

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
November 10, 2016**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:08 a.m. on Thursday, November 10, 2016, followed by the *Pledge of Allegiance*, in the Administration Building, Conference Room A.

ROLL CALL

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

Absent: Vice President Fluharty, Directors Anderson and Carson

GRF Representative: Mrs. Damoci

Guests: Four shareholders of Mutual Twelve

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

President Gillon welcomed guests and staff to the meeting.

SHAREHOLDER'S COMMENTS

Several shareholders made comments.

GRF REPRESENTATIVE

Mrs. Damoci presented her report (attached).

Mrs. Damoci left the meeting at 9:13 a.m.

MINUTES

President Gillon asked for any corrections to the Regular Meeting minutes of October 13, 2016. There being no corrections, and upon a MOTION duly made by President Gillon and seconded by Director Findlay, it was

RESOLVED, To approve the October 13, 2016, Regular Meeting minutes, as printed.

The MOTION passed.

MINUTES (continued)

President Gillon asked for any corrections to the Special Meeting minutes of October 3, 2016; October 10, 2016; October 17, 2016; and October 24, 2016. There being no corrections and upon a MOTION duly made by President Gillon and seconded by Director Findlay, it was

RESOLVED, To approve the Special Meeting minutes by consent calendar for October 3, 2016; October 10, 2016; October 17, 2016; and October 24, 2016, as written.

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Salazar reviewed his summary report (attached).

Inspector Salazar left the meeting at 9:20 a.m.

CORRESPONDENCE

President Gillon discussed correspondence that was received during the month.

ANNOUNCEMENTS

President Gillon stated that Building 67 is looking for a new Building Captain.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins submitted her monthly report (attached).

EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

Mutual Twelve CERT Coordinator, Mr. Sprague, presented his report (attached).

Mr. Sprague updated the Mutual on the Smoke alarm survey status. The necessary smoke alarms will be installed throughout the Mutual at no cost to the shareholder; more information to follow.

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

EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (continued)

RESOLVED, To have Service Maintenance check the cost and feasibility of installing an electrical outlet that can be placed near the CERT shed to plug into the generators to keep them charged.

The MOTION passed.

Mr. Sprague also stated that the Great ShakeOut went very well, and that he has received the mini-generator to complete the generator package.

MUTUAL TWELVE/GRF MANAGEMENT AGREEMENT, COMMITTEE REPORT

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

RESOLVED, That the Board of Directors of Seal Beach Mutual No. Twelve urgently request that Executive Director Randy Ankeny for the Golden Rain Foundation Management Association provide the remaining 1966 Golden Rain Foundation minutes of the Board of Directors meetings as soon as possible so that the committee's work can come to a timely conclusion.

The MOTION passed.

NEW BUSINESS

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

WHEREAS, an accounting software change in 2014 resulted in the Emergency/Contingency Reserve Fund account title change to Emergency Reserve Fund,

BE IT RESOLVED, that the Board of Directors confirms that the equity Emergency Reserve Fund Account #3376000 and Emergency Reserve Account #1376000 is and has been since inception an Emergency/Contingency Reserve Account and is not strictly an Emergency Reserve Account, which the account title infers. Mutual Twelve will continue to make decisions on the usage of this fund based upon the meaning Emergency/Contingency.

The MOTION passed.

NEW BUSINESS (continued)

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

WHEREAS, Class One Arboriculture revised the 2017 Pruning Proposal that resulted in a 50% increase which is unacceptable,

BE IT RESOLVED, that the Board of Directors hereby rescinds the following resolution dated September 8, 2016 as follows: RESOLVED, to accept the Class One Arboriculture 2017 Pruning Proposal for All levels of pruning for a total cost of \$25,403, to be paid from the Landscape Trees Operating Expense Account.

The MOTION passed.

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

WHEREAS, the Occupancy Agreement requires changes to be in accordance with the Davis/Stirling law pertaining to Common Interest Developments, and

WHEREAS, the Board concurs with the opinion of the Mutual Twelve attorney that proposed changes require a vote of the Shareholders of Mutual Twelve,

BE IT RESOLVED, that the Board have prepared an amended Occupancy Agreement to be placed on the June 2017 Mutual Twelve Annual Shareholder Meeting ballot.

The MOTION passed.

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

RESOLVED, to amend Policy 7402.12 Working Hours – Contractors, Vendors and Shareholders – Mutual Twelve on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

NEW BUSINESS (continued)

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

RESOLVED, To renumber policy Infrastructure Modifications, ratified on October 13, 2016, from Policy number 7496.12 to policy number 7481.12.

The MOTION passed.

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

RESOLVED, to adopt Policy 7405.12 – Flooring Alterations – Mutual Twelve on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

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

RESOLVED, to amend Policy 7585.12 Governing Document Compliance Corrective Measures and Fines – Mutual Twelve on a preliminary basis until the 30 day posting period is completed.

The MOTION passed.

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

WHEREAS, Policy 7585.12.1 – Fine Schedule is now incorporated within amended Policy 7585.12 Governing Document Compliance Corrective Measures and Fines,

BE IT RESOLVED, to rescind Policy 7585.12.1 Fine Schedule effective upon ratification of amended Policy 7585.12 Governing Document Compliance Corrective Measures.

The MOTION passed.

NEW BUSINESS (continued)

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

WHEREAS, in accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

BE IT RESOLVED, to authorize the GRF Executive Director Mutual Administration Director to issue 0 (zero) **additional** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest.

The MOTION passed.

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

RESOLVED, To cancel the December 8, 2016, Regular Board Meeting.

The MOTION passed

CHIEF FINANCIAL OFFICER'S REPORT

Ms. Ferraro presented her financial report (attached).

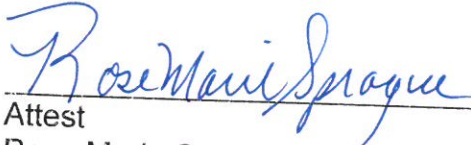
DIRECTOR'S REMARKS

Several Directors made remarks.

November 10, 2016

ADJOURNMENT

President Gillon adjourned the meeting at 10:35 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

ka: 11/15/16
Attachments

NEXT MEETING: January 12, 2017
Administration Building, Conference Room A, at 9:00 a.m.

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

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF November 10, 2016**

11/10/16 RESOLVED, To have Service Maintenance check the cost and feasibility of installing an electrical outlet that can be placed near the CERT shed to plug into the generators to keep them charged.

RESOLVED, That the Board of Directors of Seal Beach Mutual No. Twelve urgently request that Executive Director Randy Ankeny for the Golden Rain Foundation Management Association provide the remaining 1966 Golden Rain Foundation minutes of the Board of Directors meetings as soon as possible so that the committee's work can come to a timely conclusion.

WHEREAS, an accounting software change in 2014 resulted in the Emergency/Contingency Reserve Fund account title change to Emergency Reserve Fund,

BE IT RESOLVED, hat the Board of Directors confirms that the equity Emergency Reserve Fund Account #3376000 and Emergency Reserve Account #1376000 is and has been since inception an Emergency/Contingency Reserve Account and is not strictly an Emergency Reserve Account, which the account title infers. Mutual Twelve will continue to make decisions on the usage of this fund based upon the meaning Emergency/Contingency.

WHEREAS, Class One Arboriculture revised the 2017 Pruning Proposal that resulted in a 50% increase which is unacceptable,

BE IT RESOLVED, that the Board of Directors hereby rescinds the following resolution dated September 8, 2016 as follows:

RESOLVED, to accept the Class One Arboriculture 2017 Pruning Proposal for All levels of pruning for a total cost of \$25,403, to be paid from the Landscape Trees Operating Expense Account.

