

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
November 9, 2017**

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

ROLL CALL

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

Absent: Vice President Carson and Director Woodruff

GRF Representative: Mrs. Damoci

Guests: Four shareholders of Mutual Twelve

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

President Gillon welcomed guests and staff to the meeting.

SHAREHOLDER'S COMMENTS

Two shareholders made comments.

GRF REPRESENTATIVE

Mrs. Damoci presented her report (attached).

Following questions, Mrs. Damoci left the meeting at 9:20 a.m.

MINUTES

President Gillon asked for any corrections to the Regular Meeting minutes of October 12, 2017; and the Special Meeting minutes for October 16, 2017. Upon a MOTION duly made by President Gillon and seconded by Director Anderson, it was

RESOLVED, to approve the Regular Meeting minutes of October 12, 2017, and the Special Meeting minutes for October 16, 2017 as corrected, by Calendar Consent.

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspectors Harper and Antisdell discussed the monthly report (attached).

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

RESOLVED, to amend today's agenda for November 9, 2017, by adding gutter cleaning under Building Inspector's Report item 7.6.

The MOTION passed.

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

RESOLVED, to amend today's agenda for November 9, 2017, by adding Dry Rot Repair under Building Inspector's Report item 7.6.

The MOTION passed.

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

RESOLVED, to accept the gutter cleaning bid from Johns Landscape for 3 gutter cleanings for the years 2017-2018, at a cost not to exceed \$10,848, with the first clean to be completed immediately, and to authorize the President to sign the contract.

The MOTION passed.

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

RESOLVED, to approve the contract from Bergkvist to perform dry rot repairs on Mutual Buildings as listed on the Fenn Inspection report at the same hourly rate as Service Maintenance SRO's, and authorize the President to sign the contract.

The MOTION passed.

Following questions, Inspectors Antisdell and Harper left the meeting at 10:11 a.m.

CORRESPONDENCE

President Gillon received one piece of correspondence.

ANNOUNCEMENTS

The Mutual Twelve Copper Re-piping Project has been completed. Thanks to John Nelson Plumbing for the work they did to complete this project ahead of schedule. The Nelson bikes and equipment container have moved out of Mutual Twelve and onto their next Mutual.

Considering volunteering to become more involved with your community? Being on the Mutual Board of Directors is a great way to get to know the Mutual better. We have one seat on the board now open and elections for the board will be in June. Consider volunteering to be a board member in 2018 to help manage and improve Mutual Twelve.

A reminder, if you have emergency problems in your unit outside of normal business hours (8:00 AM to 4:30 PM Monday to Friday) please call the Security Department to get a repair person to come to your unit. Emergencies may be such problems as water leaks or smoke detectors beeping. Non-emergency repairs must be reported to a director. If the director doesn't respond within 24 hours you may call another director on the director roster to report the needed repair.

There will be many visitors coming into the community for the holidays. It is essential that you remind all your guests that every car must have the annual visitor pass or the parking pass left on the dashboard where it can be read by Security. This applies to cars on the streets and in the Mutual carport areas. Unidentified cars may be ticketed for fines or may be towed away.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins presented her report (attached).

PRESIDENTS REPORT

President Gillon submitted her report (attached).

UNFINISHED BUSINESS

The Board discussed the completion of the re-piping.

NEW BUSINESS

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

RESOLVED, to ask Service Maintenance to provide the following washer service, replace hose filters, clean out mixing valve screens, inspect all hoses, and replace as needed. Dryer service to be; clean out dryer vent, housing blower wheel, check electric cord, and replace as needed. Estimated labor for dryers is (30hours * \$42) = \$1,260.00, and washer labor estimate is (20 hours * \$24.00) = \$840.00, for a total labor estimate of \$2,100.00. The Board will approve materials as needed on a case-by case basis.

The MOTION passed.

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

RESOLVED, to approve the Empire Pipe Cleaning proposal for 2017 and 2019 to clean the sewer out pipes for the amount of \$5,768.00 and authorize the President to sign the contract.

The MOTION passed.

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

RESOLVED, to ratify amended and posted policies 7481.12 Infrastructure Modifications; 7499.12 AC HVAC Heat Pump; 7507.12 Electric Cart Pad; 7549.12 Lockout Procedure.

The MOTION passed.

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

RESOLVED, to ratify rescinded and posted Policy 7581.12 Enforcement of Community Traffic Regulations.

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

RESOLVED, that all Mutual Twelve policies ratified on this date, November 9, 2017, and in the future will be published on the LWSB.com website and the lwsbmual12.com web site as HTML documents created using the Microsoft Word software command "Save As Web Page Filtered" so that mutual shareholders will be able to Translate the policies into their own language and use Accessibility Software to listen to the policies. Furthermore, the President of Mutual Twelve will create HTML versions of current policies and send them to GRF for posting on the web sites so that by December 31, 2017, all Mutual Twelve policies on the lwsb.com and lwsbmual12.com web sites will be in HTML format.

The MOTION passed.

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

RESOLVED, to cancel the Regular Monthly Meeting of December 14, 2017.

The MOTION passed.

The Board discussed the revised draft by Presidents Council Pet Policy Committee of 7501.G Pet Policy and considering sending to mutual attorney for review. It was the consensus of the Board to postpone this issue for further research.

CHIEF FINANCIAL OFFICER'S REPORT

Ms. Ferraro presented her financial report (attached).

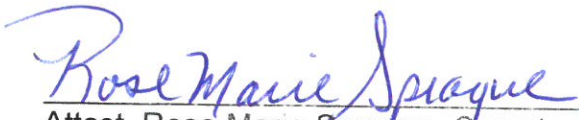
DIRECTOR'S REMARKS

No Directors had remarks to make.

November 9, 2017

ADJOURNMENT

There being no further business to conduct, President Gillon adjourned the meeting at 11:15 a.m.



Attest, Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE
ka:11/29/17
Attachments

**NEXT MEETING: January 11, 2018 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 NOVEMBER 9, 2017**

11/9/17 RESOLVED, to approve the Regular Meeting minutes of October 12, 2017, and the Special Meeting minutes for October 16, 2017 as corrected, by Calendar Consent.

RESOLVED, to amend today's agenda for November 9, 2017, by adding gutter cleaning under Building Inspector's Report item 7.6.

RESOLVED, to amend today's agenda for November 9, 2017, by adding Dry Rot Repair under Building Inspector's Report item 7.6.

RESOLVED, to accept the gutter cleaning bid from Johns Landscape for 3 gutter cleanings for the years 2017-2018, at a cost not to exceed \$10,848, with the first clean to be completed immediately, and to authorize the President to sign the contract.

RESOLVED, to approve the contract from Bergkvist to perform dry rot repairs on Mutual Buildings as listed on the Fenn Inspection report at the same hourly rate as Service Maintenance SRO's, and authorize the President to sign the contract.

RESOLVED, to ask Service Maintenance to provide the following washer service, replace hose filters, clean out mixing valve screens, inspect all hoses, and replace as needed. Dryer service to be; clean out dryer vent, housing blower wheel, check electric cord, and replace as needed. Estimated labor for dryers is (30hours * \$42) = \$1,260.00, and washer labor estimate is (20 hours * \$24.00) = \$840.00, for a total labor estimate of \$2,100.00. The Board will approve materials as needed on a case-by case basis.

RESOLVED, to approve the Empire Pipe Cleaning proposal for 2017 and 2019 to clean the sewer out pipes for the amount of \$5,768.00 and authorize the President to sign the contract.

RESOLVED, to ratify amended and posted policies 7481.12 Infrastructure Modifications; 7499.12 AC HVAC Heat Pump; 7507.12 Electric Cart Pad; 7549.12 Lockout Procedure.

RESOLVED, to ratify rescinded and posted Policy 7581.12 Enforcement of Community Traffic Regulations.

RESOLVED, that all Mutual Twelve policies ratified on this date, November 9, 2017, and in the future will be published on the LWSB.com website and the lwsbmutual12.com web site as HTML

documents created using the Microsoft Word software command "Save As Web Page Filtered" so that mutual shareholders will be able to Translate the policies into their own language and use Accessibility Software to listen to the policies. Furthermore, the President of Mutual Twelve will create HTML versions of current policies and send them to GRF for posting on the web sites so that by December 31, 2017, all Mutual Twelve policies on the lwsb.com and lwsbmutual12.com web sites will be in HTML format.

