

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

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:10 a.m. on Thursday, July 13, 2017, followed by the *Pledge of Allegiance*, in Building 5, Conference Room B.

ROLL CALL

Present: President Gillon, Secretary Sprague, CFO Ferraro, and Director Anderson

Absent: Vice President Carson

GRF Representative: Mrs. Damoci was absent

Guests: Three shareholders of Mutual Twelve

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Bristow, Security Services Director
Mr. Hawke, Security Services Manager
Mr. Antisdell, Building Inspector
Mr. Harper, Building Inspector
Ms. Day, Recording Secretary

President Gillon welcomed guests and staff to the meeting.

SHAREHOLDER'S COMMENTS

One shareholder commented on posted policy up for approval. Also, one shareholder remarked on the amount of meetings the Board has per month.

GRF REPRESENTATIVE

In Mrs. Damoci's absence, President Gillon presented her report (attached).

MINUTES

President Gillon asked for any corrections to the Regular Meeting minutes of May 11, 2017; and the Special Meeting minutes for May 8, 2017; May 15, 2017; May 22, 2017; May 30, 2017; June 5, 2017; June 12, 2017; and the Organizational Meeting minutes of June 8, 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 May 11, 2017; and the Special Meeting minutes for May 8, 2017; May 15, 2017; May 22, 2017; May 30, 2017; June 5, 2017; June 12, 2017; and the Organizational Meeting minutes of June 8, 2017; by Calendar Consent.

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell introduced Mr. Harper as Mutual Twelve's new Building Inspector.

Inspector Antisdell stated there will be a written report for next month's meeting.

Following questions, Inspectors Antisdell and Harper left the meeting at 9:27 a.m.

GUEST SPEAKERS – Mr. Bristow, Mr. Hawke

Security Services Director Bristow introduced himself and Security Services Manager Hawke, who discussed with the Board the new changes that will be happening in Security as well as the improvements that will be coming in the future.

Mr. Hawke left the meeting at 9:37 a.m.

Mr. Bristow left the meeting at 9:39 a.m.

CORRESPONDENCE

President Gillon read one letter from a shareholder.

ANNOUNCEMENTS

President Gillon reported that tomorrow the ID badges will be issued and informed the Directors that training starts at 7:30 a.m.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins discussed the Annual Meeting statistics for all Mutuals (attached). Also, she discussed non-resident co-owners and whether or not letters should be sent to them.

PRESIDENTS REPORT

President Gillon submitted her report (attached).

UNFINISHED BUSINESS

CFO Ferraro reported on the status of Bylaws review for completeness and typographical errors (attached).

President Gillon discussed the re-piping schedule update (attached).

NEW BUSINESS

Following a discussion, it was the consensus of the Board members to postpone action on the Pinnacle proposal to update valves at building ends until the next Board Meeting.

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board members to postpone action on the Pinnacle proposal to install new backflow at Building 37 until the next Board Meeting.

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

RESOLVED, To accept the Pinnacle Landscaping work order dated July 11, 2017, to replace the broken valve and upgrade the additional valves at Building 67 in the amount of \$1,625.00 to be charged to Landscape Extras and authorize the President to sign the work order.

The MOTION passed.

President Gillon asked for a motion to ratify rescinded/posted Policies 7301 – Audit Expense, 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Impounds, and 7331.2 – Impound Account Agreement. Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To ratify rescinded/posted Policies 7301 – Audit Expense, 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Impounds, and 7331.2 – Impound Account Agreement.

The MOTION passed.

President Gillon asked for a motion to ratify amended/posted Policy 7425.12 – Landscape (attached). Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To ratify amended/posted Policy 7425.12 – Landscape.

The MOTION passed.

President Gillon asked for a motion to ratify adopted/posted Policy 7435.12 – Secondary Carport Cabinets (attached). Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To ratify adopted/posted Policy 7435.12 – Secondary Carport Cabinets.

The MOTION passed.

NEW BUSINESS (continued)

President Gillon asked for a motion to ratify amended/posted Policy 7502.12 – Carport Regulations and Common Area Traffic Policy. Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To ratify amended/posted Policy 7502.12 – Carport Regulations and Common Area Traffic Policy.

The MOTION passed.

President Gillon asked for a motion to ratify amended/posted Policy 7510.12 – Eligibility Requirements. Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, To ratify amended/posted Policy 7510.12 – Eligibility Requirements.

The MOTION passed.

CFO Ferraro discussed forming a Budget Committee to review the reserve study and review other possible projects. Following a discussion, President Gillon appointed CFO Ferraro (Chair), Secretary Sprague, and Director Anderson to the committee.

Following a discussion, it was the consensus of the Board members to schedule a Budget Planning Meeting on August 14 at Building 5, Physical Property Conference Room, 2nd Floor. (See attached flyer.) The Board members discussed adopting Policy 7020.12 – Approval of Escrows and rescinding Policy 7020 – Approval of Escrows (attached). Upon a MOTION duly made by CFO Ferraro and seconded by Director Anderson, it was

RESOLVED, To adopt Policy 7020.12 – Approval of Escrows and rescind Policy 7020 – Approval of Escrows on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

The Board members discussed amending Policy 7403.7 – Ceiling Fans (attached). Upon a MOTION duly made by CFO Ferraro and seconded by Secretary Sprague, it was

RESOLVED, To amend Policy 7403.7 – Ceiling Fans on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

NEW BUSINESS (continued)

The Board members discussed amending Policy 7495.12 – Bay and Other Window Construction and Frame Color (attached). Upon a MOTION duly made by CFO Ferraro and seconded by President Gillon, it was

RESOLVED, To amend as corrected, Policy 7495.12 – Bay and Other Window Construction and Frame Color on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

CFO Ferraro discussed the Active Independent Living Adult Community document and asked the Board members to let her know if they have any questions. It was the consensus of the Board members to send it to the Mutual attorney for review and legality.

Recording Secretary Day left on break at 10:30 a.m. to 10:45 a.m.

Following a discussion, it was the consensus of the Board to send the proposed draft Policy 7549 – Lockout Procedures to Attorney Rabkin and work with him until we have an Executive Session Meeting.

CFO Ferraro submitted and discussed the proposed draft Policy 7622.12 – Mutual Repairs and Replacements for the Board's review.

Recording Secretary Day returned from break at 10:45 a.m.

The Board discussed whether to purchase a Mutual cell phone for the Building Inspector. President Gillon stated she would talk to other Mutual presidents and the GRF to see if they would be interested in this concept.

Secretary Sprague discussed the roofing bid package specifications and changes needed.

The Board members discussed whether to implement a Mutual Hotline for shareholder calls. It was the consensus of the Board members that they prefer to receive calls for their Parcel shareholders because of a faster response time.

CHIEF FINANCIAL OFFICER'S REPORT

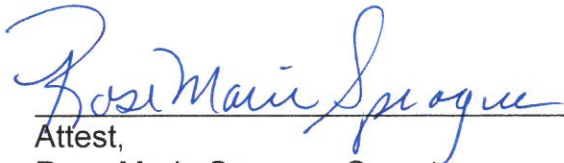
Ms. Ferraro presented her financial report (attached).

DIRECTOR'S REMARKS

Several Directors made remarks.

ADJOURNMENT

President Gillon adjourned the meeting at 11:27 a.m. and announced that following there would be an Executive Session to discuss member issues.



Attest,
Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE

cd:7/17/17
Attachments

**NEXT MEETING: August 10, 2017, at 9:00 a.m.
in Administration Building, Conference Room A**

**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 JULY 13, 2017**

- 07/13/17 RESOLVED, To accept the Pinnacle Landscaping work order dated July 11, 2017, to replace the broken valve and upgrade the additional valves at Building 67 in the amount of \$1,625.00 to be charged to Landscape Extras and authorize the President to sign the work order.
- RESOLVED, To ratify rescinded/posted Policies 7301 – Audit Expense, 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Impounds, and 7331.2 – Impound Account Agreement.
- RESOLVED, To ratify amended/posted Policy 7425.12 – Landscape.
- RESOLVED, To ratify adopted/posted Policy 7435.12 – Secondary Carport Cabinets.
- RESOLVED, To ratify amended/posted Policy 7502.12 – Carport Regulations and Common Area Traffic Policy.
- RESOLVED, To ratify amended/posted Policy 7510.12 – Eligibility Requirements.
- RESOLVED, To adopt Policy 7020.12 – Approval of Escrows and rescind Policy 7020 – Approval of Escrows on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To amend Policy 7403.7 – Ceiling Fans on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To amend as corrected, Policy 7495.12 – Bay and Other Window Construction and Frame Color on a preliminary basis until the 30-day posting period is completed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 8, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:39 on Monday, May 8, 2017 in the Physical Property Conference Room.

ROLL CALL:

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

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

Discussion on 73-F.

Following a discussion on 73-F and on **MOTION** made by President Gillon, and second by Vice President Carson, it was:

RESOLVED, To approve the permit for 73-F and authorize the President to sign the permit requiring the HVAC be placed between the two bay windows facing St. Andrews, the contractor must provide a simple drawing of the complete walkway, and a recommendation that L.E.D. lights be installed instead of fluorescent lighting.

The Motion passed.

Further, on **MOTION** made by President Gillon, and second by Secretary Sprague, it was:

RESOLVED, To accept the Change Order #1 for 73-F to change the job start date to the date the permit is approved.

The Motion passed.

Discussion on 11-J.

Following a discussion on 11-J and on **MOTION** made by Director Findlay, and second by Vice President Carson, it was:

RESOLVED, To accept the permit for 11-J for a fan installation and authorize the President to sign the permit.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 8, 2017**

Discussion on 34-L. President Gillon will meet with Oscar from Pinnacle Landscape regarding the placement of the sprinklers.

Discussion on 07-F.

Following a discussion on 07-F and on **MOTION** made by Vice Carson, and second by Director Anderson, it was:

RESOLVED, To accept the proposal from J.C. Kress Construction for 07-F in the amount of \$3900.00 to be paid from Structural Repairs Expense and authorize the President to sign the work order.

The Motion passed.

President Gillon to contact Ogan regarding the Cert Shed at building 57 as to why the contract has not been signed.

Discussion on 70-A and 70-L.

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

RESOLVED, To accept the proposal from John's Landscaping to install pavers under the attic access at 70-A and 70-L to be charged to Landscape Extras and authorize the President to sign.

The Motion passed.

Discussion on tree planting schedule and tree types for 2017. Directors Anderson and Findlay to be the planting committee. For the first steps President Gillon to send a planting location list to Andre to ask for recommendations.

Discussion on 68-F. The floors are to be restored to the original flooring materials.

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

RESOLVED, To accept the invoice #2035 from Cornerstone Floors in the amount of \$1799.11 and invoice #2036 in the amount of \$951.07 to be charged to Infrastructure Reserves and authorize the President to sign.