WHEREAS, the Occupancy Agreement requires changes to be in accordance with the Davis/Stirling law pertaining to Common Interest Developments, and

WHEREAS, the Board concurs with the opinion of the Mutual Twelve attorney that proposed changes require a vote of the Shareholders of Mutual Twelve,

BE IT RESOLVED, that the Board have prepared an amended Occupancy Agreement to be placed on the June 2017 Mutual Twelve Annual Shareholder Meeting ballot.

RESOLVED, to amend Policy 7402.12 Working Hours –Contractors, Vendors and Shareholders – Mutual Twelve on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To renumber policy Infrastructure Modifications, ratified on October 13, 2016, from Policy number 7496.12 to policy number 7481.12.

RESOLVED, to adopt Policy7405.12 – Flooring Alterations – Mutual Twelve on a preliminary basis until the 30-day posting period is completed.

RESOLVED, to amend Policy 7585.12 Governing Document Compliance Corrective Measures and Fines – Mutual Twelve on a preliminary basis until the 30 day posting period is completed.

WHEREAS, Policy 7585.12.1 – Fine Schedule is now incorporated within amended Policy 7585.12 Governing Document Compliance Corrective Measures and Fines.

BE IT RESOLVED, to rescind Policy 7585.12.1 Fine Schedule effective upon ratification of amended Policy 7585.12 Governing Document Compliance Corrective Measures.

WHEREAS, in accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby see approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

BE IT RESOLVED, to authorize the GRF Executive Director Mutual Administration Director to issue 0 (zero) **additional** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest.

RESOLVED, To cancel the December 8, 2016, Regular Board Meeting.

Carole Damoci
Mutual 12 GRF Representative

Nov. 10th, 2016

Our tree lighting ceremony will be held Monday November 28th. Last years' ceremony was well attended. This year we'll have more seating, music, hot chocolate and cookies. The time will be in an upcoming Newspaper.

We will be voting on the upcoming policy for parking enforcement and fines at our Board meeting on Nov. 22nd. We're trying for early 2017 implementation. If the the Board approves the policy it will be posted for 30 days for more Shareholder input.

As always, if there's anything I can do for you, or 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
562-405-4965
president@lwsb.com
cdamoci@lwsb.com

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: November 10, 2016

Print Date: 11/10/2016

PERMIT ACTIVITY									
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS		
64A	Remodel	CITY	04/04/16	08/10/16	NO	6/21, 29, 7/1, 8, 11, 11	Ogan		
73L	Remodel	CITY	03/01/16	07/21/16	YES	4/11, 4/25, 5/11, 5/16	Ogan		
34L	Remodel	CITY	09/13/16	11/13/16		9/29, 10/21	Kang's Construction		
72F	Remodel	CITY	04/04/16	09/16/16	YES	6/3, 24 - 7/1, 7/16, 22	Alpha Master		
72F	HVAC Installation	CITY	06/02/16	09/02/16	YES		Yes		
74E	Remodel	GRF	03/21/16	08/19/16	YES	5/4/16, 6/8, 10, 13, 16	Kress		
57B	Remodel	CITY	06/13/16	08/31/16	YES	8/15, 10/13/15	BJ & Co		
76E	Minor Remodel	CITY	06/06/16	11/21/16	YES	8/3, 9/14	Southcoast Restoration		
76E	HVAC Install	CITY	9/		NO	9/28,	Greenwood		
64L	Flooring Installation	GRF	06/27/16	06/30/16	NO		The Finishing Touch		
61G	HVAC Replacement	CITY	07/25/16	10/02/16	NO	10/13/16	Greenwood		
47J	Flooring Installation	GRF			NO				
59B	Remodel	CITY	08/15/16	11/01/16	NO	10/17, 11/9,	Kang's Construction		
41C	HVAC Pump Installation	CITY	10/14/16	01/30/16	NO		Greenwood		
71A	HVAC Pump Installation	CITY	09/19/16	12/14/16	NO	11/09/16	Air West AC & Heating		
6C	HVAC Pump Installation	CITY	09/29/16	10/31/16			Aryco		
40G	DirectTV Installation	GRF	09/23/16	09/23/16			DirectTV		
42B	Bathroom Remdel/Flooring	CITY	10/03/16	10/28/16			LW Décor		
63L	Flooring Installation	GRF	09/25/16	12/25/16	NO	10/25/16	Kery's Karpet		
43G	Exterior Upgrade	GRF	10/17/16	01/01/17			Los AI		
7H	Install Window AC	GRF	10/19/16	10/19/16			Shareholder		
77G	Flooring Installation	GRF	10/29/16	04/29/17	NO	11/09/16	Kery's Karpet		
64B	Skylight Installation	CITY	10/26/16	12/16/16			Los AI		
64D	Flooring Installation	CITY	11/07/16	11/10/16			Bixby Carpets		

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: November 10, 2016

Print Date: 11/10/2016

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
77E	Remodel	CITY	11/15/16	03/30/16			Kang's Construction
42K	Remodel	CITY	12/05/16	02/03/17			Bergkvist Construction

CNP = Correction Notice Posted

Completed

Contractor Issue: Pending

Repipe

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCEI	COE DATE	ROF
41H		02/03/16					
74C		03/09/16					
47B		03/24/16					
40F		05/19/16	09/28/16	09/30/16	10/13/16	10/14/16	11/04/16
71C		05/20/16	10/14/16	10/18/16	10/31/16	11/01/16	
77K		09/24/16	09/01/16	09/01/16	09/15/16	09/16/16	11/04/16
74A		06/16/16	06/29/16	07/11/16	07/22/16	07/25/16	11/04/16
43J		06/30/16					SB/SA
77G		07/01/16	09/20/16	09/20/16	09/30/16	10/03/16	
73F		07/06/16	10/13/16	10/18/16	10/31/16	11/01/16	SB/SA
47K		07/22/16	08/18/16	08/18/16	08/31/16	09/01/16	10/12/16
35D		08/17/16					

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 12 INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: November 10, 2016 Print Date: 11/10/2016

UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF
73J							
59H							
47J							
46I							SB/SA
75C							
58B							
68G							SB/SA
72F							
35K							
63L							
40H							

SB/SA: Supplemental Buyer/Seller Agreement
ROF Dates - Completed

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

CONTRACTS

CONTRACTOR	PROJECT
SC Yamamoto	Irrigation Control Installation
Going Out to Bid	Fall Gutter Clearing: Awarded to Pinnacle Landscape
Going Out to Bid	Fall Tree Pruning

The Mutual Administration Director's Report November, 2016

Happy Thanksgiving

Please be mindful of others when you smoke.
There are smokeless ashtrays and air purifiers which may lessen the affects of your secondhand smoke to others.

There is a chill in the air. Also, please be mindful of space heaters and electric blankets. Check that all cords are in good working order.

If you have any questions or concerns, please contact the Safety/Emergency Coordinator, Eloy Gomez at (562) 431-6586 extension 356, or Member Resources and Assistance Liaison, Cindy Tostado at (562) 431-6586 extension 317.

Are you doing a little Fall clean up?

Are your floor surfaces clear of debris and furniture assuring a safe passage?

IMPORTANT: In an emergency can a gurney navigate through your front door?

Collecting and keeping too many things in your unit may have the possibility of creating a fire hazard.

It can be difficult to let go of personal items thought to be very important.

