

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
October 12, 2017**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:03 a.m. on Thursday, October 12, 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 Woodruff

Absent: Vice President Carson and Director Anderson

GRF Representative: Mrs. Damoci

Guests: Three shareholders of Mutual Twelve

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Harper, Building Inspector
Mr. Antisdell, Building Inspector
Ms. Day, 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).

MINUTES

President Gillon asked for any corrections to the Regular Meeting minutes of September 14, 2017; and the Special Meeting minutes for September 25, 2017. Corrections were noted on the Special Meeting minutes as follows: On page 1: first resolution second line, remove the word "for." In the eight paragraph, the second line should read, "Carports 146..." On page 2: the first line of the resolution should read, "amend" not amended; and the ninth paragraph, first line, the word policies should be "Policies." Upon a MOTION duly made by President Gillon and seconded by Secretary Sprague, it was

RESOLVED, to approve the Regular Meeting minutes of September 14, 2017, and the Special Meeting minutes for September 25, 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 Woodruff, it was

RESOLVED, to approve the estimate from Schlick Services to replace all light poles and globes in the Mutual, not to exceed \$30,000, to be charged to the Infrastructure Reserves, and authorize the president to sign the contract.

The MOTION passed.

Following questions, Inspectors Antisdell and Harper left the meeting at 9:39 a.m.

CORRESPONDENCE

President Gillon received several letters from shareholders.

ANNOUNCEMENTS

Golden Rain Foundation (GRF) has approved its 2018 budget. The GRF monthly assessment is going up \$8.01 per apartment bringing the monthly assessment for GRF to \$152.70 per month for 2018. The Mutual Twelve monthly assessment for 2018 approved in September will go up \$4.61 bringing the 2018 Mutual assessment to \$228.13 per month. The total monthly assessment for Mutual Twelve residents in 2018 will go up \$12.62 to a total of \$380.83 per month.

MOWING is now on the winter schedule of every other week beginning this month.

TREES will have plant, objects, and pot removal from tree roots beginning in the next few weeks. Hanging plants and other objects are not allowed on trees and these things will be removed as the roots are cleared. If the owners of the objects cannot be identified the plants and objects will be recycled. Please help by removing these items now so the mutual landscapers don't have to deal with them.

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins presented her report (attached). In addition, Mrs. Damoci discussed the upcoming training for Director's on October 30.

PRESIDENTS REPORT

President Gillon submitted her report (attached).

UNFINISHED BUSINESS

Director Woodruff discussed the specifications and ratings on roof colors, temperature, and brand information for the 2018 roofing contract.

The Board members discussed hiring a project manager for the Mutual Twelve roofing project. It was the consensus of the Board to schedule a Special Meeting and invite Carl Brown to speak on this issue.

Following a discussion, President Gillon postponed action on Policy 7501.12 – Carport Regulations and Common Area Traffic Policy – Mutual Twelve for further research.

(Mrs. Damoci left the meeting at 10:20 a.m.)

Recording Secretary Day left on break at 10:37 to 10:52 a.m.

The Board discussed amending Policy 7502.12.1 – Parking Rules and Fines Companion to GRF Policy 1927-37 Parking Rules for Trust Property (attached). Upon a MOTION duly made by President Gillon and seconded by Secretary Sprague, it was

RESOLVED, to amend Policy 7502.12.1 – Parking Rules and Fines Companion to GRF Policy 1927-37 Parking Rules for Trust Property on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, to allow Pinnacle to use Rotor Riding mowers in Mutual Twelve, effective immediately.

The MOTION passed.

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

RESOLVED, to establish a Mutual Twelve Money Market Savings account or a Liquid CD with First Foundation Bank at the prevailing interest earning rate to be funded with \$200,000 from the US Bank Money Market Account. \$100,000 to be transferred from the Emergency Contingency Fund and \$100,000 to be transferred from the General Investment Fund held in the US Bank Money Market Account.

The MOTION passed.

NEW BUSINESS (continued)

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

RESOLVED, that Mutual Twelve will use the ID card sign sheet to track the pickup of ID Cards from the Stock Transfer Office, drop-off the ID Cards to the shareholder, and return the ID Cards to the Stock Transfer Office allowing the staff and the Mutual to keep an account of the ID cards release to the Directors.

The MOTION passed.

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

RESOLVED, to authorize the GRF Executive Director and/or Mutual Administration Director to issue four (4) **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, effective 2018-2019.

The MOTION passed.

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

RESOLVED, to authorize the President to sign the Engagement Letter with NSBN LLP for the 2017 annual financial audit.

The MOTION passed.

Recording Secretary Day left the meeting at 12:09 p.m.

The Board members discussed removing flanges from all buildings to prevent dry rot. It was the consensus of the Board to postpone this issue to an agenda item in 2018.

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

NEW BUSINESS (continued)

RESOLVED, to accept the proposal cost of \$900 dated September 27, 2017, from John's Landscaping for Units 74-B, C, and D for installing cement curbing to be charged to Landscape Extras and authorize the President to sign the work order.

The MOTION passed.

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

RESOLVED, to accept the proposal for Unit 55-A to install pavers dated October 4, 2017, at a cost of \$504.00 from John's Landscaping to be charged to Landscape Extras and authorize the President to sign the work order.

The MOTION passed.

The Board members discussed taking over the care and maintenance of the flower bed on the north side of Unit 55-A. It was the consensus of the Board not to take over care of this area and to leave it as a garden for use by the shareholders in Unit 55-A.

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

RESOLVED, to accept the Carport Rental Agreement for Shareholder 77-J, LANGEVIN to rent carport 137, space 006 to Shareholder Zuniga in Unit 77-I.

The MOTION passed.

CHIEF FINANCIAL OFFICER'S REPORT

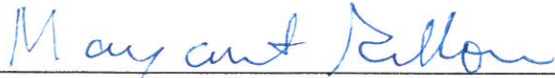
Ms. Ferraro presented her financial report (attached).

DIRECTOR'S REMARKS

No Directors had remarks to make.

ADJOURNMENT

There being no further business to conduct, President Gillon adjourned the meeting at 12:24 p.m.



Attest, Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE
cd:10/24/17
Attachments

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

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

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF OCTOBER 19, 2017**

10/19/17 RESOLVED, to approve the estimate from Schlick to replace all light poles and globes in the Mutual, not to exceed \$30,000, to be charged to the Infrastructure Reserves, and authorize the president to sign the contract.

RESOLVED, to amend Policy 7502.12.1 – Parking Rules and Fines Companion to GRF Policy 1927-37 Parking Rules for Trust Property on a preliminary basis until the 30-day posting period is completed.

RESOLVED, to allow Pinnacle to use Rotor Riding mowers in Mutual Twelve, effective immediately.

RESOLVED, to establish a Mutual Twelve Money Market Savings account or a Liquid CD with First Foundation Bank at the prevailing interest earning rate to be funded with \$200,000 from the US Bank Money Market Account. \$100,000 to be transferred from the Emergency Contingency Fund and \$100,000 to be transferred from the General Investment Fund held in the US Bank Money Market Account.

RESOLVED, that Mutual Twelve will use the ID card sign sheet to track the pickup of ID Cards from the Stock Transfer Office, drop-off the ID Cards to the shareholder, and return the ID Cards to the Stock Transfer Office allowing the staff and the Mutual to keep an account of the ID cards release to the Directors.

RESOLVED, to authorize the GRF Executive Director and/or Mutual Administration Director to issue four (4) **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, effective 2018-2019.

RESOLVED, to authorize the President to sign the Engagement Letter with NSBN LLP for the 2017 annual financial audit.

RESOLVED, to accept the proposal cost of \$900 dated September 27, 2017, from John's Landscaping for Units 74-B, C, and D for installing cement curbing to be charged to Landscape Extras and authorize the President to sign the work order.

RESOLVED, to accept the proposal for Unit 55-A to install pavers dated October 4, 2017, at a cost of \$504.00 from John's Landscaping to be charged to Landscape Extras and authorize the President to sign the work order.

RESOLVED, to accept the Carport Rental Agreement for Shareholder 77-J, LANGEVIN to rent carport 137, space 006 to Shareholder Zuniga in Unit 77-I.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
September 25, 2017 10:05AM**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 10:05 AM on Monday, September 25, 2017 in the Physical Property Conference Room.

ROLL CALL:

Those members present were: President Gillon, CFO Ferraro, Directors Woodruff and Anderson

Absent were: Secretary Sprague, Vice President Carson

Also Present: David Rudge, GRF Project Coordinator

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

David Rudge discussed roofing manufacturer's with the board. David will obtain temperature related findings for different colors and brands and will give this information to the board to study.