The Motion passed.

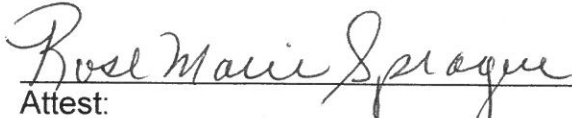
A break was taken at 3:36. The meeting rejoined at 3:47.

The Meeting was adjourned to the Executive Session.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 8, 2017

ADJOURNMENT:

President Gillon adjourned the meeting at 4:19.



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
May 15, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:38 on Monday, May 15, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Carson (3:28), CFO Ferraro, Secretary Sprague, Directors Findlay (1:46) and Anderson
Also present: Inspector Salazar

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

Discussion on 70-I. Inspector Salazar is getting a new bid from Peek Construction to completely demo the bathroom at 70-I.

Discussion on Policy 7510.12 **ELIGIBILITY REQUIREMENTS.**

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

RESOLVED, To amend Policy 7510.12 **ELIGIBILITY REQUIREMENTS** after the 30 day posting period.

The Motion passed.

Discussion on 10-F regarding a leak which occurred on May 14, 2017. President Gillon will find out from Service Maintenance what had to be done to repair the leak at 10-F. Further study needed to find out if any of the copper re-piping work that was done in building 10 disturbed the plumbing. A later review of the emergency repair report with the Service Maintenance plumber showed that there was no relationship between the re-piping work and the dishwasher hose leak.

It was the Consensus of the Board to remain with Fenn Exterminating for three years.

Discussion on vacant unit inspections. Vacant unit inspections will be inspected concurrent with the fire inspections. Inspector Salazar will follow up with the SRO'S from the previous vacant unit inspections.

Inspector Salazar left the meeting at 2:28.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
May 15, 2017**

Discussion on instructions for Stock Transfer listing the Mutual Twelve documents to be included in GRF New Buyer Packages.

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

RESOLVED, To require Stock Transfer to provide the following listed documents to the Buyers in the Golden Rain Foundation New Buyer Package effective immediately:

- Declaration of Trust between Mutual One and GRF
- Mutual Adoption of the Declaration of Trust
- GRF Articles of Incorporation
- Mutual Articles of Incorporation
- Bylaws GRF and Mutual
- Deed
- The Occupancy Agreement signed by the buyer
- Mutual Policy Index
- Copy of the Independent Living Disclosure as revised, signed by buyer in the escrow package.

The Motion passed.

The Board will research the possibility of the seller providing an advance copy of these documents to the buyer when requested.

Vice President Carson joined the meeting at 3:28.

The Board is going to try and set up a conference call with Jeremy Rappaport regarding the landscape and sprinkler repair and design.

Discussion on building 59 bottle brush trees.

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

RESOLVED, To remove the Bottle Brush tree between 59-A and 59-B and the Bottle Brush tree between building 59-C and 59-D.

The Motion passed. Sprague No.

President Gillon reviewed with the Board some of the forms which Stock Transfer is using for Shareholders who are purchasing multiple units in Leisure World.

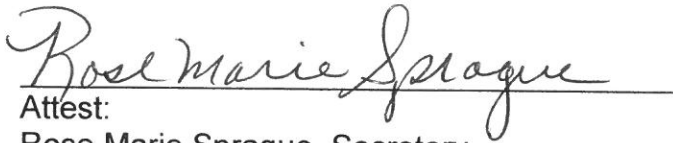
**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE**

May 15, 2017

President Gillon will be requesting Pinnacle to supply a quote for turf restoration at building 34-A - F.

ADJOURNMENT:

President Gillon adjourned the meeting at 4:30



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
MAY 22, 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, May 22, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Carson, CFO Ferraro, Secretary Sprague, Directors Findlay and Anderson
Also present: Inspector Salazar
One Shareholder

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

The Board had an Emergency Executive Meeting on May 17, 2017 at 2:35 in the Physical Property Conference Room to discuss and prepare communications with Mutual Twelve Council regarding letters received from Shareholders.

Discussion on 40-E. Inspector Salazar will follow up with the contractor regarding the permit for bath tub removal and shower replacement.

Discussion on 78-D.

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

RESOLVED, To accept the permit for 78-D and authorize the President to sign the permit.

The Motion passed.

Discussion on 78-C.

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

RESOLVED, To accept the permit for 78-C and authorize the President to sign the permit.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 22, 2017**

Discussion on 44-A.

Following a discussion on 44-A and on **MOTION** made by CFO Ferraro, and second by President Gillon, it was:

RESOLVED, To accept the permit for 44-A to add a seat to the shower, install grab bars, and authorize the President to sign the permit.

The Motion passed.

Discussion on 34-B.

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

RESOLVED, To accept the permit to install a HVAC at 34-B and authorize the President to sign the permit.

The Motion passed.

Discussion on 37-H. The Board reviewed the permit for a HVAC replacement for 37-H. Inspector Salazar to advise the Contractor and Shareholder that the existing concrete pad, and deco block must be removed when the new HVAC is installed.

Discussion on 68-E. Inspector Salazar to obtain a remediation bid for 68-E for the replacement section of the branch line piping. Inspector Salazar and President Gillon will inspect the flooring in the unit.

Discussion on the repairing of the termite damage in the carports by Contractor Bergkvist, as Service Maintenance workload prohibits this project for some time.

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

RESOLVED, To hire Contractor Bergkvist to do the necessary repairs at the same labor rate as Service Maintenance plus material costs in July for the termite damage in the carports listed on the Fenn report.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 22, 2017**

Inspector Salazar left the meeting a 2:45.

A conference call was held with the Mutual 12 Irrigation Assessment Consultant, at 2:47 regarding the sprinkler system. The conference call ended at 3:46.

He explained the type of testing of the valves, backflows, controllers, and irrigation lines that needs to be done by Pinnacle to provide him with performance data needed to do a system rehabilitation plan. President Gillon will arrange a conference call with the Irrigation Assessment Consultant and Oscar from Pinnacle so they both agree on how the tests will be done by Oscar to gather the data. Oscar will give the mutual an estimate from Pinnacle for the time and work required to gather the information. Oscar and one of his sprinkler techs will be doing the testing.

A break was taken at 3:46. The meeting rejoined at 3:54.

Discussion on the removal of the Bottle Brush Trees at unit 59-A & B, and 59-C & D.

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

RESOLVED, To rescind the **MOTION** to remove the trees at 59-A & B and 59-C & D.

The Motion passed. Director Findlay abstained.

Following a discussion on policy 7495.12 **Bay Window Policy** and on **MOTION** made by President Gillon and second by Vice President Carson, it was:

RESOLVED, To ratify adopted and posted policy 7495.12 **Bay Window Policy**.

The Motion passed. Director Anderson No.

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

RESOLVED, To accept the carport rental agreement from 35-J, Steiner to Ward, 35-L.

The Motion passed.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 22, 2017**

The Board discussed the Emergency Executive Board Meeting held on May 17, 2017.

The Board discussed the Resolution concerning Temporary Relocation During Repair and Maintenance made at the Open Meeting on May 11, 2017. Due to time constraints, the subject will be continued in Executive Session at the next Board meeting.

Director Findlay tendered her resignation to President Gillon and left the meeting at 4:37 p.m.

ADJOURNMENT:

President Gillon adjourned the meeting at 4:50.



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
MAY 30, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:35 on Tuesday, May 30, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Carson, CFO Ferraro, Secretary Sprague, Director Anderson
Also present: Inspector Salazar

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

Discussion on 77-E.

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

RESOLVED, To accept the Change Order #1 for unit 77-E to change the completion date to June 30, 2017 and authorize the President to sign the Change Order.

The Motion passed.

Discussion on 41-B. Inspector Salazar reported that the termite damage to the Bay Window has been treated. The Shareholder will be researching a solution to repair the damage to the bay window.

Inspector Salazar left the meeting at 2:04.

Discussion on the flower bed at laundry room 77-G.

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

RESOLVED, To accept the Pinnacle Landscaping work order dated May 30, 2017 for the end of laundry room 77-G in the amount of \$966.00 to be charged to Landscape Extras and authorize the President to sign the work order.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 30, 2017**

The Motion passed.

Discussion on the sprinklers at building 11.

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

RESOLVED, To accept the Work Order from Pinnacle Landscape Company to replace the plastic irrigation valves with brass valves and add extra valve boxes NOT TO EXCEED \$2110.00 at building 11, to be paid from Landscape Extras and authorize the President to sign the Work Order.

The Motion passed.

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

RESOLVED, To ratify the posted rescinding of Policy 7495.G **Bay Windows** due to its replacement with Policy 7495.12 **Bay Windows – Mutual Twelve.**

The Motion passed.

Discussion on Fire Inspections of Mutual Twelve beginning in June. Fire Inspector Eric Wyngaarden will discuss the planning with the Board prior to beginning the inspections. Inspector Wyngaarden will be replacing the water heater batteries at the time of the unit inspections.

The Board decided to have Pinnacle begin to do Broadleaf spraying as it is part of our contract.

Discussion on obtaining a quote from Pinnacle to replace all the valves at the end of some of the buildings.

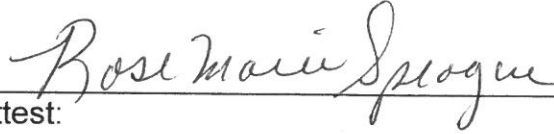
Discussion on a rodent control contract from Fenn. Inspector Salazar will obtain a contract price for rodent control.

The meeting adjourned to Executive Session.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
MAY 30, 2017**

ADJOURNMENT:

President Gillon adjourned the meeting at 2:57.



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
JUNE 5, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:37 on Monday, June 5, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Secretary Sprague, Director Anderson

Absent were: Vice President Carson

Also present: Inspector Salazar 1:55, One Shareholder

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

Discussion on 37-H.

Following a discussion on 37-H and on **MOTION** made by President Gillon, and second by CFO Ferraro, it was:

RESOLVED, To accept the permit for HVAC unit at 37-H and Change Order #1 at 37-H and authorize the President to sign the permit and Change Order.

The Motion passed.

Discussion on 67-D.

Following a discussion on 67-D and on **MOTION** made by President Gillon and second by Director Anderson, it was:

RESOLVED, To accept the permit for the skylight replacement at 67-D, and authorize the President to sign the permit.

The Motion passed.

Inspector Salazar joined the meeting at 1:55

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 5, 2017**

Discussion on 70-I.

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

RESOLVED, To approve the permit for 70-I from Peek Construction to demo and install the shower, and authorize the President to sign the permit.

Inspector Salazar will not sign off on the permit until the shower enclosures and doors have also been completed.

The Motion passed.

Discussion on 66-E.