- ❖ You can rent an off-site storage unit
- ❖ Pass on memorabilia to family members or loved ones
- ❖ Donate extra furnishings, clothing, and items to a charitable organization of your choice
- ❖ Ask for the assistance of a professional organizer

Please remember that large items such as furniture, mattresses, and other large items must be taken to the north-west corner of Leisure World dumpsters.

An assessment per item maybe brought against a unit for leaving these items in or around the Mutual dumpster areas.

If you are not sure where to place items or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.

The 2016 Shake Out went very well. Thank you to all of the Building Captains and Mutual Twelve Directors. Each Shareholder should have been given an information survey by their Building Captains. They also were given a recommendation list of things to prepare in the event of an emergency. Each Shareholder must remember that they alone are responsible for their survival for several days if an emergency happens.

I have received the mini generator which completes our emergency generator package. I have looked into the feasibility of installing a solar panel on top of the emergency shed to keep the generators charged. Photos of the shed will show that the panel would be blocked by the roof line of the laundry room. Also, there is an extremely large tree that would block the Sun from reaching the panel. Please note that these photos were taken at noon the strongest time of the day to reach a solar panel. As a result, I recommend that a junction box be installed outside the laundry room to enable an extension cord to be used on a temporary basis when the generators need to be charged. The cord will then go into an opening in the roof of the shed thereby keeping the units secure.

Secretary Sprague, has been compiling a list of units which have been identified to need smoke detectors installed in the bedrooms. As this is California Law the Mutual will be

systematically installing them throughout the Mutual at no cost to the Shareholders. More information will follow as it becomes available.

Finally, as a reminder with the Holidays approaching please remember to be attentive to any candles you may use. If you have a pet remember that they may inadvertently knock over a candle causing damage to your unit and possibly the loss of life of yourself or your pet.

Respectfully submitted,

Gary Sprague

REPORT OF EXECUTIVE COMMITTEE ON MANAGEMENT CONTRACT

November 10, 2016

As previously reported, on September 29, 2016 the committee requested copies of Golden Rain Foundation (GRF) Minutes from 1963 to 1967. On October 11, 2016 copies of the GRF Minutes for the years, 1963, 1964, 1965, and 1967 were provided. On October 28, Executive Director of the GRF Management Association, Randy Ankey, forwarded copies of January 18 and January 31, 1966.

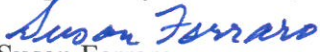
During the last month these documents have been reviewed and are being cross referenced to the archived Minutes of Seal Beach Mutual No. Twelve for the same period. This is being done to establish the timeline history of Mutual Administration Contracts pertaining to Mutual No. Twelve and to be able to report its findings to the Board of Directors of Seal Beach Mutual No. Twelve, regarding the operative Mutual Administration Contract to be approved for posting on the Leisure World website.

The committee met on November 5, 2016 and found that substantial progress has been made in this effort. However, the committee still requires the year 1966 in order to fully review the time period in question. Therefore, the committee asks that the following resolution be recorded in the Minutes of the Board of Directors Meeting, Seal Beach Mutual No. Twelve this date as follows:

WHEREAS, the Executive Committee on Management Contract Agreement is nearing completion of its work, and copies of the 1966 Golden Rain Foundation Minutes of the Board of Directors meetings are necessary for the committee to complete its work, it is:

RESOLVED, that the Board of Directors of Seal Beach Mutual No. Twelve urgently request that Executive Director Randy Ankey for the Golden Rain Foundation Management Association provide the remaining 1966 Golden Rain Foundation Minutes of the Board of Directors meetings as soon as possible so that the committee's work can come to a timely conclusion.

Respectfully submitted,


Susan Ferraro

Chairperson, Executive Committee

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Working Hours – Contractors, Vendors and Shareholders – Mutual Twelve

RESOLUTION; :

THAT ~~contractors~~ **CONTRACTORS** or ~~vendors~~ **VENDORS** engaged by a shareholder for the purpose of performing interior or exterior remodeling, or installing or removing equipment and appliances associated with such work on the apartment in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 5:00 p.m. No work is permitted on Saturdays, Sundays or holidays. ~~except as noted below.~~

Contractors must follow the rules and regulations as set forth by the Golden Rain Foundation Physical Property Department. [Bold in final]

These limitations also apply to shareholders who are doing any permissible work on their own. ~~Shareholders or their contractors or vendors doing work in an apartment may work on Saturdays if:~~

- ~~a) Prior permission is obtained from the Mutual President; AND~~
- ~~b) The work involves no noise; AND~~
- ~~c) The work is done between the hours of 8:00 a.m. and 5:00 p.m.~~

~~Contractors must follow the rules and regulations as set forth by the Golden Rain Foundation Physical Property Department.~~

No shareholder may do work requiring a GRF Building Permit unless that shareholder is a contractor or employee of a contractor or subcontractor complying with all GRF and Mutual requirements. [Bold in final]

MUTUAL ADOPTION
TWELVE: 11-09-8

AMENDMENTS
01-13-11

(Jan 11)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

NEW POLICY DRAFT FOR ADOPTION BY BOARD 11/10/16

Flooring Alterations – Mutual Twelve

- A. All flooring repair or replacement except original, unaltered asbestos tile that has not become shareholder responsibility as a result of negligence or misuse is shareholder responsibility. (See Occupancy Agreement Article 11(a) (1) and (2), Policy 7622.12 Mutual Repairs and Replacements and Policy 7701.12 Personal Liability and Property Insurance).
- B. A GRF Building Permit with the MUTUAL 12 FLOORING PERMIT RESOLUTION attached, both fully signed, is required for flooring additions, alterations and replacements.

(See page 2 for MUTUAL 12 FLOORING PERMIT RESOLUTION.)

(*date ratified*)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

NEW POLICY DRAFT FOR ADOPTION BY BOARD 11/10/16

Flooring Alterations – Mutual Twelve

MUTUAL 12 FLOORING PERMIT RESOLUTION

February 11, 2016

RESOLVED, Effective immediately, that Mutual 12 requires a GRF Building Permit for all flooring covering, including carpet, installed at shareholder expense. Both interior and patio/porch floor covering require a GRF Building Permit. All installed flooring must have attached to the permit the flooring manufacturer's specifications.

Reasons for this requirement include,

- Assurance that no asbestos containing material is removed or compromised,
- No Mutual property is damaged,
- Patio/porch flooring is appropriate (for example, if tile – non skid),
- Shareholder understands what is and what is not allowed and,
- Shareholder understands that Mutual 12 is not responsible for damage to or failure of flooring purchased and installed at any time by shareholders or their successor shareholders regardless of date of installation or cause of damage or failure.

Further resolved that this RESOLUTION date February 11, 2016 be attached to the permit and signed by the shareholder and installer or contractor.

(*date ratified*)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

NEW POLICY DRAFT FOR ADOPTION BY BOARD 11/10/16

Flooring Alterations – Mutual Twelve

Shareholder:

Signature: _____ Apt# _____

Name
Printed: _____ Date: _____

Installer/Contractor:

Company Name: _____

Signature: _____ Date: _____

Name
Printed: _____ Date: _____

MUTUAL ADOPTION

AMENDMENT(S)

TWELVE: *date ratified*

(*date ratified*)

MUTUAL OPERATIONS**RESIDENT REGULATIONS****BOARD AMENDED DRAFT 11/10/16****GOVERNING DOCUMENT COMPLIANCE****CORRECTIVE MEASURES AND FINES – MUTUAL TWELVE ONLY****Basic Compliance Policy:**

The objective of this Compliance Policy shall be to promote and seek voluntary compliance of shareholders for themselves, those qualified to reside with them and the shareholders' visitors including, but not limited to guests, employees and delivery personnel with the Seal Beach Mutual No. Twelve Occupancy Agreement, Bylaws, 7000 Series Policies, and Rules and Regulations, all as amended and supplemented (collectively, "Governing Documents").