RESOLVED, to cancel the Regular Monthly Meeting of December 14, 2017.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
OCTOBER 16, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 12:34 on Monday, October 16, 2017 in the Physical Property Conference Room.

ROLL CALL:

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

Absent were: Vice President Carson, Director Anderson

Also present: Two Shareholders

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

Discussion on AQMD, Atmospheric Measurements, allowing equipment in Mutual 12 to monitor the air quality.

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

RESOLVED, to allow Shareholders in Mutual 12 to participate in the AQMD Air Monitoring Project as long as they sign the release and agree to repair any damage to the Mutual 12 walls caused by the monitor.

The Motion passed.

Discussion on signs for the laundry rooms. The Board will print new signs for all the laundry rooms. Shareholder Findlay has volunteered to assist the Board on this project.

The Board no longer requires hard copies of policies from Mutual Administration. Policies can be found on the website.

Discussion on parking spaces paint refresh check list.

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

RESOLVED, to have Service Maintenance repaint the designated curbs and stencil them for a cost not to exceed \$1,000.00 to be charged to painting.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
OCTOBER 16, 2017**

The Motion passed.

Discussion on the roofing project. President Gillon will research candidates for a Roofing Project Manager.

President Gillon advised the Board that the bid proposals for gutter cleaning have gone out to landscape contractors.

The meeting adjourned to Executive Session.

There was one Motion made in the Executive Session.

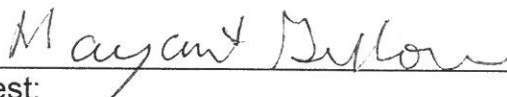
Following a discussion and on **MOTION** made by President Gillon and second by Secretary Sprague, it was:

RESOLVED, to approve the Architectural Permit for unit 77-E, Pak, for three (3) detached cabinets on the patio already installed.

The Motion passed.

ADJOURNMENT:

President Gillon adjourned the meeting at 2:10.



Attest:

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

Carole Damoci
Mutual 12 GRF Representative

Nov. 9th, 2017

The landscaping of the Globe area is complete. Lighting will follow. The Leisure World sign on the Security building will be removed and 2 monument signs on either side of the globe will be installed.

Clubhouse 6 is open and if you haven't seen the inside please stop by and take a look. We will be adding a new ramp on the east side of clubhouse 6.

The revitalization of clubhouse 3 will start the beginning of 2018.

Demolition for the multi-purposes court and picnic area behind clubhouse 2 should start later this month.

We're just starting Phase 2 of the street paving project with the repaving of St. Andrews, south of Golden Rain to Seal Beach Blvd. The trees have been removed and the gate area will be redesigned. The ADRC Committee is looking at landscape options and the landscaping will go in after the street is finished.

Monday night dinners at clubhouse 1 from Finbars is going strong. 200 Members a week are buying dinners. We are looking at a Korean Barbecue for another night of the 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

Mutual Administration Director's Report November 2017

2017 COMPARATIVE MONTHLY REGULAR ASSESSMENT

	2018	2017	Change 2017 to 2018	2018 Rank (Assessment)	2018 Rank (Change)
Seal Beach Mutual No. 01	353.69	341.63	12.06	11	14
Seal Beach Mutual No. 02	405.03	375.54	29.49	1	1
Seal Beach Mutual No. 03	340.22	322.52	17.70	14	9
Seal Beach Mutual No. 04	357.74	344.71	13.03	10	12
Seal Beach Mutual No. 05	341.28	324.02	17.26	13	10
Seal Beach Mutual No. 06	305.56	296.40	9.16	16	16
Seal Beach Mutual No. 07	387.51	371.04	16.47	3	11
Seal Beach Mutual No. 08	337.91	314.33	23.58	15	6
Seal Beach Mutual No. 09	367.60	347.67	19.93	6	7
Seal Beach Mutual No. 10	367.45	339.62	27.83	7	3
Seal Beach Mutual No. 11	370.27	346.48	23.79	5	5
Seal Beach Mutual No. 12	380.83	368.21	12.62	4	13
Seal Beach Mutual No. 14	366.16	336.68	29.48	8	2
Seal Beach Mutual No. 15	364.01	345.05	18.96	9	8
Seal Beach Mutual No. 16	402.15	377.47	24.68	2	4
Seal Beach Mutual No. 17	345.00	335.00	10.00	12	15

Happy Thanksgiving

From all of us in the Mutual Administration Department.

Reminder that Cindy Tostado, our Member Resource and Assistance Liaison is available for linkages to community resources and support.

Grieving the loss of a loved one, caring for an ill or aging relative, coping with a life changing diagnosis, making long-term care arrangements, or feeling overwhelmed and stressed, you can stop by her office located on the 2nd Floor of the Administration Building or give her a call at (562) 431-6586 extension 317.



President's Report

Margaret Gillon, November 09, 2017

Margaret.Gillon@mutual12.org

NEW TREES ARE IN THE GROUND. Fourteen new trees were planted in late October. Two more new trees were donated to Mutual Twelve by Rose Marie & Gary Sprague. The Mutual thanks them for this generous gift. The Mutual has a limited budget for trees and landscaping but we do accept donated trees from shareholders to add to the Mutual Forrest. Contact any board member if you are interested in donating a tree to the Mutual.

INSURANCE RENEWALS. At this time of year many shareholders are renewing their HO6 insurance to cover their personal property and liability. When renewing check your Loss Assessment coverage. If you have a fire, flood, or any other disaster that is determined to be caused by you, you are liable for \$50,000 of the Mutual's deductible. This is not the same as liability coverage this is Loss Assessment coverage. Units that have Jacuzzi tubs need \$300,000 in coverage in case the tub leaks and floods adjoining units.

ESCROWS. This year 30 units have been sold in Mutual Twelve through the end of October. We are the 5th busiest Mutual in L.W. for unit sales. Prices are continuing to go up and the copper re-piping that was completed in all the units has increased our property values.

SAFE HOLIDAYS. The Holiday Season is beginning. I look forward to seeing decorations around the mutual. Please remember the decorations must not obstruct the unit walkways or mutual sidewalks. Mutual trees should not be decorated. Safe travels to everyone who is off to see family. Please be sure to notify your building captain or your parcel director if you are leaving town. Happy Holidays!

CFO Report – November 9, 2017 Regular Meeting

I want to remind all shareholders to watch for the Mutual 12 Annual Budget Report and Policy Statement for 2018 that is being mailed to you this year. The GRF Annual Budget Report and Policy Statement will be delivered with the LW Weekly newspaper next week on November 15. Both contain important information for you to keep as reference.

A copy of the detailed Financial Statement of Operations Budget Comparison for the period ended September 30, 2017 is attached. This represents the year to date information through the 3rd quarter. Each of the Directors of the Board have received their copy for review and comment. Additional information:

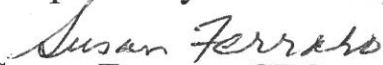
As of September 30, 2017

Cash in the bank	\$ 368,063	
Accounts Receivable	\$ 7,910	(87.6% is current less than 30 days past-due) (Monthly Assessments AND Service Maintenance Orders that are shareholder responsibility)
Reserves: Appliance	\$ 17,704	
Painting	63,840	
Roofing	1,562,340	
Infrastructure	459,876	
Emer/Contingency	<u>319,389</u>	
TOTAL	\$2,423,149	Uncommitted

Excess Income: \$ 5,308 (before depreciation expense)

While there are positive and negative variances in the income and expense categories, it is anticipated, barring any extraordinary events, that at year end the bottom line will reflect a modest positive excess income before depreciation.

