

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TWELVE  
August 11, 2016**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:00 a.m. on Thursday, August 11, 2016, followed by the *Pledge of Allegiance*, in the Administration Building Conference Room A.

**ROLL CALL**

Present: President Gillon, Vice President Fluharty, Secretary Sprague, CFO Ferraro, and Directors Anderson (9:05 a.m.), Findlay, and Carson

GRF Representative: Mrs. Damoci

Guests: Ms. Stone, GRF Vice President  
Four shareholders of Mutual Twelve

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

President Gillon welcomed guests and staff to the meeting.

**SHAREHOLDERS' COMMENTS**

Two shareholders made comments.

**GRF REPRESENTATIVE**

Mrs. Damoci presented her report (attached).

**MINUTES**

President Gillon asked for any corrections to the Regular Meeting minutes of July 14, 2016. A correction was noted on page 3: under Correspondence, first line, should read, correspondence, not correspondences. Also, on page 3: eight lines from the bottom should read, Director Findlay, not Director Lucille. A correction was noted on page 4: the last resolution should read, "...appoint Richard Carson of Unit 72-E as an Advisory Director ...." not Director. Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To approve the July 14, 2016, Regular Meeting minutes, as corrected.

The MOTION passed with one abstention (Carson).

**MINUTES (continued)**

Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To approve the Organizational Meeting minutes of June 9, 2016, as written.

The MOTION passed.

Upon a MOTION duly made by President Gillon and Vice President Fluharty, it was

RESOLVED, To approve the Special Meeting minutes of July 18 and 25, 2016; and August 1, 2016, as written.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT**

Mr. Salazar reviewed his summary report (attached).

Following a discussion, it was the consensus of the Board to postpone action on Policy 7403.G – Skylights & Sola Tubes, Policy 7403.4 – Skylights for Bathrooms or Kitchens, and Policy 7403.5 – Skylights in Permanent Roof Extensions for further research.

The Board members discussed capping the number of remodels allowed simultaneously in the Mutual due to parking problems.

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

RESOLVED, To authorize President Gillon to sign the permit for carpeting at Unit 6-B.

The MOTION passed.

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

RESOLVED, To obtain a cost for the removal of the Loquat trees that have fire blight, at Units 41-D and 55-F.

The MOTION passed.

**CORRESPONDENCE**

President Gillon discussed correspondence that was received during the month.

**MUTUAL ADMINISTRATION DIRECTOR'S REPORT**

Ms. Hopkins submitted her monthly report (attached).

(Building Inspector Salazar left the meeting at 9:55 a.m.)

**NEW BUSINESS**

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

WHEREAS, a Certificate of Deposit held at Pacific Premier Bank will mature on August 28, 2016, in the amount of \$250,953, and

WHEREAS, the proceeds at maturity exceed the FDIC Insurance limit,

BE IT RESOLVED, That the Board authorizes the reinvestment of \$248,000 in a Certificate of Deposit at Pacific Premier Bank for a term of two (2) years at the prevailing interest rate and approve the withdrawal of approximately \$2,553 in interest earned to be deposited in the Seal Beach Mutual No. Twelve US Bank Money Market Account and allocated to the restricted reserve accounts.

The MOTION passed.

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

WHERE AS, First Foundation Bank CDARS account contains a Certificate of Deposit in the amount of \$100,415.

BE IT RESOLVED, That on September 1, 2016, the Board authorizes the transfer of \$100,415 upon maturity from the First Foundation Bank to the Seal Beach Mutual No. Twelve US Bank Money Market Account to be reinvested on or about that date in a Certificate of Deposit with US BanCorp for a term not to exceed two (2) years at the prevailing interest rate.

The MOTION passed.

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

**NEW BUSINESS (continued)**

WHEREAS, a US Bank Money Market Account has accumulated funds in excess of funds required for operating expenses,

BE IT RESOLVED, That the Board approves the purchase of a \$150,000 Certificate of Deposit from the US Bank Money Market account to be placed with US BanCorp for a term not to exceed two (2) years at the prevailing interest rate. The certificate of deposit amount includes the \$50,000 of proceeds of a certificate of deposit that matured on August 14, 2016, from First Foundation Bank, plus \$100,000 from the US Bank Money Market Account excess funds.

The MOTION passed.

(Mrs. Damoci left the meeting at 9:59 a.m.)

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

**WHEREAS**, The rescinded Management Agreement dated September 30, 1965 between Leisure World Foundation and Seal Beach Mutual No. Twelve, is posted and displayed on the Leisure World website (lwsb.com) and;

**WHEREAS**, the Management Contract between Mutual 12 and the Golden Rain Foundation was approved by FHA on April 6, 1967 and;

**WHEREAS**, Policy 9300 CONTRACTURAL AGREEMENTS, Mutual Management Agreement, as retyped in September 1988, differs in several respects from the posted agreement and gives the effective date for Mutual 12 as March 14, 1967 and;

**WHEREAS**, the following excerpts from Mutual Twelve Minutes support language in Policy 9300 as retyped in September 1988:

March 21, 1966 RESOLVED, that the Board of Directors of Mutual No. Twelve, Leisure World, Seal Beach, do accept and confirm ARTICLE SEVENTH of the Management Agreement between Seal Beach Mutual No. Twelve and Leisure World Foundation, as

**NEW BUSINESS (continued)**

corrected. ARTICLE SEVENTH shall read as follows: The sole compensation which the Agent shall be entitled to receive for services performed under this Agreement shall be a fee computed and payable monthly in an amount equivalent to \$.56 per month for each dwelling unit owned by Owner exclusive of all surcharges.

October 13, 1966 "Attorney Williams further mentioned that there was a copy of the proposed Management Agreement available in the office of the Golden Rain Foundation which might be read by the President of any mutual who desires to do so. He also stated that the contract cannot be termed fully finalized inasmuch as they are still involved in perfecting some minor changes."

October 28, 1966 "The President then appointed an Executive Committee of Mr. Glenn Fife and Mr. Peter Stoner to work with him, Dee H. Beer, and called them together at once to plan procedures. It was agreed that the Committee should meet that afternoon with Mr. Likins, Mutual Twelve's representative on the Golden Rain Board and Mr. Omohundro, Vice President of the Golden Rain Board and the appointed representative of the Golden Rain Board to negotiate with Mutual Twelve."

March 25, 1967 "- that action of the Golden Rain Board of March 20, 1967, in which it approved and adopted the whole of the legal and procedural construction as incorporated in the letter dated March 3, 1967, addressed to the PRESIDENTS OF ALL SEAL BEACH MUTUALS, be recognized and accepted as sufficient compliance with our Board's conditions precedent to the execution of a final contract between Seal Beach Mutual No. Twelve, and the Golden Rain Foundation."

**NEW BUSINESS (continued)**

“That the President be authorized to terminate the Leisure World Contract as of March 31, 1967 with appropriate comment to Mr. E. L. Olsen, Executive Vice President of Leisure World Foundation, requesting that he notify F.H.A. and the Lenders.”