Reporting Violations:

Any resident shareholder, including any shareholder serving on the Board, may report violations. Contact Security, Community Administration, or the Board of Directors.

Such reports shall constitute a complaint and will be documented in writing to include the time, date, nature of violation, circumstances, and location and address of person or persons responsible. The complaint will be provided to the Mutual for review and, if necessary, enforcement action.

Enforcement Procedures:

The Mutual may, in the Board's discretion, enforce any violation of the "Governing Documents" by pursuing, without limitation any one, or combination of, the remedies described below in paragraphs, One, Two, or Three (1, 2, or 3). Notices described in One and Two below shall include a statement inviting the shareholder to a hearing or their right to request a hearing.

1. Send an initial notice of violation letter to the resident shareholder stating the nature of the alleged violation. In the event that the shareholder does not take corrective action and continues to be non-compliant, the notice will include a reasonable date within which to voluntarily comply.
2. Send a notice of violation and intent to impose a fine. Fines will be imposed in accordance with the Mutual's Violation Fine Schedule.
3. An action in law or in equity to recover the sums due for damages injunctive relief or any other appropriate legal or equitable relief that may be available to the Mutual.

MUTUAL OPERATIONS

RESIDENT REGULATIONS

BOARD AMENDED DRAFT 11/10/16

GOVERNING DOCUMENT COMPLIANCE

CORRECTIVE MEASURES AND FINES – MUTUAL TWELVE ONLY

FINE SCHEDULE: [Bold in final]

The Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the “Governing Documents”.

FINE SCHEDULE

Notice of Violation: Warning or Fine of \$25.00

Continuing non-compliance will result in further fines of \$25.00 for each day the violation continues.

Invoices for fines are due and payable immediately.

MUTUAL ADOPTION

TWELVE: 11-13-14

AMENDMENT(S)

date after 30 day posting period

(Nov 14)

RESCIND AND RELOCATE**MUTUAL OPERATIONS****RESIDENT REGULATIONS****FINE SCHEDULE**

~~The Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the "Governing Documents."~~

FINE SCHEDULE

~~Notice of Violation: Warning or fine of \$25.00~~

~~Continuing non-compliance will result in further fines of \$25.00 for each day the violation continues.~~

~~Invoices for fines are due and payable immediately.~~

~~"Governing Documents" is defined as Seal Beach Mutual No. Twelve Occupancy Agreement, Bylaws, 7000 Series Policies, and Rules and Regulations, all as amended and supplemented.~~

MUTUAL ADOPTION

TWELVE: 11-13-14

CFO Report – November 10, 2016 Regular Meeting

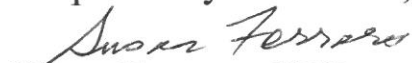
A copy of the Financial Statement Recap Operations for the period ended October 31, 2016 is attached. Each of the Directors of the Board have received their copy for review and comment.

As of October 31, 2016:

Cash in the bank	\$ 368,291
Accounts Receivable	\$ 11,601
Reserves:	\$3,751,226 (uncommitted)
Excess Income:	\$ 22,268

When you review the attached, you will see that the Mutual Income is greater than budgeted in the amount of \$39,001 due to the inspection fee increase and receipt of interest income not allocated to reserves. But, you also see that the total expenses are over budget by \$16,733 related to Professional Fees and Outside Services to maintain the landscape and trees. So once again good news and bad news. The year-end project^{is} is anticipated to indicate a small excess income barring any extraordinary items in the next two months.

Respectfully submitted,



Susan Ferraro, CFO

Mutual 12

1012 Seal Beach Mutual No. Twelve
 Financial Statement Recap
 10/31/2016

P.O. Box 2069
 Seal Beach CA 90740

Oct Actual	Oct Budget		2016 Y-T-D Actual	2016 Y-T-D Budget
106,993	106,993	Carrying Charges	1,069,929	1,069,930
42,371	42,371	Reserve Funding	423,705	423,710
149,363	149,364	Total Regular Assessments	1,493,634	1,493,640
0	0	Service Income	70	0
1,800	0	Financial Income	16,623	0
4,064	1,117	Other Income	33,484	11,170
5,864	1,117	Total Other Income	50,177	11,170
155,227	150,481	Total Mutual Income	1,543,811	1,504,810
65,156	65,156	GRF Trust Maintenance Fee	651,560	651,560
13,416	12,629	Utilities	116,770	126,290
8,406	927	Professional Fees	21,032	9,270
18,222	19,870	Outside Services	201,638	198,700
3,365	9,528	Taxes & Insurance	106,839	95,280
42,371	42,371	Contributions to Reserves	423,705	423,710
150,936	150,481	Total Expenses Before Off-Budget	1,521,543	1,504,810
4,291	0	Excess Inc/(Exp) Before Off-Budget	22,268	0
4,291	0	Excess Inc/(Exp) After Off-Budget	22,268	0
		Restricted Reserves		
(3,034)	0	Appliance Reserve Equity	17,371	0
0	0	Painting Reserve	41,341	0
23,486	0	Roofing Reserve	2,766,704	0
(9,118)	0	Emergency Reserve Equity	331,528	0
17,550	0	Infrastructure Reserve	558,282	0
28,884	0	Total Restricted Reserves	3,715,226	0

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
October 3, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon} at 1:42 on Monday, October 3, 2016 in the Physical Property Conference Room.

ROLL CALL:

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

Absent were: Vice President Fluharty

Also present: Inspector Salazar
One Shareholder

The purpose of the meeting is to Review, make recommendations on and/or approve GRF Building Permits, Invoice Approvals, and Mutual issues.

Following a discussion on 42B and on **MOTION** duly made by CFO Ferraro, and second by President Gillon, it was:

RESOLVED: To approve the permit for 42B for remodel and authorize the President to sign the permit.

The Motion passed.

The Board discussed the final vault painting by Hutton with Inspector Salazar.

The Board discussed the vinyl fence which is to be installed at 34F. Inspector Salazar to find additional company for installation if Jurado is not available.

The Board discussed 72F. Inspector Salazar waiting on invoice from contractor.

Following a discussion, it was the Consensus of the Board to allow Share Holders to donate plants to an area to be maintained by the Mutual. Process will be similar to tree donation process.

Discussion on 62J flooding other units. Inspector Salazar to contact Share Holder's adjustor regarding invoices from restoration company.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
October 3, 2016

Following a discussion and on **MOTION** duly made by CFO Ferraro and second by Director Carson it was:

RESOLVED: To approve invoice #776 from Trust 1 Restoration for \$758.83, invoice #777 for \$758.83 and invoice #778 for \$380.26 for emergency dry out services at 62C,D,I to be paid by Emergency Reserve Fund.

Further, all invoices to be billed to Share Holder at 62J for reimbursement to the Mutual.

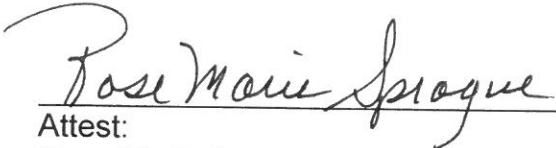
The Motion passed.

Following a discussion on Class 1 Arboriculture proposal for 2017, it was the Consensus of the Board to request Inspector Salazar to go out to bid.

The meeting was adjourned to Executive Session. There were no Motions made in Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting at 2:57 p.m.



Attest:

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

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
October 10, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:31 on Monday, October 10, 2016 in the Physical Property Conference Room.

