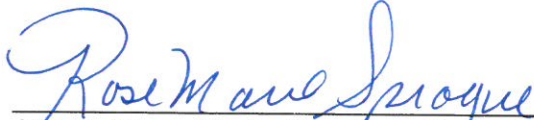
Ms. Ferraro submitted her financial report (attached).

**DIRECTOR'S REMARKS**

Several Directors made remarks.

**ADJOURNMENT**

President Gillon adjourned the meeting at 12:20 p.m. and announced that following there would be an Executive Session to discuss member issues.



Attest, Rose Marie Sprague, Secretary  
SEAL BEACH MUTUAL TWELVE

ka:4/27/17

Attachments

**NEXT MEETING: May 11, 2017  
Administration Building, Conference Room A, at 9:00 a.m.**

**SPECIAL MEETING ANNOUNCEMENTS AND AGENDAS ARE POSTED IN LAUNDRY ROOM 57 (D SIDE). FOR INFORMAL INDIVIDUAL NOTICE OF SPECIAL MEETINGS, CONTACT SECRETARY SPRAGUE OR EMAIL PRESIDENT GILLON AT MARGARET.GILLON@MUTUAL12.ORG.**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF APRIL 13, 2017**

04/13/17 RESOLVED, To approve the Regular Meeting minutes of March 9, 2017; and the Special Meeting minutes of March 6, 2017, March 13, 2017; March 20, 2017; and March 27, 2017; by Calendar Consent.

RESOLVED, That Unit 77-E no building permits will be approved until an approved permit has been submitted for drywall and the drywall has been repaired.

RESOLVED, To approve the permit for carport storage and tile at Unit 56-L, and authorize the President to sign the permit.

RESOLVED, To approve the permit for Unit 38-B for installation of microwave, and cabinet and electrical work in the kitchen, and authorize the President to sign the permit.

RESOLVED, To approve the permit for conversion of the tub to easy access, and adding a grab bar at Unit 67-E, and authorize the President to sign the permit.

RESOLVED, To authorize the President to sign termite repair orders without further Board authorization.

RESOLVED, To amend today's agenda of April 13, 2017, by adding the item of applicability of Civil Code §4000.

-----  
WHEREAS: On June 11 2013 at the Seal Beach Mutual No. Twelve Annual Meeting where a quorum was present a By-Law Amendment passed with 91% of shareholders voting, "Yes", adding the following language to ARTICLE II. PURPOSE;

"Section 2. Applicability of Davis-Stirling Common Interest Development Act, Notwithstanding anything to the contrary, the Corporation is a 'stock cooperative' as such term is defined in the Davis-Stirling Common Interest Development Act as the same may be amended, restated, modified or superseded from time to time ("Act"), and, as such, the Corporation shall at all times be subject to and operate in accordance with the Act." and,

WHEREAS: Circumstances leading up to the passage of this By-Law Amendment include the following;

Seal Beach Mutual No. Twelve was Organized in 1963 as a Stock Cooperative California Corporation with its ARTICLES OF INCORPORATION stating that the "specific business in which the

corporation was to “primarily engage” being “to provide housing on a mutual nonprofit basis.”

The definition of “stock cooperative” at that time was included in the California Business and Professions Code. In 1985 that definition was moved to the California Civil Code as part of the Davis-Stirling Common Interest Development Act. In spite of being an imperfect fit Seal Beach Mutual No. Twelve was advised that it was subject to the Act. and,

WHEREAS, the following are matters of record;

The Maxim in CA Civil Code §3541 states, “An interpretation which gives effect is preferred to one which makes void.”

California Civil Code 783.1 found in Division 2. PROPERTY states, “In a stock cooperative, as defined in Section 4190 or 6566, both the separate interest, as defined in paragraph (4) of subdivision (a) of Section 4185 or in paragraph (3) of subdivision (a) of Section 6564, and the correlative interest in the stock cooperative corporation, however designated, are interests in real property. (emphasis added)

An INSTRUMENT OF ADOPTION was recorded in the County of Orange in 1963 making Seal Beach Mutual No. Twelve an ADOPTING TRUSTOR of the DECLARATION OF TRUST between Seal Beach Mutual No. ONE and the GOLDEN RAIN FOUNDATION

Case law established by GOLDEN RAIN FOUNDATION v FRANZ (2008) 163 Cal. App.4<sup>th</sup> 1141 clarified that Leisure World is a Common Interest Development and that the DECLARATION OF TRUST satisfies requirements for a DECLARATION recorded before January 1, 1986.

Be it RESOLVED that,

The Seal Beach Mutual No. Twelve Board of Directors understands its obligation and shall continue to, “at all times be subject to and operate in accordance with, the Act.”

-----  
RESOLVED, that the Board hereby approves the reconstructed duplicate MANAGEMENT AGREEMENT dated March 14, 1967 and the instructs the Golden Rain Foundation to post this document along with the addendum March 3, 1967 letter, on the Documents Mutual Contracts section of the lwsb.com website;

BE IT FURTHER RESOLVED, to instruct the Golden Rain Foundation to retain the approved reconstructed duplicate as the ORIGINAL MANAGEMENT AGREEMENT in the corporate files of Seal Beach

Mutual No. Twelve, so as to support the contractual content contained in the fading document originally signed March 14, 1967.

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RESOLVED, to rescind Policy 7495 – Bay Windows on a preliminary basis until the 30-day posting period is completed due to its replacement with Policy 7495.12 – Bay Windows – Mutual Twelve.

RESOLVED, to adopt Policy 7495.12 – Bay Windows – Mutual Twelve on a preliminary basis until the 30-day posting period is completed due to the need for a robust Mutual Twelve specific bay window policy.

RESOLVED, To postpone the rescinding of Fiscal and Accounting Policies 7301 – Audit Expense, 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Impounds, 7331.2 – Impound Account Agreement, upon the review and recommendation of the CFO Council.

RESOLVED, That at the time of remodeling a unit airflow must be maintained from the vent blocks at the bottom of the roof through the rafter space, and all the way to the attic with a minimum of a 1" inch clearance



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
March 13, 2017

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:32 on Monday, March 13, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Carson, CFO Ferraro, Directors Findlay and Anderson

Also present: Inspector Jerry Antisdell

The purpose of the meeting is to discuss Shareholder and Contractor issues.

Remodel permit for unit 68G was discussed. Blueprints for the permit were reviewed by the board and Inspector Antisdell. The blueprints for this project must have the following changes written on the blueprints by Jay Salazar. The conditions must be agreed to and signed by Pena on the blueprint.

1. Apron to be part of monolithic pour for footing.
2. All Sewer tie-ins to be at existing toilet at existing bath.
3. Soundproofing of all common walls
4. Entry sidewalk cannot exceed 5' and must have 3" mow strip on each side. The mow strips are included in the 5' maximum width.
5. Sprinkler and landscape restore will be done by the Mutual Twelve landscape contractor and be billed directly to the Shareholder after construction is complete.
6. Downspouts are relocated the contractor will replace existing gutter with a one piece gutter to the middle of Unit I, the location of the seam.
7. Washer/Dryer install there must be easy access to shutoff valves
8. Washer/Dryer cabinet must have doors big enough to remove the washer / dryer without having to remove the framing and molding.

Once the modifications have been made to the blueprints President Gillon will check the changes and sign the permit.

Following a discussion and on a MOTION made by President Gillon, and seconded by Director Findlay, it was:

RESOLVED, to approve the remodel permit for unit 68G if the corrections list written on the blueprint by Inspector Salazar is agreed to and signed by the contractor, Pena.

The Motion passed.

The permit for unit 73F was discussed. Following the discussion and on a Motion made by President Gillon it was and seconded by Vice President Carson, it was:



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SEAL BEACH MUTUAL NO. TWELVE  
March 13, 2017

RESOLVE TO REJECT the permit for unit 73F.

The motion passed.

President Gillon will write a letter to notify the shareholder at 73F that the permit was not approved.

Building 68 is going to have the sewer re-lined within the next month. Discussion regarding contractors such as the contractor for 68G working on buildings that have re-lined sewers. Consensus is that the board needs to modify our current policy so it states that we do not allow contractors to cut into relined sewers when remodeling.

RECESS:

Recess to Executive Session at 2:33 PM.

RESUMED:

Meeting resumed at 4:10 PM.