“That the fiscal procedural contents be accepted and the same procedures be adopted for future use.”

April 13, 1967 “President Beer read a letter from Mr. Callahan (reply to the President’s letter dated March 25, 1967) wherein it was stated that the executed Management Contract between Seal Beach Mutual No. Twelve and Golden Rain Foundation has been forwarded to the Insurance Funds Mortgage Company for execution by the Mortgagees. Copies of these two letters are attached here and made a part of the Corporate minutes.

November 9, 1967 “President Fifer reported that the Management Contract between Mutual 12 and the Golden Rain Foundation had been approved by FHA on April 6, 1967 and received by the Golden Rain Foundation on April 11, 1967. However, Mutual 12 was not advised of the approval and did not receive a copy of the Contract. As a result of President Fifer’s inquiry, a properly signed and approved copy is now on file with the records of Mutual Twelve.”

**THEREFORE BE IT RESOLVED:** That the Golden Rain Foundation immediately take down the rescinded Mutual No. Twelve agreement currently posted on the Golden Rain Foundation website and then locate and post the Management Agreement with Mutual No. Twelve effective on or about March 14, 1967. If that document cannot be located, then post Policy 9300 MUTUAL MANAGEMENT AGREEMENT as retyped in September 1988 on the Mutual Twelve link. Should there be a more recent update discovered in this process, Mutual Twelve, reserves the right to review the document and consent in writing to the posting of that agreement on the Golden Rain Foundation website.

The MOTION passed.

**NEW BUSINESS (continued)**

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

RESOLVED, That within the provisions of the Seal Beach Mutual No. Twelve Bylaws, Article V, Section 14, President Gillon appoints CFO Ferraro and Director Findlay to form a committee with the President, for the purpose of reviewing the Management Contract between Mutual No. 12 and the Golden Rain Foundation. The committee shall report regularly to the Mutual Board for as long as the review continues.

The MOTION passed.

(Mr. Ankeny and Ms. Stone left the meeting at 10:23 a.m.)

Following a discussion concerning the Class One Arboriculture proposal for 2017, it was the consensus of the Board to meet with Class One with changes to the proposal and brought back to the Board for final approval.

A lengthy discussion followed on fire prevention devices and costs for Mutual Twelve.

(Recording Secretary Day went on break at 10:57 a.m. to 11:12 a.m.)

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

RESOLVED, That from August 11, 2016, Mutual Twelve will pay for add-on smoke alarms in all bedrooms, and on remodels the cost/installation of smoke alarms in bedrooms is the responsibility of the shareholder.

The MOTION passed.

The Board members discussed the use of drones in the Mutual in case of an emergency/disaster. Upon a MOTION duly made by Director Findlay and seconded by Vice President Fluharty, it was

RESOLVED, That Mutual Twelve does not approve of the use of drones in Mutual Twelve.

The MOTION passed.

Director Anderson discussed the problem of dog owners not picking up after their dogs in Mutual Twelve. Upon a MOTION duly made by Director Findlay and seconded by President Gillon, it was

**NEW BUSINESS (continued)**

RESOLVED, To request Mutual Administration to prepare a letter to be sent to all dog owners in Mutual Twelve to pick up after their dogs while walking in the Mutual.

The MOTION passed.

**CHIEF FINANCIAL OFFICER'S REPORT**

Ms. Ferraro presented her financial report (attached).

**DIRECTOR'S REMARKS**

Several Directors made remarks.

President Gillon called a break at 12:00 noon to 12:05 p.m.

**ADJOURNMENT**

President Gillon adjourned the meeting at 12:05 p.m. and announced that following there would be an Executive Session to discuss member issues.

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Attest

Rose Marie Sprague, Secretary  
SEAL BEACH MUTUAL TWELVE  
cd:8/25/16  
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

**NEXT MEETING: September 8, 2016, in  
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 AUGUST 11, 2016**

08/11/16 RESOLVED, To authorize President Gillon to sign the permit for carpeting at Unit 6-B.

RESOLVED, To obtain a cost for the removal of the Loquat trees that have fire blight, at Units 41-D and 55-F.

WHEREAS, a Certificate of Deposit held at Pacific Premier Bank will mature on August 28, 2016, in the amount of \$250,953, and

WHEREAS, the proceeds at maturity exceed the FDIC Insurance limit,

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**BOARD OF DIRECTORS  
MUTUAL TWELVE**

**August 11, 2016**

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RESOLVED, To request Mutual Administration to prepare a letter (attached) to be sent to all dog owners in Mutual Twelve to pick up after their dogs while walking in the Mutual.

DRAFT

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: August 14, 2016

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
64A	Remodel	CITY	04/04/16	08/10/16		6/21, 29; 7/1, 8, 11, 1	Ogan
73L	Remodel	CITY	03/01/16	07/21/16	YES	4/11, 4/25, 5/11, 5/16	Ogan
34L	Remodel	CITY	03/10/16	06/14/16	YES	4/11, 5/9, CNP, GRF	Heavenly World
67E	Washer Dryer Install	CITY	03/08/16	04/10/16	NO	04/11/16	ACR Construction
72F	Remodel	CITY	04/04/16	07/30/16	YES	6/3, 24 - 7/1, 7/16, 22	Alpha Master
72F	HVAC Install	CITY	06/02/16	09/02/16	YES		Yes
74E	Remodel	GRF	03/21/16	08/19/16	YES	5/4/16, 6/8, 10, 13, 16	Kress
57B	Remodel	CITY	06/13/16	08/31/16			BJ & Co
6B	Flooring Install	GRF	05/11/16	06/11/16	NO	06/14/16	Home Depot
41F	Bathroom Remdel	CITY	06/30/16	10/15/16			Kress
61C	HVAC Install	CITY	06/22/16	08/22/16			Greenwood
76E	Minor Remodel	CITY	06/06/16	11/21/16			Southcoast Restoration
64L	Flooring Install	GRF	06/27/16	06/30/16			The Finishing Touch
41C	Flooring Install	GRF	07/11/16	08/11/16			Nationwide Painting
61G	HVAC Replacement	CITY	07/25/16	10/02/16			Greenwood
43D	HVAC Install	CITY	07/25/16	08/25/16			Alpine
11K	Microwave Oven Install	CITY	07/06/16	07/17/16			Ogan
9K	Shower Cut Down	CITY	07/05/16	08/05/16	NO	07/21/16	NuKote
56I	HVAV Install	CITY	07/20/16	08/20/16	NO	07/22/16	Alpine
47J	Flooring Install	GRF			NO		
6B	Flooring Install	GRF	07/29/16	08/29/16			Kary's Carpet
59B	Remodel	CITY	08/15/16	11/01/16			Kang's Construction

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **12**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **August 14, 2016**