Respectfully submitted,


Susan Ferraro, CFO

Mutual 12

1012 Seal Beach Mutual No. Twelve
 Budget Comparison - Mutuals
 09/30/2017

P.O. Box 2069
 Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
65,400	65,400	0	7210000	Trust Maintenance Costs					
				GRF Trust Maintenance Fee	588,600	588,600	0	784,799	196,199
65,400	65,400	0		Total Trust Maintenance Costs	588,600	588,600	0	784,799	196,199
				Utilities					
2,646	2,558	(88)	6420000	Electricity	20,548	23,022	2,474	30,700	10,152
7,445	5,614	(1,831)	6423000	Water	49,945	50,526	581	67,366	17,421
3,670	3,634	(36)	6424000	Trash	32,558	32,706	148	43,609	11,051
13,761	11,806	(1,955)		Total Utilities	103,051	106,254	3,203	141,675	38,624
				Professional Fees					
253	253	0	6430000	GRF Management Fee	2,277	2,277	0	3,037	760
3,078	1,239	(1,839)	6434000	Legal Fees	34,757	11,151	(23,606)	14,862	(19,895)
67	127	60	6435000	Bank Service Fees	922	1,143	221	1,519	597
3,398	1,619	(1,779)		Total Professional Fees	37,956	14,571	(23,385)	19,418	(18,538)
				Outside Services					
10,429	12,471	2,042	6475000	Landscape Maint. - Contract	93,862	112,239	18,377	149,648	55,786
2,633	2,997	364	6475500	Landscape Maint. - Extras	12,266	26,973	14,708	35,961	23,696
332	2,197	1,865	6475505	Landscape Maint. - Trees	10,432	19,773	9,341	26,361	15,929
0	253	253	6477100	Painting	887	2,277	1,390	3,037	2,150
8,117	529	(7,588)	6477200	Pest Control	9,147	4,761	(4,386)	6,346	(2,801)
300	1,446	1,146	6477300	Structural Repair	20,895	13,014	(7,881)	17,357	(3,538)
217	353	136	6477400	Miscellaneous Services	4,501	3,177	(1,324)	4,231	(270)
0	0	0	6512000	Escrow Expense - W/O	100	0	(100)	0	(100)
9,585	5,542	(4,043)	7552000	Service Maintenance-Standard	53,724	49,878	(3,846)	66,498	12,774
922	0	(922)	7552200	Maintenance Replacements	28,020	0	(28,020)	0	(28,020)
(922)	0	922	5394000	Transfers from Funded Resvs	(28,020)	0	28,020	0	28,020
31,613	25,788	(5,825)		Total Outside Services	205,814	232,092	26,278	309,439	103,625

P.O. Box 2069
 Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
				Taxes & Insurance					
650	276	(374)	6720000	State & Federal Taxes	6,199	2,484	(3,715)	3,309	(2,890)
10,653	9,108	(1,545)	6730000	Property & Liability Insurance	95,873	81,972	(13,901)	109,294	13,421
11,303	9,384	(1,919)		Total Taxes & Insurance	102,072	84,456	(17,616)	112,603	10,531
60,075	48,597	(11,478)		Total Operating Expense	448,893	437,373	(11,520)	583,135	134,242
				Contributions to Capital					
3,272	3,272	0	7620000	Appliance Reserve From Assessments	29,452	29,448	(4)	39,269	9,817
2,500	2,500	0	7630000	Painting Reserve From Assessments	22,500	22,500	0	30,000	7,500
40,695	40,695	0	7675000	Roofing Reserve From Assessments	366,252	366,255	3	488,336	122,084
8,333	8,333	0	7677000	Infrastructure Reserve From Assessments	75,000	74,997	(3)	100,000	25,000
54,800	54,800	0		Total Contributions to Capital	493,204	493,200	(4)	657,605	164,401
180,275	168,797	(11,478)		Total Expenses	1,530,697	1,519,173	(11,524)	2,025,539	494,842

P.O. Box 2069
 Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget	Annual Unused Budget
OPERATING INCOME									
				Financial Income					
2,461	2,238	223	5397000	Taxable Interest Income - Mutual	24,518	20,142	4,376	26,860	2,342
407	540	(133)	5397500	Tax Exempt Interest Income	6,767	4,860	1,907	6,480	(287)
(2,472)	(2,472)	0	5398100	Interest Income Allocation	(22,252)	(22,248)	(4)	(29,669)	(7,417)
0	0	0	5412000	Gain / Loss on Investments	1,958	0	1,958	0	(1,958)
11	20	(9)	5420000	Other Taxable Income	147	180	(33)	235	88
406	326	80		Total Financial Income	11,138	2,934	8,204	3,906	(7,232)
				Other Income					
74	41	33	5610000	Late Charges	628	369	259	488	(140)
0	1,998	(1,998)	5921000	Inspection Fees	25,750	17,982	7,768	23,974	(1,776)
(8,100)	0	(8,100)	5980000	Miscellaneous Income	610	0	610	0	(610)
(8,026)	2,039	(10,065)		Total Other Income	26,988	18,351	8,637	24,462	(2,526)
(7,620)	2,365	(9,985)		Total Operating Income	38,126	21,285	16,841	28,368	(9,758)
				Contributions To Capital					
3,272	3,272	0	5120000	Appliance Reserve Contributions	29,452	29,448	4	39,269	9,817
2,500	2,500	0	5130000	Painting Reserve Contributions	22,500	22,500	0	30,000	7,500
40,695	40,695	0	5175000	Roofing Reserve Contributions	366,252	366,255	(3)	488,336	122,084
8,333	8,333	0	5177000	Infrastructure Reserve Contributions	75,000	74,997	3	100,000	25,000
54,800	54,800	0		Total Contributions To Capital	493,204	493,200	4	657,605	164,401
				Regular Assessments					
111,631	111,631	(1)	5111000	Carrying Charges	1,004,675	1,004,679	(4)	1,339,566	334,891
111,631	111,631	(1)		Total Regular Assessments	1,004,675	1,004,679	(4)	1,339,566	334,891
158,810	168,796	(9,986)		Total Income and Contributions to Capit.	1,536,005	1,519,164	16,841	2,025,539	489,534
(21,464)	(1)	(21,463)		Excess Inc/(Exp) Before Off-Budget Items	5,308	(9)	5,317	0	(5,308)
				Off-Budget Items					
18,149	0	(18,149)	8100000	Depreciation Expense	37,971	0	(37,971)	0	(37,971)
18,149	0	(18,149)		Total Off-Budget Items	37,971	0	(37,971)	0	(37,971)
(39,613)	(1)	(39,612)		Excess Inc.Exp. After Off-Budget Items	(32,662)	(9)	(32,653)	0	32,662

MUTUAL TWELVE

**GOLDEN RAIN MONTHLY
SUMMARIES FOR**

NOVEMBER 2017

(See information attached.)

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF OCTOBER 24, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the September 26, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected.

General – LA Seismic, Access Permit Request

MOVED and duly approved to deny the granting of an access permit to Los Angeles Seismic, install sensor pods, conduct testing and recover the pods.

General - Establishment of Ad hoc Committee

MOVED and duly approved, pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation, to approve and thereby establish the RV Lot Ad hoc Committee and grants to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, Ad hoc Committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30. MOVED and duly approved the appointment of Carole Damoci – Chair, Bob Crossley, Irma Heinrichs, Steve McGuigan, Paul Pratt, Paula Snowden and Ronde Winkler.

Amended On-Site Sales Lease

MOVED and duly approved the revisions to the Amendment to the Resales Lease Agreement between the Golden Rain Foundation, Seal Beach and Charles Briskey Real Estate, Inc, for one (1) year, new expiration date of December 31, 2018, and authorize the President to sign the agreement.

Architectural Design and Review Committee – Naming of Clubhouse Two Multi-Use Area, Mission Park

MOVED and duly approved the relocation of the El Camino Real trail commemorative bell-marker to Clubhouse Two and naming of the location Mission Park. Approval is conditioned upon final ADRC review and approval of approval of location, support base, commemorative plaque addition, lighting, funding review and approval.

Communications Committee – Amended Policy 2840.01-36, Subscriptions Procedure

MOVED and duly approved to rescind Policy 2840.01-36, Subscriptions Procedure, as it is no longer relevant (the LW Weekly is available on-line).

Executive Committee – Staffing for Recreation and Library Departments

MOVED and duly approved the acceleration of the hiring of the Recreation Event Coordinator and the creation of a full-time Library Clerk position by transferring existing budgeted hours, an unbudgeted 2017 expense of approximately \$7,600.00, as soon as administratively feasible in 2017.

Executive Committee – Approved Payroll and Human Resources Information System

MOVED and duly approved the conversion of the Paychex payroll and HRIS system to ADP, per ADP's proposal dated October 6, 2017 (\$41,345 annually, plus a one-time conversion cost for \$2,000, for a total of \$44,245), and authorize the President to sign the contract.