Director Anderson discussed that the shareholder in 76G wants to tile walkway to the sidewalk, similar to the walkway at unit 76F. After the meeting Director Findlay and Director Anderson will visit the unit at 76G to discuss options for the walkway to be tiled.

Angles stop discussion for repipe. The board wants solid brass angle stops, NOT made by BrassCraft, with a good sized thumb plate. President Gillon will contact John Nelson. The preferred brand will be DAHL ECCO.

Director Findlay withdrew her request for spot weed killing this year. Consensus of the board was to get the grass to grow and not use any broad leaf weed killer this year.

The buyer seller agreement for 07L needs to be modified. President Gillon will not sign it until it is modified by Sam Mooney.

Director Ferraro reminded the board that Mosquito season is starting and all shareholders need to get rid of standing water.

ADJOURNMENT:

President Gillon adjourned the meeting at 4:34.

  
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Attest:

Margaret Gillon, President  
SEAL BEACH MUTUAL NO. TWELVE  
/MMG

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
MARCH 20, 2017

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:40 on Monday, March 20, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Directors Findlay and Anderson

Absent were: Vice President Carson

Also present: Inspector Salazar

The purpose of the meeting is to discuss Shareholder and Contractor issues.

Discussion on 68E. SOS discovered asbestos tile when they began to dig down for the sewer repair. Inspector Salazar contacted ERC to do the asbestos abatement.

Following a discussion and on **MOTION** made by President Gillon, and second by Director Findlay, it was:

**RESOLVED**, To approve the ERC work order to remove asbestos in unit 68E for \$600 to be charged to the infrastructure plumbing allowance and authorize the President to sign the work order.

The Motion passed.

Discussion on 76E.

Following a discussion on 76E and on **MOTION** made by President Gillon, and second by Director Anderson, it was:

**RESOLVED**, To approve the permit for deco block removal for 76E, and authorize the President to sign the permit.

The Motion passed.

Discussion on 68G. The Board has the modified permit, and President Gillon is signing the permit.

Discussion on 41G.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
MARCH 20, 2017

Following a discussion on 41G, and on **MOTION** made by CFO Ferraro, and second by Director Anderson, it was:

**RESOLVED**, To approve the building permit for 41G for vinyl flooring, and authorize the President to sign the permit.

The Motion passed.

Discussion on 40E.

Following a discussion on 40E, and on **MOTION** made by CFO Ferraro, and second by Director Findlay, it was:

**RESOLVED**, To approve the permit for 40E to convert the bathtub to a shower and authorize the President to sign the permit.

The Motion passed.

Discussion on Pinnacle non-contract sales order.

Following a discussion and on **MOTION** made by President Gillon and second by Director Anderson, it was:

**RESOLVED**, To approve the sales order for grass seed and topper from Pinnacle in the amount of \$580.

The Motion passed.

Discussion on replacing the valve boxes at building 44. The Board has questions about the invoice and cannot continue until Oscar is contacted to speak to the Board.

Discussion on 6C. Inspector Salazar advised the Board that the contract was cancelled.

Discussion on mirror replacements. Service Maintenance has notified the inspectors that mirror replacement requires a work order in the future.

Following a discussion on Andre Landscape work, and on **MOTION** made by President Gillon, and second by Director Findlay, it was:

**RESOLVED**, To make a change order for \$800 for trimming the ash trees at building 57 to be billed to landscape trees, and authorize the President to sign the change order.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
MARCH 20, 2017

The Motion passed.

Inspector Salazar left the meeting at 2:48.

Vice President Carson joined the meeting at 3:28

A break was taken at 3:33.

Rejoined at 3:39.

The meeting was adjourned to Executive Session at 3:39.

ADJOURNMENT:

President Gillon adjourned the meeting at 3:39.



Attest:

Rose Marie Sprague, Secretary  
SEAL BEACH MUTUAL NO. TWELVE  
/RMS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
MARCH 27, 2017

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:36 on Monday, March 27, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Carson, CFO Ferraro, Secretary Sprague, Directors Findlay

Absent were: Anderson

Also present: Inspector Salazar, Oscar and Richard from Pinnacle

The purpose of the meeting is to discuss Shareholder and Contractor issues.

Director Anderson joined the meeting at 1:44

A presentation was given by Richard and Oscar of Pinnacle Landscape.

Following a discussion and on **MOTION** made by Vice President Carson, and second by Director Findlay, it was:

**RESOLVED**, To approve the sales order form from Pinnacle Landscape in the amount of \$1915.00 dated March 13, 2017 for building #44 E – D to be charged to Landscape Extras and authorize the President to sign the sales order.

The Motion passed.

Discussion on 72G.

Following a discussion on 72G and on **MOTION** made by President Gillon and second by Director Findlay, it was:

**RESOLVED**, To approve the bathroom remodel permit for 72G contingent upon finding out how much of the materials is being supplied by the shareholder and authorize the president to sign the permit if the shareholder materials are not extensive.

The Motion passed.

Discussion on 43G.

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Following a discussion on 43G and on **MOTION** made by President Gillon and second by Vice President Carson, it was:

**RESOLVED**, To approve the permit for unit 43G and authorize the President to sign the permit.

The Motion passed.

Discussion on 10D.

Following a discussion on 10D and on **MOTION** made by Vice President Carson and second by CFO Ferraro, it was:

**RESOLVED**, To approve the permit for 10D shower cut down and authorize the President to sign the permit.

The Motion passed.

Discussion on 35K.

Following a discussion on 35K and on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

**RESOLVED**, To approve the permit for 35K for kitchen and bathroom refacing and authorize the President to sign the permit.

The Motion passed.

David Rudge joined the meeting at 2:51.

Mark Weaver joined the meeting at 2:52

Discussion on sewer pipe repairs to building 68.

David Rudge and Mark Weaver left the meeting at 3:08.

Discussion on 07F.

Inspector Salazar to have Service Maintenance to water proof around the water pipe lines and Inspector Salazar will inspect the sprinkler system at unit 07F for amount of time they are running and the spray of water.

A break was taken at 3:21. The meeting rejoined at 3:28.

President Gillon advised that Andre Tree Service advised that the Liquidambar tree at 56K was dead and should be removed. President Gillon to contact John's

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Landscape and Pinnacle Landscape for quotes on removing the Liquidambar tree at 56G and the dead plum tree at 56K.

Discussion on 67D.

Inspector Salazar to re-inspect the dome at 67D and check his records regarding roofing repair.

Discussion on 68A.

Following a discussion on 68A It was decided to request Kary's Carpet to install a moisture barrier, replace removed padding under the carpet, and clean the carpet. A request for the janitorial service to clean the apartment will be done.

Discussion on 72B.

Following a discussion on 72B, the Board and the Inspector feel the escrow picture and inspection were correct and repair are not required at this time.

Following a discussion on 72B and on **MOTION** made by Director Findlay and second by Vice President Carson, it was:

**RESOLVED**, To leave the old doorbell where it is and offer a wireless doorbell to the Shareholder.

The Motion passed.

Inspector Salazar left the meeting at 4:22.

Following a discussion and on **MOTION** made by President Gillon and second by Vice President Carson, it was:

**RESOLVED**, To ratify posted policy 7502.12.1 Adoption of GRF Policy 1927-37 Fines for Parked Vehicles – Mutual Twelve.

The Motion passed.

Following a discussion and on **MOTION** made by President Gillon and second by Vice President, it was:

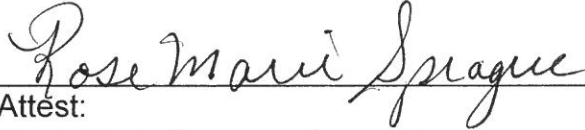
**RESOLVED**, To ratify posted and amended policy 7581.12 Enforcement of Community Traffic Regulations – Mutual Twelve Only.

The Motion passed.

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ADJOURNMENT:

President Gillon adjourned the meeting at 4:25



Attest:

Rose Marie Sprague, Secretary  
SEAL BEACH MUTUAL NO. TWELVE  
/RMS



Carole Damoci  
Mutual 12 GRF Representative

April 13<sup>th</sup>, 2017

It's long been a requirement in LW for cars owned by Shareholder/members to have GRF decals on them and for all cars to have valid registrations and insurance. Tickets with monetary fines attached are being issued to all vehicles parked on Trust property that are not identified. 2 Mutuals have already signed on to the Golder Rain parking policy and soon no Shareholder/member cars will be allowed to park anywhere in LW without a current decal and valid registration and insurance.