Following a discussion on the electrical panel at Laundry Room 72 a **MOTION** was made by President Gillon, and seconded by CFO Ferraro :

RESOLVED, to accept estimate 002683 from Schlick Services, Inc., date 9/4/2017, not to exceed \$3,182.56 to replace the electrical panel in Laundry Room 72, to be charged to Infrastructure Reserves and authorize the President to sign.

The Motion passed.

Following a discussion on the proposal from John's Landscape for landscaping the end of Carports 146 and 145 on Del Monte a **MOTION** was made by President Gillon, and seconded by Director Anderson:

RESOLVED, to accept the Proposal for landscaping Carports 145 and 146 from John's Landscape Service, Inc., dated 9/22/2017, with work beginning in 4 – 6 weeks for a cost of \$4,810.00 to be charged to Landscape Extras and authorize the President to sign the proposal.

The Motion passed.

The board reviewed and amended policy number 7481.12. Following the conclusion of the editing a **MOTION** was made by President Gillon, and seconded by Director Anderson:

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
September 25, 2017 10:05AM**

RESOLVED, to amend Policy 7481.12 Infrastructure Modifications as revised on a preliminary basis until the 30-day posting period is completed.

The Motion passed.

The board reviewed and amended policy number 7499.12. Following the conclusion of the editing a **MOTION** was made by President Gillon, and seconded by Director Anderson:

RESOLVED, to amend Policy 7499.12 HVAC Heat Pump on a preliminary basis until the 30-day posting period is completed.

The Motion passed.

The board reviewed and amended policy number 7507.12. Following the conclusion of the editing a **MOTION** was made by President Gillon, and seconded by Director Anderson:

RESOLVED, to amend Policy 7507.12 Electric Cart Pad on a preliminary basis until the 30-day posting period is completed.


The Motion passed.

The board began a review and amend session on Policies 7502.12 Carport Regulations and Common Area Traffic Policy and 7502.12.1 Adoption of GRF 1927-37 Fines for Parked Vehicles but was unable to complete the review session at this meeting

The meeting was adjourned to Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting at 1:42 PM.



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

Carole Damoci
Mutual 12 GRF Representative

Oct. 12th, 2017

The landscaping of the Globe area has started. The hard-scape has been finished and the trees are in. Plants and lighting will follow. The Leisure World sign on the Security building will be removed and 2 monument signs near the street will be installed.

We started our Clubhouse revitalization program with Clubhouse 6 and the clubhouse will reopen on October 13th, in time for the Flu Clinic. Hospitably will reopen Wednesday the 18th. If you haven't seen the inside please stop by and take a look. The revitalization clubhouse 3 will start the beginning of 2018 with clubhouse 2 to follow.

The Board will be voting later this month on adding 18 new parking spaces near clubhouse 1 and a ramp on the east side of clubhouse 6.

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

We're just finished up phase 1 of our street paving project. Phase 2 will follow with the repaving of St. Andrews, south of Golden Rain Blvd to Seal Beach Blvd. The trees on the south part of the street will be removed. The ADRC Committee is looking at landscape options at this time. The landscaping will go in after the street is finished.

Seal Beach Blvd is a mess right now and down to one lane. SCE is moving the power lines underground.

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE)

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 9, 2017**

Print Date: 10/24/2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
07-L	REMODEL	BOTH	06/01/17	10/01/17	NO		AMORE DESIGN INC
34B	REPLACE WINDOWS	BOTH	08/01/17	08/15/17	YES		BODIES GLASS
34-D	FLOORING INSTALLATION	GRF	09/01/17	10/01/17	NO		BIXBY PLAZA FLOORING
34-F	REMODEL	BOTH	09/11/17	10/31/17	NO		JOHN BERGKVIST
34-F	REMODEL	BOTH	09/11/17	10/31/17	NO	08/14/17 PLUMB	JOHN BERGKVIST
35-C	Flooring	GRF	10/30/17	11/30/17	NO		BIXBY PLAZA CARPET
36-C	REMODEL	BOTH	10/31/17	12/30/17	NO		LW DÉCOR
37-D	BATH REMODEL	BOTH	08/14/17	09/29/17	NO		JOHN BERGKVIST
38-K	SOLATUBE X 3	BOTH	07/24/17	09/25/17	NO		BRIGHTER CONCEPTS
38-K	REMODEL	BOTH	09/29/17	11/03/17	NO		BERGKVIST CONSTRUCTION
39-F	FLOORING	GRF	10/20/17	11/20/17	NO	10/23/17	NATIONWIDE PAINTING
39-F	WINDOWS INSTALLATION	BOTH	08/21/17	09/21/17	NO		BROTHERS GLASS
40-D	DISHWASHER INSTALLATIO	BOTH	10/20/17	11/20/17	NO		BERGKVIST CONSTRUCTION
40-G	HVAC INSTALLATION	BOTH	07/19/17	09/30/17	NO		ALPINE
42-K	WALKWAY ENTRY	GRF	07/24/17	08/25/17	NO		MJ JURADO
43-H	FLOORING INSTALLATION	GRF	07/17/17	08/17/17	NO		KARRYS CARPET
43-J	A/C HEAT PUMP INSTALL	BOTH	09/18/17	10/18/17	NO		ALPINE
44-A	ADD SEAT TO SHOWER	GRF	05/18/17	06/30/17	NO		NU KOTE
45-F	REMODEL	BOTH	07/15/17	11/30/17	NO		LOS AL BUILDERS
45-F	REMODEL	BOTH	07/15/17	11/30/17	NO	08/11/17+G121:G168	LOS AL BUILDERS
45-F	REMODEL	BOTH	07/15/17	11/30/17	NO	08/14/17 INSULAT	LOS AL BUILDERS
45-F	REMODEL	BOTH	07/15/17	11/30/17	NO	08/24/17 DRYWALL	LOS AL BUILDERS
45-F	FLOORING INSTALLATION	GRF	09/01/17	10/01/17	NO		KARYS CARPETS
45-F	ASBESTOS ABATEMENT	BOTH	06/26/17	07/26/17	NO		UNIVERSAL ABATEMENT
47-B	FLOORING INSTALLATION	GRF	09/18/17	10/18/17	NO		BIXBY PLAZA FLOORING
56-G	COUNTERS SINK FAUCET	BOTH	10/17/17	11/17/17	NO		BERGKVIST CONSTRUCTION
58-B	CART PAN INSTALLATION	GRF	06/26/17	07/26/17	NO		JOHNS LANDSCAPE CO
59-F	COUNTERS, FLOORING	BOTH	10/25/17	11/27/17	NO		NATIONWIDE PAINTING
64-B	CONVERT TUB	GRF	11/02/17	12/02/17	NO		NU KOTE
64-E	REMODEL	BOTH	10/07/17	02/07/18	NO		OGAN CONSTRUCTION
65B	FRONT DOOR INSTLLATION	BOTH	08/15/17	09/30/17	NO		LW DÉCOR INC
66-E	SOLA TUBE INSTALLATION	BOTH	09/04/17	10/04/17	NO	10/17/17	SOLATUBE HOMEDAYLIGHT
67-J	REMODEL	BOTH	11/01/17	05/01/18	NO		NATIONWIDE PAINTING CONCEPT
68-E	REPLACE SEWER PIPE	BOTH	07/31/17	08/18/17	NO	CNP	OC PLUMBING
68-L	FRONT DOOR INSTALLATIO	BOTH	07/27/17	08/30/17	NO		JC KRESS CONSTRUCTION
70-A	WASHER DRYER INSTALL	BOTH	06/25/17	09/15/17	NO		AC&R CONSTRUCTION
70-A	RECESSED LIGHTING	BOTH	06/25/17	09/15/17	NO		AC&R CONSTRUCTION
70-A	REMODEL	BOTH	08/22/17	10/22/17	NO		AC&R CONSTRUCTION
70-A	HEAT PUMP	BOTH	08/01/17	11/05/17	NO		GREENWOOD
71-G	FAUCET AND LIGHT FIX	GRF	10/20/17	11/25/17	NO		JC KRESS CONSTRUCTION
71-L	FLOORING INSTALLATION	GRF	09/25/17	10/25/17	NO		BIXBY PLAZA FLOORING
72-L	HEAT PUMP INSTALLATION	BOTH	10/09/17	01/30/18	NO		GREENWOOD
73-D	FLOORING	GRF	10/20/17	11/20/17	NO		KARYS CARPET
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	CNP	AMORE DESIGN INC
74-A	REMODEL	BOTH	02/15/17	07/16/17	NO		JC KRESS CONSTRUCTION
76-H	FLOORING	GRF	10/20/17	11/20/17	NO		BIXBY PLAZA CARPET
78-C	REMODEL	BOTH	10/30/17	12/01/17	NO		BERGKVIST CONSTRUCTION
78-C	FLOORING INSTALLATION	GRF	08/02/17	09/02/17	NO		KARRYS CARPET