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS

Repipe

CNP = Correction Notice Posted  
 Completed  
 Contractor Issue: Pending

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF
34I		05/19/15	05/05/16	05/12/16	05/24/16	05/26/16	07/07/16
7I		11/05/15	04/15/16	04/08/16	04/19/16	04/22/16	05/17/16
41H		02/03/16					
45F		02/19/16	06/01/16	06/07/16	06/20/16	06/21/16	06/27/16
35G		03/07/16	07/08/16	07/20/16	08/02/16	08/03/16	
77E		03/07/16	03/25/16	04/01/16	04/01/16	04/15/16	05/09/16
59B		03/08/16	04/18/16	04/18/16	04/29/16	05/02/16	05/19/16
65B		03/09/16	04/18/16	04/27/16	05/09/16	05/11/16	05/19/16
74C		03/09/16					
47B		03/24/16					
47E		03/24/16	05/12/16	05/12/16	05/24/16	05/12/16	07/07/16
42D		03/29/16	05/19/16	05/19/16	06/01/16	06/02/16	07/25/16
46I		10/28/16	04/15/16	04/24/16	05/04/16	05/05/16	05/16/16
67D	5/20/2016						
11K		05/29/15	05/09/16	05/17/16	05/27/16	06/01/16	06/15/16



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: August 14, 2016

MUTUAL & SHAREHOLDER SITE VISITS	
UNIT	PURPOSE



## CFO REPORT – August 11, 2016

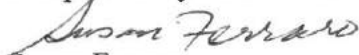
The budget planning for 2017 has begun in earnest. The recommended budget is set to be turned into the GRF Controller no later than the end of August. The final budget is scheduled to be Board approved at the October 13 Regular Meeting so that it can be published and distributed by the first part of November in keeping with legal requirements.

Thus, there will be an open Special Budget Planning meeting on Monday, August 15, 2016 at 1:30 p.m. in the Physical Property Conference Room. Shareholders are welcome.

Each Board member has received their copy to review of the Financial Statements for Mutual 12 for the period ending July 31, 2016. The Financial Statement Recap is attached for your reference.

Cash in the bank	\$345,902	Operating funds
Accounts Receivable	6,414	of which \$1,751 is 90+ days delinquent 3 shareholders included in that total
Reserves:	\$3,665,864	
Excess Income:	\$11,241	Mostly due to the increase in the Inspection fee income from \$500 to \$1000 for stock transfers

Respectfully submitted:



Susan Ferraro  
CFO/VICE PRESIDENT  
MUTUAL TWELVE

1012 Seal Beach Mutual No. Twelve  
 Financial Statement Recap  
 07/31/2016

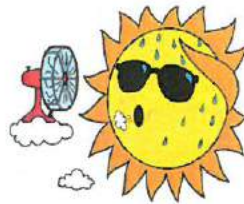
P.O. Box 2069  
 Seal Beach CA 90740

Jul Actual	Jul Budget		2016 Y-T-D Actual	2016 Y-T-D Budget
106,993	106,993	Carrying Charges	748,950	748,951
42,371	42,371	Reserve Funding	296,594	296,597
<b>149,363</b>	<b>149,364</b>	<b>Total Regular Assessments</b>	<b>1,045,544</b>	<b>1,045,548</b>
0	0	Service Income	70	0
1,645	0	Financial Income	10,857	0
1,046	1,117	Other Income	21,402	7,819
<b>2,692</b>	<b>1,117</b>	<b>Total Other Income</b>	<b>32,329</b>	<b>7,819</b>
<b>152,055</b>	<b>150,481</b>	<b>Total Mutual Income</b>	<b>1,077,873</b>	<b>1,053,367</b>
65,156	65,156	GRF Trust Maintenance Fee	456,092	456,092
11,356	12,629	Utilities	74,620	88,403
2,457	927	Professional Fees	9,140	6,489
34,106	19,870	Outside Services	150,008	139,090
11,648	9,528	Taxes & Insurance	80,179	66,696
42,371	42,371	Contributions to Reserves	296,594	296,597
<b>167,094</b>	<b>150,481</b>	<b>Total Expenses Before Off-Budget</b>	<b>1,066,632</b>	<b>1,053,367</b>
<b>(15,039)</b>	<b>0</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>11,241</b>	<b>0</b>
<b>(15,039)</b>	<b>0</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>11,241</b>	<b>0</b>
		<b>Restricted Reserves</b>		
(578)	0	Appliance Reserve Equity	26,079	0
(5,200)	0	Painting Reserve	41,341	0
19,296	0	Roofing Reserve	2,696,248	0
0	0	Emergency Reserve Equity	340,915	0
19,590	0	Infrastructure Reserve	505,619	0
<b>33,108</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>3,610,201</b>	<b>0</b>



*Summer is coming in Our Hometown*

**The Mutual Administration Director's Report  
August, 2016**

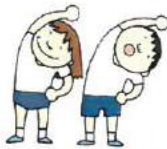


The Sun is "cookin"...Better be" lookin" to.....

- Check on your most elderly neighbors
- Make sure you drink lots of liquids



- Pets get hot too! They need plenty of water
- Do not do strenuous exercise in the mid-day sun such as:



Working out



Cycling



Running



Walking

Hot Weather brings out thirsty- hungry critters:  
Please keep dog food and water bowls inside and not on you patio.



**REMEMBER....COMMUNITY UNITY BEGINS WITH YOU**

Carole Damoci  
Mutual 12 Representative

August 11<sup>th</sup>, 2016

We're a couple of months into the new term and a month ahead of schedule on the budget. The Westminster wall is about half done and a lot of things are in the cue. Redesigning of the St. Andrews gate, some road work, clubhouse 4 refurbishing, and we're in the planning stages of a picnic area and a multi-use court behind clubhouse 2. The 6 month Pickle-ball trial in clubhouse 1 has been very popular and will be part of the multi-use court.

There's a new Security annex downstairs in building 5, in the old computer club area, for shareholders to get their auto decals. In the near future the Recreation Department will also be moving downstairs. A new conference room like the one in the admin building has also been built in the old video producers room and is already in full use.

Our Amphitheater season is half over. I've been hearing great things about the shows and we'll soon be looking at the acts for next year. If you have any ideas for some shows please let me know.

After serving the last two years as Vice-President of the GRF I've been elected to serve as President for this year. Totality different than what I've been use to the last 4 years but a learning experience.

As always, if there's anything I can do for you, or if you have any questions concerning the GRF, 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  
562-405-4965  
[cdamoci@lwsb.com](mailto:cdamoci@lwsb.com)

# Coyote safety and our pets

Coyote reports and activity have declined but we must continue to be diligent working together through community unity and continue hazing. Many Shareholders are still (and rightly so) concerned about coyote sightings and the consequences of predator animals within our community. We must not forget several Shareholders unfortunately have lost their beloved pets to these skilled hunters; we must be strong, motivated and most importantly **proactive**.