Following a discussion on 66-E and on **MOTION** made by Director Anderson and second by Secretary Sprague, it was:

RESOLVED, To accept the permit for 66-E for skylight installation if it falls within the parameters of the allotted number of skylights in a unit and authorize the President to sign the permit.

The Motion passed.

Discussion on 68-E.

Following a discussion on 68-E and on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

RESOLVED, To approve the Work Order Estimate from Orange County Plumbing to repair the 2-inch lateral line in unit 68-E in the amount of \$3,260.08 to be charged to Infrastructure Reserve and authorize the President to sign the Work Order.

The Motion passed.

Further, on **MOTION** made by President Gillon, and second by Secretary Sprague, it was:

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 5, 2017**

RESOLVED, To accept the Work Order from Kary's Carpets to replace the tile in unit 68-E after the 2-inch lateral line is repaired in the amount of \$1600.00 and authorize the President to sign the Work Order.

The Motion passed.

Further, on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

RESOLVED, To accept the Work Order #ERC-17-0130 from ERC for remediation of the flooring in the amount of \$500.00 to be charged to Structural Repairs and authorize the President to sign the Work Order.

The Motion passed.

Fire Inspector Eric Wyngaarden joined the meeting at 2:29. Inspector Wyngaarden discussed with the Board the plan for the up-coming fire inspections. The inspections will begin at Parcel One on July 10, 2017 and will continue to August 4, 2017. The Shareholders will receive notices when their building will be inspected.

Inspector Wyngaarden left the meeting at 2:54.

Discussion on 68-E.

Following a discussion on 68-E and on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

RESOLVED, To rescind the resolution passed on April 3, 2017 to accept the proposal by SOS Services #730066 for \$5978.00 to repair the 2-inch drain line in unit 68-E.

The Motion passed.

Discussion on carport 136. Inspector Salazar advised that Jurado will be taking care of the damaged cinder blocks at carport 136 on June 8, 2017.

The meeting adjourned to Executive Session at 3:01.

The meeting rejoined at 3:40.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 5, 2017**

Discussion on the tree proposal from Andre Landscape. Director Anderson will contact Noah Ly from Andre Landscape regarding the proposed new trees.

Discussion on Nelson Plumbing valve indicators. President Gillon to contact Mr. Nelson regarding the marking of the shut off valves which are being installed in the units during re-piping.

Discussion on building 34 units A – F for sprinkler installation.

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

RESOLVED, To accept the Work Order from Pinnacle dated June 1, 2017 to add sprinklers and replace valves at units A – F in the amount of \$2802.25 to be charged to Landscape Extras and authorize the President to sign the Work Order.

The Motion passed.

President Gillon recused herself at 4:05.

Following a discussion and on **MOTION** made by Secretary Sprague and second by CFO Ferraro, it was:

RESOLVED, To adopt on a preliminary basis until the 30 day posting period is completed Policy 7027.12 **Temporary Relocation During Repair and Maintenance.**

The Motion was passed unanimously by the Directors present: Sprague, Ferraro, Anderson.

President Gillon rejoined the meeting at 4:08:

Discussion on Fenn Rodent contract for bait stations.

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

RESOLVED, To accept the Fenn rodent contract for one year in the amount of \$1938.00 for the bait stations and \$228.00 monthly for

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 5, 2017**

monitoring inspect and maintain the bait stations to be charged to the Pest Control expense and authorize the President to sign the contract.

The Motion passed.

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

RESOLVED, To accept the Carport Rental Agreement for 38-D, Rinie to rent carport space 145 space 1 to Shareholder, Goostree in unit 44-A.

The Motion passed.

Following a discussion and on **MOTION** made by CFO Ferraro it was:

RESOLVED, To accept Carport Rental Agreement for 42-F, Neft to rent to 46-H, Cahn.

The Motion passed.

ADJOURNMENT:

President Gillon adjourned the meeting at 4:36



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
JUNE 12, 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, June 12 2017 in the Physical Property Conference Room.

ROLL CALL:

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

Absent was: Director Anderson

Also present: Inspector Salazar, One Shareholder

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

Discussion on Nelson Plumbing. It was the Consensus of the Board to speak with Mr. John Nelson to accept the plastic tags to designate the hot water heater and main shut off valves for the new re-pipe of the buildings.

Inspector Salazar left the meeting at 2:43.

It was the Consensus of the Board to create a Physical Property Committee and a Landscape Committee for the 2017 / 2018 term. President Gillon, Vice President Carson, Director Anderson will be the Physical Property Committee and will meet once a week. The Landscape Committee will be President Gillon, Director Anderson and Secretary Sprague and will meet once a week.

It was the Consensus of the Board to adopt the MUTUAL TWELVE BUSINESS PROTOCOL including the spending limits for the 2017 / 2018 term.

MUTUAL TWELVE BUSINESS PROTOCOL 2017 / 2018 TERM

Shareholder Committees

The President appoints committees from among the membership of Mutual 12. (By-Law Article VI Section 4) These committees are advisory.

Board Committees

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 12, 2017**

Board Resolution appoints committees of the Board. (By-Law Article V Section 14.) The President recommends members and leaders for Board committees. The President, as ex officio member, may choose whether to participate, in committee proceedings and, if the Board so resolves, in committee leadership.

The Board has authority and responsibility on the merits of any Physical Property or Landscape work beyond the basic or routine.

1. The committee's job is to gather facts and advise the Board.
2. The Board's job is to make informed decisions.
3. The President's job is to formalize the Board's decisions.

Committee members as well as other Board members monitor contractors, both Mutual and shareholder. Problems are reported to the Mutual's Building Inspector for resolution. Security can be called when necessary. The President should be contacted when problems occur.

The Landscape Committee and the Building Inspector work directly with the Landscape Supervisor.

Spending Authorizations

The Building Inspector has authority up to \$1,000 for necessary repairs and work. Service Maintenance or an outside contractor may perform work.

The President has authority up to \$1,000 on necessary Physical Property repairs and work through Service Maintenance. Emergency service by an outside contractor such as a midnight flood clean up can be authorized as well. This spending authority may be delegated on appliance and fixture repairs and replacements.

The Landscape Chair may authorize up to \$500 on emergency or necessary repairs.

The President or the President's designee and the Physical Property Inspector determine what work needs to be done on apartments in escrow, inside and garden - whether at seller's expense or Mutual expense. Only unusual cases need to come to the Board.

No Director is authorized to form or amend a contract with an outside vendor, order non emergency services from Service Maintenance other than minor standard repairs and replacements, change a Board approved contract or place, Purchasing orders (Exception, small items such as red flags) without Board approval.

Reporting Mutual Business

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
JUNE 12, 2017**

Officer and Director reports that are attached to the Regular Monthly Meeting minutes are only for the purpose of providing information on Board-approved activities or projects. New or alternative concepts or points of view will be considered for placement on the Monthly Regular Meeting Agendas.

Laundry Room bulletin boards are for posting Mutual 12 business only.

*** END Mutual Twelve Business Protocol 2017 / 2018 term ***

The meeting adjourned to Executive Session.

ADJOURNEMENT:

President Gillon adjourned the meeting at 3:32.



Attest:

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

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
June 8, 2017**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Twelve was held following the Annual Shareholders' Meeting in Clubhouse 4, Section C. Mutual Administration Director Hopkins, acting as Chairperson, called the meeting to order at 11:20 a.m. She stated the purpose of the meeting was to elect the officers for the 2017-2018 term of office and to ascertain the Regular Monthly Meeting location, day, and time.

Those Directors present were: Susan Ferraro, Margaret Gillon, Rose Marie Sprague, and Tony Anderson. Richard Carson was present via telephone. Mutual Administration Director Hopkins and Recording Secretary Day were also present.

Ms. Hopkins opened the nominations for the office of President. Rose Marie Sprague nominated Mrs. Gillon for President. There being no further nominations, Mrs. Gillon was elected by acclamation to the office of President for the 2017-2018 term of office.

The Chair was turned over to newly-elected President Gillon, who then called for nominations for Vice President. Mr. Anderson nominated Mr. Carson for Vice President. There being no further nominations, Mr. Carson was elected by acclamation to the office of Vice President for the 2017-2018 term of office.

President Gillon then called for nominations for the office of Secretary. Ms. Ferraro nominated Ms. Sprague for Secretary. There being no further nominations, Ms. Sprague was elected by acclamation to the office of Secretary for the 2017-2018 term of office.

President Gillon then called for nominations for Chief Financial Officer. Mrs. Gillon nominated Ms. Ferraro for Chief Financial Officer. There being no further nominations, Ms. Ferraro was elected by acclamation to the office of Chief Financial Officer for the 2017-2018 term of office.

President Gillon stated the 2016 Organizational Meeting minutes have already been approved.

No Committees were appointed at this time.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by President Gillon and seconded by CFO Ferraro, it was

RESOLVED, That Mutual Twelve will meet on the 2nd 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 11:23 a.m.



Attest, Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE

cd:6/08/17

Carole Damoci
Mutual 12 GRF Representative

July 13th, 2017

The ID Card replacement program is going on this week in clubhouse 6. I'm there from 6:30 AM till 1 PM every day so can't be at today's meeting. Mutual 12 will have their cards exchanged on Friday the 14th with a makeup date on Saturday the 15th. The new cards will have your full address on them. They will also have a large M for member or a C for co-occupant. The last time we were issued new cards was in 1997. After Monday the 17th if you haven't picked up your new cards you will not be able to go to the pool, play golf, use the exercise room or check out books from the Library. Nor will you be able to enter through any of the pedestrian gates or use your old cards to enter any gate in your car. If you miss the days to pick up your new card you can start picking them up from the Stock Transfer office next week.