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE)**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 9, 2017**

Print Date: 10/24/2017

78-D	WASHER DRYER INSTALLA	BOTH	06/01/17	06/30/17	NO		PEEK CONSTRUCTION
DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS	

CNP = Correction Notice Posted

Repipe

Completed

Contractor Issue: Pending

Unit Numbers in Bold = Plan Review Approved

Unit Numbers Not in Bold = Plan Review in Progress

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE)

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 9, 2017**

Print Date: 10/24/2017

UNIT #				ESCROW	ACTIVITY		
	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF
7-L		02/22/17				03/29/17	
34-C		04/10/17					
34-L		09/22/17					
35-C		02/15/17	10/06/17	10/06/17	10/17/17	10/19/17	
36-C		04/17/17	09/18/17				
39-E		07/27/17					
43-J		06/01/17					
45-E		03/30/17	06/13/17	06/26/17	06/27/17	06/21/17	
46-J		10/18/17					
47-B		02/15/17	08/08/17	08/15/17	08/27/17	08/29/17	
47-G		08/18/17	08/29/17	09/13/17	09/25/17	08/27/17	
55-A		09/22/17		10/02/17	10/12/17	10/16/17	
58-E	6/7/2017	08/11/17					
59-F			09/11/17	09/13/17	09/25/17	09/27/17	
60-C		05/03/17				07/24/17	
64-E		07/06/17	07/25/17	08/02/17	08/16/17	08/18/17	
64-I		08/03/17					
71-B	8/2/2017						
71-G		02/16/17	08/09/17	08/11/17	08/23/17	08/25/17	
71-L	8/4/2017						
72-E	9/29/2017						
72-G		09/28/17					
73-H		04/12/17					
73-L		05/31/17					
74-C		06/14/17	09/18/17	09/28/17		10/12/17	
75-C		04/14/17	05/10/17	05/17/17	06/01/17		
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/MUTUAL REQUEST

CONTRACTOR	PROJECT
SCHLICK SERVICES	REPLACE AND PAINT WALK LIGHTS ESTIMATES LIST NEXT MONTH
FOR REPLACEMENTS OF RUSTED WALK LIGHTS	
SCHLICK SERVICES	REPLACEMENT ELECTRICAL PANEL LAUNDRY ROOM 72 \$3,182.50

Mutual Administration Director's Report October 2017

Candle Fire Safety Don't let this



turn into this



With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

- On average, 42 home candle fires are reported every day.
- More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations too close to the candle.
- In one-fifth (20%) of candle fires, the candles are unattended or abandoned.
- Over one-third (36%) of home candle fires begin in the bedroom.
- Falling asleep is a factor in 12% of home candle fires and 36% of the associated deaths.
- December is the peak time of year for home candle fires. In December, 13% of home candle fires begin with decorations compared to 4% the rest of the year.
- One-half of home candle fire deaths occur between 12:00 midnight and 6:00 a.m.
- Young children and older adults have the highest death risk from candle fires.
- The risk of fatal candle fires appears higher when candles are used for light.

If you use a candle, please make sure to follow the following candle safety tips:

- Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- If you do use candles, ensure they are in sturdy metal, glass, or ceramic holders, and placed where they cannot be easily knocked over.
- Avoid using candles in bedrooms and sleeping areas.
- Extinguish candles after use and before going to bed.
- Keep candles at least 12 inches from anything that can burn.
- Keep candles out of the reach of children and pets.
- Set a good example by using matches, lighters, and fire carefully.
- Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- **Always use a flashlight – not a candle – for emergency lighting.**
- Never put candles on a Christmas tree.
- When using in-home worship, do not place lit candles in windows where blinds and curtains can close over them, or pass handheld candles from one person to another. To lower the risk of fire, candles should be used by only a few designated adults.
- **And NEVER leave burning candles unattended!**

❄️ **Remember! Candle fires are PREVENTABLE. The top six days for home candle fires are:**

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency “grab-and-go bag”. Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.

President's Report

Margaret Gillon, October 12, 2017

Margaret.Gillon@mutual12.org

As the end of the year approaches the board is working to close projects for 2017 and begin scheduling projects for 2018. The Mutual repiping will be completed in November. The board has already begun to prepare for the roofing that will be done next year as the Mutual Twelve 2018 infrastructure project.

GARDEN AUDITS. Beginning in the late fall the board will be systematically reviewing all units in the mutual to see that the garden areas are in compliance with Policy 7425.12 Landscape – Mutual Twelve. Shareholders beautifying their gardens often forget to review the rules and they plant items that the mutual doesn't allow. There is a misconception among shareholders that some plants or trees are grandfathered. This is incorrect, there is no such thing as grandfathering of garden items. Removal of plants that violate policy can be required at any time by the board. Some of the items the board will be looking for and asking shareholders to remove are:

1. Trees in the garden. Tress are not allowed in the garden area. Palm trees, fruit trees, cycads, cypress trees, plumeria trees, ferns, bottlebrush, etc., will all need to be removed.
2. Invasive or dangerous plants. Cactus, bougainvillea, ivy, baby tears, etc., invade the turf, prevent building maintenance, and degrade the buildings.
3. Fruits and vegetables attract rodents and pests. They may only be grown in the mini-farms at the north end of Leisure World. They are not allowed in the garden area, in hanging pots, or on the patios.
4. Furniture in the garden. The garden area is only for plants. There is a new trend of shareholders putting benches permanently in the garden with a sign “inviting” people walking by to sit on them. Putting chairs or benches in the garden area is not allowed

and is a policy violation. If you wish to offer people walking by a place to sit invite them onto your private patio but do not offer them seating in the garden area. If shareholders wish to sit in the common area they may but when the shareholders are done sitting the shareholder's furniture must be put away in the patio or unit and cannot be left in the common area. Furniture sitting in the common area that is not being used by Mutual Twelve shareholders is a policy violation.

CARPORT AUDITS. The board will be conducting audits to inspect the carports during the next few months. Carports are limited to one vehicle only. They cannot be used to store furniture, non-operative vehicles, multiple vehicles, etc. Policy 7502.12 Carport Regulations item 1.3 states “One bicycle or tricycle per resident, a folding shopping cart, and a ladder or stepstool may be stored under the cabinets in the owner’s assigned or rented space (chains and locks recommended). Nothing else may be stored anywhere on the floor or stoop of the carport space.”

REPIPING IS COMPLETE. The Mutual Twelve re-piping project will be completed by the first week of November. Shareholders now have better water pressure in the units and each unit has its own shutoff valve in the kitchen so the water for the unit can be shut off without the building water being turned off. During the repiping water heaters that were over 10 years old were replaced and all water heaters were fitted with water alarms. Property values have been increased by replacing all pipes with copper.

GUTTER CLEANING. Bids are out to several landscapers for gutter cleaning. We will be evaluating the bids and selecting a company to clean the gutters at our next meeting.

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.

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VEHICLE PARKING POLICY PARKING RULES FOR MUTUAL TWELVE PROPERTY

The following Parking Rules are applicable to all persons controlling or operating vehicles on any Mutual Twelve Property.

Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these rules when appropriate, such as maintenance or security vehicles assisting first responders or providing services to a shareholder/member unit.

1 PREFACE

- 1.1 In order to promote safety, all drivers and pedestrians shall follow the same parking rules as are required on public streets, unless otherwise specified herein.

2 DEFINITIONS. Words appearing in ALL CAPITAL LETTERS are defined in this section.

2.1 ALTERNATIVE DISPUTE RESOLUTIONS (ADR)

- 2.1.1 A method of resolving disputes other than by litigation involving a neutral third party pursuant to Civil Code Sections 5925-5965.

2.2 ASSIGNED PARKING INCLUDING CARPORTS

- 2.2.1 A defined parking location that has been designated for the use of a specific individual **including carports. See Policy 7502.12 – Carport Regulation and Common Area Traffic Policy – Mutual Twelve**

2.3 BICYCLE/TRICYCLE

- 2.3.1 A device with 2 or 3 wheels, respectively, upon which any person

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can ride propelled exclusively by human power through a belt, chain or gears.

2.4 CAREGIVER

2.4.1 A non-shareholder/member hired or identified by a Shareholder/ Member as providing part-time or full-time care. This person must be registered with Stock Transfer.