But what does being proactive mean? In short proactive measures in coyote control mean:

- We must continue haze the coyotes
- We must not feed wildlife
- We must keep food and garbage off our patios
- We must project our pets

Small pets can easily become coyote prey. Cats and small dogs **should never be allowed outside alone**. It's highly recommended that small pets always be accompanied by their owner and dogs must be on a 6 foot leash. A dog or cat left on a patio can be snatched in a matter of moments. .

Listed below are some of the steps you can take to minimize encounters and potential conflicts between coyotes and your pets.

## Cat Safety

The only way of ensuring that your cat is safe from coyotes is to keep it indoors. The more time your cat is outdoors the greater the risk it faces, not only from coyotes, but also from hawks and owls.

## Dog Safety

- The most common conflict between coyotes and dogs is with smaller dogs. To ensure your pet is safe the best action is to supervise it at all times it is outside and make sure your pet is never off leash while outside of your home.
- There have been reports of coyotes taking small dogs from not only the direct vicinity of their owner, but directly off the leash. If you notice a coyote when walking your dog, **quickly gather your dog in your arms if possible**, or keep it as close to you as possible while using some of the hazing methods we have presented in earlier articles.
- Use a 6 foot maximum length leash. You may want to see your dog scamper around on a long or retractable leash, but this is only placing your dog in harm's way and is a violation of policy.

## How can I keep my small dog safe on leash?

As mentioned above there have been a few occasions when coyotes have taken small dogs directly from the leash. Coyote sightings may have declines but never assume that there may not still be coyotes in our community. In addition to the advice and deterrents mentioned previously and above, the following precautionary measures can be adopted to reduce the risk of injury to your pet:

- If you are uncomfortable making aggressive gestures or throwing objects at a coyote keep a shrill whistle handy when walking your dog (**free** whistles are available at the News office). The whistle may not scare the coyote directly (coyotes hear the same daily sirens, car alarms, horns etc. as we do), but it will alert other pedestrians in the area of your need for help.
- **Don't use a retractable leash!** Your dog can get too far away from you with a retractable leash. We've heard many stories of coyotes snatching a dog that strayed too far from its owner on a retractable leash. Walk your dog, on a 6 foot leash.
- Dog walk with a friend.
- Make sure your dog is ahead of you while walking. If it stops to sniff or scratch behind you while on an extendable leash, keep an eye on it.
- Always be diligent.

## Friendly coyote safety reminders

- **Do Not Leave Food Outside:** Keep all pet food and water bowls indoors. Remove fallen fruit from trees. Do not leave your garbage cans out on patios.
- **Bird Feeders:** Do not have bird feeders on your property. Bird food will attract rats, squirrels and rabbits which will attract coyotes to your home.
- **Carry a device that makes noise.** Many people carry a bull horn or a coke can filled with pennies that they shake to make noise.
- **Coyote Approaches You: NEVER, UNDER ANY CIRCUMSTANCES, TURN YOUR BACK AND RUN.** Become **BIG!** Wave your arms, scream, throw rocks! By running, you are seen as prey by the coyote. Carry a walking stick or keep handy a noise maker.



**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TWELVE  
June 9, 2016**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Twelve was held following the Annual Shareholders' Meeting in Clubhouse Four , Section C. Mutual Administration Director Weller, acting as Chairperson, called the meeting to order at 11:47 a.m. She stated the purpose of the meeting was to elect the officers for the 2016-2017 term of office and to ascertain the Regular Monthly Meeting location, day, and time.

Those Directors present were: Joe Welch, Susan Ferraro, Lucille Findlay, Margaret Gillon, Rose Marie Sprague, and Roy Fluharty. Director Tony Anderson was present via telephone. GRF Representative, Carole Damoci; Executive Director, Randy Ankeny; and Mutual Administration Director Weller were also present.

Mrs. Weller opened the nominations for the office of President. Mr. Fluharty nominated Mrs. Gillon and Mr. Welch nominated himself for President. There being no further nominations, and following a secret ballot, Mrs. Gillon was unanimously elected to the office of President for the 2016-2017 term of office.

The Chair was turned over to newly-elected President Gillon, who then called for nominations for Vice President. Mr. Welch nominated Mr. Anderson for Vice President. There being no further nominations, Mr. Anderson was unanimously elected to the office of Vice President for the 2016-2017 term of office.

President Gillon then called for nominations for the office of Secretary. Ms. Findlay nominated herself and Mr. Fluharty nominated Ms. Sprague for Secretary. There being no further nominations, and upon a secret ballot, Ms. Sprague was unanimously elected to the office of Secretary for the 2016-2017 term of office.

President Gillon then called for nominations for Chief Financial Officer. Ms. Sprague nominated Ms. Ferraro for Chief Financial Officer. There being no further nominations, Ms. Ferraro was unanimously elected to the office of Chief Financial Officer for the 2016-2017 term of office.

No Committees were appointed at this time.

Ms. Gillon said the 2015 Organizational Meeting minutes have already been approved.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Susan Ferraro and seconded by Joe Welch, it was

RESOLVED, That Mutual Twelve will meet on the 2<sup>nd</sup> Thursday of the month in Mutual Administration Conference Room A, at 9:00 a.m.

The MOTION passed.

There being no further business to conduct, the meeting was adjourned at 11:57 a.m.

  
Attest, Rose Marie Sprague, Secretary  
SEAL BEACH MUTUAL TWELVE

sl:06/14/16

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
July 18, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:35 p.m. on Monday, July 18, 2016 in the Physical Property Conference Room.

ROLL CALL:

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

Also present: Inspector Salazar  
One Shareholder

The purpose of the meeting is to Elect a Vice President, Director for Parcel 4, and New Business.

President Gillon called for nominations for Vice President. Director Anderson nominated Director Fluharty. There being no other nominations, Director Fluharty is appointed as Vice President.

Secretary Sprague nominated Richard Carson as new Director of Mutual 12 to fill the vacancy following Director Welch's resignation. Following a secret ballot the Board elected Richard Carson as the new Director of Mutual 12.

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

**RESOLVED:** That Secretary Sprague as a Director at Large be assigned to Parcel 10.

The MOTION passed.

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

**RESOLVED:** That Director Carson be assigned as Director for Parcel 4.

The MOTION passed.

**NEW BUSINESS**

Following a discussion on 56I and on MOTION made by President Gillon, and second by Director Carson, it was:



**RESOLVED:** That the Board approves the building permit for installation of air conditioner at 56I and authorizes the President to sign the permit.

The MOTION passed.

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

**RESOLVED:** That the Board approves the building permit ADA shower cut-down at 9K and authorizes the President to sign the permit.

The MOTION passed.