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 Vice-President
562-405-4965
cdamoci@lwsb.com

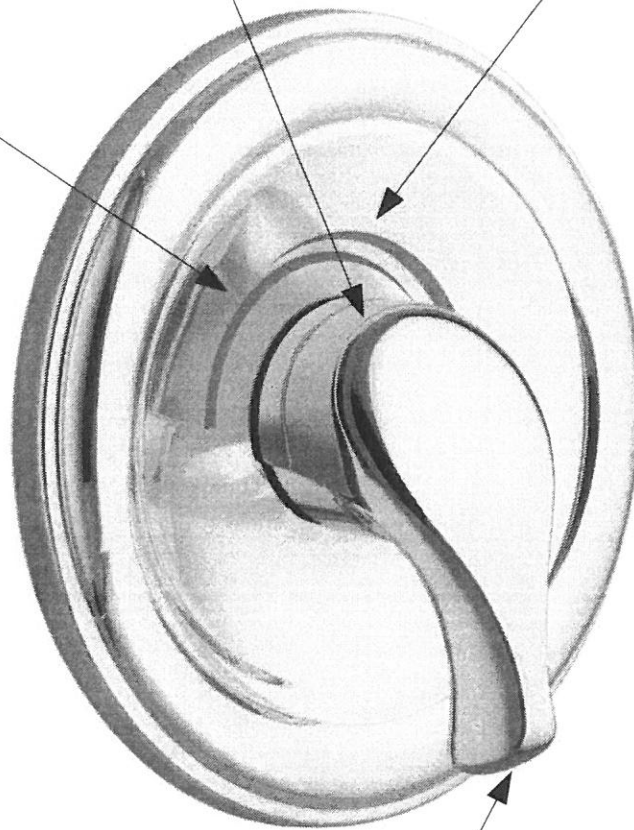
SCHEDULE REVISED 5/8/2017

	Priority	Abatement Start Date	Bldg	Repipe Start. Finishes Friday same week	#	Street	Completion of Patching & Painting	U
1	1	Wed, Apr 5, 17	9	Mon, Apr 10, 17	1651	Tam O Shanter Rd	Fri, Apr 21, 17	12
2	2	Wed, Apr 12, 17	35	Mon, Apr 17, 17	13265	Del Monte Drive	Fri, Apr 28, 17	12
3	3	Wed, Apr 19, 17	78	Mon, Apr 24, 17	1660	Glenview Road	Fri, May 5, 17	12
4	4	Wed, Apr 26, 17	10	Mon, May 1, 17	1681	Tam O Shanter Rd	Fri, May 12, 17	12
5	5	Wed, May 3, 17	70	Mon, May 8, 17	13410	St Andrews Drive	Fri, May 19, 17	12
6	6	Wed, May 3, 17	59	Mon, May 8, 17	13301	Twin Hills Drive	Fri, May 19, 17	8
7	7	Wed, May 10, 17	37	Mon, May 15, 17	13251	Del Monte Drive	Fri, May 26, 17	8
8	8	Wed, May 17, 17	42	Mon, May 22, 17	1690	Interlachen Road	Fri, Jun 2, 17	12
9	9	Wed, May 17, 17	43	Mon, May 22, 17	1670	Interlachen Road	Fri, Jun 2, 17	12
10	10	Wed, May 24, 17	67	Tue, May 30, 17	13330	St Andrews Drive	Fri, Jun 9, 17	12
11	11	Wed, May 31, 17	72	Mon, Jun 5, 17	13430	St Andrews Drive	Fri, Jun 16, 17	12
12	13	Wed, Jun 14, 17	69	Mon, Jun 19, 17	13370	St Andrews Drive	Fri, Jun 30, 17	12
13	14	Wed, Jun 14, 17	61	Mon, Jun 19, 17	1600	Interlachen Road	Fri, Jun 30, 17	8
14	15	Wed, Jun 21, 17	77	Mon, Jun 26, 17	1650	Glenview Road	Fri, Jul 7, 17	12
15	16	Wed, Jun 21, 17	73	Mon, Jun 26, 17	13450	St Andrews Drive	Fri, Jul 7, 17	12
16	26	Wed, Jun 28, 17	65	Wed, Jul 5, 17	1581	Glenview Road	Fri, Jul 14, 17	4
17	32	Wed, Jun 28, 17	75	Wed, Jul 5, 17	1620	Glenview Road	Fri, Jul 14, 17	4
18	12	Wed, Jul 5, 17	47	Mon, Jul 10, 17	13310	Twin Hills Drive	Fri, Jul 21, 17	12
19	19	Wed, Jul 5, 17	71	Mon, Jul 10, 17	1570	Glenview Road	Fri, Jul 21, 17	12
20	18	Wed, Jul 12, 17	76	Mon, Jul 17, 17	1640	Glenview Road	Fri, Jul 28, 17	12
21	20	Wed, Jul 19, 17	56	Mon, Jul 24, 17	13331	Twin Hills Drive	Fri, Aug 4, 17	12
22	21	Wed, Jul 26, 17	44	Mon, Jul 31, 17	13240	Twin Hills Drive	Fri, Aug 11, 17	8
23	22	Wed, Aug 2, 17	45	Mon, Aug 7, 17	13270	Twin Hills Drive	Fri, Aug 18, 17	8
24	23	Wed, Aug 9, 17	34	Mon, Aug 14, 17	13281	Del Monte Drive	Fri, Aug 25, 17	12
25	24	Wed, Aug 16, 17	7	Mon, Aug 21, 17	13500	St Andrews Drive	Fri, Sep 1, 17	12
26	25	Wed, Aug 16, 17	11	Mon, Aug 21, 17	1701	Tam O Shanter Rd	Fri, Sep 1, 17	12
27	27	Wed, Aug 23, 17	63	Mon, Aug 28, 17	1650	Interlachen Road	Fri, Sep 8, 17	12
28	30	Wed, Aug 23, 17	58	Mon, Aug 28, 17	13321	Twin Hills Drive	Fri, Sep 8, 17	8
29	28	Wed, Aug 30, 17	68	Tue, Sep 5, 17	13350	St Andrews Drive	Fri, Sep 15, 17	12
30	29	Wed, Sep 6, 17	64	Mon, Sep 11, 17	1601	Glenview Road	Fri, Sep 22, 17	12
31	31	Wed, Sep 13, 17	41	Mon, Sep 18, 17	1720	Interlachen Road	Fri, Sep 29, 17	8
32	33	Wed, Sep 13, 17	39	Mon, Sep 18, 17	1740	Interlachen Road	Fri, Sep 29, 17	12
33	34	Wed, Sep 20, 17	8	Mon, Sep 25, 17	13470	St Andrews Drive	Fri, Oct 6, 17	12
34		Wed, Sep 20, 17	6	Mon, Sep 25, 17	1631	Tam O Shanter Rd	Fri, Oct 6, 17	12
35		Wed, Sep 27, 17	38	Mon, Oct 2, 17	13181	Del Monte Drive	Fri, Oct 13, 17	12
36		Wed, Oct 4, 17	36	Mon, Oct 9, 17	13261	Del Monte Drive	Fri, Oct 20, 17	4
37		Wed, Oct 4, 17	57	Wed, Oct 11, 17	13341	Twin Hills Drive	Fri, Oct 20, 17	4
38		Wed, Oct 11, 17	40	Mon, Oct 16, 17	1710	Interlachen Road	Fri, Oct 27, 17	8
39		Wed, Oct 11, 17	46	Mon, Oct 16, 17	13300	Twin Hills Drive	Fri, Oct 27, 17	12
40		Wed, Oct 18, 17	60	Mon, Oct 23, 17	13290	Twin Hills Drive	Fri, Nov 3, 17	4
41		Wed, Oct 18, 17	74	Mon, Oct 23, 17	1630	Glenview Road	Fri, Nov 3, 17	8
42		Wed, Oct 25, 17	62	Mon, Oct 30, 17	1610	Interlachen Road	Fri, Nov 10, 17	12
43		Wed, Nov 1, 17	66	Mon, Nov 6, 17	1560	Interlachen Road	Fri, Nov 17, 17	12
44	17	Wed, Nov 8, 17	55	Mon, Nov 13, 17	13311	Twin Hills Drive	Fri, Nov 24, 17	12

Arrow on top of the top of the handle points to water temperature setting

COLD

HOT



Mutual Twelve
Re-piping project.
Moen TL170
mixer valve face
plate.

Bottom of the handle

Mutual Administration Director's Report

July 2017 Election Results Term 2017-2018

Mutual	President	GRF Directors
ONE	Saundra Luther-Stark	Richard Stone Leah Perrotti
TWO	Myrna Baker	Paul Pratt Paula Snowden
THREE	Carol Ginthner	Linda Stone
FOUR	Bob Slater	Joy Reed
FIVE	Dr. Betty Coven	Wayne Gould
SIX	Tom Dowd	Susan Hopewell
SEVEN	Sue Rotter	Kathleen Rapp
EIGHT	Camille Thompson	Steven McGuigan
NINE	Debra Schnauer	Antonio Doderio
TEN	Ruthann Arlart	Ronde Winkler
ELEVEN	Phil Mandeville	Mary Ruth Greer
TWELVE	Margaret Gillon	Carole Damoci
FOURTEEN	Lee Melody	Barry Lukoff
FIFTEEN	Jackie Dunagan	Patrick Anderson
SIXTEEN	Al Grenrock	Susanne Fekjar
SEVENTEEN	Pete Hayes	Perry Moore

Mutual	# of Units	# of Estates at time of Election	Total # of Ballots Received	Total % of Members Voting	Total Votes Cast for Write-in Candidates Who Accepted Nomination	Total Votes Cast for Abstention Only	Total Votes Cast for Quorum Only
ONE	844	10	316	37%	0	11	2
TWO	864	22	400	47%	0	10	3
THREE	432	14	212	50%	0	1	1
FOUR	396	5	221	56%	3	2	2
FIVE	492	13	210	43%	22	2	2
SIX	408	9	204	51%	0	1	2
SEVEN	384	8	236	63%	0	0	1
EIGHT	348	6	187	54%	0	2	1
NINE	384	5	187	49%	134	9	1
TEN	276	4	159	58%	0	1	0
ELEVEN	312	No election this year; annual meeting only					
TWELVE	452	8	210	47%	0	5	0
FOURTEEN	328	5	239	73%	0	4	6
FIFTEEN	502	8	300	60%	0	0	1
SIXTEEN	60	0	36	60%	0	1	0
SEVENTEEN	126	7	77	64%	0	4	0

Mutual	Bylaw Amendment	Yes	No	Abstain	Passed
FIVE	Remove FHA, Eliminate Parcels, Eliminate Cumulative Voting & Institute Staggered Terms <i>Kaiser</i>	174	21	13	YES
NINE	Measure No. 1 - Eliminate Parcels <i>Rabkin</i>	118	32	36	NO
	Measure No. 2 - Institute Staggered Terms	110	36	40	NO
TEN	Measure No. 1 - Notice of Meetings <i>Rabkin</i>	140	1	18	YES
	Measure No. 2 - Proxies	125	15	19	YES
	Measure No. 3 - Secret Ballot	130	11	18	YES
	Measure No. 4 - Removal of Director	133	7	19	YES
	Measure No. 5 - Board Action without Meeting	117	24	18	YES
	Measure No. 6 - Annual Budget Report	141	1	17	YES
FIFTEEN	Eliminate cumulative voting and FHA requirement <i>Roseman/Zweig</i>	238	33	28	YES

President's Report

Margaret Gillon, July 11, 2017

FIRE INSPECTIONS. The Mutual Board is doing Fire Inspections this month. As we go through units we are noticing maintenance tasks that shareholders need to catch up on. If you have a washer and dryer in your unit the lint ducts on the dryer must be cleaned every two years. The fire inspector is updating the batteries on all the water sensors on our hot water heaters with new two year batteries as each unit is inspected. Battery smoke detectors that are over ten years old are being replaced. Smoke detectors are being installed in bedrooms that did not have them.