2.5 COMMERCIAL VEHICLES. A motor vehicle of a type required to be registered and used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. A COMMERCIAL VEHICLE shall also mean any type of vehicle, which includes without limitation, a truck, van or trailer that has one or more of the following traits:

2.5.1 Larger than one (1) ton carry weight;

2.5.2 Bares a prominent business name or advertisement. If the graphic medium is removable, such as a magnetically attached sign, this element does not apply when all such signage is removed and stored out of view;

2.5.3 Normally employed or designed for commercial business use, whether or not a business name or advertisement is displayed.

2.5.4 Racks, materials, ladders, tool boxes and/or tools are visible on the exterior of the vehicle;

2.5.5 Used to haul any hazardous materials;

2.5.6 Designed to carry more than 15 passengers.

2.6 DUE PROCESS

2.6.1 An established course for judicial proceedings or other

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governmental activities designed to safeguard the legal rights of the individual.

2.7 ELECTRIC BICYCLE

2.7.1 Two-wheeled vehicle supplemented with an electric motor. It may not be driven on sidewalks.

2.8 GOLF CART

2.8.1 A motor vehicle having not less than three wheels in contact with the ground, having an unladen weight of less than 1,300 pounds, which is designated to be and is operated at no more than 20 mph, and has a maximum width of 48".

2.9 INTERNAL DISPUTE RESOLUTION (IDR)

2.9.1 An internal due process procedure offering an opportunity for both sides to meet and confer in good faith in an effort to resolve a dispute and reach a resolution of alleged violations of community rules.

2.10 LOW SPEED VECHICLE

2.10.1 A motor vehicle which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSV's less than 48" in width shall be driven in accordance with the rules and regulations established for Golf Carts. LSV's that are more than 48" in width are prohibited from all walkways and sidewalks.

2.11 MOBILITY SCOOTER

2.11.1 A vehicle that is propelled by an electric motor with a battery pack on the vehicle. This vehicle is self-propelled.

2.12 MOTORCYCLE

2.12.1 A motorcycle has more than a 150cc engine size, and no more

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than three wheels and has to be registered with the Department of Motor Vehicles (DMV).

2.13 MOTOR-DRIVEN CYCLE

2.13.1 A motor-driven cycle has 149cc or less engine size (CVC §405) and has to be registered with the Department of Motor Vehicles (DMV).

2.14 NON-RESIDENT

2.14.1 A person without the right under the governing documents and applicable law to occupy a dwelling within a Mutual.

2.15 PARKING PERMIT BINDER

2.15.1 A register maintained by the Security Department to document vehicles granted a limited exception to certain parking rules. Examples: Extended RESIDENT'S absence, overnight RV parking, late night calls for overnight guests without a parking permit.

2.16 PARKING RULES VIOLATION PANEL (PRV) (Not applicable to Mutual Twelve)**2.17 PEDESTRIAN**

2.17.1 Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. This also includes any person operating a self-propelled wheelchair, motorized scooter, tricycle or quadricycle.

2.18 PROHIBITED VEHICLES

2.18.1 Aircraft;

2.18.2 Boats, personal watercraft, and their trailers except as allowed in Section 3.10 – Recreational Vehicles Restricted;

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- 2.18.3 **INOPERABLE VEHICLE:** a vehicle that lacks a functioning engine or transmission, or non-functioning wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways;
- 2.18.4 Off-road vehicle (not street licensed) other than GOLF CART or GOLF CAR;
- 2.18.5 **UNAUTHORIZED VEHICLE:** Use or parking of a motor vehicle without consent of Mutual Twelve or GRF;
- 2.18.6 **UNREGISTERED VEHICLE:** no current valid State registration; or
- 2.18.7 Vehicle designed to carry ~~42~~ **15** or more passengers.
EXCEPTION: Buses or limousines to load or offload passengers with approval from the Security Department or Recreation Departments.

2.19 RECREATIONAL VEHICLE (RV)

- 2.19.1 A motor vehicle or trailer for recreational dwelling purposes; a motor home or other vehicle with a motor home body style which has its own motor power or is towed by another vehicle. **EXCEPTION:** Van camper conversions.

2.20 RESERVED PARKING

- 2.20.1 A parking location that is marked as such by a sign, or curb or pavement marking is set-aside for use only by the designated user(s).

2.21 RULES VIOLATION NOTICE (CITATION)

- 2.21.1 A written notification of a violation of Mutual Twelve parking policies placed on the violating vehicle. This information is forwarded to the mutual president.

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2.22 TRUST PROPERTY

2.22.1 All land operated by the GRF on behalf of the Mutuals

2.23 TRUST STREETS

2.23.1 Streets with names.

2.24 UNASSIGNED PARKING

2.24.1 Not an ASSIGNED PARKING space.

2.25 UNAUTHORIZED VEHICLE.

2.25.1 A vehicle not permitted to be on Mutual Twelve Property.

2.26 VEHICLE USED FOR RECREATION (VUFR)

2.26.1 Boats, boat trailers, all-terrain vehicles (ATVs), trailers used to transport ATVs.

3 RULES FOR PARKING

3.1 PROHIBITED VEHICLES

3.1.1 No PROHIBITED VEHICLE shall be parked on Mutual Twelve Property.

3.1.2 At no time, shall any vehicle be parked on Mutual Twelve Property if it is leaking any fluids. EXCEPTION: Clear Water

3.1.3 Any of these types of vehicles are subject to immediate towing at the owner's expense. See MUTUAL TWELVE Policy 7582.12 – Towing Policy .

3.2 TEMPORARY PARKING PERMITS

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3.2.1 The following Parking Permits are issued by Security Department

3.2.2 All Parking Permits must be displayed on the dashboard of the vehicle or on the king pin of a fifth wheel or the tongue of a trailer:

3.2.2.1 Shareholder/member for use on rental or new vehicle;

3.2.2.2 Guest or employee of Shareholder/Member;

3.2.2.3 Overnight Parking Permit at request of Shareholder/Member for Guest.

3.3 GENERAL PARKING RULES

3.3.1 Park safely – At no time may a vehicle be parked in a manner creating a traffic hazard.

3.3.2 No animal or child is allowed to be left alone in any parked vehicle on Mutual Twelve Property. Animal Control or Seal Beach Police will be called immediately in either circumstance.

3.3.3 Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation **will be ticketed and may be** are subject to immediate tow-away at owner's expense. See ~~MUTUAL TWELVE~~ Policy 7582.12 – Towing Policy.

3.3.4 Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

3.3.5 Off Pavement – At no time may a vehicle be parked with any portion of it off pavement.

3.3.6 Curb or Parking Stall – Vehicles may park in a designated parking stall or along a curb or sidewalk, unless otherwise provided herein. Vehicles on a two-way travel roadway must be parked with the passenger side wheels within 18 inches of the curb or sidewalk.

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- 3.3.6.1 Vehicle must be parked completely within the marked boundaries of a parking space
- 3.3.6.2 A vehicle may be parked in a location that is not a marked stall; however, at no time may it be parked in a manner that creates a traffic hazard, interferes with other vehicle access, PEDESTRIAN traffic, or access to facilities or equipment.
- 3.3.6.3 Any vehicle without proof of current valid State registration may not be parked on Mutual Twelve Property at any time.
- 3.3.6.4 Any vehicles without a Seal Beach Leisure World decal on windshield or a pass **displayed** may not be parked on Mutual Twelve Property.
- 3.3.6.5 Trailers not connected to a vehicle are not permitted to be parked on Mutual Twelve Property. Such trailers may be parked in the Permit section at Clubhouse 4 only with a permit issued by the Security Department.
- 3.3.6.6 Pods, moving trailers or similar portable storage units are not permitted on Mutual Twelve Property without Security Department authorization.
- 3.3.6.7 Vehicles in violation are subject to immediate tow away at owner's expense. See ~~MUTUAL TWELVE~~ Policy 7582.12 – Towing Policy.
- 3.3.7 **Assigned Parking – Vehicles parking in Assigned Parking spaces are will be ticketed and may be subject to tow away at owner's expense. See Policy 7582.12 – Towing Policy.**

3.4 PARKING ZONES

- 3.4.1 Red Zones – Vehicles in violation are subject to **ticket and** to immediate tow away at owner's expense. See Policy ~~MUTUAL TWELVE~~ – 7582.12 – Towing Policy.