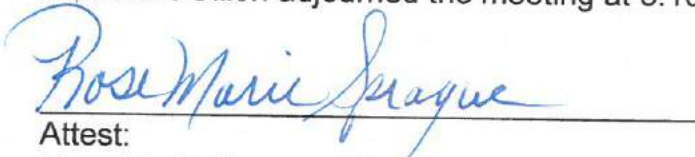
Following a discussion and on MOTION made by CFO Ferraro, and second by Director Findlay, it was:

**RESOLVED:** That the Board desires to approve all building permits for shower cut-down with ADA funding and applicable city permits and authorizes the President to sign all such building permit applications.

The MOTION passed.

ADJOURNMENT:

President Gillon adjourned the meeting at 3:10 p.m.



Attest:

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

MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE BOARD OF  
DIRECTORS  
SEAL BEACH MUTUAL NO. TWELVE  
JULY 25, 2016

**CALL TO ORDER:**

The Special Emergency Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:31 p.m. on Monday, July 25, 2016 in the Physical Property Conference Room.

**ROLL CALL:**

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

Absent were: Vice President Fluharty

Also present Inspector Salazar

The purpose of the meeting is to approve GRF Building Permits, to discuss shareholder concerns, and Mutual Policy issues.

Following a discussion and on MOTION made by CFO Ferraro, and second by President Gillon, it was:

**RESOLVED:** That the Board approves the Building Permit for 43D for an Air Conditioning Unit and authorize the President to sign the permit.

The Motion passed

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

**RESOLVED:** That the Board approves the Building Permit for 57B provided that the Contractor provides a Performance Bond or Proof of Work in Leisure World and authorizes the President to sign the permit.

The Motion passed.

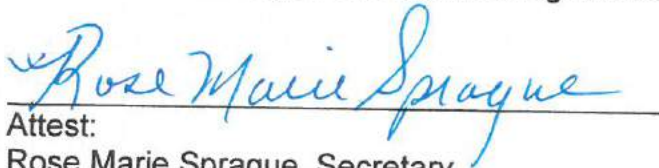
Following a discussion on 76E and on MOTION made by Director Findlay, and second by President Gillon it was:

**RESOLVED:** To waive the Policy on Repipe on 76E.

The Motion passed  
No Anderson

**ADJOURNMENT:** The meeting adjourned to Executive Session

President Gillon adjourned the meeting at 2:22 p.m.

  
\_\_\_\_\_

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  
August 1, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:36 p.m. on Monday, August 1, 2016 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 Fluharty, Director Carson

Also present: One Shareholder

The purpose of the meeting is to approve GRF Building Permits, and to Review Irrigation map from Yamamoto and other issues.

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

**RESOLVED:** To accept the building permit for 41C for laminate flooring and tile for the patio and authorize the President to sign the permit.

The Motion passed

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

**RESOLVED:** To accept the building permit for 11K for microwave and authorize the President to sign the permit after talking to Physical Property Inspector to make sure that ventilation issues are addressed.

The Motion passed

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

**RESOLVED:** To approve the change order #2 for 57B and request they notify the President prior to disposal of the deco block.

The Motion passed

ADJOURN TO EXECUTIVE SESSION.

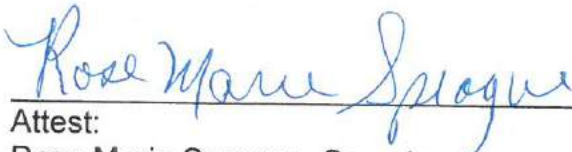
The meeting was adjourned to Executive Session at 2:40PM by President Gillon.

EXECUTIVE SESSION:

Contractor and shareholder issues were discussed. No action was taken on these issues.

ADJOURNMENT

The Executive Session was adjourned at 3:40 PM



Attest:

Rose Marie Sprague, Secretary

SEAL BEACH MUTUAL NO. TWELVE

/RMS

# MUTUAL TWELVE

GOLDEN RAIN MONTHLY  
SUMMARIES FOR

JULY 2016

**(See information attached.)**



### Strategic Planning Ad Hoc Committee Meeting • Tuesday, July 5, 2016 *(August 2, 2016)*

#### 1. New Business:

- a) Establish agreement pertaining to intended outcomes/results of Strategic Planning Ad Hoc Committee goals.

The Committee reached consensus in identifying three goal outcomes/results: (1) rebrand the community as an independent active adult community, (2) maintain/upgrade facilities and amenities to service the changing community demographic and (3) pursue outreach. Further, the Chair charged the committee members to prepare to discuss the community's strengths, weaknesses, opportunities and threats at the August 2, 2016 meeting.

- b) Adoption of Policy 5167-SPAH, Strategic Planning Ad Hoc Committee

### Executive Committee Meeting • Friday, July 8, 2016 *(August 12, 2016)*

#### 1. New Business:

- a) The Committee reached consensus to send a letter of acknowledge to author of correspondence to Executive Committee regarding drones.
- b) Established an Emergency Preparedness Sub-committee and appoint Eloy Gomez as Chair of the Sub-committee.
- c) Appointed Paula Snowden as liaison to the Mutual Emergency Planning Council, with a reporting relationship to the Emergency Preparedness Sub-committee.
- d) Established a Policy Re-write Sub-Committee, appointing Paula Snowden as Chair and the full GRF BOD to serve as members.
- e) Recommend that the GRF BOD approve discontinuance of the printing of the GRF BOD minutes in the News.
- f) Recommend to the GRF BOD rescission of Policy 4161.1, Disclosure Regulation-Information Regulation.
- g) Recommend to the GRF BOD rescission of Policy 5023-30, GRF Department Organization Chart.

### Physical Property Committee Meeting • Monday, July 11, 2016 *(August 8, 2016)*

#### 1. New Business:

- a) Chair Lukoff called for nominations for the office of Vice Chair. Ms. Rapp nominated Ms. Stone. There being no further nominations, Ms. Stone was declared Vice Chair of the Physical Property Committee.

#### 2. Old Business, Item 7A – Paving Project

- a) After a brief discussion by the Committee, Ms. Stone MOTIONED, seconded by Ms. Rapp and unanimously carried TO send this item over to the Finance Committee for review and recommendation.

#### 3. Old Business, Item 7B – Movement Study

- a) After a brief discussion by the Committee, Ms. Rapp MOTIONED, seconded by Ms. Stone and carried with one "No" vote by Mr. Stone – TO forward recommendation to the Board to authorize staff to begin negotiations with the City of Seal Beach.

#### 4. Old Business, Item 7D – Tree Replacement on Nassau Drive

- a) After a brief discussion by the Committee, Mr. Hood MOTIONED, seconded by Mr. Stone and carried with a 4 to 2 vote – TO not spend any money for the replacement of trees on Nassau Drive.

#### 5. Old Business, Item 7E – Additional Parking at Clubhouse One



## JULY 2016-2017 MONTHLY SUMMARIES

- a) It is the consensus of the Committee to table this item until the August 8, 2016, and to direct staff to get an initial quote from MJ Jurado.

### 6. Old Business, Item 7F – St. Andrews Gate

- a) After a brief discussion by the Committee, Ms. Stone MOTIONED, seconded by Ms. Rapp, and unanimously carried – TO direct staff conceptual approval from the Board for the St. Andrews Gate.