LAWN and SPRINKLER UPDATES. In 2015 the board began a long range project to update the Mutual's aging sprinkler system. The project had several stages. The first stage was to replace our sprinkler controllers with water saving controllers and to separate the water for the sprinkler systems from the water that goes into our units by installing separate irrigation lines and new backflow valves. The second stage involves replacing the sprinklers and sprinkler lines with new water efficient equipment. In mid-2016 the first stage was completed. The sprinkler controllers can be accessed through the internet and they can be set to use satellite readings for local weather to control sprinkling if we choose not to manually set a watering schedule. Phase two of the project hasn't started yet. In July we had an irrigation engineer audit our current sprinkler equipment and we will be receiving the audit report in August to use for planning upgrades to our sprinklers. We may also be dethatching the lawns once fall is here to refresh the grass and lower its profile. Weed spraying was done last month and some of the yellow patches being seen in the grass are areas where the weeds have died. Phase two of the irrigation upgrade will be a slow process that must be done thoughtfully. Thank you for your patience while we continue working to carefully upgrade the old sprinkler equipment that exists in Mutual Twelve.

COPPER REPIPING CONTINUES. The copper repiping by the John Nelson Plumbing company is ongoing. An updated schedule is attached to the July Minutes. At the end of July we will be half-way through the repiping project. The project will be completed in late November.

MUTUAL OPERATIONS

Approval of Escrows – Mutual Twelve Only

- 1 WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the housing project, either directly or through an authorized representative; and
- 2 WHEREAS, a system utilizing questionnaires and personal interviews has been established to ascertain that the potential member(s) meet all established eligibility criteria. Upon signature approval by the Golden Rain Foundation Stock Transfer Supervisor confirming the applicant's financial eligibility;
- 3 BE IT RESOLVED, THAT
 - 3.1 The President of this Corporation is authorized to sign various escrow documents that are necessary to accept or reject potential member(s) of the Corporation.
 - 3.2 The Vice President shall take the place of the President and perform those escrow approval duties whenever the President shall be absent or unable to act.
 - 3.3 If neither the President nor the Vice President is able to act, the Board of Directors shall appoint and authorize some other Officer of the Corporation to perform those escrow approval duties on an interim basis.

MUTUAL ADOPTIONS

TWELVE 2017-07-13

RESCIND MUTUAL TWELVE

MUTUAL OPERATIONS

Approval of Escrows – All Mutuals Except Two, Five, Nine, Ten, and Twelve

RESOLUTION:

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

MUTUAL ADOPTIONS

ONE	12-07-72	
TWO		(See Policy 7020.2)
THREE	11-20-72	
FOUR	12-04-72	
FIVE	11-15-72	(See Policy 7020.05) Dec 2016
SIX	12-08-72	
SEVEN	11-17-72	
EIGHT	11-27-72	
NINE		(See Policy 7020.9)
TEN	11-30-72	(See Policy 7020.2)
TWELVE	11-09-72	(See Policy 7020.12)
ELEVEN	11-16-72	
FOURTEEN	11-10-72	
FIFTEEN	11-20-72	
SIXTEEN	12-14-72	

(Draft created 07-17-17 cd)

MUTUAL OPERATIONS**AMEND MUTUAL TWELVE****PHYSICAL PROPERTY****Ceiling Fans**

RESOLUTION:

THAT ceiling fans may be installed in the kitchen only in Mutual _____, with permit from Physical Property Department and to be installed by a licensed contractor, providing that it meets the City's specifications of a 6'8" clearance from blades to floor.

Mutual Three – Effective 10-13-00

NOTWITHSTANDING previous Mutual No. Three Board actions, ceiling fans are permitted in any location in an apartment provided ceiling heat in said room has been disabled and an approved alternate heat source has been installed and is operational. Installation shall be by permit only.

Mutual Four – Effective 11-6-00

NOTWITHSTANDING previous Mutual No. Four Board action, ceiling fans are permitted in any location in an apartment; and that their installation shall be by permit only.

Mutual Five – Effective 1-13-92

NOTWITHSTANDING PREVIOUS Mutual Five Board actions, ceiling fans are permitted in any location in an apartment; and that their installation shall be by permit only.

Mutual Eleven – Effective 1-21-99

Ceiling fans are permitted in any location in an apartment providing ceiling heat in said room has been disabled and approved alternate heat source has been installed and is operational. Installation shall be by permit only.

Mutual Twelve – Effective 2017-07-13

Ceiling fans are permitted in any reasonable location within a separate interest. If a room where a fan is to be installed has ceiling heat it must be disabled and an approved alternate heat source must be installed and operational prior to fan installation. Installation shall be by GRF building permit only.

MUTUAL OPERATIONS**AMEND MUTUAL TWELVE**

PHYSICAL PROPERTY

Ceiling FansMUTUAL ADOPTIONAMENDED

ONE	04-25-85	
TWO	04-15-82	
THREE	11-09-84	10-13-00
FOUR	12-07-81	11-06-00
FIVE	07-17-85	01-13-92
SIX	09-25-81	
SEVEN	07-02-85	
EIGHT	10-03-85	
NINE	07-08-85	
TEN	06-24-83	
ELEVEN	07-18-85	01-21-99
TWELVE	10-11-84	
FOURTEEN	07-24-84	
FIFTEEN	07-15-85	
SIXTEEN	09-19-83	
SEVENTEEN	N/A	

MUTUAL OPERATIONS

AMENDED 2017-07-13

PHYSICAL PROPERTY

Bay and Other Window Construction and Frame Color – Mutual Twelve Only1 REPAIR OF EXISTING BAY WINDOWS

- 1.1 When infested with termites and or dry rot, all corbels, siding, framing and decorative trim enclosing or complementing a bay window made with any wood, plywood, or wood product shall be removed and replaced with stucco. All repair expenses shall be at shareholder expense.
- 1.2 If wood trim is replaced on a window that is not infested, it shall be at shareholder expense.
- 1.3 Exception: In the case of multiple bay windows, if the resident shareholder requests that the infested or dry rot damaged bay window be restored with a termite-dry rot treated wood product or non-wood facsimile to maintain a uniform appearance, all repair expenses, as well as any damage caused by water penetration of the wood products or wood components, shall be at shareholder expense. No such work shall be done by or contracted by the shareholder without a GRF building permit.

2 NEW CONSTRUCTION

- 2.1 Effective April 8, 2010, all remodels, including any bay or bow windows, shall be constructed with stucco as the exterior covering and shall be pre-approved by the Mutual and the GRF Physical Property Department. (See Policy 7494.12 Decorative Exterior Wall Finishes and Gates for permitted fascia on the stucco structure.)
- 2.2 Hardiboard CANNOT be used in place of Stucco on the exterior on remodels and expansions. If hardiboard is used as an exterior surface, it will be removed at shareholder expense.
- 2.3 As of June 11, 2013, Mutual 12 shareholders approved the By-Law amendment adding Section 2 Applicability of Davis-Stirling Common Interest Development Act to Article II. Any expansion of living space beyond the building footprint in location or dimensions different from or greater than the those described below shall not be approved in Mutual 12 without a shareholder vote in compliance with Civil Code Section 4600. Approval in another Mutual does not constitute approval in Mutual 12.

(2017-07-13)

MUTUAL OPERATIONS

AMENDED 2017-07-13

PHYSICAL PROPERTY

Bay and Other Window Construction and Frame Color – Mutual Twelve Only

2.3.1 Following are specifications for bay and bow window encroachments beyond the building footprint in effect and in compliance with Policy 7411.12 New Plan Concepts and Changes.

- 2.3.1.1 Bays may extend independently, taper to the building footprint below the windows, or be constructed bay to grade.
- 2.3.1.2 Corner bays have not been approved.
- 2.3.1.3 Bay or bow to grade windows must include a weep screed one inch above the concrete apron.
- 2.3.1.4 The face of the bay or bow window, whether on the long or short side of a building, shall not extend beyond the drip line.
- 2.3.1.5 The entire bay window structure must fit between posts that are within the separate interest, with a minimum of 1' (one foot) off the corner posts. This includes building end corner posts.
- 2.3.1.6 The bay window and its structure may not exceed 10' (ten feet) in width.
- 2.3.1.7 Bay windows on sleeping rooms need to allow for escape in a fire.

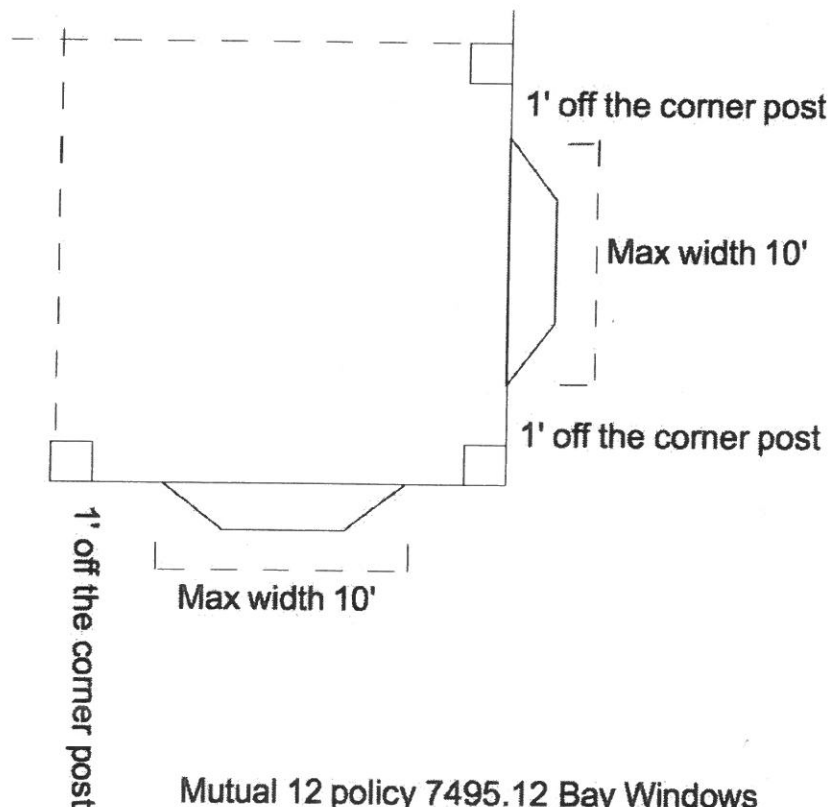
3 OTHER CONSIDERATIONS

- 3.1 There shall be no shareholder construction or other shareholder encroachment in the area under the attic access **or compromising access to any Mutual equipment (including but not limited to sprinkler valves) or service provider equipment. Wall damage during construction must not encroach on service provider equipment.**
- 3.2 Vinyl frames on bay windows as well as other non-standard windows shall be white.