ROLL CALL:

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

Absent were: Director Anderson

Also present Inspector Salazar

The purpose of the meeting is to review, make recommendations on and/or approve GRF Building Permits, Mutual and Shareholder concerns.

Following a discussion on 6F President Gillon and Director Carson will address the shareholders concern.

Following a discussion on 71A and on **MOTION** duly made by Vice President Fluharty, and second by Director Carson, it was:

RESOLVED, To approve the permit to move the condenser unit shifted to the left out of the attic access area, a new concrete pad poured and authorize the President to sign the permit.

The Motion passed

Following a discussion on 42B and on **MOTION** duly made by President Gillon, and second by CFO Ferraro, it was:

RESOLVED, To approve the permit for 42B and authorize the President to sign the permit.

The Motion passed

Discussion on 72F. Inspector Salazar to review the work done by Pinnacle.

Discussion on 74E. Vice President Fluharty discussed the lawn damage at 74E. Pinnacle to repair the damage.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
October 10, 2016

Discussion on 73L. The Board directed Inspector Salazar to obtain estimates on the repairs at 73L. Director Carson to contact Service Maintenance to have a plumber check the unit.

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

RESOLVED, To permanently rescind the access to the flowerbed at the St. Andrews end of building 73 adjoining units 73F and 73G to all shareholders now and in the future who live in those units.

The Motion passed.

The Board recessed at 3:37.

The Board return to Session at 3:40

The meeting adjourned to Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting at 3:44



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
OCTOBER 17, 2016

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:36 on Monday, October 17, 2016 in the Physical Property Conference Room

ROLL CALL:

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

Absent were: Director Findlay

Also present: Inspector Salazar
One Shareholder

The purpose of the meeting is review, make recommendations on and/or approve GRF Building Permits, approve invoices, and other Shareholder concerns.

Following a discussion on 41C and on **MOTION** made by President Gillon, and second by Secretary Sprague, it was:

RESOLVED, To approve the permit for 41C for heat pump and authorize the President to sign the permit.

The Motion passed

Following a discussion on 72F it was the Consensus of the Board that the invoice from Alpha Masters in the amount of \$3800 was believed to be accurate.
(4 Yes)

Following a discussion on Roofing Standards SRO list, Inspector Salazar to reconcile the list.

Following a discussion on the Vacant Unit Inspection list, Inspector Salazar advised inspection is pending.

The meeting was adjourned to Executive Session. There were no Motions made in Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting at 2:35



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
October 24, 2016**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 1:35 on Monday, October 24, 2016 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, Vice President Fluharty, Secretary Sprague, Directors Findlay, Carson, Anderson

Absent were: CFO Ferraro

Also present Inspector Salazar

The purpose of the meeting is review, make recommendations on and/or approve GRF Building Permits

Discussion on 64D, Stover foundation issues. Inspector Salazar to inspect unit and advise the Board.

Following a discussion on 7H and on **MOTION** made by President Gillon, and second by Director Anderson, it was:

RESOLVED, The Board rejects the permit for 7H for Air Conditioner.

The Motion passed

Following a discussion on 64B and on **MOTION** made by President Gillon and second by Director Carson, it was:

RESOLVED, To approve the permit for 64B for Skylight installation and authorize the President to sign the permit.

The Motion Passed

Following a discussion on 77G and on **MOTION** made by President Gillon and second by Director Anderson it was:

RESOLVED, To approve the permit for 77G Flooring as long as the Shareholder and Contractor come in and complete the application 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

October 24, 2016

Following a discussion on attic water pipes and on **MOTION** made by Director Findlay and second by Director Anderson it was:

RESOLVED, To have Service Maintenance inventory the water distribution pipes in the attics and as they find leaks to notify the Board and make the repairs.

The Motion passed

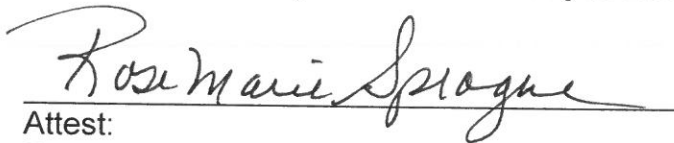
Executive Session was held by the Board and contract issues were discussed. The following Resolution was made in Executive Session by President Gillon and second by Vice President Fluharty it was:

RESOLVED, The Board shall not, in the future, approve, allow or authorize contractor Alpha Master Builders Inc., California contractor license number 921621, their respective employees, sub-contractors, or any person associated with such entity to perform any modifications or alterations whatsoever to Association property wherever situated.

The Motion passed

ADJOURNMENT:

President Gillon adjourned the meeting at 2:55



Attest:

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

MUTUAL TWELVE

GOLDEN RAIN MONTHLY
SUMMARIES FOR

NOVEMBER 2016

(See information attached.)



STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT

Friday, September 30, 2016

Action/Request	Person Responsible
<p>1. Approval of Minutes: The minutes of September 6, 2016, were approved, as presented, with two abstentions (L. Stone, S. Hopewell).</p>	
<p>2. Old Business, Item 7A: (Re-Branding) Community Marketing: The Committee reviewed the draft proposals for the Leisure World's Mission and Vision statements discussed during its last meeting.</p> <p>After a brief discussion, the Committee members agreed on postponing this project until the next scheduled meeting. The Executive Director advised the Committee to go back to the Leisure World's marketing materials dated back to when the community was established, and use it as a base to move forward.</p> <p>The Chair also stated that the Committee will need further decisions on the Vision and Mission statements before sending it to the Board of Directors, and posting it on the Leisure World website.</p>	Linda Stone Randy Ankeny
<p>3. New Business, Item 8A: Restructuring of the Committee: The Chair stated that when the Committee was established, its purpose was to make the decisions in accordance with the following:</p> <ul style="list-style-type: none">a. Focus direction and financial resources;b. Strength and operations through unified common goals;c. Establish agreement around intended outcomes and results;d. Assess and adjust organization's direction in response to a changing environment and community demographics.	Linda Stone Randy Ankeny Sora Kim

ITS COMMITTEE MEETING

SUMMARY REPORT

Monday, October 3, 2016

Action/Request	Person Responsible
<p>1. Correspondence (Website Comments/ Contact Form): The ITS Systems Analyst went over the website comments with the Committee members, and stated that all of the requests are being transferred to, and answered by the appropriate departments.</p>	Daniel Fabian
<p>2. Old Business, Digital Alert System. Update: The Committee reviewed three Digital Alert System providers presented by the ITS Systems Analyst – Constant Contact, CallHub, and PhoneBurner. The Committee went over the benefits and monthly fees for each provider.</p> <p>After a discussion, Ms. Greer MOTIONED, seconded by Ms. Stone and unanimously carried by the Committee members present –</p> <p>TO have the ITS Systems Analyst and the Publications Manager put together a marketing plan with the cost of Constant Contact's full services, present it at the next scheduled meeting, and forward it to the Finance Committee and the Board of Directors for approval.</p>	Randy Ankeny Daniel Fabian Kelly Roberts
<p>3. Old Business, Mutual Websites Management. Update: The ITS Systems Analyst informed the Committee of the time period it will take to redevelop the Mutual websites. Any additional work on the Mutual websites could be done by appointment, and charged to the Mutual as an SRO (Service Request Order).</p>	Randy Ankeny Daniel Fabian