Executive Committee – Amended Policy 5026-30, Election of Officers

MOVED and duly approved to amend Policy 5026-30, Election of Officers, updating the election procedures wherein the Inspector of Elections will count the votes cast and announce the results of the vote, rather than GRF staff.

Executive Committee – Amended Policy 5041-30, Real Property Acreage

MOVED and duly approved to refer Policy 5041-30, Real Property Acreage to the Policy Rewrite Sub-committee.

Finance Committee – Accepted September 2017 Financial Statements

MOVED and duly approved to accept the September 2017 Financial Statements for audit.

Finance Committee – Approved CDAR Purchase

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.

Finance Committee – Acceptance of Reserve Study for 2018 Budget Year

MOVED and duly approved to accept the Reserve Study for the 2018 budget year.

Finance Committee – Acceptance of the 2018 Annual Budget Disclosure & Policy Statement

MOVED and duly approved to accept the 2018 Annual Budget Disclosure & Policy Statement.

Finance Committee – **TENTATIVE VOTE:** Amended Policy 5061-31, Fees

MOVED and duly approved amend Policy 5061-31, Finance – Fees, to include changing “Membership” fee to “Amenities” fee, updating “Shareholder” to “Member” and increasing the Amenity Fee

Finance Committee – **FINAL VOTE:** Amended Policy 5523-31, Accounts Receivable Collections

MOVED and duly approved to amend Policy 5523-31, Accounts Receivable Collections, incorporating procedural changes, updating staff and amending the return check fee from \$5 to \$25.

Mutual Administration Committee – Rescinded Policy 7720, Distribution Services and Policy 7740, Messenger Services.

MOVED and duly approved to rescind Policy 7720, Distribution Services and Policy 7740, Messenger Services.

Physical Property Committee – Capital Funding - Electric Services, 5.5 Acres

MOVED and duly approved to award a contract to Schlick Services to install 400 amps service at 5.5 Acres, to connect all existing electrical components for a cost of \$26,085, adding \$2,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$28,085, from Capital funding, and authorize the President sign all the contracts.

Physical Property Committee – Capital Funding – Addition of Pedestrian Ramp, Clubhouse Six

MOVED and duly approved to award a contract to MJ Jurado to install a ramp at the East end of Clubhouse Six, at the current stairs location, and relocate the stairs off the landing of the entry

by removing a section of railing, for a total cost not to exceed \$16,780, Capital Funds, and authorize the President sign the contract.

Physical Property Committee – Reserve Funding – Paving Project, Phase II

MOVED and duly approved to award contracts to Johns Landscaping Services, to remove trees in the median on South St. Andrews in the amount of \$6,000, Street Phase II Reserve Funds, per proposal dated July 28, 2017; to MJ Jurado to mill and overlay 2” of asphalt on St. Andrews from Golden Rain Rd. to Seal Beach Blvd., remove and replace the median (including tree stumps), remove and replace failing concrete and sidewalks, and repair failing road base in the amount of \$500,639, per proposal dated August 30, 2017; for conduit installation for the future installation of fiber optic cable in the amount of \$30,000, Capital funding; and contingency funding in the amount of \$75,000, subject to the Physical Properties Chair review and approval, for a total project cost not to exceed \$611,639 (Reserve funding of \$581,639 and Capital funding of \$30,000) and authorize the President sign all contracts.

Physical Property Committee – Reserve Funding – St. Andrews Gate Improvements

MOVED and duly approved to award a contract to MJ Jurado, per their proposal date September 30, 2017, in the amount not to exceed \$38,960, Reserve funding, per plans drafted by Urban Crossroads, dated June 16th, and authorize the President sign the contract.

Recreation Committee – Capital Funding – Clubhouse Six, Addition of Fixed Walls

MOVED and duly approved the purchase and installation of two new fixed wall systems for Clubhouse Six, from Saturn Systems, in the amount of \$3,517.56, Capital funds, and authorize the Executive Director to initiate the purchase.

Recreation Committee – Amended Policy 1406-50, Limitations on Use (Trust Facilities)

MOVED and duly approved to amend Policy 1406-50, Limitations on Use (Trust Facilities), as presented.

Recreation Committee – RV Lot Individual Lease Revisions

MOVED and duly approved the revised Recreational Lot individual lease defining the individual lease terms and the payment location/address.

STRATEGIC PLANNING AD HOC COMMITTEE

SUMMARY REPORT

Friday, October 27, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business, Item 7A: Ten-Year Projects Plan The Committee discussed 2017 projects status, and agreed on addressing Clubhouse One automatic sliding doors at the next Physical Property Committee meeting.</p>	Executive Director Facilities Director	
<p>2. Unfinished Business, Item 7B: Clubhouse Revitalization Project The Committee discussed the Clubhouse Revitalization Project, and scheduled a trip to the Clubhouses to take place in November, on behalf of the Recreation Department, to determine which rooms are used the most. The Committee also discussed putting together a questionnaire for Club members to obtain their feedback on use of Clubhouse facilities, and future improvements.</p>	Executive Director Facilities Director	

RV LOT AD HOC COMMITTEE

SUMMARY REPORT

Wednesday, November 1, 2017

Action/Request	Person Responsible	Action Taken
<p>New Business: Appointment of Vice Chair The Chair called for nominations for Vice President of the Committee. Mr. Pratt nominated Mr. McGuigan. There being no further nominations, Mr. McGuigan was declared, by acclamation, Vice President of the Committee.</p>	Recording Secretary	
<p>New Business: Development of Policies, Procedures, RV Lot Rules and Review of Lot Maintenance and Lease Agreements; Policies The Committee requested the Recreation Director present a procedure for the waiting list, to present a list of maintenance procedures that are not recommended to be undertaken in the RV Lot, and to revise the proposed policy section pertaining to contacting lessees to remove their</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
vehicles at short notice at the November 8, 2017 Committee meeting.		

**PHYSICAL PROPERTIES COMMITTEE
SUMMARY REPORT
Monday, November 6, 2017**

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence, Item 6A: Mutual Eight Loading Zone, Camille Thompson The Committee concurred to send a letter to Ms. Thompson, and have the Facilities Director and the Physical Property Manager discuss the ways to accommodate her request on adding loading and unloading zone in Mutual Eight, and have it meet CAMUTCD standards and the traffic engineer approval.</p>	<p>Facilities Director Physical Property Manager Recording Secretary</p>	
<p>2. Correspondence, Item 6B: Noise Across from the Maintenance Yard, Sharon Rico The Committee concurred to send a letter to Ms. Rico with apologies for the inconvenience caused by noise across from the maintenance yard area, and let her know that the Committee will continue looking into this issue for any other solutions available.</p>	<p>Executive Director Facilities Director Recording Secretary</p>	
<p>3. Correspondence, St. Andrews Project, Mutual One Carport/Parking Committee Following a review of Mutual One concerns in regards to possible blockage of carports due to St. Andrews project, the Facilities Director stated that there won't be any street shutdowns, and a 72 hour notice will be posted in the area prior to beginning any work.</p>	<p>Facilities Director</p>	
<p>4. Unfinished Business, Item 7A: CCTV Sewer Lines The Committee moved to determine the ownership of pipe lines, as they also provide the resources to the outside community, and have the Facilities Director bring it back for the review in July of 2018, and move forward with this project in 2019.</p>	<p>Executive Director Facilities Director</p>	
<p>5. Unfinished Business, Item 7B: Crosswalk for Visually Impaired Residents The Committee moved to modify a crosswalk between the Medical Center and Clubhouse Six including thermoplastic coating, curb rail,</p>	<p>Executive Director Facilities Director Physical Property Manager</p>	