(2017-07-13)

MUTUAL OPERATIONS**AMENDED 2017-07-13****PHYSICAL PROPERTY****Bay and Other Window Construction and Frame Color – Mutual Twelve Only**

- 3.3 **Standard windows may be repainted in white only and require a 7480.12.1 Architectural Standards Approval Form to be signed and posted prior to painting.**
- 3.4 The cost of sprinkler modifications needed to prevent overspray on windows on build outs, both bay and flat windows, are at shareholder sole cost.
- 3.5 Rain gutters assist in moving rainwater away from buildings. In heavy rains water may overflow and cascade down bays or windows in expanded units. The Mutual is responsible only for maintaining gutters and downspouts in good repair and cleaning as needed.



MUTUAL ADOPTION
 TWELVE: 4-13-17
 (2017-07-13)

AMENDMENTS
 7-13-17

CFO REPORT REGULAR MEETING – JULY 11, 2017

The most current Financial Statement Report is for May 30, 2017. The Summary Financial Statement Recap is attached for your review. Each member of the Board of Directors has received the full report for their review and comment.

The numbers: Cash in the Bank:	\$352,170	(Operations)
Reserves:		
Appliance	\$ 17,047	
Painting	\$ 53,840	
Roofing	\$1,500,492	
Infrastructure	\$1,835,941	
Emer/Contingency	<u>\$ 321,692</u>	
Total Reserves	\$3,729,012	
Reserve Commitments:	\$1,412,614	(Contractual obligations-Payables for Copper re-pipe, sewers)
Shareholder Receivables	\$ 6,350	(1 account over \$1800 for SRO shareholder responsibility)
Other Receivable	\$ 8,100	(*Collectability in doubt)

Operating Income and Expense Notes:

Mutual Income	\$ 18,051	Positive variance
Mutual Expenses:	\$ 6,986	Positive variance
<u>Mutual Excess Income:</u>	\$ 25,033	(Possible Overstatement by *\$8,100)

The annual Budget process has started. The preliminary work and planning is to be completed over the month of July and beginning of August, this include a full review of the reserve accounts to assure the Mutual's ability to pay for critical necessary repairs and replacements. We invite all shareholders to the open meeting for Budget Planning. The final budget will be presented for approval at the October 12, 2017 Regular Meeting of the Board of Directors after which it will be distributed in the L/W Weekly newspaper on November 16.

Respectfully submitted,



Susan Ferraro
Mutual 12 CFO

NOTICE

Mutual No Twelve 2018 Budget Meeting

Special Meetings of The Board of Directors

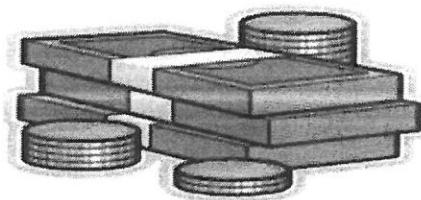
Seal Beach Mutual No. Twelve

August 14, 2017, 1:30 P.M.

Physical Property Conference Room

AGENDA

1. Call to Order
2. Roll Call
3. Shareholder Comments
4. Purpose, to review, make recommendations on and/or approve the Mutual No. Twelve 2018 Annual Budget.
5. Director Comments
6. Adjournment



REPORT ON MUTUAL TWELVE BY-LAWS PROJECT
Regular Meeting July 13, 2017

GRF Mutual Administration Department is in the process of separating the By-Laws for each of the individual sixteen Mutuals here in Leisure World.

By-Laws are defined as the rules and regulations enacted by an association or a corporation to provide a framework for its operation and management. This is the critical governing document that gives authority to the Board of Directors in managing the day to day operations of Mutual No. 12. This document may only be amended by a vote of the shareholders as members.

In May this year, the Board of Directors received the By-Laws for Seal Beach Mutual No. Twelve with a request to thoroughly review and proof read them for typographical errors, as well as, errors or omissions in the content.

As you know, Mutual No. Twelve has been in existence since 1963 and the By-Laws have been amended a number of times. Unfortunately, the history of those amendments was not well documented. Therefore it was necessary to compare the current 2017 version to the original version, identify the changes, and then to verify that the amended version correctly states the language as passed by ballot of the shareholders. That required some time to search the historical archived Minutes of the Boards of Directors.

I can report that as of today, all but one of the amendments in the language have been identified and cross-referenced to the date of the shareholder ballot vote of approval. An addendum "Record of Amendments" and the corrections will be provided to the Mutual Administration Department shortly in order to up-date the document and return it to the Board for proof reading and final review before posting on the appropriate websites, and distribution as necessary.

My sincere thanks and appreciation to Secretary Sprague for being another set of eyes to double check every word, period and comma

Respectfully Submitted,


Susan Ferraro

Chief Financial Officer

MUTUAL TWELVE

GOLDEN RAIN MONTHLY
SUMMARIES FOR

JULY 2017

(See information attached.)



July 2017 MONTHLY SUMMARY

Physical Property Committee Meeting • Friday, June 30, 2017 (August 7, 2017)

1. **ELECTION OF VICE CHAIR:** Mrs. Damoci nominated Mr. Lukoff for Vice Chair. There being no further nominations, Mr. Lukoff was declared Vice Chair of the Physical Property Committee, by acclamation.
2. **OLD BUSINESS:**
 - a) Empire Contract. Sewer Drain Cleaning Services: The Committee moved to forward a request to the GRF Board to award a three-year contract to Empire Pipe Cleaning and Equipment Inc. for the Trust Property's Sewer Maintenance in the period of three years in the total amount not to exceed \$90,422.64.
 - b) Mutual Six Traffic Control Evaluation: The Committee concurred to take no action.
3. **NEW BUSINESS:**
 - a) Distribution Center Parking: The Committee took no action.
 - b) 2018 Budget: The Committee amended proposed budget for Cost Center 79 – Increase Trash-Community Facilities to \$109,996
 - c) Clubhouse Six Revitalization Project (Clubhouse Six Reserves): The Committee will review the agenda item at the August meeting; Flooring to be referred to ADRC (Project Coordinator to provide ADRC with flooring sample).
 - d) Utility Trailer Replacement (Reserves): The Committee moved to recommend the Finance Department approve purchase of a trailer, from Big Tax Trailers, at a cost not to exceed \$2,693.74 for transporting Kubota, Capital funding.
4. **POLICIES:**
 - a) Policy 3310.1-70, Special Project Procedure: The Committee concurred to refer policy to the Policy Re-write Sub-committee.
5. **STAFF REPORTS:**
 - a) Facilities Director: The Committee concurred to request bids for the Main Gate landscaping, without lighting.

Recreation Committee Meeting • Wednesday, July 5, 2017 (August 2, 2017)

1. **ELECTION OF VICE CHAIR:** Mrs. Fekjar nominated Mr. Moore for Vice Chair. There being no further nominations, Mr. Moore was declared Vice Chair of the Recreation Committee, by acclamation.

2. APPROVAL OF MINUTES

The minutes were accepted as amended: **TO** change the second paragraph of page three, May 10, 2017, minutes, and the motions recap to read as follows: "The Recreation Committee voted to move St. Theodore Episcopal Church from the lobby to room nine."

3. CORRESPONDENCE:

- a) RV Trailer Club Financial Statements, Manny and Debbie Cinema: Following a review of the letter, Chair Perrotti advised the Executive Director and staff to provide RV Club members with the financial statements on all expenses, and how they were computed. The Executive Director also stated that this issue will be a subject to the Board's review.
- b) RV Lot, Leanna Sharon: Following a discussion, the Committee concurred to send a letter to the shareholder with an option to put her name on a trailer and a towing vehicle, to comply with the Towing Policy.
- c) RV Lot Lease, Edward Dupris, Phyllis Fairchild: The Committee moved to allow the co-occupant, Mr. Dupris, apply the grandfather rule in leasing a space in the RV Lot, and send it to the Board for final approval.
- d) Swimming Pool Attire, Alicia Navajos: The Committee moved to send the Swimming Pool Policy to the Policy Re-write Sub-Committee. The Committee also advised the Recreation Department to send a letter to the shareholder to inform her of the Committee's decision.
- e) Additional Gym Equipment – Double Chest Machine, David Bell: The Committee moved to not proceed with the purchase of the additional gym equipment – double chest machine. The Recreation Director stated that one of the previous Recreation Committees allowed the installation of two pieces of gym equipment in LW Gym that belong to a shareholder.

The Committee moved to have the Recreation Department staff obtain a copy of the minutes and the original motion on the equipment installation, and review it at the next scheduled Committee meeting.

- f) St. Theodore Episcopal Church Services, Clare Zavala Bagnio; St. Theodore Episcopal Church Space, Reese M. Riley: The Committee concurred to revisit St. Theodore Episcopal Church services and use of space at the next scheduled meeting and moved to forward the St. Theodore Episcopal Church services and use of space issue to the full Board for review.
- g) Portable Toilet in the RV Storage Lot, Rick and Linda Oporto: The Executive Director stated that the Recreation Department staff made a tentative decision to leave the portable toilet in place pending the review of this Committee. The Committee moved to leave the portable toilet on the RV Lot and send it to the Finance Committee due to its five-year term lease amount of \$5,200. Chair Perrotti stated that the RV Lot portable toilet will be added to next year's budget,

serviced monthly by So Cal Industries at the rate of \$95.00 per month, and moved back to its original spot.

- h) RV Lot Policy, Don and Brenda Hemery: The Committee moved to decline the shareholders' request to purchase a trailer stored in the RV park, and keep the storage spot for the trailer, based on RV Lease Policy section five, number 21.
- i) RV Lot Trailers, Roy and Kathy Grille: The Committee moved to look into the topic and further discuss the issue of uninsured trailers in the LW RV Park. The Executive Director also advised the Committee to look into DMV requirements on RV trailers insurance to prevent liability issues.
- j) Band Saws for LW Woodshops, Jim Rotter: The Committee moved to immediately shut down current 14" band saws, disconnect, and replace them as soon as possible, and approve the purchase of two new band saws as a non-budgeted operational expense.

4. OLD BUSINESS:

- a) St. Theodore Episcopal Church: Chair Perrotti stated that this issue has already been discussed under correspondence, Items 6A and 6B.
- b) Ice Cream Truck: The Recreation Director informed the Committee of an ongoing negotiation with two companies to provide the community with an ice cream truck service.