GRF will be holding a "Vehicles for Sale" event the last Saturday of this month letting Shareholder/members who have a vehicles for sale park them in the ad-min/HCC parking lot for the day. No vehicles owned by outside people will be allowed. Last months event was very successful.

The multi-use court behind clubhouse 2 is in the planning stage. The Recreation committee will be making their final decisions later today.

Starting Monday May 8<sup>th</sup> for six days ending on Saturday May 13<sup>th</sup> downstairs in clubhouse 6 we will be giving out new ID cards to all residents of LW downstairs in clubhouse 6. On the 14<sup>th</sup> of May the old cards will no longer be able to be used for anything in LW. You will need to re-register in the Library, at the pool, golf course and exercise room. The old cards will not be able to open the pedestrian gates or be used for admittance into the community. Mutual 12's day will be Friday the 12<sup>th</sup> between the hours of 8am and 1pm. If you can't make it that day you can come any other day that week. Please be sure to bring your old card to exchange for the new one. It should only take a few minutes if you bring your old card. If you no longer have your old card you will need to bring a valid ID with a LW address. We will have a table being maned by the stock transfer department for problems. We will also be asking you to stop at the security tables to update the list of vehicles you own.

As always, if you have any questions concerning the Golden Rain Foundation, please feel free to contact me. I would love to hear from you and answer any of your questions I can. If I don't have your answers I will get them.

Respectfully submitted,  
Carole S. Damoci  
GRF President  
562-405-4965  
[president@lwsb.com](mailto:president@lwsb.com) or [cdamoci@lwsb.com](mailto:cdamoci@lwsb.com)

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **12**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **April 13, 2017**

Print Date: **4/10/2017**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
<b>43G</b>	Exterior Upgrade	GRF	10/17/16	01/01/17	NO	03/27/17	Los Al Builders
73F	Remodel	CITY	02/01/17	06/01/17	NO		Amore Design, Inc.
<b>74A</b>	Remodel	CITY	02/15/17	07/16/17	NO		JC Kress Construction
<b>39A</b>	Window Installation	CITY	02/20/17	03/01/17	NO	03/23/17	Ogan Construction
<b>66E</b>	Window Installation	CITY	02/05/17	03/15/17	Pending		Nationwide Painting
<b>68E</b>	Flooring Installation	GRF	02/15/17	03/15/17	NO	03/17/17	Ogan Construction
<b>72E</b>	Cart Pad Install	GRF	01/23/17	01/31/17	NO	03/27/17	John's Landscape
<b>42G</b>	Countertop Installation	GRF	02/15/17	05/31/17	NO	04/03/17	Los Al Builders
<b>68G</b>	Remodel	CITY	03/31/17	06/26/17	NO		Pena Construction
75C	Remodel	CITY	02/21/17	07/08/17	NO	Cancelled	Kang's Construction
<b>43G</b>	Floor Installation	GRF	02/09/17	03/15/17	NO		LW Décor
<b>35G</b>	Floor Installation	GRF	03/10/17	04/10/17	NO	03/27/17	Sterling Carpet
<b>69D</b>	Cart Pad Install	GRF	02/14/17	03/14/17	YES	04/06/17	John's Landscape Co
<b>40E</b>	Shower Install	CITY	04/02/17	07/30/17	NO		LW Décor
<b>72G</b>	Laundry and Bthrm Remodel	CITY	03/15/17	07/15/17	NO		Nationwide Painting
<b>41G</b>	Floor Installation	GRF	03/20/17	04/20/17	NO	03/30/17	Kary's Karpet
<b>10D</b>	Shower Cut Down	CITY	04/04/17	05/04/17	NO	04/12/17	NuKote
<b>35K</b>	Cabinet Reface	GRF	04/05/17	05/01/17	NO		Granite Transformation
<b>45F</b>	Carport Cabinet Install	GRF	04/15/17	06/30/17	NO		LW Décor
7L	Remodel	CITY	04/15/17	11/15/17	NO		Konrad Konstruction
<b>34A</b>	Flooring Installation	GRF	04/15/17	05/15/17	NO		Kary's Karpet
<b>11F</b>	Shower Cut Down	CITY	04/17/17	05/17/17	NO		NuKote
<b>77E</b>	Window Replacements	CITY	05/01/17	05/31/17	NO		Bodie's Glass
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS

CNP = Correction Notice Posted  
Completed

Repipe

Contractor/Inspection Pending

Unit Numbers in Bold = Plan Review Approved

Unit Numbers Not in Bold = Plan Review In Progress

ESCROW ACTIVITY								
UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	
<b>41H</b>		02/03/16	01/23/17	01/23/17	02/03/17	02/06/17	03/21/17	
<b>74C</b>		03/09/16						
<b>47B</b>		03/24/16						
<b>43J</b>		06/30/16						
<b>35D</b>		08/17/16	01/12/17	01/12/17	01/26/17	01/26/17	04/10/17	
<b>59H</b>		09/07/16	02/22/17	03/15/17	03/28/17	03/29/17		
<b>72F</b>		09/27/16	03/21/17	03/27/19	04/11/17	04/12/17		
<b>35K</b>		11/01/16	03/08/17	03/14/17	03/24/17	03/27/17		
<b>72G</b>		11/22/16	12/20/16	12/29/16	01/12/17	01/13/17	03/28/17	
<b>37G</b>		01/05/17	04/10/17					
<b>46H</b>		01/25/17	02/10/17	02/14/17	02/28/17	03/01/17		
<b>72B</b>		02/14/17	03/01/17	03/01/17	03/13/17	03/14/17		
<b>47B</b>		02/15/17						
<b>71G</b>		02/16/17						
<b>7L</b>		03/08/17	03/13/17	03/15/17	03/28/17	03/29/17		SB/SA

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **12**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **April 13, 2017**

Print Date: **4/10/2017**

59D		03/09/17	03/17/17	03/24/17	04/06/17	04/07/17		
70G		03/10/17						
70A	3/29/2017		03/29/17					
41G		03/29/17						
45E		03/30/17						
35G		04/05/17						
35C								
73H		04/12/17						
75C								
36C								
<b>UNIT #</b>	<b>NMI</b>	<b>PLI</b>	<b>NBO</b>	<b>FI</b>	<b>FCOEI</b>	<b>COE DATE</b>	<b>ROF</b>	
	SB/SA: Supplemental Buyer/Seller Agreement							
	ROF Dates - Completed							

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **12**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **April 13, 2017**

Print Date: **4/10/2017**

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
 FI = Final Inspection    FCOEI = Final COE Inspection    ROF = Release of Funds

## CONTRACTS

CONTRACTOR	PROJECT
SOS	Sewer Line Repair and Re-lining Project
Andre Landscape	Tree Care & Maintenance
John Nelson Plumbing	Copper Re-pipe Project
ERC	Abatement per Copper Re-pipe

## MUTUAL & SHAREHOLDER SITE VISITS (Including Roof Leaks: Pinks)

UNIT	PURPOSE
NA	Special Inspeyton
NA	Special Inspection
72B	SRO Follow-up
63G	HVAC Inspection
NA	Special Inspection
NA	Special Inspection
NA	Special Inspection

# Mutual Administration Director's Report

## April 2017

### Leisure World Library

The Leisure World Library is located next to the North Gate.

Open Monday through Saturday from 9:30 a.m. to 3:30 p.m.

Telephone number is 562-598-2431.

In 1995, Orange County declared bankruptcy and decided to close public branches of libraries. At that time, Seal Beach had three branches, including the Leisure World branch. When hearing that the Leisure World branch would be closed, the residents came together and decided to purchase the branch and convert it into a private library for resident use.

The Leisure World Library has an average of 300 residents who visit every day, which is roughly 6,000 people a month. The Library has over 36,000 titles and 8 patron computers. It has a staff of nine and over a dozen volunteers to run the daily operation.

The Leisure World Library's collection consists of fiction, non-fiction, audio books, magazines, newspapers, DMV study guides, braille, large print, music, DVDs and Blu-rays.

On-line access can be achieved at [www.lwsb.com](http://www.lwsb.com), click on Library under Directory, and then click on Online-Catalog.

The due date for new books is 1 week/no renewal, regular books is 3 weeks/1 renewal, new media is 3 days/no renewal, and regular media is 1 week/1 renewal.