ITS COMMITTEE MEETING

SUMMARY REPORT

Monday, October 3, 2016

Action/Request	Person Responsible
<p>5. Old Business, Taking Off the Old At-home Website. Update: The ITS Systems Analyst informed the Committee members of the progress being done on taking off the old at-home website. The project is expected to be completed by January 1, 2017.</p>	Randy Ankeny Daniel Fabian
<p>6. Old Business, Telephone Tree Implementation, Update: The ITS Systems Analyst presented to the Committee members an Updated Golden Rain Foundation Auto Assistant Tree with the extensions for different departments. It was the Committee's agreement to implement new telephone tree by October 31st, 2016, and publish an article in the Golden Rain News on changes to the telephone automated system.</p>	Randy Ankeny Daniel Fabian
<p>7. New Business, Website Search: The Chair brought up to the Committee's attention the issues one encounter while searching the GRF website using the keywords, and PDF formatted documents in particular. The ITS Systems Analyst and the Executive Director agreed on looking into this issue, and addressing it at the next scheduled meeting.</p>	Randy Ankeny Daniel Fabian
<p>8. Committee Members/ Shareholders Comments: Two Committee members/ shareholders spoke on the proceedings and accomplishments of today's Committee meeting.</p>	
<p>9. Adjournment – 2:51 p.m.</p>	



SECURITY, BUS & TRAFFIC COMMITTEE

SUMMARY REPORT

Wednesday, October 5, 2016

Action/Request	Person Responsible
<p>Policies: 1927-37 – Parking Rules 1927.1-37 – Fines 1927.2-37 – Parking Rules Violation (PRV) Panel</p> <p>Chair Perrotti reviewed every line item of these policies with committee members and shareholders present.</p> <p>It is the consensus of the Committee to return these policies back to the Policy Re-write Sub Committee for further review and modification.</p>	<p>Policy Re-write Sub Committee</p>
<p>New Business: Outside Bus Service Pick-Up, Relocation to Amphitheater Hub Bus Stop</p> <p>It is the consensus of the Committee to approve Fleet Manager's request to relocate current pick-up location for outside-destination shuttles from the Health Care Center to the Amphitheater Hub Bus Stop. Fleet Manager will also provide appropriate notice and signage to the Community and shuttle bus passengers.</p>	<p>Grant Winford</p>



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, October 10, 2016

Action/Request	Person Responsible
<p>1. Correspondence, Item 6A: Letter from Karen Oja, Perimeter Wall Mutual Nine The Chair addressed the letter from Mutual Nine shareholder regarding planting of the trees along the perimeter wall on Nassau Drive in Mutual Nine.</p> <p>After a brief discussion, it was the consensus of the Committee to have the Facilities Director present the prices for purchasing and planting Calliandra along the perimeter wall on Nassau Drive in Mutual Nine at the next scheduled Committee meeting.</p>	<p>Mark Weaver</p>
<p>2. Correspondence, Item 6B: Letter from Betty Coven, Homewood Road Resurfacing The Chair addressed the letter from Mutual Five President regarding the condition of the Homewood Road.</p> <p>After a brief discussion, it was the consensus of the Committee to re-address the current Paving Project list, add the Weeburn and the Homewood Roads, and prioritize.</p>	<p>Mark Weaver</p>
<p>3. Correspondence, Item 6C: Letter from Janet I. Weston, Leisure World Sign at the North Gate The Chair addressed the letter from Mutual Two resident regarding the quotation marks on Leisure World sign at the North Gate.</p> <p>After a brief discussion, the Committee agreed on removing the quotation marks from the sign, and letting the shareholder know of the Committee's decision.</p>	<p>Randy Ankeny Mark Weaver Katya Lukina</p>
<p>6. Old Business, Item 7A: St. Andrews Gate. Update The Project Coordinator informed the Committee we should have cost for this project next month.</p>	<p>David Rudge</p>
<p>7. Old Business, Item 7B: Movement Study. CAMUTCD. Update The Project Coordinator informed the Committee we should have cost for this project next month.</p>	<p>David Rudge</p>



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, October 10, 2016

Action/Request	Person Responsible
<p>After a brief discussion, Ms. Stone MOTIONED, seconded by Ms. Rapp –</p> <p>TO approve Clubhouse Four upgrades including flooring, carpet at the dais, recover divider walls, dais drapes, lobby furniture, front window and door openers, LED lighting, ADA upgrades and stone veneer at the entry and behind dais, and painting interior in the amount not to exceed \$223,853 including 10% contingency, and forward this item to the Finance Committee, and the Board of Directors for approval.</p> <p>The motion was carried unanimously by the Committee members present.</p>	
<p>11. Old Business, Item 7F: Paving Project. Year One</p> <p>The Facilities Director presented to the Committee members a breakdown of the Paving Project, year one, with the total costs from four vendors.</p> <p>After a brief discussion, it was the consensus of the Committee to take a look at the options after Weeburn and Homewood Roads are added, and discuss this project at the next scheduled meeting.</p>	Mark Weaver
<p>12. New Business, Item 8A: Carpet at the Video Producers Room</p> <p>The Facilities Director presented to the Committee members bids from three contractors to install carpet in half of the Video Producers Room.</p> <p>After a brief discussion, Ms. Rapp MOTIIONED, seconded by Ms. Stone –</p> <p>TO award a contract to the Golden State Flooring to install ADRC approved carpet in half of the Video Producers Room in the amount of \$2,995 and forward it to the Finance Committee for approval. The motion was carried unanimously by the Committee members present.</p>	Mark Weaver



PHYSICAL PROPERTY COMMITTEE

SUMMARY REPORT

Monday, October 10, 2016

Action/Request	Person Responsible
<p>15. New Business, Item 8D: Alley Walkway After a brief discussion, Ms. Stone MOTIONED, seconded by Ms. Rapp –</p> <p>TO approve the installation of the sidewalk railing by MJ Jurado, adjacent to the Medical Building next to the Alley, in the amount not to exceed \$30,000 and forward it to the Finance Committee, and the Board of Directors for approval.</p> <p>The motion was carried unanimously by the Committee members present.</p>	Mark Weaver
<p>16. New Business, Item 8E: Outdoor Multi-Use Area at the Clubhouse Two The Facilities Director presented to the Committee members the proposals from two contractors for landscape architectural design services at the Clubhouse Two outdoor multi-use area.</p> <p>After a brief discussion, Ms. Stone MOTIONED, seconded by Ms. Rapp –</p> <p>TO accept the bid proposal from Mission Landscape Architecture to provide landscape architectural design services for Clubhouse Two outdoor multi-use area in the amount of \$13,750.00 and forward it to the Finance Committee and the Board of Directors for approval.</p> <p>The motion was carried unanimously by the Committee members present.</p>	Mark Weaver
<p>17. President's Comments The President provided information and updates throughout the meeting, and requested to discuss Mutual One parking lot at the next scheduled Committee meeting.</p>	Mark Weaver



ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT

Tuesday, October 11, 2016
(Updated 10/12/2016 – 8:18 a.m.)