### 7. New Business, Item 8A – Vehicle Charging

- a) After a brief discussion by the Committee and staff, it is the consensus of the committee to direct staff to obtain more information, costs and community's responsibilities.

### 8. New Business, Item 8B – Purchase of outdoor furniture near the Sales Office

- a) After a brief discussion by the Committee, Ms. Stone MOTIONED, seconded by Mrs. Tran and unanimously carried – TO approve the purchase of one table, four chairs, umbrella and trash can for the area near the Sales and Office and forward to the Finance Committee for approval.

### 9. New Business, Item 8C – Adding staff street painter per Physical Property Council's recommendation

- a) After a brief discussion, it is the consensus of the Committee to not approve for an additional staff street painter. Chair asked secretary to inform Physical Property Council of the Committee's decision.

### 10. New Business, Item 8D – Bathroom Upgrades at the Amphitheater

- a) After a brief discussion, Chair Lukoff directed staff to provide pictures of the Amphitheater restrooms at next month's meeting. Chair Lukoff also invited Committee members to visit the restrooms at the Amphitheater.

## Architectural Design & Review Committee Meeting • Tuesday, July 12, 2016 (August 9, 2016)

### 1. New Business:

- a) Chair Hopewell called for nominations for the office of Vice Chair. Mr. Moore nominated Mrs. Reed. There being no further nominations, Mrs. Reed was declared Vice Chair of the Architectural Design & Review Committee.

### 2. Old Business, Item 7A: Logo Design Modification

- a) After a discussion, it is the consensus of the Committee to invite graphic artist, Trevor Ali, to the next scheduled Committee meeting to further discuss Committee's idea for logo.

### 3. Old Business, Item 7B: Clubhouse Four Interior Improvements.

- a) Facilities Director presented storyboard of previously approved materials to the Committee. Mr. Moore MOTIONED, seconded by Mr. McGuigan and unanimously carried – TO move forward with the Clubhouse Four Interior Improvements with the materials previously approved by the Committee.

### 4. Old Business, Item 7C: Approved Plant Lists

- a) After a brief discussion by the Committee, it is the consensus by the Committee to accept the format of the presented shrubbery and flower lists and have staff add a tree list, also.

### 5. Old Business, Item 7D: Onsite Sales Office & Administration Planter Area Update

- a) After a brief discussion, Mrs. Reed MOTIONED, seconded by Mr. McGuigan and unanimously carried – TO approve the revised drawings as presented (pgs. 27-28) for the Onsite Sales Office and forward to Physical Property. After further discussion, Mr. McGuigan MOTIONED, seconded by Mrs. Reed and unanimously carried – TO approve the revised drawings as presented (Pgs. 29-30), with the exception of keeping the commemorative bricks in its current location for the planter areas





- b) at the Amphitheater and Administration Building and forward to Physical Property. Committee also directed Facilities Director to reach out to landscape engineer previously contracted for another
  - c) project to get costs for the “wings area” behind the amphitheater. Facilities Director will provide an update at a future meeting.
- 6. New Business, Item 8B: Clubhouse Two Interior Finishes**
- a) After a brief discussion, Chair Hopewell directed staff to schedule the Committee to visit Clubhouse Two to ascertain interior needs.
- 7. New Business, Item 8C: Replacement of Leisure World Signage**
- a) After a brief discussion, Chair Hopewell directed staff to schedule a Work Study date.
- 8. New Business, Item 8D: Improve Appearance of the Main Gate**
- a) After a brief discussion, it is the consensus of the Committee to direct Facilities Director to reach out to the landscape architect previously hired to provide a cost for landscape plans at the main gate.

### Mutual Administration Committee Meeting • Tuesday, July 12, 2016 *(August 9, 2016)*

- 1. New Business:**
- a) Appointment of Director Susan Hopewell as Vice Chair of the Mutual Administration Committee.
- 2. New Business:**
- a) Recommend to the Security, Bus & Traffic Committee investigation of a system to identify vehicles entering the community, including vendors, employees and caregivers.
- 3. POLICIES:**
- a) Recommend to the GRF BOD amend Policy 5536.1-33, Guest Passes to increase the cost of an extra guest pass from \$5 to \$10.

### Publications Committee Meeting • Wednesday, July 13, 2016 *(August 10, 2016)*

- 1. New Business:**
- a) Appointment of Director Paul Pratt as Vice Chair of the Publications Committee.
- 2. Unfinished Business:**
- a) The Committee chose, by consensus, sample Profiles cover #1.
- 3. New Business:**
- a) Consensus of the Committee to allow advertising opportunities on the front page of the News for a test period.
- 4. New Business:**
- a) Consensus of the Committee approving a trial run during the 4<sup>th</sup> quarter of spadea advertising.
- 5. New Business:**
- a) Consensus of the Committee to proceed with Google-based translations of the online version of the News.

### Recreation Committee Meeting • Wednesday, July 13, 2016 *(August 10, 2016)*

- 1. Chair’s Report – Election of Vice Chair**
- a) Chair Moore called for nominations for the office of Vice Chair. Mr. McGuigan nominated Ms. Rapp. There being no further nominations, Ms. Rapp was declared Vice Chair of the Recreation Committee.
  - b) Chair Moore also appointed Ms. Snowden as the Finance Liaison to the Committee.



### **2. New Business, Item 8B: Exercise Room Temperature**

- a) After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present – TO approve the Recreation Department to keep the exercise room temperatures from the range of 65° to 68° and not change to 72°.

### **3. New Business, Item 8C: Exercise Room Noise Levels**

- a) After a brief discussion, it is the consensus of the Committee to take no action on this item. Heavy and Speed Bags are to remain in their current locations.

### **4. New Business, Item 8C: Exercise Room Floor Fans**

- a) After a brief discussion, it is the consensus of the Committee to take no action on this item. Floor fans are to remain in their current location.

### **5. Correspondence: Request for GRF to purchase Tennis Tables, Items 6H & 6I**

- a) Chair Moore read correspondence received from the Table Tennis Club. Per the Executive Director's recommendation, it is the consensus of the Committee to replace three of the current Ping Pong Tables at a cost of \$1,000 each. Chair Moore directed Executive Director to present for approval at the next Finance Committee meeting.

### **6. Correspondence: Use of Lapidary and Jewelry Club, Item 6B**

- a) After a brief discussion, Ms. Snowden MOTIONED, seconded by Ms. Rapp and unanimously carried by Committee members present – TO allow Recreation Department to use the Lapidary and Jewelry Club's facilities for a trial period from July to the end of August on Wednesdays from 5:00 p.m. to 9:00 p.m.

### **7. Correspondence: Letter from Michael Glance regarding Pickle Ball, Item 6D**

- a) Chair Moore directed staff to send correspondence to Mr. Glance thanking him for his concern.