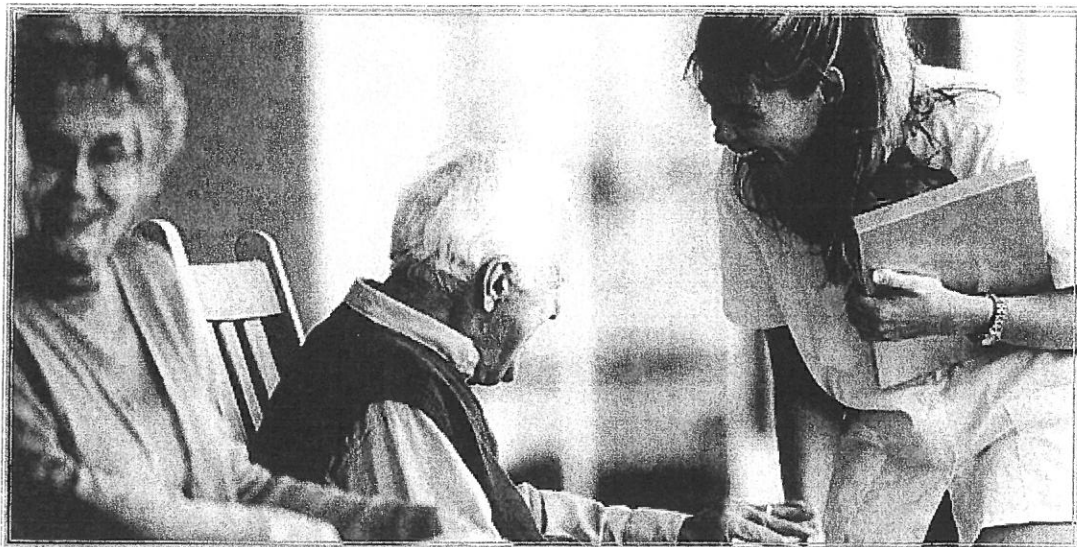
Services include the use of patron computers Monday through Saturday from 9:30 a.m. to 3:00 p.m., copy machine with a charge of \$.10 per copy, and fax machine (sending and receiving) with various fees. The copy machine and fax machine hours are Monday through Saturday from 9:30 a.m. to 3:15 p.m.

The Friends of the Library is located directly across from the Library. Hours are Monday through Saturday from 9:30 a.m. to 3:30 p.m. Their telephone number is 562-596-7735.

The Friends of the Library is a non-profit organization. All donations are tax deductible and the proceeds benefit the Leisure World Library. They invite all shareholders to come down and check out their used book selection.



# Live Your Life On Your Terms



Come find opportunities to enhance your quality of life at  
**The Life Options Expo**

Presented by  
The Golden Rain Foundation, Leisure World, Seal Beach

Saturday, July 8, 2017  
9:00 a.m. - 12:00 p.m.  
Clubhouse 2

The community-based expo will provide residents of Leisure World, Seal Beach, with an opportunity to learn about options that are available to enhance your quality of life. Come meet and speak with participating businesses and agencies who operate Assisted Living Facilities, Board and Care Operators, Home Care Agencies, Placement Specialists, Elder Care Agencies, Long Term Planning and County Organizations.

For information about The Life Options Expo, please contact Cynthia Tostado, LCSW at 562-431-6586 x317.



*"As we grow older, we must discipline ourselves to continue expanding, broadening, learning, keeping our minds active and open." — Clint Eastwood*

## President's Report

Margaret Gillon, April 13, 2017

March was an exciting month for Mutual Twelve with one unexpected surprise that had us dealing with an issue we have never faced before.

SEWER RELINING AT BUILDING 68. After our annual sewer inspection three buildings were identified as needing repairs to the sewer pipe below the building. These were building 56, 68, and 69. The repairs at 56 and 69 went well. At building 68 the repairs could not be done because as the sewer pipe was exposed more holes were found in it. Ultimately we found out the entire sewer pipe under building 68 needed to be relined. Part of the pipe was so bad it could not be relined and the old sewer pipe had to cut out and replaced with new sewer pipe. To reach the old sewer pipe we had to trench down through the concrete slab in multiple rooms and multiple units. Our original timeline for the relining was one week. Due to finding the pipe in worse condition than the cameras revealed the relining process took 12 days. For 10 days of this process the shareholders had to be out of the building because the building water was turned off and the sewer could not be used. The total cost for the relining that was approved in the March meeting with a contract and a change order was \$104,690. Our reserves are healthy and can support this cost but we will be modifying our reserve planning for future years to include full sewer re-linings of all the buildings in Mutual Twelve. Hopefully the sewers under other buildings will not be as bad as the sewer under building 68.

COPPER REPIPING HAS STARTED. The copper repiping by the John Nelson company started this month with building 9. As well as repiping the buildings we are replacing water heaters that are more than ten years old. There is no labor cost to replace the water heater if it is done with the copper repiping of the building.

TREE TRIMMING was completed in March and some trees that have not been trimmed in several years were addressed. Our mature Ash tress received special attention and we are ready for the tress to bloom and leaf.

I hope to see and talk to many of our mutual neighbors old and new at our Annual Mutual Twelve Luncheon on April 27, 2017, in Clubhouse Two.

CFO REPORT – REGULAR MEETING APRIL 13, 2017

The 2<sup>nd</sup> half installment for the Real Property Taxes for the 2016/2017 year were timely paid and the funds have cleared the Mutual 12 bank account.

A copy of the March 31, 2017 detailed financial statements will be attached to these minutes. The reports reflect activity for the first quarter 2017. All Directors will receive a full report for their individual review.

Since the copper re-pipe project has begun and weekly installment payments are stipulated, as CFO my focus will remain on cash management to assure prompt payment and liquidity for the foreseeable future. Mutual 12 has CD's maturing in April, May, June, August, September, November and December. There is no expectation at this time to reinvest, as the proceeds will be needed for on-going projects.

The CFO Council is in the process of reviewing all the Accounting and Fiscal Policies. Those are the rules or procedures used as appropriate controls to comply with Mutual By-Laws and generally accepted accounting principles. This review will result in some policies being rescinded (repealed) due to obsolescence and others to be amended or rewritten to bring them into compliance with current law and practices.

Respectfully submitted,

Susan Ferraro  
Chief Financial Officer



1012 Seal Beach Mutual No. Twelve  
 Budget Comparison - Mutuals  
 03/31/2017

P.O. Box 2069  
 Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
65,400	65,400	0	7210000	Trust Maintenance Costs					
				GRF Trust Maintenance Fee	196,200	196,200	0	784,799	588,599
65,400	65,400	0		Total Trust Maintenance Costs	196,200	196,200	0	784,799	588,599
				Utilities					
2,619	2,558	(61)	6420000	Electricity	6,262	7,674	1,412	30,700	24,438
2,292	5,614	3,322	6423000	Water	7,208	16,842	9,634	67,366	60,158
3,602	3,634	32	6424000	Trash	10,807	10,902	95	43,609	32,802
8,513	11,806	3,293		Total Utilities	24,277	35,418	11,141	141,675	117,398
				Professional Fees					
253	253	0	6430000	GRF Management Fee	759	759	0	3,037	2,278
7,479	1,239	(6,240)	6434000	Legal Fees	11,159	3,717	(7,442)	14,862	3,703
114	127	13	6435000	Bank Service Fees	343	381	38	1,519	1,176
7,845	1,619	(6,226)		Total Professional Fees	12,261	4,857	(7,404)	19,418	7,157
				Outside Services					
10,429	12,471	2,042	6475000	Landscape Maint. - Contract	31,287	37,413	6,126	149,648	118,361
4,268	2,997	(1,271)	6475500	Landscape Maint. - Extras	5,393	8,991	3,598	35,961	30,588
0	2,197	2,197	6475505	Landscape Maint. - Trees	0	6,591	6,591	26,361	26,361
0	253	253	6477100	Painting	0	759	759	3,037	3,037
303	529	226	6477200	Pest Control	390	1,587	1,197	6,346	5,956
5,230	1,446	(3,784)	6477300	Structural Repair	8,680	4,338	(4,342)	17,357	8,677
321	353	32	6477400	Miscellaneous Services	1,498	1,059	(439)	4,231	2,733
7,882	5,542	(2,340)	7552000	Service Maintenance-Standard	18,333	16,626	(1,707)	66,498	48,165
4,076	0	(4,076)	7552200	Maintenance Replacements	6,104	0	(6,104)	0	(6,104)
(4,076)	0	4,076	5394000	Transfers from Funded Resvs	(6,104)	0	6,104	0	6,104
28,433	25,788	(2,645)		Total Outside Services	65,581	77,364	11,783	309,439	243,858