Action/Request	Person Responsible	Action Taken
<p>landscaping, and carts parking, and to concrete the planter area in the total amount not to exceed \$7,000 and send it to the Board, following the Finance Committee approval of a possible Capital funding.</p> <p>The Committee also concurred to black out traffic arrows in front of the stop sign between the Medical Center and Clubhouse Six.</p>		
<p>6. Unfinished Business, Item 7C: Street Name Change – Golden Rain Rd. to Golden Rain Circle</p> <p>The Committee moved to not proceed with the Golden Rain Road's name change, and leave it as it is.</p>	Executive Director	
<p>7. Unfinished Business, Item 7D: Mission Park. Project Overview</p> <p>The Committee moved to approve the funding of \$300,000 for the Mission Park project, as presented to the Committee, plus \$30,000 in contingencies, and recommend the Board award a contract to MJ Jurado on demolition of the Shuffleboard Court area at Clubhouse Two, as stated in September 20, 2017 proposal, in the amount not to exceed \$48,000 pending the Finance Committee review of a Capital funding request for both projects.</p>	Executive director Facilities Director	
<p>8. New Business, Item 8A: Adding a Bus Bench by Clubhouse Two</p> <p>The Committee moved to take no action on this matter.</p>	Facilities Director	
<p>9. New Business, Item 8B: Clubhouse One Parking Lot Expansion</p> <p>The Committee moved to forward this issue to the Security Department with the recommendation to close off the parking lot of Clubhouse One overnight, including the signage stating that the overnight parking will be cited.</p>	Facilities Director	
<p>10. New Business, Item 8C: Main Gate Lighting</p> <p>The Committee reviewed the hand out on the Main Gate lighting, and moved to award a contract to Schlick Services to complete the landscaping and globe lighting in the amount not to exceed \$18,919 and \$2,000 in contingencies, for a total cost not to exceed \$20,919 and forward a request to the Board for final approval, funded by the remaining</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
<p>Reserve funding balance from the Globe project. The motion passed with one abstention (B. Crossley).</p>		
<p>11. New Business, Item 8D: Cart Post at the Courtyard The Committee moved to approve the cart parking safety rail by the Administration Building in the amount not to exceed \$2,500 and upon the Chair's review, forward it to the Board, pending the Finance Committee review of a Capital funding for this project.</p>	Executive Director	
<p>12. New Business, Item 8E: 400 Amp Sub-Panel for Clubhouse Four Bus Charging The Committee moved to take no action on this matter.</p>	Facilities Director	
<p>13. New Business, Item 8F: Automatic Doors Replacement at Clubhouses One and Three The Committee moved to approve Capitol Door replace automatic doors in the Clubhouses One and Three in the total amount not to exceed \$37,917, contingent on a signed contract, and forward it to the Board, pending the Finance Committee review of the Reserve funding for this project.</p>	Facilities Director	
<p>14. New Business, Item 8G: Replacement of Four Building inspectors' Vehicles The Committee moved to approve the purchase of four Inspectors' carts in the amount of \$30,240.00 and the fifth cart at the same price, if available, in the total amount of \$37,800 and forward it to the Board, pending the Finance Committee approval of Capital funding for this project. The Committee also asked the Facilities Director to bring the costs on adding additional charging outlets for the carts.</p>	Facilities Director	
<p>16. Staff Reports, Item 10D: Executive Director The Executive Director commented on the items pertaining to the Committee's area of purview throughout the meeting, and spoke of a recent power outage in the community. Following a further discussion, the Committee moved to have the Facilities Director obtain a quote on the battery backup system, and send</p>	Executive Director Facilities Director	

Action/Request	Person Responsible	Action Taken
a request for \$15,000 to the Finance Committee, and to the Board for final approval.		

MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE
SUMMARY REPORT
Tuesday, November 7, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business, Item 6A: GRF Building Inspector Services, ##1 - 60 The Committee agreed to go over the services ##1-60 at the next scheduled meeting.</p>	Facilities Director, Physical Property Manager	
<p>2. New Business, Item 7A: GRF Building Inspector Services, ##61 - 96 The Committee reviewed ##61-96, and determined standard and non-standard services. Following a discussion, the Committee concurred to add "shareholder" to #62, add an extra line under #65 to read "Posting for inspections – Special", to eliminate #70, add "non-destructive" in parenthesis to #76, and change #82 to "Vendor invoice processing". The Committee also agreed on doing a final review of GRF Building Inspector services ##1-96, including those with question marks, at the next scheduled meeting.</p>	Facilities Director, Physical Property Manager	

RV LOT AD HOC COMMITTEE
SUMMARY REPORT
Wednesday, November 8, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Upon discussion of a violation of lot rules/policies letter to a member, the Committee moved to recommend the GRF BOD establish an IDR panel to address RV Lot disputes.</p>	Recording Secretary	
<p>2. New Business: Draft List of Maintenance Procedures not Recommended be Undertaken in the RV Lot The Committee requested the Recreation Director bring a proposed list of major mechanical repairs</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
that would not be acceptable to undertake in the RV Lot to the December committee meeting.		
3. Amend Community Operations, RV Lot Policy. The Committee moved to recommend the GRF BOD adopt a Policy pertaining to Community Operations, RV Lot.	Recording Secretary	

SECURITY, BUS, AND TRAFFIC COMMITTEE
SUMMARY REPORT
Wednesday, November 8, 2017

Action/Request	Person Responsible	Action Taken
1. Old Business: Golf Cart Policy 1928-37 The Committee moved to recommend the GRF BOD adopt Policy 1927-37	Administrative Coordinator	
2. New Business: GEM Transportation The Fleet Manager presented capabilities and cost of four new replacement electric carts for Inspectors.	Fleet Manager	
3. Polices: Committee Charter 5145.37 The Committee Charter was reviewed.	Administrative Coordinator	
4. Policies: Fees for Parking 1927.01-37 Changes made: 12) just one category for Red Zone, Charges input: 15) \$50 fine for 1 st and 2 nd offenses	Administrative Coordinator	
5. Committee Action Request Refurbishment of 24 Cushman Utility trucks at a cost not to exceed \$35,000 and recommend GRF BOD approve.	Administrative Coordinator	

COMMUNICATIONS COMMITTEE
SUMMARY REPORT
Thursday, November 13, 2017

Action/Request	Person Responsible	Action Taken
1. CORRESPONDENCE – Stan Verdi “Ten Things I’ve Learned Living in LWSB The Committee concurred to publish Mr. Verdi’s letter to the editor.	LW Weekly	
2. Unfinished Business: Calendar Phot Selection	LW Weekly	

Action/Request	Person Responsible	Action Taken
The Committee concurred to selection the following five photographs for the 2018 calendar: #1 (Sam), #13 (Chair in Garden), #23 (Fireworks), #50 (Pumpkins) and #60 (Astrolabe).		
3. Unfinished Business: Software Update The Committee moved to table this agenda item.		
4. New Business: Broadband Speed Upgrade The Committee moved to present contract to FTS for the increase in broadband speed.	IT Systems Analyst	
5. New Business: News Office Awning The Committee concurred to approve this item and refer to ADRC for color selection.	Recording Secretary	
6. Policies: 2840.02-36, Deadlines The Committee concurred to mark this policy as reviewed.	Executive Coordinator	
7. Policies: 2840.03-36, Delivery and Subscriptions The Committee moved to recommend the GRF BOD rescind the policy.	Executive Coordinator	
8. Policies: 2840.09-36, Collection Point The Committee concurred to mark this policy as reviewed.	Executive Coordinator	
9. Policies: 5046-34, Records Management The Committee concurred to forward policy to the Finance Committee to change the cost center from 34 to 31 and recommend the GRF approve the amendment. The Committee concurred to direct the IT Systems Analyst to present a draft policy regarding Electronic Data Management (EDM) at the next committee meeting.	Recording Secretary IT Systems Analyst	

**EXECUTIVE COMMITTEE
SUMMARY REPORT
Monday, November 13, 2017**

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Policy 5025-30/Review of 2018 Sample Election Packet	Election Specialist Executive Committee Chair	

Action/Request	Person Responsible	Action Taken
<p>The Committee moved to recommend the GRF BOD accept the 2018 draft election packet at the December BOD meeting, as amended.</p> <p>The Committee moved to recommend the GRF BOD amend Policy 5025-30, Election Procedures, as amended.</p>	Executive Coordinator	
<p>2. Unfinished Business: Employee Emergency Operations Plan The Committee requested the Safety/Emergency Coordinator continue to revise and resubmit the plan to the Committee.</p> <p>3. The Committee moved to recommend the Finance Committee review available Surplus Operations funds, in an amount not to exceed \$5,000, for Emergency Operations Center.</p>	Safety/Emergency Coordinator Executive Coordinator	
<p>4. New Business: Staff Holiday Incentive/GRF Employee Holiday Luncheons The Committee moved to recommend the Finance Committee review available Surplus Operations funds for, and recommend the GRF BOD approve, an employee holiday bonus of a \$50 gift card for all Full-time and Part-time GRF employees, in an amount not to exceed \$11,600 and to approve funding for a holiday meal for all Full-time and Part-time GRF employees, in an amount not to exceed \$2,320.</p>	Human Resources Director Executive Coordinator	