5. NEW BUSINESS:

- a) Approve Recreation Activities for 2017-2018: The Committee moved to approve the list of recreation activities for 2017-2018, as presented, with existing staff and budget.
- b) TV Donation: The Committee moved to accept the donation of 32" Samsung TV set from a shareholder. Chair Perrotti advised the Recreation Department to send a letter to the shareholder thanking him for a donation.
- c) LW Golf Course Rules: The Committee moved to amend number nine under Golf Course rules; the motion failed. The Committee moved to keep Golf Course rules as stated.
- d) Portable Toilet in the RV Storage Lot: Chair Perrotti stated that this issue has already been discussed under the correspondence, Item 6C.
- e) New Club Moratorium for 2017-2018 Year (due to revitalization): The Committee moved to approve a moratorium on all new clubs for the time period of July 1, 2017 to June 30, 2018, during the proposed Clubhouse Revitalization project, and send it to the Board for final approval.
- f) 2018 Budget: The Recreation Director and the Library Supervisor discussed 2018 budget reports as presented. The Committee moved to add \$2,000 to Cost Center 35 to expand the LW Library's programming.

- g) Holiday Decorations: The Committee concurred to forward this item to the Architecture Design and Review Committee (ADRC).
- h) Replacement of Rubber Walkway between Green Number One and Tee Number Two: The Committee moved to send a request to the Finance Committee for \$8,900 towards the repair of Golf Course walkways as a non-budgeted expense, pending the Board review.

6. POLICIES (Review):

- a) **Policy 5135-50, Committee Functions**

The Committee concurred to take no action at this time, as Policy 5135-50 has been previously reviewed.

- b) **Policy 1406.01-50, Use of Community Facilities – Ladies Pool and Billiard Room**

The Committee concurred to take no action at this time, as Policy 1406.01-50 has been previously reviewed.

- c) **Policy 1463-50, Use of Community Facilities – Table Tennis Rules**

The Committee moved to lower the age of the Table Tennis area players from eighteen to twelve, and send it to the Board for final approval.

7. SUB-COMMITTEES

- a) Appoint Entertainment/Movie Sub-Committee Chairperson:

Chair Perrotti nominated Mrs. Damoci to Chair the Entertainment/Movie Sub-Committee. There being no further nominations, Mrs. Damoci was declared, by acclamation, the Chair, and Ms. Perrotti and Ms. Rapp, the members of the Entertainment/Movie Sub-Committee.

- b) Appoint Golf Course Sub-Committee Chairperson:

Chair Perrotti nominated Mr. Moore to Chair the Golf Course Sub-Committee. There being no further nominations, Mr. Moore was declared, by acclamation, the Chair, and Ms. Perrotti a member of the Golf Course Sub-Committee.

The Executive Director suggested reaching out to LW residents to invite them to volunteer as the members of a Golf Course Sub-Committee.

- c) Appoint Swimming Pool Sub-Committee Chairperson:

Chair Perrotti nominated Ms. Rapp to Chair the Swimming Pool Sub-Committee. There being no further nominations, Ms. Rapp was declared, by acclamation, the Chair, and Mr. Gould a member of the Swimming Pool Sub-Committee.

8. STAFF REPORT:

- a) Recreation Director: The Recreation Director spoke of his reports, as presented, and was advised by the Committee to put up the signs on ID cards replacement in the Library and the Pool.

Community Access Ad Hoc Committee Meeting • Thursday, July 6, 2017 (August 1, 2017)

1. **ELECTION OF VICE CHAIR:** The Committee agreed to address the appointment of the Vice-Chair at the August Committee meeting.

2. NEW BUSINESS:

- a) Call in Service used to other Gates: The Committee requested Staff to provide a demo of Call-in Service at St. Andrews Gate, including cost, at the August Committee meeting.

ADR Committee Meeting • Monday, July 10, 2017 (August 14, 2017)

1. **ELECTION OF VICE CHAIR:** Mrs. Reed nominated Ms. Hopewell for Vice Chair. There being no further nominations, Ms. Hopewell was declared Vice Chair of the Architectural, Design & Review Committee, by acclamation.
2. **CORRESPONDENCE:** After review of letter received by Tennis Club President, Susan Dobson, Chair Fekjar asked staff to write a letter advising Ms. Dobson of that the floor will be refinished.

3. OLD BUSINESS:

- a) Main Gate Landscape, Update: Facilities Director reported that a bidders' conference is scheduled for July 27, 2017, and should receive an official bid, thereafter. He also reported that bids were sent out to the following companies: 1) Johns Landscaping; 2) Bright View; and 3) Mission. He will provide a report at a future meeting.
- b) Mission Bell: The Committee concurred that the Committee will bring this item back on next month's agenda.
- c) North Gate Gravel: Chair Fekjar directed Facilities Director to look into the cost of moving the dolphin topiaries and planting sea grass in this area. Facilities Director to provide report and update at a future meeting.
- d) St. Andrews Median: Chair Fekjar assigned Ms. Hopewell to schedule a work-study group for this project. Also, Facilities Director is to report back to the Committee the cost for the removal of the trees and landscaping.
- e) WWI Memorial: The Committee concurred to table this item until next month and for Mr. Lukoff to schedule a work study with the Historical Society.

- f) Clubhouse 4 Mural: The Committee concurred to invite Publications Manager, Kelly Roberts, to the next scheduled meeting to discuss photographs for the Clubhouse 4 Mural.
- g) Donor Wall: Lynn Baidak of GAF made a presentation pertaining to the Donor Wall. The Committee concurred to allow Ms. Baidak to lay the tiles randomly, three feet (3') from the top and bottom of the wall. Also, she will advise the Committee members when grout samples are ready to be reviewed. Ms. Baidak also mentioned that there will be a celebration for the Donor Wall on August 11, 2017 and a ribbon cutting ceremony August 12, 2017.

4. NEW BUSINESS:

- a) Clubhouse Six, Paint Color and Floor Selection: The Committee moved to approve the following paint colors for Clubhouse 6: Exterior Paint Colors – Wild Stallion, Swiss Coffee and Khaki. Interior Paint Colors – same color scheme as interior paint in Clubhouse 4. FLOOR SELECTION – the Committee concurred to move the meeting to Clubhouse 6 to view flooring. Motion for this item to be noted by Facilities Director.
- b) Post Office Painting: The Committee concurred to paint the exterior of the Post Office the same color scheme that was decided on for Clubhouse 6, Wild Stallion, Swiss Coffee and Khaki.
- c) Electric Cart Color: The Committee concurred to allow staff to paint the fenders of the Physical Property Electric Cart blue, as used in the GRF logo.

5. STAFF REPORTS:

- a) Finance Director: Facilities Director reported that she will return at the next Committee meeting to review the ADRC budget in further detail.
- b) Executive Director: The Executive Director reported that it has been brought to his attention on many occasions that the mural in Clubhouse 6 does not represent the LW Community. The Committee concurred to direct staff to remove the mural on the second floor of Clubhouse 6.

Mutual Administration Committee Meeting • Tuesday, July 11, 2016 (August 8, 2017)

- 1. **ELECTION OF VICE CHAIR**: Mr. Moore nominated Ms. Winkler for Vice Chair. There being no further nominations, Ms. Winkler was declared Vice Chair of the Mutual Administration Committee, by acclamation.

2. NEW BUSINESS:

- a) Re-establish Policy Reorganization Sub-committee: Moved to re-establish the Policy Reorganization Sub-committee appoint members; Paula Snowden, Susan Hopewell, Kathleen Rapp, committee members, and Margaret Gillon, Peggy Keller and Sue Rotter as resident specialist, and to have the Resident Specialist sent to the Executive Committee for review.

Security, Bus & Traffic Committee Meeting • Wednesday, July 12, 2017 (August 9, 2017)



July 2017 MONTHLY SUMMARY

1. ELECTION OF VICE CHAIR: Ms. Winkler nominated Mrs. Perrotti for Vice Chair. There being no further nominations, Mrs. Perrotti was declared Vice Chair of the Security, Bus & Traffic Committee, by acclamation.

2. NEW BUSINESS:

- a) Security Parking in Mutual 17: The Committee moved to accept the offer of eight parking spaces within Mutual 17 for the exclusive use by Security staff when working their regular shifts.
- b) Purchase of a New Coin Counter: The Committee moved to recommend to the Finance Committee to include a new coin counter in the Reserve schedule and recommended purchase of a new coin counter to the GRF BOD, at a cost not to exceed \$7,100.00.

Communications Committee Meeting • Thursday, July 13, 2017 (August 10, 2017)

1. ELECTION OF VICE CHAIR: Mr. Gould nominated Ms. Snowden for Vice Chair. There being no further nominations, Ms. Snowden was declared Vice Chair of the Communications Committee, by acclamation.

2. CORRESPONDENCE:

- a) Member Column Submissions: Publications Manager provided the following member column submissions for the Committee's review.

Nick Massetti: After a discussion regarding Mr. Massetti's column, Vice Chair Snowden MOTIONED, seconded by Ms. Heinrichs and carried with one "No" vote from Mr. R. Stone to accept Mr. Massetti's submission for the Community Column, with modifications, as recommended by the Committee. Mr. Massetti is to resubmit his column to the Publications Manager.

Donna Gambol: After a brief discussion regarding Ms. Gambol's column, Chair Gould MOTIONED, seconded by Vice Chair Snowden and carried with one "No" vote from Mr. R. Stone to send a "thank you" letter to Ms. Gambol and advise her that some of the information she submitted in her column will be used for a future article about wildlife in Leisure World.

Chair Gould also requested to place on next month's agenda, the replacement of Policy 2810-36, "Community Submissions."

3. OLD BUSINESS:

- a) Website Updates: The Publications Manager and IT Analyst reviewed the updates to the LWSB website. Chair Gould requested for staff to forward the link of the proposed updated website for review and bring back to next month's meeting.

4. NEW BUSINESS:

- a) Items 8A.i (VMware/vShpere), 8Aii (Storage Expansion) and 8A.vi (Windows Server 2016): Paul Lazear, CEO of FFT discussed the needed purchases and upgrades for the IT Department. The Committee moved to approve and forward to the Finance Committee for financial review/approval and then to the Board for final approval, the purchase of the following items: 1) one VMware vShpere 6.5 license and labor (\$3,550); 2) Twelve (12) high-capacity hard-drives and labor (\$7,200); and 3) Seven (7) Windows Server 2016 Standard licenses, one Exchange license, 150 CAL licenses, 15 RDS licenses and labor (\$25,300). The total for this request is \$36,050, which will be charged to the IT Operating Budget, 6481000-34.
- b) Surveillance Cameras – RV Lot: The Committee moved to approve the non-budgeted Capital request for the purchase of a replacement surveillance system for the RV Lot, at a cost not to exceed \$6,100, and forward to the Finance Committee for financial approval, then to the Board for final approval.
- c) PUBLICATIONS – Calendar Proposal: Publications Manager presented the concept of a 12-month calendar with photos and opportunities to sell ads. The Committee moved to approve the concept of the 12-month calendar and direct staff to move forward with its development.

Executive Committee Meeting • Friday, July 14, 2017 (August 11, 2017)

1. OLD BUSINESS

- a) By-laws: The Committee moved to request Corporate Counsel provide an initial review of the by-laws and to recommend non-fundamental changes, at a cost not to exceed \$1,200.