W

1012 Seal Beach Mutual No. Twelve  
 Budget Comparison - Mutuals  
 03/31/2017

P.O. Box 2069  
 Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
				Taxes & Insurance					
276	276	0	6720000	State & Federal Taxes	827	828	1	3,309	2,482
<u>10,653</u>	<u>9,108</u>	<u>(1,545)</u>	6730000	Property & Liability Insurance	<u>31,958</u>	<u>27,324</u>	<u>(4,634)</u>	<u>109,294</u>	<u>77,336</u>
10,928	9,384	(1,544)		Total Taxes & Insurance	32,785	28,152	(4,633)	112,603	79,818
55,720	48,597	(7,123)		Total Operating Expense	134,904	145,791	10,887	583,135	448,231
				Contributions to Capital					
3,272	3,272	0	7620000	Appliance Reserve From Assessments	9,817	9,816	(1)	39,269	29,452
2,500	2,500	0	7630000	Painting Reserve From Assessments	7,500	7,500	0	30,000	22,500
40,695	40,695	0	7675000	Roofing Reserve From Assessments	122,084	122,085	1	488,336	366,252
<u>8,333</u>	<u>8,333</u>	<u>0</u>	7677000	Infrastructure Reserve From Assessments	<u>25,000</u>	<u>24,999</u>	<u>(1)</u>	<u>100,000</u>	<u>75,000</u>
54,800	54,800	0		Total Contributions to Capital	164,401	164,400	(1)	657,605	493,204
<u>175,921</u>	<u>168,797</u>	<u>(7,124)</u>		Total Expenses	<u>495,505</u>	<u>506,391</u>	<u>10,886</u>	<u>2,025,539</u>	<u>1,530,034</u>

1012 Seal Beach Mutual No. Twelve  
Budget Comparison - Mutuals  
03/31/2017

P.O. Box 2069  
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
<b>OPERATING INCOME</b>									
				<b>Financial Income</b>					
3,228	2,238	990	5397000	Taxable Interest Income - Mutual	8,537	6,714	1,823	26,860	18,323
903	540	363	5397500	Tax Exempt Interest Income	2,707	1,620	1,087	6,480	3,773
(2,472)	(2,472)	0	5398100	Interest Income Allocation	(7,417)	(7,416)	(1)	(29,669)	(22,252)
29	20	9	5420000	Other Taxable Income	67	60	7	235	168
<u>1,688</u>	<u>326</u>	<u>1,362</u>		<b>Total Financial Income</b>	<u>3,894</u>	<u>978</u>	<u>2,916</u>	<u>3,906</u>	<u>12</u>
				<b>Other Income</b>					
86	41	45	5610000	Late Charges	174	123	51	488	314
5,250	1,998	3,252	5921000	Inspection Fees	9,500	5,994	3,506	23,974	14,474
10	0	10	5980000	Miscellaneous Income	20,505	0	20,505	0	(20,505)
<u>5,346</u>	<u>2,039</u>	<u>3,307</u>		<b>Total Other Income</b>	<u>30,179</u>	<u>6,117</u>	<u>24,062</u>	<u>24,462</u>	<u>(5,717)</u>
7,034	2,365	4,669		<b>Total Operating Income</b>	<u>34,073</u>	<u>7,095</u>	<u>26,978</u>	<u>28,368</u>	<u>(5,705)</u>
				<b>Contributions To Capital</b>					
3,272	3,272	0	5120000	Appliance Reserve Contributions	9,817	9,816	1	39,269	29,452
2,500	2,500	0	5130000	Painting Reserve Contributions	7,500	7,500	0	30,000	22,500
40,695	40,695	0	5175000	Roofing Reserve Contributions	122,084	122,085	(1)	488,336	366,252
8,333	8,333	0	5177000	Infrastructure Reserve Contributions	25,000	24,999	1	100,000	75,000
<u>54,800</u>	<u>54,800</u>	<u>0</u>		<b>Total Contributions To Capital</b>	<u>164,401</u>	<u>164,400</u>	<u>1</u>	<u>657,605</u>	<u>493,204</u>
				<b>Regular Assessments</b>					
111,631	111,631	(1)	5111000	Carrying Charges	334,892	334,893	(1)	1,339,566	1,004,674
111,631	111,631	(1)		<b>Total Regular Assessments</b>	<u>334,892</u>	<u>334,893</u>	<u>(1)</u>	<u>1,339,566</u>	<u>1,004,674</u>
173,465	168,796	4,669		<b>Total Income and Contributions to Capit.</b>	<u>533,367</u>	<u>506,388</u>	<u>26,979</u>	<u>2,025,539</u>	<u>1,492,172</u>
(2,456)	(1)	(2,455)		<b>Excess Inc/(Exp) Before Off-Budget Items</b>	<u>37,862</u>	<u>(3)</u>	<u>37,865</u>	<u>0</u>	<u>(37,862)</u>
				<b>Off-Budget Items</b>					
4,912	0	(4,912)	8100000	Depreciation Expense	4,912	0	(4,912)	0	(4,912)
4,912	0	(4,912)		<b>Total Off-Budget Items</b>	<u>4,912</u>	<u>0</u>	<u>(4,912)</u>	<u>0</u>	<u>(4,912)</u>
(7,368)	(1)	(7,367)		<b>Excess Inc.Exp. After Off-Budget Items</b>	<u>32,950</u>	<u>(3)</u>	<u>32,953</u>	<u>0</u>	<u>(32,950)</u>

## **Annual Shareholder Luncheon Report**

### **Regular Meeting April 13, 2017**

As the Annual Shareholder Luncheon is just two weeks from today, my report will be brief.

All preparations have been made, reserved and confirmed for this annual event. The L/W Weekly has published the announcement and a follow-up reminder. Today's paper has the "last chance to buy tickets" date which is tomorrow, Friday APRIL 14. The Building Captains have the tickets available to sell, so don't miss out.

We can then provide the caterer the count so that they prepare enough food and have sufficient staff. The Board and shareholder volunteers will be meeting at 9:00 a.m. at Clubhouse 2 to set up and get ready for our Italian themed event.

All that is need is for you to COME and enjoy this ONCE A YEAR MUTUAL TWELVE TRADITION.

Respectfully submitted,

*Susan Ferraro*  
Susan Ferraro  
Luncheon Chair

**MUTUAL OPERATIONS****RESCIND MUTUAL TWELVE****PHYSICAL PROPERTY****Bay Windows – Mutuals Two, Six, Eight, Ten, and Twelve****Mutual Two Only:**

All bay windows presently covered with T-111 plywood, distressed plywood, or wood siding, and any other wood product that complements the bay windows such as corbels and decorative trim, shall be removed and replaced with stucco when the bay window framing and covering are infested with termites.

All remodels that include bay windows shall be constructed with stucco as the exterior covering and shall be “bay to grade” construction. The expense of the entire remodel and “bay to grade” construction shall be the responsibility of the shareholder.

**Mutual Six Only:**

All corbels, siding, framing, and decorative trim enclosing or complementing a bay window that are made of wood or any wood product, and that become infested with termites or dry rot, shall be removed and replaced with stucco, cement siding, masonry, or other non-wood products. The materials used for this repair will need to be pre-approved by the mutual and the GRF Physical Property Department. All repair expenses described above, as well as any damages caused by water penetration due to the failure of the wood products or wood components described above, shall be at the expense of the shareholder.

Effective the date this policy is adopted, all remodels, bay windows, and/or exterior siding shall be constructed with stucco, cement siding, masonry, or other non-wood products, and shall be pre-approved by the mutual and the GRF Physical Property Department.

**Mutuals Eight and Twelve Only:**

All corbels and decorative trim complementing a bay window that are made with T-111 plywood, distressed plywood, wood siding, or any other wood product shall be removed and replaced with stucco when the bay window framing and covering have been infested with termites or dry rot. All repair expenses described above shall be at the expense of the Mutual except that, if the resident shareholder requests that the bay window be restored with the original wood product, the resident shareholder shall be responsible for all costs.