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- 3.4.1.1 Fire Hydrant or Fire Lane: No person shall park or leave standing any vehicle within 15 feet of a fire hydrant even if the curb is unpainted.
- 3.4.1.2 Non-Fire Lanes: A vehicle may not be left unattended.
- 3.4.1.3 Bus Stops: No person shall park or leave standing any vehicle within the red zone marked to provide for loading and unloading of buses.
- 3.4.1.4 Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 feet of the mail box. (not applicable to Mutual Twelve)
- 3.4.2 Blue Zone (Handicapped): Vehicles must display a valid, government-issued disabled (handicapped) license plate or placard.
- 3.4.3 Green Zone: Parking may not exceed time limit posted by sign or curb marking. EXCEPTION: Unlimited time parking in a Green Zone is permitted only when the vehicle is displaying a valid government-issued disabled (handicapped) license or placard.
- 3.4.4 White Zone: Passenger loading and unloading only. Time limit: 30 minutes.
- 3.4.5 Yellow Zone: ~~Commercial~~ Vehicle loading and unloading only: 30 minutes. ~~(not applicable to MUTUAL TWELVE)~~
- 3.4.6 Unpainted: Parking is permitted up to 96 hours, unless otherwise restricted.
- 3.5 RESIDENT'S PARKING
 - 3.5.1 A RESIDENT'S vehicle (not RV or VUFR) may be parked for no more than 96 hours in one location, without first notifying the Security Department.

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- 3.6 NON-RESIDENT PARKING. NON-RESIDENT vehicles are not eligible for extended parking privileges without permit issued by the Security Department.
- 3.6.1 Any violation of this section may result in vehicle being towed at the owner's expense. See MUTUAL TWELVE – Policy 7582.12 – Towing Policy.
- 3.7 CAREGIVER PARKING
- 3.7.1 A CAREGIVER may park on Mutual Twelve Property only when a copy of the CAREGIVER parking pass is displayed on the dashboard of the vehicle.
- 3.7.2 For Caregiver parking rights, the person must be registered with the GRF Stock Transfer office.
- 3.8 CONTRACTOR AND SERVICE VEHICLE PARKING
- 3.8.1 Contractors' vehicles must comply with all rules set forth herein and must not obstruct or park on the sidewalk or grass.
- 3.8.2 Contractor and service vehicles, shall not be parked on Mutual Twelve Property overnight without a permit. Personal vehicles driven by workers are not eligible for overnight passes.
- 3.9 OVERNIGHT PARKING PERMITS
- 3.9.1 RESIDENT overnight parking is prohibited without a Security Department issued vehicle decal. An **EXCEPTION: A temporary Overnight Parking Permit** for a resident may be issued **by a director**. ~~only when decal issue is pending.~~
- 3.9.2 Overnight parking of COMMERCIAL VEHICLES, equipment, and materials utilized in authorized activities conducted for the Mutual, or its residents, are not permitted without an Overnight Parking Permit issued by the Security Department.

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- 3.9.3 The Overnight Parking Permit must be displayed face-up on the driver side dashboard of the MOTOR VEHICLE, or prominently affixed to the front of trailers or equipment.
- 3.9.4 The following vehicles and equipment are prohibited from parking on Mutual Twelve Property at any time between the hours of 11:00 p.m. and 6:00 a.m. unless otherwise addressed in this policy:
 - 3.9.4.1 Vehicle not displaying a valid GRF decal or Overnight Parking Permit.
 - 3.9.4.2 Recreational Vehicle – except as provided below in Section 3.10 – “Recreational Vehicles Restrictions.”
 - 3.9.4.3 COMMERCIAL VEHICLE, construction/ maintenance equipment, storage and disposal units, building materials.
- 3.10 RECREATIONAL VEHICLES (RV) or VEHICLE USED FOR RECREATION (VUFR) RESTRICTIONS. An RV or VUFR may be parked on Mutual Twelve Property only when meeting all of the following conditions:
 - 3.10.1 RV parked on Mutual Twelve Property MUST have Security Department issued decal or a Parking Permit.
 - 3.10.2 RV or VUFR is parked up to 48 hours for the purpose of loading or unloading.
 - 3.10.3 Other activities, such as sleeping or resting in the RV or VUFR, and vehicle maintenance are not allowed.
 - 3.10.4 RV or VUFR must be parked with engine and accessory equipment (e.g. exterior lights, air conditioner, audio and video equipment) shut off. The generator may ONLY be used between the hours of 8:00 a.m. and 8:00 p.m. while loading or unloading the vehicle.
 - 3.10.5 Extensions such as slide-outs, tilt-outs, and awnings must be

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closed. Steps must not block the sidewalk.

3.10.6 RV or VUFR may not be attached to any external power supply.

3.10.7 Leveling jacks, if used, must include a base plate sufficient to prevent damage to pavement.

3.10.8 No animals or children are to be left unattended on or within any RV or VUFR at any time.

3.11 "FOR SALE" SIGNS

3.11.1 "For Sale" signage shall not be displayed on any vehicle on Mutual Twelve Property.

3.12 REPAIRS

3.12.1 Vehicles may not be rebuilt or rehabilitated, major service may not be performed, and fluids may not be changed on any Mutual Twelve Property.

3.13 WASHING

3.13.1 All washing of vehicles must be done at the car and RV washing areas behind Clubhouse 2. Vehicles must have a GRF decal.

3.13.2 EXCEPTION. NON-RESIDENTS shall not be permitted to wash their vehicle anywhere on Mutual Twelve or TRUST PROPERTY.

4 TRUST PROPERTY PARKING AREAS (not applicable to Mutual Twelve)

5 BICYCLES/TRICYCLES

5.1 BICYCLES or TRICYCLES may not be parked in any manner interfering with foot or vehicle traffic. Mutual Twelve is not liable for damaged, lost or stolen property.

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- 5.2 Attended BICYCLES or TRICYCLES may be parked off pavement, but only in such a manner as not to damage landscaping.
- 5.3 Parking on a sidewalk is prohibited.
- 6 TOWING. See ~~MUTUAL TWELVE~~ Policy 7582.12 – Towing Vehicles.
- 7 DUE PROCESS. See ~~MUTUAL TWELVE~~ Policy 7585.12 Governing Document Compliance Corrective Measures And Fines.

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8 FINES FOR GRF PARKING RULES VIOLATIONS ON MUTUAL PROPERTY

8.1 Fine Table

Violation	1st	2nd and Subsequent
1. Assigned Parking Space or Restricted Parking Space.	25.00 Warning	25.00 20.00
2. Blocking Crosswalk (not applicable to MUTUAL TWELVE)	25.00 20.00	25.00
3. Expired or Invalid State Vehicle Registration	Fix-It	50.00
4. Flat Tires	Fix-It	25.00
5. "For Sale" sign on Vehicle	20.00 Warning	20.00
6. Handicapped Parking without Placard or Handicap I.D. Displayed	100.00*	200.00
7. Hazardous Materials Leaking	50.00	50.00
8. Limited Time Parking	20.00 Warning	20.00
9. Maintenance or Repair	25.00 Warning	25.00
10. No Valid GRF Vehicle Decal or Parking Permit Displayed	20.00 Warning	20.00
11. Parked on Sidewalk or Grass (EXCEPTION: Day guests' bikes, trikes, golf carts and scooters may park on the grass during the day except on mow day or when other turf maintenance is performed.)	25.00 20.00	25.00
12. RED ZONE: Bus Stop	25.00 20.00	25.00
13. RED ZONE: Fire Hydrant	100.00 Towed	200.00 Towed
14. RED ZONE: Mail Box (not applicable to MUTUAL TWELVE)	25.00 20.00	25.00
15. RV or VUFR - Generator Running 8pm – 8am	50.00 Warning	50.00

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16. RV or VUFR - Jack Support: None or Inadequate	50.00	50.00
17. RV or VUFR Parked Over 48 Hours in Mutual	40.00 Warning	40.00
18. Two or more vehicles in one carport space	25.00	25.00
19. 48. Washing any vehicle on Mutual Property (use GRF Car Wash areas)	20.00 Warning	20.00
20. 19. Washing a Non-resident Vehicle at Car Wash (not applicable to MUTUAL TWELVE)	20.00 Warning	20.00
21. Wrecked, Inoperable, Unlicensed, or Leaking vehicles on Mutual Property	50.00	50.00

- 8.2 **Notice of parking violation may result in either a Fix-It citation or a Fine or the vehicle being towed. See table.**
- 8.3 **A Fix-It citation allows 30 days for resolving the problem. Submit written proof of correction to the Mutual Twelve Board.**
- 8.4 **Fines may be paid per instructions on the notice of parking violation.**
- 8.5 To request a hearing for a GRF NOTICE OF PARKING VIOLATION on Mutual Twelve property that includes a fine, contact Mutual Administration (562) 431-6586 Ext. 374. Hearings will be scheduled and conducted per MUTUAL TWELVE Policy 7585.12 – Governing Documents Compliance, Corrective Measures and Fines.
- 8.6 **Additional citations may be issued after each 24-hour period.**
- 8.7 * Fine will be waived on first offense if placard and/or paperwork that was current at time of Citation is **presented. Security Services Director has the right to waive the first offense fine if needed paperwork is presented.**
- 8.8 **After the fourth RV or VUFR violation all RV or VUFR parking privileges are suspended for twelve (12) months beginning with the date of the fourth infraction.**

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- 8.9 Fines will be imposed processed by the Golden Rain Foundation with proceeds going to Mutual Twelve.
- 8.10 ~~Should a shareholder fined per Policy 7585.12 have a GRF fine citation placed on that vehicle for the same offense on the same day, the Mutual fine will be waived for that day only.~~
- 8.11 Any violation of Mutual Twelve Policy 7502.12 Carport Regulations and Common Area Traffic Policy not covered by this policy will be handled by Mutual Twelve according to Policy 7585.12 with notification assistance from Mutual Administration. Resident shareholders, including Directors, may report violations to Security, Mutual Administration or the Board.