**ARCHITECTURAL DESIGN & REVIEW COMMITTEE
SUMMARY REPORT
Monday, November 13, 2017**

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence – Plaque from Donor The Committee moved to approve returning the plaque acknowledging donor Jack Shilling to the wall of the exercise room.</p>	Recreation Manager	
<p>2. Unfinished Business: Globe – Landscape Lighting</p>	Recording Secretary	

Action/Request	Person Responsible	Action Taken
The Committee moved to recommend the GRF BOD award a contract to Schlick lighting, per the proposal by Fox & Fox Design, LLC.		
3. Unfinished Business: Clubhouse Three – Revitalization Project The Committee concurred to remove this agenda item.		
4. Unfinished Business: Mission Bell The Committee concurred to schedule a Work Study to review support bases.	Recording Secretary	
5. Unfinished Business: Clubhouse Murals Committee members will meet to determine the number and size of photographs for CH4.	Committee members	
6. Unfinished Business: St. Andrews Median - Update The Committee concurred to address this item at the December meeting. President Stone will present a story board.	GRF President	
7. Unfinished Business: Holiday Decorations The Committee moved to not purchase 10 large red Christmas bows for street light poles on Golden Rain Road.	Recreation Manager	
8. Unfinished Business: Clubhouse Six Signage The Committee moved to approve brush gold, on MDL, lettering.	Facilities Director	
9. Unfinished Business: Stock Transfer – Office Art Work – Discussion Only The Committee moved to approve with appropriate paperwork, fully indemnifying GRF, the acceptance of the loan of art work from member Barry Lukoff.	Executive Coordinator	
10. Unfinished Business: Ch4 – Lamp Post Lighting The Committee concurred to address this item at the December meeting.	Recording Secretary	
11. Unfinished Business: Clubhouse Six The Committee concurred to take no action on tinting the old windows; the Facilities Director advised that the handrails have been painted.	Facilities Director	
12. New Business: Historical Society Memorabilia	Recording Secretary	

Action/Request	Person Responsible	Action Taken
The Committee concurred to refer this issue to the Physical Property Committee.		
13. New Business: El Dorado Drive Planters – Adjacent to RV Club The Facilities Director will bring information on Vinyl Wall Toppers to the December meeting.	Facilities Director	
14. New Business: Landscape/Tree Trimming – Bid Openings The Committee moved to recommend the BOD approve a three year contract with John's Landscaping, for the Community facilities Landscape Maintenance, an amount not to exceed \$381,348.	Facilities Director	
15. New Business: CH4 – Discussion Only The Committee moved to request the Finance Committee review available Surplus Operating Funds, not to exceed \$15,000, for landscape improvements. The Committee moved to recommend the BOD review Safety issues pertaining to the flag pole.	Facilities Director Recording Secretary	
16. New Business: Polo Shirts – Recreation and Bus Driver Staff The Committee moved to select color Ultramarine Blue for the new Polo Shirts for the Recreation Staff. The Committee moved to select color Lime Green for the new Polo Shirts for the Bus Drivers and Recreation Event Staff.	Purchasing Manager	
17. New Business: News Building – New Awning The Committee moved to approve Terracotta color for awnings for CH6, Building 5 and the News Building, color to be verify by the Chair with the Facilities Director.	Facilities Director	

MUTUAL ADMINISTRATION COMMITTEE
SUMMARY REPORT
Tuesday, November 14, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Mutual Administration Procedures – Agendas	Mutual Administration	

Action/Request	Person Responsible	Action Taken
The Committee moved to accept the Mutual Administration Procedures for agendas.		
2. Unfinished Business: Mutual Administration Procedures – Minutes The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	
3. New Business: Notice of Disclaimer Regarding Dual Ownership The Committee concurred to defer this to the next Committee meeting pending several changes that need to be addressed.	Stock Transfer Manager	
4. New Business: 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents The Committee moved to approve the 180–Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents.	Sock Transfer Manager	
5. Policies: Review of Policy 5536.1-33, Gate Passes The Committee concurred to schedule a work study to review this Policy before sending to the Policy Re-Write Committee.	Committee Members	
6. Policies: Review of Policy 7720, Distribution of Services & Policy 7740, Messenger Services The Committee moved to recommend the GRF BOD rescind both policies	Recording Secretary	
<u>MAC Committee November Follow Up –</u> 1. Water Sensors – Facilities Mgr. to further research water sensor and bring back findings to the Committee. 2. Notice of Disclaimer Regarding Dual Ownership- STO Mgr. to make appropriate changes and bring back to Committee.		

RECREATION COMMITTEE
SUMMARY REPORT
Wednesday, November 15, 2017

Action/Request	Person Responsible	Action Taken
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Action/Request	Person Responsible	Action Taken
<p>1. Correspondence, Item 6A: Non-Resident Parking, Donna Gambol The Committee concurred to send a "Thank you" letter to Ms. Gambol, and forward this issue to Security Bus & Traffic Committee.</p>	Recording Secretary	
<p>2. Correspondence, Item 6B: Relocation of the Golf Course Starter Shack, Kurt Bourhenne The Committee concurred to send a "Thank you" letter to Mr. Bourhenne for his concerns, and inform him that the Committee has no plans on moving the Golf Course starter shack at this time.</p>	Recording Secretary	
<p>3. Correspondence, Item 6C: Storage for St. Theodore Episcopal Church, Anne Walshe The Committee moved to take no action in regards to the storage situation, and send a letter to St. Theodore Episcopal Church asking them not to disturb other services.</p>	Recreation Director Recording Secretary	
<p>4. Unfinished Business, Item 7A: Vending Machine Increases The Committee concurred to forward this issue to the Finance Committee for review.</p>	Recreation Director Executive Director	
<p>5. New Business, Item 8A: The Plaza Concept The Executive Director stated that the Plaza Concept project is still in the works, and will remain on the agenda until resolved.</p>	Executive Director	
<p>6. New Business, Item 8B: Clubhouse One Additional Food Services The Committee concurred to invite the new food vendor attend the Executive session on December 1, 2017, for a food tasting.</p>	Recreation Director	
<p>7. New Business, Item 8D: Flat Filing Cabinets for the Library The Committee moved to approve the purchase of eight flat filing cabinets in the amount of \$5,352.00 and three flush bases for the cabinets in the amount of \$351.00, for the total amount not to exceed \$6,500 and send it to the Finance Committee for available funding review.</p>	Library Supervisor	
<p>8. New Business, Item 8E: Amphitheater Curtains and Sound System The Committee moved to approve GNI VOID Productions to upgrade the Amphitheater sound system in phases one and two, including the service of the onsite Project Engineer, in the total amount of \$119,200 and send this item</p>	Executive Director Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>to the Finance Committee and the Board of Directors for available Capital funding. The motion passed with one abstention (P. Pratt).</p> <p>Amphitheater Drapery and Travelers Replacement</p> <p>The Committee moved to approve the purchase and replacement of new drapery and travelers for the Amphitheater from S & K Theatrical Draperies in the amount not to exceed \$37,632.25 and forward it to the Finance Committee, ADR Committee, and the Board of Directors for available Capital funding, contingent upon ADR Committee color approval.</p>		
<p>9. New Business, Item 8F: Recreation Trailer Supplies</p> <p>The Committee moved to approve the purchase of equipment to stock the events trailer in the total amount of \$4,466.66 and forward this item to the Finance Committee for available funding.</p>	Recreation Director	
<p>10. New Business, Item 8G: Bid Opening for Golf Course Landscaping</p> <p>The Committee moved to approve a three-year contract with John's Landscaping Service for the Golf Course landscape maintenance in the amount of \$482,785.56 and forward it to the Finance Committee for approval.</p>	Recreation Director	
<p>11. New Business, Item 8H: Christmas Tree Contest</p> <p>The Recreation Director stated that the theme and judges for a Christmas tree contest will be selected by the ADR Committee.</p>	Recreation Director	
<p>13. Sub-Committees, Item 10A: Entertainment/Movie Sub-Committee</p> <p>The Entertainment/Movie Sub-Committee Chair stated that the list of shows and dates will be finalized by next month.</p>	Executive Director Recreation Director	
<p>14. Staff Reports, Item 11B: Recreation Director</p> <p>The Recreation Director spoke of his reports as presented, and asked for the Committee's approval on hiring a group of professional holiday entertainers and the purchase of new vinyl chairs to replace the furniture borrowed from the Clubhouses.</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>Following a further discussion, the Committee concurred to approve \$5,000 towards the holiday entertainment as a non-planned event within the community entertainment budget. The Committee moved to approve the purchase of 62 new vinyl chairs from American Seating in the amount not to exceed \$10,000, and forward this request to the Finance Committee for Capital funding approval.</p>		