Effective the date this policy is adopted, all remodels that include bay windows shall be constructed with stucco as the exterior covering.

(Nov 15)

**MUTUAL OPERATIONS****RESCIND MUTUAL TWELVE****PHYSICAL PROPERTY****Bay Windows – Mutuals Two, Six, Eight, Ten, and Twelve****Mutual Ten Only:**

Effective the date this policy is adopted, all remodels that include bay windows shall be constructed with stucco as the exterior covering.

**Mutual Twelve Only:**

Vinyl frames on bay windows as well as other non-standard windows and doors shall be white.

The face of a bay window, whether on the long or short side of a building, shall not extend beyond the drip line. There shall be no shareholder construction or other shareholder encroachment in the area under the attic access.

**MUTUAL ADOPTION****AMENDMENTS**

TWO:	10-22-10	2-21-13
SIX:	5-25-10	5-30-14
EIGHT:	9-28-09	
TEN:	2-24-10	6-27-12
TWELVE:	4-08-10	6-8-14, 11-12-15

(Nov 15)

**MUTUAL OPERATIONS**

**RESCIND MUTUAL TWELVE**

**PHYSICAL PROPERTY**

**Bay Windows – Mutuals Two, Six, Eight, Ten, and Twelve**

(Nov 15)

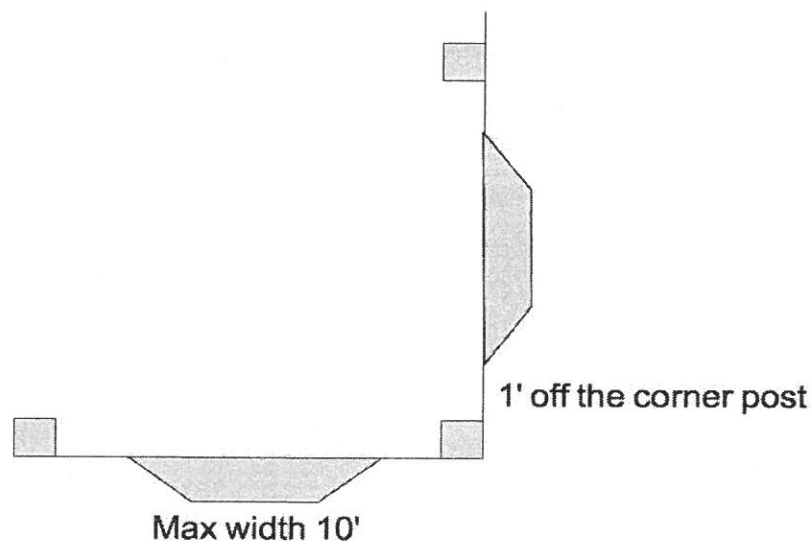
**MUTUAL OPERATIONS****PHYSICAL PROPERTY****ADOPT 2017-04-13****Bay Windows – Mutuals Twelve**

- 1 All corbels and decorative trim complementing a bay window that are made with T-111 plywood, distressed plywood, wood siding, or any other wood product shall be removed and replaced with stucco when the bay window framing and covering have been infested with termites or dry rot. All repair expenses shall be a shareholder expense.**
- 2 All remodels that include bay windows shall be constructed with stucco as the exterior final covering and shall be “bay to grade” construction. The final stucco covering shall also include weep screed one inch above the six-inch concrete apron. The window portion of the “bay to grade” window shall be one window with two side lights, or framed with three separate windows.**
- 3 Vinyl frames on bay windows as well as other non-standard windows and painted standard windows shall be white.**
- 4 The face of a bay window, whether on the long or short side of a building, shall not extend beyond the drip line. There shall be no shareholder construction or other shareholder encroachment in the area under the attic access. The expense of the entire remodel and the “bay to grade” construction shall be the responsibility of the shareholder.**
- 5 Any expansion of living space into common area whether called “bay window” or something else of a size, appearance or nature not in “general practice” prior to June 11, 2013 shall not be approved in Mutual 12 without a shareholder vote in compliance with Civil Code Section 4600.**
- 6 Approval in another Mutual does not constitute approval in Mutual 12.**
- 7 The face of a bay window may not extend beyond the inside edge of the roof fascia board.**
- 8 Corner bays are not allowed.**
- 9 The entire bay window structure must fit between posts that are within the separate interest.**
- 10 The window structure must fit between the posts with a minimum of 1' (one foot) off the corner post.**
- 11 The bay window and may not exceed 10' (ten feet) wide.**



**MUTUAL OPERATIONS****PHYSICAL PROPERTY****ADOPT 2017-04-13****Bay Windows – Mutuals Twelve**

- 12 Exposed frames and other components may not be wood.
- 13 Framing and other window components that are not stucco or stone must be white.
- 14 Bays may extend independently, taper to the foundation extend from ceiling to ground with the area under the window tapered or straight.
- 15 All sprinkler modifications needed to prevent overspray on bay windows or windows flat on built out areas are shareholder responsibility.
- 16 Rain gutters are designed to protect original windows. In heavy rains water may overflow and cascade down bays or windows in extensions. The Mutual is responsible only for maintaining gutters and downspouts in good repair and cleaning as needed.



Mutual 12 policy 7495.12 Bay Windows

**ADOPT**

7495.12

**MUTUAL OPERATIONS**

**PHYSICAL PROPERTY**

**Bay Windows – Mutuals Twelve**

**ADOPT 2017-04-13**

# MUTUAL TWELVE

GOLDEN RAIN MONTHLY  
SUMMARIES FOR

April 2017

(See information attached.)



## MARCH 2017 MONTHLY SUMMARY

### Security, Bus & Traffic Committee Meeting • Monday, March 1, 2017 (April 5, 2017)

#### 1. OLD BUSINESS:

- a) PRV Panel: The GRF President reported that the first PRV Panel took place Monday, February 26, 2017. She advised the Committee that correspondence was sent to the Foundation's attorney for direction regarding the PRV process. Chair Perrotti asked for this item to be on April's agenda for further review and discussion.

### ITS Committee Meeting • Monday, March 6, 2017 (April 12, 2017)

#### 1. OLD BUSINESS:

- a) Axxerion Update: The ITS Systems Analyst provide an update on the Axxerion launch progress, stating that the project will be completed on March 15, 2017.

#### 2. NEW BUSINESS:

Multi-Display Technology, Video of Stitched Screens: The ITS Systems Analyst spoke on multi-display technology, provided a video of stitched screens and the associated costs. The Executive Director stated that this feature could be considered for implementation in the future.

- a) Resources on the Website: The Committee moved to remove the Resources page from the Leisure World website, discuss it at a work study meeting, and present an updated version of it for the Committee's review at the next scheduled meeting.

#### 3. POLICIES:

- a) Adopt Policy 5051-34, Website Management, Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request for Display on Digital Billboards: The Committee moved to adopt these polices and upon corrections, recommend them for adoption by the GRF BOD.

4. **PRESIDENT'S COMMENTS**: The President advised that the Community Access Ad Hoc Committee reached a decision on ID card renewal. Upon approval by the GRF BOD, renewal will take place the second week of May and every fifth year thereafter. The President also reported that volunteers are need for the Golden Age Foundation, the Mutual Boards and the GRF BOD.

### Strategic Planning Ad Hoc Committee • Tuesday, March 7, 2017 (April 4, 2017)

#### 1. OLD BUSINESS:

- a) Ten Year Plan: the Committee revised the project plans for 2016 and 2017, and agreed on the following: 2016 Projects Plan-Rename File Storage to Distribution (Capital and/or Reserve projects), to include in 2017 Projects Plan: Red Curb project, ID Cards project, Generator, Fiber Optic Cable, Signage, Storm Drains, Signage at St. Andrews and North Gate. The Committee



## MARCH 2017 MONTHLY SUMMARY

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agreed on reviewing Project Plans for 2018, and the following years, at its next scheduled meeting.

- b) Vision...A Shared Image of a Desirable Future: The Committee reviewed the draft of the Mission statement as presented, and agreed on the following: The mission of our community is to establish programs and procedures for the maintenance and improvement of LWSB facilities and recreation areas to: maintain aesthetically pleasing buildings, structures and landscaping; promote a vibrant and healthy active adult community; increase resident satisfaction with association facilities and recreation space; promote resident participation in community activities and organizations; maintain sound fiscal management to protect and preserve GRF assets. Mutual feedback, communicated by the President's Council President, included large pool, dog park, kids' zone, a disaster program designed for Leisure World as well as consideration of the electric/small cars, condos or high rise buildings, Management agreements/Trust. The Chair requested Committee member review an example of the vision statement for an outside community and the "Welcome" statement on the Leisure World website, and be prepared to share their thoughts at the next scheduled meeting.