MUTUAL ADOPTION

TWELVE: 03-27-17, AMENDED 2017-10-12

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CFO Report – October 12, 2017 Regular Meeting

The September 30, 2017 Financial Statements have not been completed as of the date of this meeting, so my report will be short. These statements will be reviewed upon receipt and copies provided to the members of the Board of Directors for comment. I will reserve comment on the statements and provide them at the next regular meeting.

Now that the Budget approvals for 2018 are completed for Mutual 12 and the Golden Rain Foundation, the combined monthly assessment increase is \$12.62 per month per apartment to \$380.83, calculated as follows:

Mutual 12 Operating Costs	\$ (.69)
Mutual 12 Reserve Funding	<u>\$ 5.30</u>
Net Mutual Increase	\$ 4.61

GRF Assessment Increase	<u>\$ 8.01</u>
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Total Monthly Increase	\$12.62
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There are a number of expense categories that the Mutual does not have direct control over, the largest being Fire and Liability Insurance Master Policies that cover GRF and all the Mutuels. The Mutual 12 pro-rated premium increase is \$2.10 that is included in the net reduction of \$.69 in the Mutual Operating costs. This reduction reflects Board's efforts to minimize the operating costs while striving to maintain its obligation for ongoing monthly maintenance.

The Mutual 12 Annual Budget Report and Policy Statement 2018, as well as, the Golden Rain Foundation's Annual Budget Report and Policy Statement 2018 will be provided to each shareholder by mid-November. Please watch for these important documents to be delivered separately (M12 by mail, GRF in L/W Weekly) and retain each for future reference.

Respectfully submitted,

Susan Ferraro, CFO
Mutual 12

MUTUAL TWELVE

GOLDEN RAIN MONTHLY
SUMMARIES FOR

OCTOBER 2017

(See information attached.)

PHYSICAL PROPERTIES COMMITTEE

SUMMARY REPORT

Monday, October 2, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence, Item 6A: Adding a Loading Zone on the East Side of Alderwood Ln. & Golden Rain Rd., Joe and Margurite Pizzuto</p> <p>It was the consensus of the Committee to put a yellow loading zone on the East side of Alderwood St. and Golden Rain Rd., and send a letter to Mr. and Mrs. Pizzuto notifying them of the Committee's decision.</p>	Facilities Director Recording Secretary	
<p>2. Correspondence, Item 6B: Removal of "No Parking" Signs and Red Curbs in Mutual Seventeen, Mutual Seventeen BOD</p> <p>It was the consensus of the Committee to send a letter of apology to Mutual Seventeen Board of Directors, and ask for their permission to replace removed signs.</p> <p>Removal of the red curb in Mutual Seventeen</p> <p>It was the consensus of the Committee to place hold on red curb removal, and further discuss this issue it at the next scheduled Committee meeting.</p>	Facilities Director Project Coordinator	
<p>3. Correspondence, Item 6C: Sandblasting the Corner of Northwood Rd. and Shawnee Ln., Pete Whelan</p> <p>It was the consensus of the Committee to send a letter to Mr. Whelan with the reason for sandblasting and repainting the red curb at the corner of Northwood Rd. and Shawnee Ln.</p>	Executive Director Facilities Director Recording Secretary	
<p>4. Unfinished Business, Item 7A: Electrical at the RV Lot</p> <p>The Committee moved to award a contract to Schlick Services to install 400 amps service 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 and send it to the Finance Committee for funding review and the Board for final approval.</p>	Facilities Director	
<p>5. Unfinished Business, Item 7B: Paving Project/Phase II</p> <p>The Committee moved to recommend to the Board of Directors re-pave South St. Andrews of paving project phase II, contingent upon the</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
Finance Committee's allocation of additional funding as required.		
<p>6. Unfinished Business, Item 7C: St. Andrews Gate Improvements</p> <p>The Committee moved to award a contract to MJ Jurado to install new path of travel in front of parked cars, keep the planting area in the existing condition, add a curb and a gutter, new parking stalls, ADA ramp per design, seal coat and stripping as drafted by Urban Crossroads on June 16th, in the amount not to exceed \$38,960 and send it to the Finance Committee for Reserve funding approval, and the Board of Directors.</p> <p>Following a discussion, it was the consensus of the Committee to obtain, and put a bus stop sign to the left of the crosswalk, upon the Mutual One permission. As an alternative, the Committee discussed moving the bus bench to the left of the crosswalk.</p>	Executive Director Facilities Director	
<p>7. Unfinished Business, Item 7D: Clubhouse Revitalization Project. Addition of a Wheelchair Ramp on the Side of Clubhouse Six</p> <p>The Committee moved to award a contract to MJ Jurado to construct a wheelchair ramp on the East side of Clubhouse Six, including a hand rail, in the amount not to exceed \$16,780.</p>	Facilities Director	
<p>8. Unfinished Business, Item 7E: Accommodations for Visually Impaired Residents</p> <p>The Committee moved to table this item for 30 days, and review it at the next scheduled Committee meeting.</p>	Facilities Director	
<p>9. New Business, Item 8A: Verizon Block Wall</p> <p>It was the consensus of the Committee to discontinue this item.</p>	Facilities Director	
<p>10. New Business, Item 8B: Multi-use Area. Clubhouse Two</p> <p>The Committee moved to award a contract to MJ Jurado to demo existing concrete & shade area, excluding landscaping, in the amount not to exceed \$48,000 and send it to the Finance Committee for funding review.</p>	Facilities Director	
<p>11. New Business, Item 8C: Street Flags</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
The Committee moved to put up 20 brackets in the amount not to exceed \$1,000 budgeted by the operations.		
12. Staff Reports, Item 10A: Facilities Director The Facilities Director spoke of his reports as presented, and provided the Committee with the updates on ongoing projects.	Facilities Director	
13. 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 was advised by the Committee to present a storyboard on Clubhouse renovations.	Executive Director	

**MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE
SUMMARY REPORT
Monday, October 3, 2017**

Action/Request	Person Responsible	Action Taken
1. Unfinished Business, Item 6A: GRF Building Inspector Services, ##1 - 25 Following a discussion, the Committee made the corrections to #15 - Contractor payments, and #17 - Contractor/Member Dispute Resolutions.	Facilities Director	
2. New Business, Item 6B: GRF Building Inspector Services, ##26 - 96 The Committee reviewed GRF Building Inspector Services ##26 - 60, and determined whether those services are considered standard or non-standard.	Facilities Director Project Coordinator	

**RECREATION COMMITTEE
SUMMARY REPORT
Monday, October 4, 2017**

Action/Request	Person Responsible	Action Taken
1. Correspondence, Item 6A: St. Theodore of Canterbury's Episcopal Church Services Following a discussion, the Executive Director stated that he will draft a letter to St. Theodore of Canterbury's Episcopal Church, upon the Chair's approval, stating that by November 1, 2017, the Church's services will be held in Room One of Clubhouse Two.	Executive Director	