**FINANCE COMMITTEE
SUMMARY REPORT
Monday, November 20, 2017**

Action/Request	Person Responsible	Action/Taken
<p>1. Financials The Committee moved and recommended the GRF BOD to accept the November 2017 financial statements, as presented for audit.</p>	Director of Finance	
<p>2. UNFINISHED BUSINESS – Investment Strategy The Committee concurred to discuss this item at the December meeting.</p>	Recording Secretary	
<p>3. NEW BUSINESS – Investment Ladder The Committee moved and recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) authorize the purchase of one (1) CDAR, for \$500,000 at .70%, from the First Foundation Bank Money Market Reserve account and from proceeds for a maturing CDEAR, which will remain fully insured by the FDIC.</p>	Director of Finance	
<p>4. NEW BUSINESS – 2017/2018 Master Insurance Policy: The Committee moved and recommended GRF BOD approve the insurance proposal, as submitted, in the amount of \$1,987,831, for the policy period of December 1, 2017 to November 30, 2018, which includes a three-year pollution policy and authorize the President to sign the required renewal documents, per the insurance proposal dated November 6, 2017, as prepared and submitted by DLD Insurance Brokers, Inc.</p>	Director of Finance	

Action/Request	Person Responsible	Action Taken
<p>5. NEW BUSINESS – Exclusive Use of Trust Property, Lease Agreements The Committee moved and recommended to the GRF BOD renewal of lease agreements, for a one year term commencing on January 1, 2018 and expiring on December 31, 2018 at the annual rent of \$1.00, per year, as stipulated under the governing lease agreement noted, and authorize the President to sign the lease agreement, for the following:</p> <ul style="list-style-type: none"> i. LW Library (Friends) ii. Genealogy iii. Golden Age Foundation iv. Leisure World Historical Society v. Leisure World Radio Club vi. Leisure World Theater Club vii. Video Producers Club 	Recording Secretary	
<p>6. NEW BUSINESS – Crosswalk Improvements The Committee moved and recommended the GRF BOD approve \$7,000 of Non-budgeted Operating funds, for the modification of the crosswalk and planter, from the Medical Center to Clubhouse Six, and remove a jog around the light pole, to allow a straight path to the buildings and send to Physical Properties Committee for final review and approval.</p>	Facilities Director	
<p>7. NEW BUSINESS – Mission Park, Project Funding The Committee moved and recommended the GRF BOD 1) approve the established Capital budget of \$330,000, as presented to the Physical Property Committee.</p>	Facilities Director	
<p>8. NEW BUSINESS – Safety Rail Cart Parking, Administration Building The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in the amount of \$2,500 to enhance the Golf Cart.</p>	Facilities Director	
<p>9. NEW BUSINESS – Replacement of Automatic Doors, Clubhouses One and Three The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,917, by Capitol Door, to replace the automatic doors at</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
Clubhouse One, four each and Clubhouse Three, west side, two each.		
10. NEW BUSINESS – Purchase of Inspector Fleet Vehicles The Committee moved and recommended the GRF BOD approve the purchase of four (4) Inspectors' Club Cars, in the amount of \$7,560 each, and the fifth car, at the same price, if available, in a total amount of \$37,800, Capital Funding.	Facilities Director	
11. NEW BUSINESS – Refurbishment of 24 Cushman Utility Trucks The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in the amount of \$35,000 for the overhauling of twenty-four (24) Cushman engines.	Facilities Director	
12. NEW BUSINESS – Emergency Operations Center The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$5,000, for the purchase of equipment for The GRF Emergency Operations Center.	Safety/Emergency Coordinator	
13. NEW BUSINESS – Staff Holiday Incentive/GRF Employee Holiday Lunches The Committee moved and recommended the GRF BOD approve Surplus Operating funds, for the employee holiday bonus of a \$50 gift card, for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,600.00, and for a holiday meal for all GRF Full-Time and Part-Time employees, in an amount not to exceed \$2,320.00.	Human Resources Director	
14. NEW BUSINESS – CH4 Exterior Landscape Funding Request The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$15,000, to enhance the general appearance of the exterior of CH4.	Facilities Director	
15. NEW BUSINESS – Event Trailer Equipment The Committee moved and recommended the GRF BOD approve Non-budgeted Operating	Facilities Director	

Action/Request	Person Responsible	Action Taken
funds, in the amount of \$4,466.66. overhauling of twenty-four (24) Cushman engines.		
<p>16. NEW BUSINESS – Amphitheater Drapery and Traveler Replacement The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers for the Amphitheater, from S & K Theatrical Draperies.</p>	Facilities Director	
<p>17. NEW BUSINESS – Furniture Replacement, Clubhouses The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers, for the Amphitheater, from S & K Theatrical Draperies.</p>	Facilities Director	
<p>18. NEW BUSINESS – Library Flat Filing Cabinets The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$6,200.</p>	Recreation Director	
<p>19. NEW BUSINESS – First Class Vending The Committee moved to approve the proposed pricing with no commission on beverages, and state within the variance report for CC55, the approved action of the committee on the deletion of the revenue. The Motion failed with six no votes.</p>	Recreation Director	
<p>20. NEW BUSINESS – CH4 Exterior Landscape Funding Request The Committee moved and recommended the GRF BOD approve Non-budgeted Operating funds, in an amount not to exceed \$15,000, to enhance the general appearance of the exterior of CH4.</p>	Facilities Director	
<p>21. NEW BUSINESS – Policy 5528-31, Refund of Excess Income The Committee moved and recommended the GRF BOD amend Policy 5528-31, Refund of excess Income, as amended, with a 30 day membership comment period.</p>	Recording Secretary	
<p>22. NEW BUSINESS – Staff Reports The Committee to approve the processing of Surplus Equipment.</p>	Purchasing Manager	

Action/Request	Person Responsible	Action Taken
<p>18. NEW BUSINESS – Furniture Replacement, Clubhouses The Committee moved and recommended the GRF BOD approve Reserve funding, in an amount not to exceed \$37,632.25, for the purchase and replacement of new drapery and travelers, for the Amphitheater, from S & K Theatrical Draperies.</p>	<p>Facilities Director</p>	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF NOVEMBER 28, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the October 24, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as corrected.

General – Approved 2017/2018 Master Insurance Policy Renewal

MOVED and duly approved the insurance proposal as submitted, in the amount of \$1,987,831, for the policy period of December 1, 2017 to November 30, 2018 which includes a three-year pollution policy and to authorize the President to sign the required renewal documents, per the insurance proposal dated November 6, 2017, as prepared and submitted by DLD Insurance Brokers, Inc.

General – Approved Clubhouse Three Revitalization Postponement

MOVED and duly approved the postponement of the revitalization of Clubhouse Three and release the Clubhouse to reservations, for additional committee review and recommendation by the GRF Board.

General – Approved RV Lot Moratorium on New Leases/Clubhouse Four Parking Variance

MOVED and duly approved a moratorium on all new RV Lot leases and evictions until such time the GRF Board approves an amended lease and RV Lot policies, to include an IDR, and members on the waiting list to park in Clubhouse Four with a special permit issued by the Security Department.

General – Approved Ad hoc Committee Member Appointment

MOVED and duly approved the appointment of Leah Perrotti to the RV Lot Ad hoc Committee. MOVED and duly approved the appointment of Steve McGuigan as Chair of the RV Lot Ad hoc Committee.