### Publications Committee Meeting • Wednesday, March 8, 2017 (April 12, 2017)

#### 1. OLD BUSINESS:

- a) Survey Results: The Committee concurred to reduce the survey to 10 questions and publish it in both the LW Weekly and LW Live.

#### 2. NEW BUSINESS:

- a) Review of Potential Members' Column Content: The Committee concurred to move forward with the LW Weekly Readers' Survey, presented by the Publications Managers.
- b) Advertisement Consideration: The Committee concurred to reduce the article to only 250 words and direct staff to include a GRF disclaimer to the column.
- c) Minibus Cover: The Committee concurred on the selection of a minibus cover.

### Recreation Committee Meeting • Wednesday, March 8, 2017 (April 13, 2017)

#### 1. CORRESPONDENCE:

- a) Correspondence re: Use of Swimming Pool: The Committee moved to approve use of 16" children's' swim fins by a co-occupant in Mutual Ten in the GRF swimming pool as part of aqua physical therapy authorized by her physician.



## MARCH 2017 MONTHLY SUMMARY

### 2. NEW BUSINESS:

- a) Clubhouse Two Griddle: The Committee moved to award Shlick Services, Inc. a contract to provide electrical upgrades needed to accommodate the installation of the new griddle at Clubhouse Two, in the amount of \$4,412.18, and \$2,500, for contingencies, in the total amount not to exceed \$6,912.18, from the Capital portion of the budget, and forward this request to the Finance Committee for funding approval

### 3. POLICIES:

- a) Policies referred to the Policy Re-write Sub-committee: The Committee moved to refer Policies 1406-50, Limitations of Use; 1422-50, Marquee; 5562-50, Amphitheater Program; 1202-50, Club Membership; 1466-50, Exercise Room Rules, Limitations and Etiquette; 1468-50, Pool Rules, Limitations and Etiquette; 1428-50, Clubhouse Artwork Displays; 1401-50, Use of Community Facilities; 1403-50, Commercial Use; 1411-50, Community Operations – Recreational Facilities; 1431-50, Liability Insurance Clubs; 1480-50, Arts and Crafts Festival; 1412.02-50, Smoking Prohibition; 1710-50, Adult Education; 1409-50, Amphitheater Dancing; 1485-50, Prohibition of Drones.
- b) Amended policies: The Committee moved to recommend the GRF BOD amend Policies 1405-50, Literature-Community Facilities; 1471-50, Display of Trophies and Plaques; and 1511-50, Dissemination of Information-Clubs, 1423-50, Review of the Recreation Committee GRF Policies; 1406-50, Limitations of Use.

### Executive Committee Meeting • Friday, March 10, 2017 (April 14, 2017)

#### 1. NEW BUSINESS

- a) Approve Service Maintenance Department Wage Structure: The Committee moved to adopt the Service Maintenance Supervisor job description, 3399.7.

The Committee moved to recommend the Golden Rain Foundation Board of Directors accept the Service Maintenance salary wage structure, as presented.

The Committee moved to recommend the Finance Committee review a \$50,000 non-budgeted salary revision to the Service Maintenance Department budget.

- b) Emergency Lighting in Restrooms, Trust Property: The Committee moved to recommend the Finance Committee to approve the non-budgeted capital funding request, for the purchase of twenty-nine (29) LED two head emergency lights with battery back-up (Exhibit A in agenda packet), at a cost of \$17.99 per unit, including tax, totaling \$562.14, to be installed in Trust Building restrooms, specifically for the Administration Building, Amphitheater, Library, Friends of the Library, Clubhouse Two, Building Five and Clubhouse Six; units to be installed by the Service Maintenance Department (Exhibit B in the agenda packet) for a cost not to exceed \$ 5,750.00, for a total cost of \$6,943.14 (includes a 10% contingency fee).



## MARCH 2017 MONTHLY SUMMARY

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### 2. POLICIES

- a) Rescind Policies: The Committee moved to recommend the BOD rescind Policies 5505-30, Staff Communications, 5053-30, Guarantor Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, Master Plan of Golden Rain Foundation.
- b) Refer Policies to the Policy Re-write Sub-committee: The Committee moved to refer to the Policy Re-write Sub-Committee Policies 1021-30, Posting of Signs on Trust Property and 2609-30, Foundation Equipment.

### Physical Property Committee Meeting • Monday, March 13, 2017 (April 10 2017)

#### 1. OLD BUSINESS:

- a) Post Office Railing and Stairs: The Committee moved to approve MJ Jurado to re-construct the Post Office, in the amount of \$9,100.00, and send a request to the Finance Committee for funding approval from Capital budget, and to the Board of Directors for approval. The Board will also determine the exact location of the stairs, upon the funding approval.
- b) Drainage System on St. Andrews Drive and Golden Rain Road: The Committee concurred to select MJ Jurado to re-construct the drainage system at the intersection of Golden Rain Rd. and St. Andrews Drive, in the amount of \$49,500, with 10% contingency.

#### 2. POLICIES:

- a) Refer Policies to the Policy Re-write Sub-committee: The concurred to refer Policies 5042-70, Foundation Equipment; 5506.01-70, Bidding Exceptions; 5506.02-70, Bidding Exceptions; 5506.03-70, Bidding Exceptions; 5506.05-70, Bidding Exceptions; 5512-70, Bidding Procedure; 3330-70, Health Care Center Maintenance; 5350-70, Project Construction; 3310.01-70, Special Project Procedure; 5504-70, Insurance Requirements for Independent Contractors; 5504.01-70, Insurance Requirements for Vendors; and 3331-70, GRF Landscape Areas, Plantings adjacent to Perimeter Walls to the Policy Re-write Sub-committee.

### Architectural Design & Review Committee Meeting • Tues. March 14, 2017 (April 11, 2017)

#### 1. OLD BUSINESS

- a) Signage for GRF News Buildings and Amphitheater, Update: The Facilities Director presented photos of the new signage for the News Office and Amphitheater. Facilities Director asked Committee what they would like to see on the News Office Door. The Committee concurred to place the new masthead, "LW Weekly" on the door of the News Office.





## MARCH 2017 MONTHLY SUMMARY

- b) Landscape (seven areas), Update: Facilities Director provided photos for the Committee's review of the seven newly landscaped areas. The Committee is very pleased with the outcome of these areas.
- c) Clubhouse Two – Color and roofing Product Selection: Facilities Director provided samples of roofing materials and colors for Clubhouse 2. After a brief discussion, it is the consensus of the Committee to select Timberline, Light Brown for the roofing material and color for Clubhouse 2.
- d) Christmas Holiday Decorating Sub-committee: Chair Hopewell disbanded the Christmas Holiday Decorating Sub-Committee and thanked its members for their dedication and hard work.

### 2. NEW BUSINESS:

- a) Selection of New GRF Business Cards: After a brief review of sample new GRF business cards submitted by Publications Manager, it is the consensus of the Committee to select the 4<sup>th</sup> design as presented on page 10 of the agenda packet.
- b) New GRF Log on Fleet Vehicles: Facilities Director provided photos of the new GRF logo on fleet vehicles. It is the consensus of the Committee to direct staff to repaint the white mailboxes throughout the community and place the new GRF logo on each of them.
- c) Landscaping on South St. Andrews: Facilities Director reported that the Physical Property Committee will be requesting bids for the removal of the trees on South St. Andrews before the Committee can discuss landscaping.
- d) Naming of the Garden Area (Administration Area): The Committee concurred to further discuss the details of this contest at the upcoming ADRC Work Study meeting, scheduled for Friday, February 24, 2017 at 1:00 p.m. in Conference Room C, Bldg. 5.
- e) Approval of New Plants and Trees: The Committee moved to accept the new plants and trees as presented to be added to the ADRC Binder.

### 3. POLICIES:

- a) Review of Policy 5160-ADRC: The GRF President recommend the ADRC Chair review Policy 5160-ADRC with the Physical Property Chair to determine landscaping responsibilities.