2. NEW BUSINESS

- a) 2018 Budgets – Cost Centers 20, 22, 29, 30, 55: The Committee reviewed the proposed 2018 budgets.
- b) Additional Staffing, Physical Property Department: The Committee moved to include in the proposed 2018 Cost Center 70 budget the addition of one FTE Building Inspector.
- c) Staffing Reorganization, Library: The Committee moved to include in the proposed 2018 Cost Center 35 budget the addition of one FTE Lead Clerk, at an annual expense of \$7,777.00, per year, including benefits and taxes.
- d) Additional Staffing, Recreation Department: The Committee moved to tentatively include in the proposed 2018 Cost Center 40 budget, pending review of the position description, the addition of one FTE Clerical position, at an annual cost of \$45,600 per year, including benefits and taxes.

- e) Administrative "Floater": The Committee moved to approve the concept of one FTE Administrative Secretary position to Cost Center 30.
- f) Key Life Insurance: The Committee concurred to pursue Key Life Insurance quotes, to recommend the Preferred Best Rate be used for purposes of the proposed 2018 budget, and to invite a representative from American National to make a presentation to the Committee.
- g) Proposal to add MLK Jr. as an Observed Holiday: The Committee discussed proposal to add the Martin Luther King, Jr. holiday as an observed holiday by GRF and reviewed the cost.
- h) Staffing Reorganization, Security Department: The Committee moved to convert 400 hours of part time staff to 10 full time staff, at 40 hours per week.
- i) Security Training: The Committee moved to include in the proposed 2018 Cost Center 37 budget the addition of \$13,884 for two hours of training, bi-monthly, per Security officer and watch commanders.
- j) Uniforms: TO request the ADRC research and make a recommendation for Security shirts for staff at gates, in the office, and directors of traffic, to include pricing.
- k) Referred to Special July 20 Committee meeting:
Position Description Amendments:
 - Recreation Director
 - Media Administrative Assistant
 - Assistant to the Executive Coordinator
 Elections Specialist position description
 Amend Policy 5041-30, Real Property Acreage
- l) Referred to August 11 Committee meeting:
 - Review of Recreation Clerical job description
 - Review amended Administrative Secretary job description & salary

Finance Committee Meeting • Monday, July 17, 2017 (August 21, 2017)

1. **ELECTION OF VICE CHAIR**: Ms. Hopewell nominated Mrs. Damoci for Vice Chair. There being no further nominations, Mrs. Damoci was declared Vice Chair of the Finance Committee, by acclamation.

2. FINANCIALS

Finance Director reviewed the Financials with the Committee for months May and June 2017.

The Committee moved to approve and forward to the Board the Financial Statements for May and June 2017, as presented by the Director of Finance.

3. OLD BUSINESS

- a) Reserve Study Update: The Director of Finance provided a brief and status of the Reserve Study. No action taken.

4. NEW BUSINESS

- a) Server Upgrades and Enhancements: After a brief discussion by staff, the Committee moved to approve updating VMware, expand server storage, and update to Windows Server 2016, at a total of \$36,050, which will be charged to the IT operating budget 6481000-34 (Computer Maintenance & Software) as a non-budgeted expense.
- b) Budget Assumptions – Property & Liability Insurance: The Committee concurred to accept the 2018 budget assumptions as presented by the Director of Finance for the Property & Liability Insurance premiums.
- c) Non-Budgeted Operating Funds request: Lease of New Color Konica Copier/ Printer: The Committee moved to approve and recommend to the Board to approve the lease of a new AccurioPress (BizHub) C2060 with square-back attachment from Konica, having monthly payments of \$1,261 or an annual expense of \$15,132.
- d) Coin Counter Replacement: The Committee moved to approve and forward to the Board the non-budgeted Reserves purchase request for a new Coin Counter, at a cost not to exceed \$7,000, from Glory Global Solutions.
- e) Trailer for Kubota: The Committee moved to approve and forward to the Board the Capital Funding request for the purchase of a trailer to use with the Kubota from Big Tex Trailers for a cost not to exceed \$2,693.74.
- f) Legal Opinion: The Committee concurred for Chair Lukoff to put into writing his question to the Foundation Attorney as it relates to Investments and to bring the item of Legal Opinion and Chair Lukoff's written question back to the Committee for review at its scheduled meeting in August 2017.
- g) Woodshop Equipment Replacement: The Committee moved to approve and recommend to the Board, the allocation of non-budgeted Reserve funds in the amount of \$4,000 for the replacement of band saws located in the Woodshops in Clubhouse 1 and 2.
- h) NuVision Credit Union Lease Agreement: The Committee concurred to schedule a Work Study session to review the current Lease Agreement for NuVision Credit Union. Chair Lukoff,



July 2017 MONTHLY SUMMARY

Vice Chair Damoci and Committee member, Ms. Snowden, volunteered to participate in the Work Study session.

- i) SPAH Clubhouse Revitalization Project: The Committee moved to recommend to the Board the allocation of Reserve Funds in the amount of \$1,000,000 for the sole purpose of revitalization of Trust Property amenities, as presented in the Clubhouse Revitalization Project.

6. STAFF REPORTS:

- a) Purchasing Manager: Purchasing Manager presented her monthly reports to the Committee. No action taken.
- b) Finance Director: The Committee moved to approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of July.

Special Executive Committee Meeting • Thursday, July 20, 2017

1. SUBCOMMITTEE:

- a) Policy Re-write Sub-Committee: The Chair appointed members to the Policy Re-write Sub-Committee: Carole Damoci, Barry Lukoff, Kathy Rapp, Joy Reed and Paula Snowden.

2. REFERRED TO AUGUST 11TH COMMITTEE:

- a) Position Description Amendments:
Recreation Director
Media Administrative Assistant
Assistant to the Executive Coordinator
Amend Policy 5041-30, Real Property Acreage

Recap of Golden Rain Foundation Board Activity of July 25, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the June 13, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) Special meeting and the minutes of the June 27, 2017 GRF BOD meeting, as presented.

Reserve Funding Request – HVAC Replacement, Building Five

MOVED and duly approved to ratify the emergency actions taken by the Executive Director, in accordance with Policy 5520-30, Reserves, for the replacement of the HVAC unit, supplying the Administration Building Conference Room, funding from Reserves.

Clubhouse Revitalization Project



July 2017 MONTHLY SUMMARY

MOVED and duly approved allocation of Reserve funds, in the amount of \$1,000,000, for the sole purpose of revitalization of Trust Property amenities as outlined in the Clubhouse Revitalization Project (attached in agenda packet). All listed projects will require due committee review and recommendation, with each final action submitted to the GRF BOD for final review and approval.

Appeal to Recreation Committee Decision – St. Theodore of Canterbury Episcopal Church

MOVED and duly denied the appeal; moved and duly approved to forward to the Recreation Committee to establish a location to relocate St. Theodore of Canterbury Episcopal Church along with a timeline.

Operations Funding Request – Service Upgrade and Enhancements

MOVED and duly approved updates to VMware, expand server storage, and update to Windows Server 2016, in an amount not to exceed \$36,050, non-budgeted operational funding, and authorize the Executive Director to initiate the purchases and the President to sign all applicable contracts.

Executive Committee- Martin Luther King, Jr. Day as a Paid Holiday

MOVED and duly approved the addition of Martin Luther King, Jr. Day, on the third Monday in January, as a paid employee holiday subject to the terms and conditions of employment with GRF as provided within the employee handbook July 5, 2017.

Finance Committee – Accept May and June 2017 Financial Statements

MOVED and duly approved that the GRF Board of Directors accept the May/June 2017 Financial Statements for audit.

Finance Committee – Conceptual Approval of NuVision Lease Extension

MOVED and duly approved to conceptually approve a 5-year lease with NuVision for \$1,500, under the following conditions:

1. Terms and conditions of the lease agreement shall be reviewed for possible amendment by the Finance Committee, as well as GRF Corporate Counsel.
2. Amended lease agreement shall be presented to the Board at its August meeting for final review and consideration.

Finance Committee – Non-budgeted Operating Funds Request – Lease of New Color Konica Copier/Printer

MOVED and duly approved the lease of a new AccurioPress (BizHub) C2060 with square back attachment from Konica having monthly payments of \$1,261 or an annual expense of \$15,132 and to authorize the President to sign the lease agreement.

Finance Committee – CDAR Purchase



July 2017 MONTHLY SUMMARY

MOVED and duly approved to continue the investment ladder by investing \$500,000 from the First Foundation Bank Money Market Reserve account and from proceeds of a maturing CDAR (Reserve Funds) in a 52-week CDAR @ .70% which will be fully insured by the FDIC.

Mutual Administration Committee – Tentative Vote

Informational item only. The Policy, amended by the GRF BOD on April 25, will be posted in compliance with Civil Code §4360. A final vote on the proposed operating policy change will take place on September 26, 2017.

Physical Property Committee – Budgeted Operating Funds Request – Sewer Cleaning Services Contract

MOVED and duly approved to award a contract to Empire Pipe Cleaning and Equipment, for a cost not to exceed \$90,422.16, for the three-year period, Budgeted Operational Funding, and authorize the President to sign the contract.

Physical Property Committee – Capital Funds Request – Utility Trailer

MOVED and duly approved to authorize the Executive Director to initiate the purchase of a trailer, per the quotation provided by Big Text Trailers, for a cost no to exceed \$2,693. 74, from Capital funds.

Recreation Committee – New Club Moratorium

MOVED and duly approved a Moratorium on all new Clubs/Organizations, for the period of August 1, 2017 to June 30, 2018.

Recreation Committee – Reserve Funds Request – Band Saw Replacement

MOVED and duly approved the replacement of the Wood Shop band saws with a Jet JWSB-15, as recommended by the Wood Shop Supervisor's email of June 26, 2017, in an amount not to exceed \$4,000, Reserve funds, and authorize the Executive Director to initiate the required steps to remove and dispose the existing band saws, then purchase and install the new band saws.

Recreation Committee – RV Lot – Grandfathering in Co-occupants

MOVED and duly approved a policy variance for use of the RV Lot by Co – Occupants who has been previously leasing space in the RV Lot.

Recreation Committee – Amend Policy 1463-50. Table Tennis Rules

MOVED and duly approved to refer Policy 1463-50, Table Tennis Rules, back to the Recreation Committee.



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Security, Bus & Traffic Committee – Reserve Funds Request – Replacement of Security Department Coin Counter

MOVED and duly approved the replacement of the Trust Asset identified as the coin counter, in an amount not to exceed \$6,891.92, and authorize the Executive Director to initiate the purchase.

FINAL VOTE: Amend Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property

MOVED and duly approved to ratify Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property, to include proposed fee (fines) changes.