Architectural Design and Review Committee – Approved Clubhouse Four Exterior Improvements

MOVED and duly approved non-budgeted Operating Funds, from cost center 54, in an amount not to exceed \$15,000, for exterior improvements, including but not limited to exterior lighting and landscape improvement, all materials to be approved by the Architectural Design and Review Committee.

Architectural Design and Review Committee – Approved Clubhouse Four Flagpole Removal

MOVED and duly approved to replace the flagpole, in an alternate location, with a new aluminum flagpole, installed for an estimated \$5,000-\$7,500 (cost contingent on quality and features) Capital funding, the Architectural Design and Review Committee to approve the location and the Physical Property Committee to approve installation and final cost.

Communications Committee – Rescinded Policy 2840.03-36, Delivery and Subscriptions

MOVED and duly approved to rescind Policy 2840.03-36, Delivery and Subscriptions; required terms and conditions are included in the annual budget and budget assumptions.

Executive Committee – Amended Policy 5025-30, GRF Election Procedures

MOVED and duly amend Policy 5025-30, Election Procedures, to amend the policy name, add fines and fines set forth in GRF Policies (regarding candidate eligibility and

qualifications), update identification required upon candidate application, clarify that write-in nominations are prohibited, update the campaign cycle end date, amend responsibility responsible for approving GRF election materials and process and remove the section indicating that the GRF will conduct elections or appoint in-house inspector(s) if it does not contract with an election services vendor.

Executive Committee – Approved Establishment of Emergency Operations Center

MOVED and duly approved the allocation of Trust Property, identified as the room in the upper section of the Amphitheater adjacent to the Radio club, for the establishment of an Emergency Operations Center (EOC) and to authorize the Executive Director to purchase general supplies and equipment for the EOC, in an amount of \$5,000, non-budgeted Operating funds, cost center 22.

Executive Committee – Approved Staff Holiday Incentive/GRF Employee Holiday Luncheons

MOVED and duly approved funding for the employee holiday bonus of a \$50 gift card, for all Full-Time and Part-Time GRF employees, in an amount not to exceed \$11,600.00, and to approve funding for a holiday meal for all GRF full-time and part-time employees, in an amount not to exceed \$2,320.00, funding from surplus operational funds for 2017.

Finance Committee – Accepted October 2017 Financial Statements

MOVED and duly approved to accept the October 2017 Financial Statements for audit.

New Leases

Moved and duly approved to remove from the following leases - Friends of the Leisure World Library, Genealogy Club, Golden Age Foundation, Leisure World Historical Society, Leisure World Radio Club, Leisure World Theater Club, Video Producers Club from the agenda and refer to the Finance Committee for review.

Finance Committee – Amended Policy 5528-31, Refund of Excess Income

MOVED and duly approved to refer Policy 5528-31, Refund of Excess Income to the Finance Committee for review.

Mutual Administration Committee – Approved New Buyer Presentation

MOVED and duly approved to include the New Buyer PowerPoint presentation on the Leisure World website (created to give potential buyers information about living in Leisure World).

Physical Property Committee – Non-budgeted Operating Funding – Enhancement of Golf Cart Parking, Administration

MOVED and duly approved the use of Non-budgeted Operating funds, in the amount of \$2,500, to enhance the Golf Cart Parking area, in front of Administration Building, by installing additional railing to better guide the pedestrians.

Physical Property Committee – Non-budgeted Operating Funding – Crosswalk Improvements, Medical Center/Clubhouse Six

MOVED and duly approved the modifications to the crosswalk and planter, pending final Physical Property Committee review and approval, from the Medical Center to Clubhouse Six, and remove a jog around the light pole to allow a straight path to the buildings, in an

amount not to exceed \$7,000, funded by Non-budgeted Operating Funding, and authorized the President sign any applicable contracts.

Physical Property Committee – Capital Funding –Mission Park (Multi-purpose Court/Recreational Area at Clubhouse Two)

MOVED and duly approved approve the established budget of \$330,000 for the construction of Mission Park, Capital funding, as illustrated in the Mission Landscape renderings dated July 21, 2017, including contingences as presented to the Physical Property Committee.

Physical Property Committee – Approved Contract – Phase I, Mission Park - Demolition

MOVED and duly approved to award a contract to MJ Jurado, per their proposal dated September 20, 2017, to demolish the shuffleboard court area at Clubhouse Two, in an amount not to exceed \$48,000, funds from the approved Mission Park project budget, line item F, and authorized the President sign the contract.

Physical Property Committee – Capital Funding – Inspectors' Club Cars

MOVED and duly approved to purchase up to five (5) Inspectors' Club cars (used), in an amount not to exceed \$37,800, from Juniors Westcoast Golf Carts, Capital funding, and authorized the President to sign the contract.

Physical Property Committee – Reserve Funding – Automatic Door Replacement, Clubhouses One and Three

MOVED and duly approved to award a contract to Capitol Door to replace automatic doors at the Clubhouses One, (four doors), and Three (west side, two doors) in a total amount not to exceed \$37,917, Reserves funding, and authorized the President sign the contract.

Physical Property Committee – Approved Contract (2017/2018) – Community Facilities Landscaping

MOVED and duly approved to award a contract to Johns Landscape Service to maintain community facilities landscaping, for a cost not to exceed \$381,348, for a period of three years, Operating funds, and authorized the President sign the contract.

Physical Property Committee – Approved Contract – Main Gate Landscape and Monument Sign Lighting

MOVED and duly approved to award a contract to Schlick Services to complete the landscaping and globe lighting, in an amount not to exceed \$18,919, and \$2,000 in contingencies, for a total cost not to exceed \$20,919, Reserve funds, Globe project, and authorized the President sign the contract.

Recreation Committee– Reserve Funding – Amphitheater Drapery and Travelers Replacement

MOVED and duly approved the purchase and replacement of new drapery and travelers for the Amphitheater, from S & K Theatrical Draperies, in an amount not to exceed \$37,632.25, Reserve funding, and authorized the President to sign the contract.

Recreation Committee – Approved Contract (2018-2021) – Golf Course Landscaping

MOVED and duly approved award a three (3) year contract to Johns Landscape Service to maintain the Golf Course Landscaping, for a cost not to exceed \$482,785 (Year one-\$157,259.16, Year two-\$157,259.16, and Year three-\$168,267.24), Operating funds and authorized the President to sign the contact.

Recreation Committee – Non-budgeted Operating Funding – Furniture Replacement for Clubhouses

MOVED and duly approved the purchase of new chairs, in the amount of \$10,000, non-budgeted Operating funds, and authorized the Executive Director to initiate the purchase.

Recreation Committee – Non-budgeted Operating Funding – Library Flat Filing Cabinets

MOVED and duly approved the purchase of eight (8) new flat filing cabinets to replace old storage, non-budgeted Operating funds and authorized the Executive Director to initiate the purchase.

Recreation Committee – Non-budgeted Operating Funding - Recreation Event Trailer Supplies

MOVED and duly approved the purchase of equipment to stock the Recreation event trailer, in the amount of \$4,466.66, non-budgeted Operating funds, and authorized the Executive Director to make the purchase.

Security, Bus & Traffic Committee – Adopt Policy 1928-37, Golf Carts and Low Speed Vehicles (LSVs) **TENTATIVE VOTE**

MOVED and duly approved to tentatively adopt Policy 1928-37, Golf Carts and Low Speed Vehicles (LSVs), pending a 30-day notification of the membership and a final decision from the GRF BOD on January 23, 2018, as amended.

Security, Bus & Traffic Committee – Amend Policy 1927.01-37, Fees for Parking Infractions **TENTATIVE VOTE**

MOVED and duly approved to tentatively amend Policy 1927.01-37, Fees for Parking Infractions, consolidating the red zone categories and increasing the corresponding fines to \$100 for the first offense and to \$200 for the second and subsequent offenses and to add a first offense fine of \$50 for RV or VUFR generate running from 8 pm to 8 am, pending a 30-day notification of the membership and a final decision from the GRF BOD on January 23, 2018.

Security, Bus & Traffic Committee – Non-budgeted Operating Funding – Cushman Motor Rebuild Kits

MOVED and duly approved the non-budgeted Operating funds expenditure of up to \$35,000, from cost center 38 and authorize the Executive Director to initiate the purchase of Cushman engine blocks and rebuild kits from Direct Parts, for the overhaul of twenty-four (24) GRF Cushman utility vehicles.