### Mutual Administration Committee Meeting • Tuesday, March 14, 2016 (April 11, 2017)

#### 1. POLICIES:

- a) Review of Policy: The Committee moved to refer Policy 1610-33, Membership Eligibility Criteria to the Policy Re-write Sub-committee.



## MARCH 2017 MONTHLY SUMMARY

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### 2. STAFF REPORTS:

- a) Mutual Administration Director: The Committee moved request the Policy Re-write Sub-Committee draft a policy pertaining to requests to the Mutual Administration Department for Mutual letters and corresponding postage.

Finance Committee Meeting • Tuesday, March 21, 2017 (April 18, 2017)

### 1. FINANCIALS

- a) Accept February 2017 Financial Statements for Audit: Moved to recommend the GRF BOD accept the February 2017 Financial Statements for audit.

### 2. OLD BUSINESS

- a) Acceptance of the Final Draft 2016 Audited Financial Statements and Excess Income Distribution: The Committee moved to accept and recommend to the GRF board of directors acceptance of the final draft 2016 GRF Financial statements as of 12/31/2016 for the year then ended, and the proposed independent auditor's report as submitted by NSBN, LLP, hereby accepting the above mentioned Financial statements and reports therein, reflecting excess income of \$325,451. Further recommended, in addition to the transfer of operating funds to replacement reserve fund of \$298,745, authorize by the Board at its regular board meeting held on October 25, 2016, the remaining excess income of \$26,706 is to be allocated to the Replacement Reserve Fund pursuant to Policy 5528-31 – Refund of Excess Income.
- b) Reserve Study Company Selection: The Committee moved to select proposal from Association Reserves, Inc. and recommend to the Board to approve and to authorize the president to sign the contract.
- c) Non-budgeted Salary Expense, Service Maintenance Department: The Committee moved to approve and forward to the Board for final approval of the non-budgeted expense of up to \$50,000.00 for the remainder of 2017 to bring wages into alignment with the revisions being made to the eight (8) Service Maintenance positions as illustrated on the attached Service Maintenance Wage Grade Structure Proposal March 2017.

### 3. NEW BUSINESS

- a) Capital Funding Request – Addition of Rails and Stairs to Post Office: The Committee moved to approve and forward to the Board, non-budgeted Capital Funding request to install stairs at the entrance of the Post Office and add bollards with hand rails for a cost not to exceed \$9,100.



## MARCH 2017 MONTHLY SUMMARY

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- b) Waive Multiple Ownership Stock Certificate Fee: The Committee concurred to take no action on the one-time waiver of the \$250 Membership Certificate Fee and forward to Mutual Administration Committee for review and approval.

### 4. POLICIES:

- a) The Committee moved to amend: Policies 5051-31, Fees and 5115-31, Committee Functions, and forward to the Board for approval.
- b) The Committee moved to refer Policies to the Policy Re-write Sub-committee: 2230-31, 2244-31, 2920-31, 3321.01-31, 3323-31, 3325-31, 5155-31, 5320-31, 5330-31, 5506-31, 5516-31, 5520-31, 5522-31, and 5523-31.

Community Access Ad Hoc • Thursday, March 23, 2017 (April 27, 2017)

### 1. OLD BUSINESS:

- a) ID Card Replacement: The Committee moved to approve the purchase of 20,000 blank ID Cards. Further, the Committee moved to change the appearance and amount of ID Cards to purchase (from 9,186 to 20,000) including card readers, cameras, software purchase and upgrade, rental printers including the ribbon, in the total amount not to exceed \$27,000 and forward this request to the Board of Directors for approval.

### Recap of Golden Rain Foundation Board Activity of March 28, 2017

#### Appointed Golden Rain Foundation Director of Mutual Ten

MOVED and duly approved to appoint Ronde Winkler as the GRF Director for Mutual Ten, for the term ending 2018, to fill the vacancy created by the death of GRF Director for Mutual Ten Bruce Scheuermann and to serve as a member of the Architectural Design & Review, Publications and Security, Bus & Traffic Committees.

#### Approved Minutes

MOVED and duly approved to accept the minutes of the February 28, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting and of the July 11, 2016 Special GRF BOD meeting, as presented.

#### Approved Integration of Publications and Information Technology Services (ITS) Committees

MOVED and duly approved to rescind Policy 5118-34, Information Technology Services (ITS) Committee, to amend Policy 5125-36, Publication Committee to integrate the ITS Committee for increased efficiency in responding strategically to community needs, effective June 2017, and to amend



## MARCH 2017 MONTHLY SUMMARY

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Policy 5020-30, Organization of the Board, to eliminate the listing of the Information Technology Services Committee as a Standing Committee, effective June 2017.

### Approved Issuance of ID Cards

MOVED and duly approved the reissuance of ID cards, a non-budgeted expenditure of \$30,000.00, for the approval of supplies needed to take approximately 10,000 shareholder, co-occupant and renter photos in May 2017.

### Approved Service Maintenance Wage Structure

MOVED and duly approved to approval of the non-budgeted expense of up to \$50,000.00, for the remainder of 2017, to bring wages into alignment with the revisions being made to the eight (8) Service Maintenance wage grade structures.

### Rescinded Policies under the Purview of the Executive Committee

MOVED and duly approved to rescind Policies 5505-30, Staff Communications, 5053-30, Guarantor Agreement Form, 2004-30, Staff Communication, 5029-30, Conflict of Interest-Directors and Officers, 1510-30, Dissemination of Information, 5603-30, Executive Sessions, 5100-30 Committee Functions, 5601.01-30, Rules of Order-Motion to Table, 5030-30, Responsibilities, 2005-30, Litigation Statement, 5080-30, and Master Plan of Golden Rain Foundation due to obsolescence, redundancy or a matter of law.

### Accepted February 2017 Financials Statements for Audit

MOVED and duly accepted the February 2017 Financial Statements for audit.

### Accepted Audited 2016 Financial Statements and Excess Income Distribution

MOVED and duly approved to accept the final draft 2016 Golden Rain Foundation Financial Statements as of December 31, 2016, for the year then ended, and the proposed Independent Auditors' Report as submitted by NSBN LLP, hereby accepting the above mentioned Financial Statements and reports therein (Exhibit A), reflecting excess income of \$325,451. Further move that, in addition to the transfer of operating funds to Replacement Reserve Fund of \$298,745, authorized by the Board at its regular board meeting held on October 25, 2016, the remaining excess income of \$26,706 is to be allocated to the Replacement Reserve Fund pursuant to Policy 5528-31 – Refund of Excess Income.

### Approved Reserve Study Company

MOVED and duly approved to accept the proposal from Association Reserves, Inc., for budget years 2018, 2019 and 2020, and to authorize the President to sign the contract.

### Amended Policy 5061-31, Fees

MOVED and duly approved to amend Policy 5061-33, Fees, to reflect the changes consensually agreed on by Finance Committee members.



## MARCH 2017 MONTHLY SUMMARY

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### Amended Policy 5115-31, Finance Committee

MOVED and duly approved to amend Policy 5115-31, Finance Committee, to reflect the changes consensually agreed on by Finance Committee members.

### Adopted Policies under the Purview of the Information Technology Services (ITS) Committee

MOVED and duly approved to adopt Policies 5050-34, Digital Billboards, 5050.01-34, Request for Display on Digital Billboards, and 5051-34, Website Management.

### Approved Contract - Addition of Railings and Stairs to Post Office

MOVED and duly approved award a contract to MJ Jurado, in an amount not to exceed \$9,200, Capital Funding, to remove the posts and chain around the post office, install stairs and a gate, and add ballards with hand rails and authorize the President to sign the contract.

### Rescinded Policies under the Purview of the Recreation Committee

MOVED and duly approved to rescind Policies 5561-50, Recreation Program and 1411.3-50, Maximum Room Capacities.

### Amended Policies under the Purview of the Recreation Committee

MOVED and duly approved to amend Policies 1405-50, Literature – Community Facilities; 1471-50, Display of Trophies and Plaques; and 1511-50, Dissemination of Information, to reflect the changes consensually agreed on by Recreation Committee members.

### Approved Upgrade of Existing Electrical System in Clubhouse Two

MOVED and duly approved the electrical upgrades for the installation of the new griddle at Clubhouse Two, in the amount not to exceed \$7,000, from the capital portion of the 2017 budget, and to award the contract to Schlick Services, Inc. and authorize the President to sign the contract.