### **8. Correspondence: Letter regarding Korean-American Club, Item 6F**

- a) After a brief discussion, it is the consensus of the Committee to direct staff to send a final letter to Korean American Club, along with necessary forms and policies with a deadline to provide required documents and to respond within 30-days. If the Korean Club doesn't comply with the given timeline, the club is to be disbanded. Staff to provide an update at a future meeting.

### **9. Correspondence: Letter from Mr. Gould regarding Pickle Ball, Item 6G.**

- a) After the reading of Mr. Gould's letter, Executive Director asked permission of the Committee to extend the trial-period of Pickle Ball to 1/1/2017. It is the consensus of the Committee to extend the trial period of Pickle Ball from August 1, 2016 to January 1, 2017, if it doesn't impede with any other previously scheduled community activities.

### **10. Correspondence: Letter from Pastor Heide regarding sharing of locker space, Item 6J**

- a) Pastor Heide stated he is more than willing to share space to allow other clubs to have storage space. After a brief discussion, Ms. Rapp MOTIONED, seconded by Mrs. Reed and unanimously carried by Committee members present – TO direct staff place doors on opened cabinets to provide locker space for the Sunshine Club in Clubhouse Three. At a later date, the Committee also directed staff to look into placing doors on other cabinet units to provide additional storage spaces in other clubhouses.

### **11. Old Business: Policy 1415-50, Facility Locker Use, Item 7A**

- a) After a brief discussion, Chair Moore requested for this policy to go back to the Policy Rewrite Committee for further review.



### 12. New Business: Policy for Dancing at the Amphitheater, Item 8A

- a) After a brief discussion, Chair Moore requested for the Policy Rewrite Committee to draft a policy and forward to Ms. Snowden for further review.

### 13. New Business: Amphitheater Event, First Rams Game, Item 8F

- a) Recreation Supervisor requested permission of the Committee to allow an additional Amphitheater Event; the showing of the Los Angeles Rams vs. the San Francisco 49ers on September 12, 2016. After a brief discussion, it is the consensus of the Committee to allow this event as stated by the Recreation Supervisor.

### 14. New Business: 2017 Budget, Item 8G

- a) President Damoci noted that the revenue from the golf shack be counted as income to the Recreation Department. Staff stated the adjustment would be made.

### 15. Sub Committee Reports

- a) Chair Moore formed the following Sub Committees and appointed the following Committee members as Chair:
  - i. Swimming Pool Sub Committee, Kathy Rapp, Chair
  - ii. Golf Course Sub Committee, Steve McGuigan, Chair
  - iii. Entertainment Sub Committee, Kathy Rapp, Chair; Paula Snowden; Member; Carole Damoci, Member\*
  - iv. Movie Sub Committee, Leah Perrotti, Chair

\*Executive Director also stated that show selections would have to be made by the end of October.

### 16. Shareholder Comments

- a) Mr. Harper of Mutual Five asked staff to inquire of the entertainer's agents if it would be permissible to use non-flash photography equipment during Amphitheater Shows. Recreation Manager stated that he would look into to it; however, customarily, no photographic equipment is permitted; would have to be made by the end of October.

## Security, Bus & Traffic Committee Meeting • Monday, July 18, 2016 (August 3, 2016)

### 1. Chair's Report – Election of Vice Chair

- a) Chair Perrotti called for nominations for the office of Vice Chair. Mr. Stone nominated Mr. McGuigan. There being no further nominations, Mr. McGuigan was declared, by acclamation, Vice Chair of the Security, Bus & Traffic Committee.

### 2. Old Business, Item 7A & 7B:

- a) Mr. Pratt MOTIONED, seconded by Mrs. Dodero and unanimously carried. TO keep traffic and parking policies separate and forward draft Policies 1927-37 and 1926-37 to the Policy Rewrite Committee and forward to Ms. Snowden when done.

### 3. New Business, Item 8A: Security Goals

- a) Staff requested more hours added for the 2017 budget. No action taken by the Committee.
- b) Staff requested a generator in case of an emergency. No action taken by the Committee.
- c) Staff asked approval for facility improvements be forwarded to Physical Property. No action taken by the Committee.

Mr. McGuigan MOTIONED and seconded by Mr. Stone – TO forward the Security Department's staff's job description to the Executive Committee for review and recommendations. Motion passed with one No vote from Mr. Scheuermann.



## Finance Committee Meeting • Tuesday, July 19, 2016 (August 16, 2016)

### 1. Chair's Announcements

#### a) **Item 3.i – Election of Vice Chair**

- i. Ms. Hopewell nominated Ms. Stone for Vice Chair. Mr. Stone nominated Ms. Snowden for Vice Chair. Chair Hood asked Director of Finance to count the votes and announce the new Vice Chair. Director of Finance announced Ms. Stone had been voted Vice Chair of the Finance Committee.

#### b) **Item 3.ii – Finance Committee Charter, 5115-31**

- i. The Finance Director stated that the word “practices” should be replaced with the word “principles” in Items 3.d and 3.e. It is the consensus of the Committee to forward this Charter back to the Policy Rewrite Committee for corrections.

#### c) **Item 3.iii – Appointment of Lease/Contract Sub-Committee**

- i. Phil Hood (Chair), Barry Lukoff, Paul Pratt, Linda Stone and Paul Snowden

#### d) **Item 3.iv – Appointment of Investment Sub-Committee**

- i. Phil Hood (Chair), Perry Moore, Helen Tran

#### e) **Item 3.v – Appointment of Liaison to the CFO Council**

- i. Helen Tran

### 2. Financials, Item 7A

- a) It is the consent of the Committee to accept Month of May and June 2016 Financial Statement for Audit as presented by the Director of Finance.

### 3. Unfinished Business, Letter from NSBN, Item 8A

- a) Ms. Snowden MOTIONED, seconded by Mr. Stone – TO recommend to the Board the acceptance of the management letter written by NSBN as a result of the assessment of internal controls during the 2015 annual financial statement audit. Motion passed unanimously by Committee members present.

### 4. New Business, Sewer Lift Station at CH2, Item 9A

- a) Mr. Hood MOTIONED, seconded by Ms. Snowden – TO approve the acknowledgement and ratification of the emergency actions taken by the Executive Director and recommend to the Board for approval non-scheduled Reserve funding, not to exceed \$30,000, for the replacement of components of the sewer lift station at Clubhouse 2. GRF Officers are to execute and have oversight of the contract, once approved. Motion passed unanimously by Committee members present.

### 5. New Business, Swimming Pool, Item 9B

- a) Executive Director reported repairs were done and completed under \$2,000. No action taken.

### 6. New Business, Air Conditioner Replacement, Item 9C

- a) Ms. Stone MOTIONED, seconded by Ms. Hopewell – TO approve the ratification of the emergency actions taken by the Executive Director and recommend to the Board for approval non-scheduled Reserve funding, not to exceed \$7,000, for the replacement of air conditioner in the Administration Building. Motion passed unanimously by Committee members present.