Action/Request	Person Responsible	Action Taken
<p>2. Correspondence, Item 6B: Amphitheater Shows The Chair asked the Recording Secretary to send a letter to a shareholder explaining why her request cannot be accommodated.</p>	Recreation Manager Recording Secretary	
<p>3. Correspondence, Item 6C: Hot Pool – Women Showers The Chair asked the Recording Secretary to send a letter to a shareholder explaining temperature changes in women’s showers.</p>	Recreation Manager Recording Secretary	
<p>4. Correspondence, Item 6D: RV Lot Sub-Committee The Chair asked the Recording Secretary to send a letter to a shareholder to notify him of the Committee’s decision.</p>	Recording Secretary	
<p>5. Correspondence, Item 6E: Saturday Night Dances Following a brief discussion on Saturday night dances, there were no actions taken by the Committee at the time of the meeting.</p>	Recreation Manager	
<p>6. Unfinished Business, Item 7A: LW Trailer Club Financial Review The Committee moved to demand that the LW Trailer Club immediately refunds to all LW Trailer Club members all relative space rent cost collected by the LW Trailer Club for the period of January 1, 2017, through June 1, 2017, and must be done by November 1, 2017. If money is not returned to Club members by this date, Golden Rain Foundation will immediately terminate the LW Trailer Club as a sanctioned Club, and terminate the LW Trailer Club lease.</p>	Recreation Manager	
<p>7. New Business, Item 8A: Toys for Tots The Recreation Manager provided the Committee with the updates on Toys for Tots project.</p>	Recreation Manager	
<p>8. New Business, Item 8B: Korean Festival of Garden Grove The Recreation Manager provided the Committee with the details on Korean Festival of Garden Grove, scheduled for October 21, 2017.</p>	Recreation Manager	
<p>9. New Business, Item 8C: Fall Festival The Recreation Manager provided the Committee with the details on Fall Festival, also scheduled for October 21, 2017.</p>	Recreation Manager	

Action/Request	Person Responsible	Action Taken
<p>10. New Business, Item 8D: Work Study for Amenities The Executive Director spoke of the Clubhouses Renovation project, discontinuance of emergency meals in Clubhouse Two, a possible concrete placement between the Library and Clubhouse Three, enhancing the food service in the community, and expanding the parking lot of Clubhouse One.</p>	Executive Director Recreation Manager	
<p>11. New Business, Item 8E: Adding Partitions for Clubhouse Six The Committee moved to approve the purchase of two fixed wall systems for Clubhouse Six from Saturn Systems, in the amount of \$3,517.56 and send a request to the Finance Committee for available funding.</p>	Executive Director Recreation Manager	
<p>12. New Business, Item 8F: RV Lot Attendant Office Following a discussion, the RV Lot Storage Attendant was asked to make a list of the issues, and the number of space renters who haven't renewed their registration. The Committee also concurred to provide them with a registered mail letter asking to renew their RV registration by November 1, 2017. Following a further discussion, and per shareholder's request, the Committee concurred to have the same code at both RV Lot gates, to make it more accessible. The Committee also concurred to hold a special Recreation Committee meeting on October 11, 2017, to discuss open/pending RV Lot applications, and a waiting list, and begin renting available spaces as follows.</p>	Recreation Manager RV Lot Storage Attendant	
<p>13. New Business, Item 8G: Golf Shack The Executive Director spoke of the Golf Shack relocation and the Swimming Pool design planning, and informed the Committee of looking for costs on a Golf Course consultant, to be presented at the next regular scheduled meeting.</p>	Executive Director	
<p>14. Policies Amend: Item 9A: Policy 1406-50, Limitations on Use The Committee moved to amend Policy 1406-50, Limitations on Use, as presented, and send it to the Board.</p>	Recreation Manager	

Action/Request	Person Responsible	Action Taken
<p>15. Sub-Committees, Item 10A: Entertainment/Movie Sub-Committee The Entertainment/Movie Sub-Committee Chair stated that the final list of the movies and Amphitheater shows will be available upon approval. The Recreation Manager was also asked to have the reviews from past shows published in LW Weekly.</p> <p>Item 10B: Golf Course Sub-Committee The Recreation Manager on behalf of the Golf Course Sub-Committee Chair stated that Golf Course issues are being taken care of.</p> <p>Item 10C: Swimming Pool Sub-Committee The Chair of a Swimming Pool Sub-Committee stated that the Sub-Committee is looking forward to meeting with the Swimming Pool designer. The Committee also asked the Recreation Manager to order a new white board for the pool attendant.</p>	Executive Director Recreation Manager	
<p>16. Staff Reports, Item 11D: Executive Director The Executive Director spoke of a new sound system and curtains for the Amphitheater, to be further discussed at the next regular scheduled meeting.</p>	Executive Director	

**ARCHITECTURAL DESIGN & REVIEW COMMITTEE
 SUMMARY REPORT
 Monday, October 10, 2017**

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Clubhouse Three-Revitalization Project The Committee concurred to schedule a Work Study meeting on October 18 at 3 p.m.</p>	Recording Secretary	
<p>2. Unfinished Business: Mission Bell Location – Discussion Only The Committee moved to recommend to the GRF BOD the relocation of the Commemorative Mission Bell, with the addition of a commemorative plaque, adjacent to CH2. Exact location TBD and to name the area "Mission Park".</p>	Executive Director	
<p>3. Unfinished Business: St. Andrews Median - Update The Committee will discuss the topic at the November Meeting. President Stone will</p>	GRF President	

Action/Request	Person Responsible	Action Taken
present a story board at the scheduled meeting.		
<p>4. Unfinished Business: Holiday Decorations The Recreation Manager provided an update on the Holiday Decorations. The Committee requested the Recreation Manager provide the cost for red bows at the next scheduled meeting.</p>	Recreation Manager	
<p>5. Unfinished Business: Signage For "The Courtyard" The Committee concurred to approve concept one of the two concepts presented for the Courtyard.</p>	Executive Director Facilities Director	
<p>6. Unfinished Business: Clubhouse Six Signage The Committee concurred to table this item until next month and requested Executive & Facilities Directors provide additional information at the next scheduled Committee Meeting.</p>	Executive Director Facilities Director	
<p>7. Unfinished Business: South & North Gate Signs The Committee concurred to approve the signage presented for South and North Gates, Operations Funds.</p>	Facilities Director	
<p>8. New Business: Stock Transfer – Office Art Work – Discussion Only The Chair established a Sub-committee, "Picture Sub-committee", naming Mrs. Reed as Chair and members: Ms. Stone, Ms. Hopewell and Ms. Snowden.</p>	Executive Coordinator	
<p>9. New Business: Multi-Purpose Court – Surface Colors The Committee moved to approve the standard court colors for the tennis/pickle ball court; blue for the playing surface and green for the court surround.</p>	Facilities Director	
<p>10. New Business: Ch3 – Clubhouse Revitalization – Sample Review The Committee discussed the CH3 Revitalization and requested the Facilities Director to remove the very unpleasant couches.</p>	Facilities Director	
<p>11. New Business: Ch3 – Clubhouse Revitalization – Sample Review</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
The Committee discussed the CH3 Revitalization and requested the Facilities Director to remove the very unpleasant couches.		
12. New Business: Flower/Plant List - Approval The Committee moved to approve the flower/plant list, as amended.	Recording Secretary	
13. New Business: Ch4 – Lamp Post Lighting The Committee concurred to table this item until next month. No Action was taken.	Recording Secretary	
14. New Business: Signage For GAF Hospitality The Committee moved to approve the signage for GAF Hospitality, as presented.	Recording Secretary	
15. New Business: The Plaza Concept The Committee moved to recommend to the Recreation Committee, for review and concept support, followed by a joint committee recommendation to the Board, for conceptual approval to allow all applicable committees to begin the required steps to construct this addition to Trust Property.	Executive Director	
16. New Business: GRF Power Point Template The Committee moved to approve the template presented, to be used as the official GRF Power Point back ground.	Executive Director	

**MUTUAL ADMINISTRATION COMMITTEE
SUMMARY REPORT
Tuesday, October 10, 2017**

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Mutual Administration Procedures – Agendas The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	
2. Unfinished Business: Mutual Administration Procedures – Minutes The Committee moved to accept the Mutual Administration Procedures for agendas.	Mutual Administration	

Action/Request	Person Responsible	Action Taken
<p>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.</p>	Stock Transfer Manager	
<p>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.</p>	Stock Transfer Manager	
<p>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.</p>	Committee Members	
<p>6. Policies: Review of Policy 7720, Distribution of Services The Committee moved to recommend the GRF BOD rescind Policy 7720, Distribution Services.</p>	Recording Secretary	
<p>7. Policies: Review of Policy 7740, Messenger Services The Committee moved to recommend the GRF BOD rescind Policy 7740, Messenger Services.</p>	Recording Secretary	
<p><u>MAC Committee November Follow Up –</u> 1. Water Sensors – 2. Notice of Disclaimer Regarding Dual Ownership <u>Persons Responsible</u> 1. Facilities Manger to further research water sensor and bring back his findings to the Committee. 2. Stock Transfer Manager to make the appropriate changes and bring back to Committee.</p>		