Action/Request	Person Responsible
<p>1. Old Business, Item 7A – Community Holiday Banners</p> <p>Ms. Stoned MOTIONED, seconded by Mrs. Dodero –</p> <p>TO approve the purchase of Holiday Banners from All American Sign Company for an amount not to exceed \$4,000. Committee directed Recreation Supervisor to provide cost for banners at the next committee meeting, at which time the Committee will decide on a design.</p> <p>Motion was unanimously carried by Committee members present.</p>	Tommy Fileto
<p>2. Old Business, Item 7B: Design Modification and Update</p> <p>It is the consensus of the Committee for staff to request the vector image of the sun and wave portion of the proposed logo along with the color pallet. Staff will provide revisions at the next committee meeting.</p>	Randy Ankeny
<p>3. Old Business, Item 7C: Clubhouse Four – Lobby Furniture and Paint Selection</p> <p>It is the consensus of the Committee for the Facilities Director to provide material samples for the reupholstering of the furniture in Clubhouse Four and allow Chair Hopewell and Committee members Reed and L. Stone to make the final selection.</p>	Mark Weaver
<p>4. Old Business, Item 7C: Clubhouse Four, General Renovations</p> <p>Chair Hopewell reported that the Committee members will visit Clubhouse Four and select a paint color for the interior and door trim and report to the Facilities Director.</p>	Mark Weaver
<p>5. Old Business, Item 7E: Main Gate Landscape – Landscape Architect Bid Selection</p> <p>Ms. Stone MOTIONED, seconded by Mrs. Dodero –</p> <p>TO select Mission Landscape Architecture for the Landscape Architect Project at the Main Gate for an amount not to exceed</p>	Mark Weaver



ARCHITECTURAL DESIGN & REVIEW COMMITTEE

SUMMARY REPORT

Tuesday, October 11, 2016

(Updated 10/12/2016 – 8:18 a.m.)

Action/Request	Person Responsible
<p>Ms. Stone MOTIONED, Seconded by Mrs. Reed –</p> <p>TO approve Whitewater Speedwell, Viburnum and Rhodendrum plants and the Red Rocket Crepe Myrtle Tree to the Approved Plant and Tree Lists for GRF.</p> <p>Motioned unanimously carried by Committee members present.</p>	
<p>12. New Business, Item 8E: Main Gate Flag Pole Paint Color</p> <p>It is the consensus for the Committee to allow staff to sandblast the flag pole to ascertain the condition of it before approval of repainting. No action taken at this time.</p>	Randy Ankeny Mark Weaver
<p>13. New Business, Item 8F: Original Globe Section Paint Color and Mounting Location</p> <p>It is the consensus of the Committee for this item to be returned for further review and approval once a suitable location has been determined.</p>	Randy Ankeny
<p>14. New Business, Item 8G: Amphitheater Restroom Renovations</p> <p>It is the consensus of the Committee to direct Facilities Director to use the same color pallet and materials for the Amphitheater Restroom Renovations that was used in the restroom at the Security/Main Gate.</p>	Mark Weaver



MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT

Tuesday, October 11, 2016

Action/Request	Person Responsible
<p>1. Old Business, Item 8A – Pet Policy Update: Addition of Service Animals and ESAs</p> <p>It is the consensus of the Committee for the Policy Re-write Committee continue working on this policy. An update to be provided to this Committee at the next meeting.</p>	Carole Damoci
<p>2. Old Business, Item 8B – Renewable Leisure World ID Card</p> <p>It is the consensus of the Committee to forward this item to the Community Access Ad Hoc Committee for further review and development.</p>	Kathy Rapp
<p>3. Old Business, Item 8C – Document Updates</p> <p>The Stock Transfer Disclosure Updates are not yet ready for the Committee's review. Will bring back at next month's meeting.</p>	Courtney Knapp
<p>4. Old Business, Item 8D – Attorney Review of Policies</p> <p>Chair Rapp reported Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement and 1804-33, Request for Additional Occupancy Entry are still under review with our attorney. Will provide update at our next Committee meeting.</p>	Kathy Rapp
<p>5. New Business, Item 9A – Advisability of GRF President Approving Mutual Escrow Documents</p> <p>GRF President confirmed her signature on Mutual Escrow documents is not for the approval of individual moving in, but confirming eligibility for membership.</p>	
<p>6. Policies, Item 10A – Amend Policy 5536.1-31, Gate Passes</p> <p>Mr. Lukoff Motioned, seconded by Mrs. Reed –</p> <p>TO recommend to the GRF BOD the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect that the following: 1) the inherited service pass should be no charge; 2) an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20; 3) Realtor pass should include photo; 4) additional line item</p>	Mutual Administration



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, October 12, 2016

Action/Request	Person Responsible
<p>1. Correspondence, Item 6A: Letter from Alex Marziani, Saturday Night Dances The Chair addressed the letter from Mutual Five resident regarding the occasional use of a Jukebox during weekly Saturday night dances. The President stated that weekly Saturday night dances have already been approved, and the Jukebox will not be used.</p>	Perry Moore Carole Damoci
<p>2. Correspondence, Item 6B: Letter from Liz Meripol, Kitchens in Clubhouse Three The Chair addresses the letter from Mutual Seventeen resident regarding removal of the kitchens at Clubhouse Three. Ms. Reed also presented an additional piece of correspondence to the Committee members from the Mutual Four resident – David LaCascia, regarding the same issue. The Committee further discussed this topic under New Business.</p>	Perry Moore Terry DeLeon
<p>3. Correspondence, Item 6C: Letter from Darlene Boyce, Sunday Pickleball The Chair addressed the letter from Mutual Seven resident thanking the Committee members for approving the additional Pickleball court, and asking the Committee to look into finding a temporary location for the Pickleball court during Clubhouse Four upcoming closure.</p> <p>After a brief discussion, the Recreation Manager stated that he will look into giving the Pickleball players some options on the available space.</p>	Terry DeLeon Thomas Fileto
<p>4. Old Business, Item 7A: Pickleball Update. Trial Period Time Frame The Recreation Manager had no updates on the additional Pickleball court time frame.</p>	Terry DeLeon



RECREATION COMMITTEE

SUMMARY REPORT

Wednesday, October 12, 2016

Action/Request	Person Responsible
<p>7. New Business, Item 8C: Clubhouse Two Griddle Replacement The Recreation Manager presented to the Committee members the proposal for Clubhouse Two griddle replacement.</p> <p>After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Reed –</p> <p>TO approve the purchase of new griddle for Clubhouse Two kitchen from RestaurantEquipmentClub.com in the amount of \$5,958.68 with funds from the replacement reserves, asset ID #0808, and to authorize the Recreation Manger to make the purchase. This item is to be send to the Board of Directors for reserve expenditure.</p> <p>The motion was carried unanimously by the Committee members present.</p>	Terry DeLeon
<p>8. Sub-Committee Reports, Item 10A: Entertainment Sub-Committee The President informed the Committee of the tribute bands to perform at the Leisure World Amphitheater in the summer of 2017.</p>	Carole Damoci Kathy Rapp
<p>9. Sub-Committee Reports, Item 10A: Golf Course Sub-Committee There were no reports presented on the Golf Course Sub-Committee at the time of the meeting.</p>	Steve McGuigan
<p>10. Sub-Committee Reports, Item 10A: Movie Sub-Committee The Recreation Supervisor informed the Committee members on selecting six movies for the next season, the list of which he will present at the next scheduled Committee meeting.</p>	Tommy Fileto