### 7. New Business, Patio Furniture, Item 9D

- a) Ms. Stone MOTIONED, seconded by Ms. Hopewell – TO approve Capital Funding for the purchase of patio furniture at the Sales Office consisting of one (1) table, four (4) chairs, one (1) umbrella and base and one (1) trash can. The cost not exceed \$2,500. Motion passed unanimously by Committee members present.



### **8. New Business, Konica Contract, Item 9E**

- a) Ms. Snowden MOTIONED, seconded by Ms. Stone – TO approve the purchase of OCR software to be installed on Konica BIZHUB 423 (Finance Dept.), Konica C554 (Administration) and other needed departments; and to increase Director of Finance requested amount from \$1,900 per year, not to exceed \$4,000. Funds to be charged against the Operating Budget. Motion passed unanimously by Committee members present. Committee also directed staff to research software need for all departments.

### **9. New Business, Purchasing Services, Item 9G**

- a) It is the consensus of the Committee to forward Non-GRF/Non-Mutual Related Policies to the Policy Rewrite Committee to reflect the purchasing of standard items only for GRF and Mutual supplies.

### **10. New Business, 2016 Budget, Item 9H**

- a) Director of Finance noted amount listed for #GL 8161000 65 will be changed to reflect \$1,000,000 and not \$1,200,000.

### **11. New Business, Corporate Tax Status Review, Item 9I**

- a) It is the consensus of the Committee to direct staff to reach out to NSBN to look into the viability of obtaining a Non-Profit Status for Leisure World and provide a professional recommendation. Executive Director will provide formal action request to the Committee at its next scheduled meeting.

### **12. New Business, Paving Project, Item 9J**

- a) It is the consensus of the Committee to move this item to the Special Finance Committee scheduled for Thursday, July 28, 2016, 1:00 p.m. in Conference Room, Building 5.

### **13. New Business, Replacement of Ping Pong Tables, Item 9K**

- a) Ms. Stone MOTIONED, seconded by Ms. Hopewell – TO approve the recommendation for the non-scheduled re-placement of Ping Pong tables (pre-owned tables), asset ID 0809, not to exceed \$10,500, which includes tax and shipping. Funds to be charged against Reserve Funding. Motion passed unanimously by Committee members present.

### **14. Policies, Rescind SRO Labor Rate Policy, Item 10C**

- a) Ms. Stone MOTIONED, seconded by Mr. Stone – TO rescind Policy 2291-31, Service Repair Order Labor Rates and forward to the Board for review and recommendation. Motion passed unanimously by Committee members present.

### **15. Investments – Director of Finance**

- a) Ms. Stone MOTIONED, seconded by Ms. Hopewell – TO forward to the Investment Sub Committee to discuss the purchase of another CDAR, as recommended by the Director of Finance. Motion passed unanimously by Committee members present.



### RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF JULY 26, 2016

#### **Approval of Minutes**

MOVED and duly approved to accept the minutes of the June 21, 2016 Board of Directors meetings, as printed.

#### **Approve Appointment of Information Technology Services Committee**

MOVED and duly approved the appointment of the Information Technology Services Committee and grants to the 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 to appoint the Information Technology Services Committee members.

#### **Code of Ethics**

MOVED and duly approved to assign to the Executive Committee (EC) the task of drafting a model Code of Ethics for the GRF Board, with input from any Board member not on the EC who wish to participate in the drafting.

#### **Approve the Discontinuance of Publication of the GRF BOD Minutes in the Golden Rain News**

MOVED and duly approved to discontinue publication of the GRF BOD minutes in the Golden Rain News after due notification to Shareholder/Members, effective January 1, 2017. Draft and approved minutes will be available on the GRF website and by request at the GRF Administration reception desk, Library and News office reception desk.

#### **Rescind Policy 4161.1-20, Disclosure Regulation-Information Regulation**

MOVED and duly approved to rescind Policy 4161.1-20, Disclosure Regulation-Information Regulation which is contained in the Employee Handbook.

#### **Rescind Policy 5023-30, GRF Department Organization Chart**

MOVED and duly approved to rescind Policy 5023-30, GRF Department Organization which is an internal document, subject to constant amendment, by its nature and to post the GRF Department Organization Chart on the web site, to be updated as changes occur.

#### **Accept May and June 2016 Financials for Audit**

MOVED and duly accepted the May and June 2016 Financial statements for audit.

#### **Approve Replacement of Nine (9) Ping Pong Tables, Reserve Funding**

MOVED and duly approved replacement of nine (9) ping pong tables, Asset ID 0809, reserve funding, in an amount not to exceed \$10,500, and authorize the Executive Director to initiate the replacement process

#### **Accept the Management Letter from NSBN**

MOVED and duly approved acceptance of the management letter from NSBN as a result of the assessment of internal controls during the 2015 annual financial statement audit.

#### **Approve Replacement of the Components of the Sewer Lift Station/ Reserve Funding**

MOVED and duly approved replacement of components of the sewer lift station, Asset ID 0504, reserve funding, in the amount of \$105,562, and authorize the President to sign the contract. Further, MOVED and duly approved a contingency fund in an amount not to exceed \$20,000 for this project; such funding is contingent on the review and approval of the Physical Properties Chair.



### **Ratify Air Conditioner Replacement Emergency Action/Reserve Funding**

MOVED and duly approved actions taken by the Executive Director, in accordance with Policy 5520-31, in the replacement of one air conditioning/heating unit at the Administration Building, Asset ID 0405.

### **Amend Policy 5536.1-33, Guest Passes**

This item was removed from the agenda and referred back to the Mutual Administration Committee.

### **Conceptual Approval of Movement Study**

MOVED and duly approved to conceptually approve actions to bring traffic control devices upon Trust Property into compliance with California Manual on Uniform Traffic Control Devices (CAMUTCD) standards and direct the Physical Properties Committee to seek qualified proposals to modify traffic control devices on Trust Property for compliance to CAMUTCD. MOVED and duly approved permission for the Executive Director to contact applicable officials of the City of Seal Beach to seek feedback from the City on the City's ability to enforce posted traffic control devices upon Trust Property upon GRF adopting and bringing all traffic control devices into CAMUTCD compliance.

### **Conceptual Approval to Modify St. Andrews Gate Area**

MOVED and duly approved to conceptually approve street improvements to the St. Andrews Gate and vicinity and direct the Physical Properties Committee to draft all applicable documents to secure qualified proposals for Committee review and recommendation to the Board.

### **Adopt Policy 51670-SPAH, Strategic Planning Ad Hoc Committee**

MOVED and duly approved to accept the Strategic Planning Ad Hoc Committee Charter for the 2016/2017 GRF Committee 5167-SPAH, Strategic Planning Ad Hoc Committee.

*The minutes of the Board meeting will be published in the Golden Rain News upon approval at the next Board meeting.*