**SPECIAL RECREATION COMMITTEE
 SUMMARY REPORT
 Wednesday, October 11, 2017**

Action/Request	Person Responsible	Action Taken
<p>1. New Business, Item 7A: Open/Pending RV Lot Applications</p> <p>The Committee reviewed a draft of the RV lease, and moved to accept the changes in red, as presented, and send it to the Board for review.</p> <p>The Committee concurred to resolve registration issues of the cases that were held back, based on the circumstances, and come to the consensus of moving forward.</p> <p>Following a discussion, the Committee concurred to:</p> <ul style="list-style-type: none"> • Enforce the lease to state that a Shareholder must be a primary holder of the registration and insurance of the vehicle stored in the RV lot; • Deny a registration on the trailers without a tow vehicle and the trailers that are not towable; • Deny a registration to a fifth wheel without tow vehicle; • Deny a registration on a tow vehicle that is not registered under Shareholder's name; • Enforce Policy of maximum two spaces per Member, and have both vehicles registered under the Shareholder's name, otherwise the registration will be denied. <p>Following a further discussion, the Committee moved to deny a registration to RV vehicles that are used as a workshop or as a storage, and not used recreationally.</p> <p>The Recreation Director stated that a registered mail letter will be sent to the owners of unregistered vehicles, and to those whose registration been reviewed and denied by the Committee.</p>	<p>Recreation Director, RV Lot Storage Attendant</p>	
<p>2. New Business, Item 7B: Waiting List</p> <p>The Committee discussed a waiting list situation, and asked the RV Lot Storage Attendant to look into dividing the waiting list into three classifications – smaller, medium and large spaces, and create a separate list for the Shareholders waiting for the second space.</p> <p>The Committee also discussed leasing appropriate size spaces, and agreed on allowing a Shareholder keep the same space</p>	<p>Recreation Director, RV Lot Storage Attendant</p>	

Action/Request	Person Responsible	Action Taken
in the RV Lot while replacing their recreational vehicle.		

**COMMUNICATIONS COMMITTEE
SUMMARY REPORT
Thursday, October 12, 2017**

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: FileMakerPro Sales Database Upgrade The Committee concurred to place this item on hold for further discussion.		No action required
2. Unfinished Business: Policy Management Software After presentations by Margaret Gillon and by Daniel Fabian, the Committee concurred to direct staff to make the appropriate determination regarding Policy Management Software.	IT Systems Analyst	
3. New Business: Metro Newspaper ADV (Carl's Jr.) The Committee moved to approve the write-off amount of \$1,725 and forward to the Finance Committee and the BOD for final approval.	Recording Secretary	
4. New Business: In Focus 2018 Calendar The Committee reviewed and voted on photos submitted by shareholders for the 2018 calendar, In Focus.	Recording Secretary	
5. Policies: 2825-36, Special Columns The Committee concurred to forward this policy to the Policy Re-write Sub-committee.	Recording Secretary	
6. Policies: 5050-34, Digital Billboards The Committee concurred to forward this policy to the Policy Re-write Sub-committee	Recording Secretary	

**EXECUTIVE COMMITTEE
SUMMARY REPORT
Wednesday, October 13, 2017**

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Director Training		No action required

Action/Request	Person Responsible	Action Taken
<p>The Executive Director advised that the next director training will be on October 30; the topic is DEFH, part II.</p>		
<p>2. Unfinished Business: Salary Survey – Transportation and Inspectors The Committee moved to recommend the GRF BOD approve changes to the Wage Ranges for the Mechanics to Wage Range 35 and Lead Mechanic Positions to Wage Range 40 in the Transportation Department, as outlined in the Wage Adjustment Analysis in the agenda packet, effective November 1, 2017. The Committee moved to recommend the GRF BOD approve the changes to the Wage Ranges for the Building Inspector Position I, II and for the Physical Property Manager to Wage Range 54 in the Physical Properties Department, as outlined in the Wage Adjustment Analysis in the agenda packet. The Committee will review the position description of the Building Inspector at the November meeting.</p>	<p>Human Resources Director</p>	
<p>3. New Business: Approve Draft Community Disaster Procedure Outlines Document The Committee concurred to continue to publish the Community Disaster Preparedness Tips in the community telephone book. The Community will discuss the Employee Emergency Operations Plan at the November Committee meeting.</p>	<p>Safety/Emergency Coordinator</p>	
<p>4. New Business: Uniforms for Recreation/Library Attendants: The Committee moved to accelerate the Recreation new hire and the Library new hire. The Committee moved to refer Recreation staff shirts to the Architectural Design & Review Committee to select the color.</p>	<p>Human Resources Director Recreation Manager Library Oper. Spv. Recording Secretary</p>	
<p>5. New Business: Uniform Change for Bus Drivers The Committee moved to refer Bus Driver staff shirts to the Architectural Design & Review Committee to select the color.</p>	<p>Recording Secretary</p>	

Action/Request	Person Responsible	Action Taken
<p>6. New Business: Employee Handbook and 4000 Policy Series The Human Resources Director will present a progress report on the Employee Handbook at the November meeting.</p>	Human Resources Director	
<p>7. New Business: Employee Payroll Information System The Committee moved to recommend the GRF BOD convert our payroll and HRIS systems from Paychex to ADP, with the first live payroll of 2018, for a cost not to exceed \$44,245 (including a non-budgeted expense of \$2,900).</p>	Human Resources Director	
<p>8. Policies: Amend Policy 5026-30, Election of Officers The Committee recommends the GRF BOD amend Policy 5026-30, Election of Officers.</p>	Recording Secretary	
<p>9. Policies: Amend Policy 5041-30, Real Property Acreage The Committee recommends the GRF BOD amend Policy 5041-30, Real Property Acreage.</p>	Recording Secretary	
<p>10. Policies: Amend Policy 5025-30, Election Procedures The Committee referred Policy 5025-30, Election Procedures to the Stock Transfer Supervisor. She will present a sample election packet at the November meeting.</p>	Stock Transfer Supervisor	
<p>11. Policies: Review Policy 5110-30, Executive Committee The Committee agreed to mark Policy 5110-30, Executive Committee as REVIEWED.</p>	Recording Secretary	

**FINANCE COMMITTEE
SUMMARY REPORT
Monday, October 16, 2017**

Action/Request	Person Responsible	Action/Taken
<p>1. Financials The Committee moved and recommended the GRF BOD to accept the October 2017 financial statements, as presented for audit.</p>	Director of Finance	
<p>2. Unfinished Business – Reserve Study The Committee moved and recommended the GRF BOD to approve the Reserve Study</p>	Director of Finance	

Action/Request	Person Responsible	Action Taken
for the 2018 budget year, as presented by the Director of Finance.		
3. Unfinished Business – Investments The Committee moved and recommended the GRF BOD approve adding \$500,000 to the investment ladder and authorizing the Director of Finance to purchase a 52-week CDAR for the month of October.	Director of Finance	
4. New Business – Investments – Certified Professional Financial Planning – Discussion Only The Chair removed this item from the agenda.	Recording Secretary	
5. New Business – Electrical Service Upgrades – RV Lot The Committee moved and recommended the GRF BOD to approve the allocation of Capital Funds, in the amount of \$28,085, for 5.5 acres improvements.	Facilities Director	
6. New Business – Paving Project- Phase II The Committee moved and recommended the GRF BOD to approve the additional Reserve funding of \$106,639 for the project's total amount not to exceed \$600,000.	Facilities Director	
7. New Business – St. Andrews Access and Pedestrian Improvements The Committee moved to recommended to the GRF BOD to award a contract to MJ Jurado, in an amount not to exceed \$39,000, gate improvements.	Facilities Director	
8. New Business – Clubhouse Six – Pedestrian Ramp Addition The Committee moved to recommend the GRF BOD approve Capital funding of \$16,780 for the installation of a ramp at the east end of CH6.	Facilities Director	
9. New Business – Clubhouse Six – Partitions The Committee moved to recommend the GRF BOD approve Capital funding of \$3,517.56 for the purchase of two fixed walls systems for CH6 from Saturn Systems, not to exceed \$3,600.	Recreation Director	
10. New Business – Annual Disclosure Statement	Director of Finance	

Action/Request	Person Responsible	Action Taken
The Committee moved to approve and recommend the GRF BOD the 2018 Annual Budget Disclosure and Policy Statement.		
11. NEW BUSINESS – Policy 5061-31 Fees The Committee moved to recommend the GRF BOD amend Policy 5061-31, Fees, as amended.	Recording Secretary	

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 \$2,900, 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.