FINANCE COMMITTEE

SUMMARY REPORT Tuesday, October 18, 2016

Action/Request	Person Responsible
<p>1. Financials, Item 7A</p> <p>Ms. Stone MOTIONED, seconded by Ms. Hopewell –</p> <p>TO approve the Financial Statements for September 2016, as presented by the Director of Finance.</p> <p>Motion unanimously carried by committee members present.</p>	<p>Carolyn Miller</p>
<p>2. Old Business, Item 8A – Trailer Club Lease</p> <p>Mr. Lukoff MOTIONED, seconded by Ms. Stone –</p> <p>TO recommend not to renew the existing lease with the Leisure World Trailer Club (LWTC) and have the GRF Recreation Department supervise the operation of the storage facility for the mutual benefit of all Shareholder/Members beginning January 1, 2017. The LWTC will be offered an annual lease at \$1.00 per year, for the use of a 10' x 20' storage unit within the storage facility. All Shareholder/Members leases for use of the storage facility will be processed through the applicable department and policy will be drafted for the use of the storage facility and presented to the Board at its November meeting.</p> <p>It is further recommended:</p> <ul style="list-style-type: none"> • Annual space use fee shall be set at \$5.00 per foot as measured from bumper-to-bumper or from hitch to the furthest point of the recreational vehicle and/or vehicle used for recreation; • Fifty Dollars initial set-up fee (fee includes processing and gate clicker); and • Shareholder/Members who have a current agreement with the LWTC will be given first priority in available spaces. • All funds collected above cost to be used for site improvements. <p>Motion unanimously carried by Committee members present.</p>	<p>Randy Ankeny</p>
<p>3. Old Business, Item 8B – Clubhouse 4 Upgrades</p> <p>Ms. Hopewell MOTIONED, seconded by Mr. R. Stone –</p> <p>TO approve and recommend to the Board funding from Reserves, Capital and Operations for the replacements and/or improvements</p>	<p>Mark Weaver</p>



FINANCE COMMITTEE

Action/Request	Person Responsible
<p>Chair Hood MOTIONED, seconded by Ms. Hopewell –</p> <p>TO approve non-budgeted expense from Cost Center 53 in an amount not to exceed \$2,995, to install carpet in half of the room occupied by the Video Producers Club in Clubhouse 3.</p> <p>Motion unanimously carried by Committee members present.</p>	
<p>8. New Business, Item 9E – Stucco Shed at Service Maintenance Yard</p> <p>Mr. R. Stone MOTIONED, seconded by Ms. L. Stone –</p> <p>TO approve non-budgeted expense from Cost Center 74 in an amount not to exceed \$5,500, for MJ Jurado to perform the following tasks: 1) demo the existing shed; 2) haul off all debris; 3) relocate cargo bin currently at 1.8 acre area to the Service Maintenance Yard; and 4) sandblast and paint the interior of the cargo bin.</p> <p>Motion unanimously carried by Committee members present.</p>	Mark Weaver
<p>9. New Business, Item 9F – Clubhouse 3, Room 8 Conversion</p> <p>Ms. Snowden MOTIONED, seconded by Ms. Hopewell –</p> <p>TO approve non-budgeted expense from Cost Center 53, Capital funding and recommend to the Board to convert Room 8 in Clubhouse 3 into a kitchenette and storage room in an amount not to exceed \$10,000.</p> <p>Motion carried with one (1) abstention from Ms. L. Stone.</p>	Mark Weaver
<p>10. New Business, Item 9G – Clubhouse 2, Griddle Replacement</p> <p>Ms. Hopewell MOTIONED, seconded by Ms. Stone –</p> <p>TO approve non-budgeted funding in the amount of \$5,985.68 from the Replacement Reserves, asset ID #0808, for the purchase of a new Vulcan commercial griddle from Restaurant Equipment Club, which will replace the current unit in Clubhouse 2.</p> <p>Motion unanimously carried by Committee members present.</p>	Terry De Leon
<p>11. New Business, Item 9H – Parking Lot Focused Design & Review</p> <p>Ms. Stone MOTIONED, seconded by Mrs. Tran –</p>	Mark Weaver



FINANCE COMMITTEE

Action/Request	Person Responsible
<p>15. Staff Reports: Director of Finance</p> <p>Ms. Stone MOTIONED, seconded by Ms. Hopewell –</p> <p>TO approve adding \$350,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of October.</p>	Carolyn Miller



COMMUNITY ACCESS AD HOC COMMITTEE

SUMMARY REPORT

Wednesday, October 26, 2016

Action/Request	Person Responsible
<p>1. Old Business, Item 7A: Visitor's Admission System for Three Gates</p> <p>The Chair and Committee members discussed the DwellingLive system, which could be used to ease the gate entry management in the future.</p> <p>After a discussion, it was the consensus of the Committee to look into DwellingLive services, its compatibility with the current phone and Internet systems, and its performance in Leisure World of Laguna Woods.</p>	Kathy Rapp
<p>2. Old Business, Item 7B: Utilizing JenArk to Create the Master List of Issued Passes. VAS and Pass Distribution. Update</p> <p>The Stock Transfer Supervisor spoke of the changes in 2017 passes for guests, caregivers, and realtors.</p> <p>It was the consensus of the Committee to modify the Realtor Pass Application and 2017 Guest Pass Request form, and have the Stock Transfer Department use Excel to control passes distribution prior to utilizing JenArk.</p> <p>It was also the consensus of the Committee to request the purchase of computer for the Stock Transfer Department, and have the ITS Committee review it at its next scheduled meeting.</p>	Courtney Knapp Kathy Rapp Daniel Fabian
<p>3. New Business, Item 8A: Passes: Compile a List of Types of Passes and Duration. Brainstorm Ideas to Make it Harder to Hand off the Pass to Another Person</p> <p>This item is to be discussed at the next scheduled Committee meeting.</p>	Kathy Rapp
<p>4. New Business, Item 8B: Renewable Leisure World ID Cards, Duration, Issuance, etc.</p> <p>This item is to be discussed at the next scheduled Committee meeting.</p>	Kathy Rapp



STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT

Tuesday, November 1, 2016

Action/Request	Person Responsible
<p>1. Old Business, Item 7A: (Re-Branding) Community Marketing: The Committee members agreed on reviewing this item at the next scheduled Committee meeting.</p>	Linda Stone
<p>2. New Business, Item 8A: Restructuring of the Committee: The Security, Bus and Traffic, Finance, Publications, and Recreation Committees Chairs spoke of their Committees ten-year project plans. The Executive Director presented a draft of the ten-year project plan based on the Chairs' reports, and invited the Committee members to cooperatively assign the projects to be accomplished each year, based on their importance and budget available. The Committee members, allocated previously agreed on projects over the time period of seven years.</p> <p>After a discussion, Ms. Rapp MOVED, seconded by Ms. Hopewell -</p> <p>TO Send a draft of the created seven-year project plan to the Finance committee and the Board of Directors for approval.</p> <p>The motion was carried unanimously by the Committee members present.</p>	Randy Ankeny Linda Stone
<p>3. Committee Members/ Shareholders Comments Eight Committee members/ shareholders spoke on various items pertaining to the Committee's area of purview.</p>	



SECURITY, BUS & TRAFFIC COMMITTEE

SUMMARY REPORT

Wednesday, November 02, 2016

Action/Request	Person Responsible
<p>New Business: Item 8A – A/C Replacement Request</p> <p>Mr. McGuigan MOTIONED, seconded by Mrs. Tran –</p> <p>TO approve non-budgeted expense from CC38 to repair two of the four inoperable A/C units in the 1994 buses at a cost not to exceed \$8,200.</p> <p>Motion carried with one (1) abstention by Mr. Scheuermann</p>	Grant Winford
<p>New Business: Item 8B – Purchase of Surveillance Equipment</p> <p>No action taken. Request failed.</p>	Jaime Guerrero
<p>Policies: Adopt 1927-37; 1927.1-37 and 1927.2-37</p> <p>Mr. McGuigan MOTIONED, seconded by Mr. R. Stone –</p> <p>TO recommend to adopt Policies 1927-37, Parking Rules for Trust Property with recommended changes and 1927.2-37, Parking Rules Violation Panel (PRV), as presented, and forward to the Board for final approval.</p> <p>TO recommend to adopt Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property, as presented, and forward to the Finance Committee and the Board for final approval.</p> <p>Motioned unanimously carried by Committee members present.</p>	Deanna Bennett Laura Whitlock