

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TWELVE
January 11, 2018**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Twelve was called to order by President Gillon at 9:02 a.m. on Thursday, January 11, 2018, 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 and Woodruff

Absent: Vice President Carson

GRF Representative: Mrs. Damoci was absent

Guests: Three shareholders of Mutual Twelve

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

President Gillon welcomed guests and staff to the meeting.

SHAREHOLDER'S COMMENTS

Two shareholders made comments.

GRF REPRESENTATIVE

In Mrs. Damoci's absence her report was submitted (attached).

MINUTES

President Gillon asked for any corrections to the Regular Meeting minutes of November 9, 2017; and the Special Meeting minutes for November 20, 2017, and December 11, 2017. Upon a MOTION duly made by President Gillon and seconded by Secretary Sprague, it was

RESOLVED, to approve the Regular Meeting minutes of November 9, 2017, and the Special Meeting minutes for November 20, 2017, and December 11, 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 Secretary Sprague, it was

RESOLVED, To approve the permit by, Nationwide Painting, for the remodel for Unit 67-J, and authorize the President to sign the permit.

The MOTION passed.

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

RESOLVED, To approve the permit by, MP Construction, for the installation of stackable washer and dryer at Unit 69-H, and authorize the President to sign the permit.

The MOTION passed.

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

RESOLVED, To approve the flooring and asbestos permit for Unit 56-F, and authorize the President to sign the permit.

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 change order request for Schlick Services for \$4,219.11, upon receipt of warranty, at a cost not to exceed \$4,219.11, for an additional 21 light poles, and authorize the President to sign the change order.

The MOTION passed.

Following a discussion regarding water pipe noise in laundry room walls Physical Property Inspector Antisdell will talk to contractors J.C. Kress, John Nelson, and Bergkvist about possible solutions.

Following questions, Inspectors Antisdell and Harper left the meeting at 10:00 a.m.

EMERGENCY AGENDA ITEM

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

RESOLVED, To amend today's agenda of January 11, 2018, by adding Post amended Policy 7530 – Withdrawal Inspection to New Business Item "s."

The MOTION passed.

UNFINISHED BUSINESS

Following a discussion, it was the consensus of the Board to have the Security Department install cameras in both sides of Laundry Room 57 and in the courtyard of Laundry Room 57.

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

RESOLVED, To have all laundry room courtyards to be a non-smoking areas effective immediately.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone Pet Policy modification as a joint project with other Mutuels until further information is available.

NEW BUSINESS

Following a discussion, it was the consensus of the Board to ask consultant Rappaport to speak to BrightView Landscape regarding their quote. President Gillon will set up a Special Meeting for the Board to select a quote after the BrightView information has been received.

Following a discussion, it was the consensus of the Board to not create sewer clean out barriers in lawn areas at this time.

NEW BUSINESS (continued)

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

RESOLVED, To approve the renewal of Weather TRAK smart controllers for an amount of \$1,175.00.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone discussion regarding the beam rafter tails removal project until June.

Secretary Poynter took a break from 11:02 a.m. to 11:18 a.m.

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

RESOLVED, To approve the 2018 luncheon committee as Secretary Sprague, Director Woodruff, and to be Chaired by CFO Ferraro.

The MOTION passed.

President Gillon called for a break from 11:05 a.m. to 11:18 a.m.

President Gillon adjourned the meeting 11:18 a.m. for Executive Session.

President Gillon reconvened the meeting at 11:55 a.m.

Secretary Poynter left the meeting at 12:01 p.m.

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

RESOLVED, To approve and confirm the transfer from the Emergency/Contingency Fund to the Appliance Reserve Fund on 12/29/17 in the amount of \$20,000 for the replacement of 46-bathroom heater fan units identified during the fire/safety inspection. Further to approve an additional transfer from the Emergency Contingency Fund to the Appliance Reserve Fund the amount of \$25,000 to replenish the depleted Appliance Replacement Reserve Fund for the fiscal year of 2018 to be posted in January 2018.

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, To post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 11/25/15, never posted or ratified, on preliminary basis until the 30–day posting period is completed.

The MOTION passed.

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

RESOLVED, To amend Policy 7481.12 – Infrastructure Modifications (formerly Policy 7496.12) on preliminary basis until the 30–day posting period is completed.

The MOTION passed.

President Gillon adjourned the Regular Monthly Meeting at 12:26 p.m. and stated that the meeting will reconvene at 1:30 p.m. in the Physical Property Conference Room.

President Gillon reconvened the Regular Monthly Meeting at 1:37 p.m.

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

RESOLVED, To amend Policy 7499.12 – Air Conditioning/HVAC/Heat Pump Units on preliminary basis until the 30–day posting period is completed.

The MOTION passed.

Following a discussion, it was the consensus of the Board to have Physical Property Department create a bid package for tree trimming including the bidder coming on site and doing a walk through.

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

RESOLVED, To approve the Pinnacle sales order dated 1/3/18 in the amount of \$1750 for mulching of the trees to be charged to Landscape Extras and authorize the President to sign the sales order.

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, To not authorize GRF to provide the fire authority with master lock box keys.

The MOTION passed.

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

RESOLVED, That should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or Mutual Board Member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

The MOTION passed.

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

RESOLVED, To post amended Policy 7530 – Withdrawal Inspection, amended on 11/25/15, never posted or ratified, on preliminary basis until the 30-day posting period is completed.

The MOTION passed.

CHIEF FINANCIAL OFFICER'S REPORT

Ms. Ferraro submitted her financial report (attached).

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

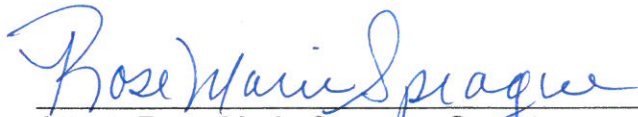
Ms. Hopkins submitted her report (attached).

DIRECTOR'S COMMENTS

No Directors had remarks to make.

ADJOURNMENT

There being no further business to conduct, President Gillon adjourned the meeting at 3:24 p.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Rose Marie Sprague, Secretary
SEAL BEACH MUTUAL TWELVE
bf:01/25/18
Attachments

**NEXT MEETING: February 8, 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 JANUARY 11, 2018**

01/11/18 RESOLVED, to approve the Regular Meeting minutes of November 9, 2017, and the Special Meeting minutes for November 20, 2017, and December 11, 2017, as corrected, by Calendar Consent.

RESOLVED, To approve the permit by, Nationwide Painting, for the remodel for Unit 67–J, and authorize the President to sign the permit.

RESOLVED, To approve the permit by, MP Construction, for the installation of stackable washer and dryer at Unit 69–H, and authorize the President to sign the permit.

RESOLVED, To approve the flooring and asbestos permit for Unit 56–F, and authorize the President to sign the permit.

RESOLVED, To approve the change order request for Schlick Services for \$4,219.11, upon receipt of warranty, at a cost not to exceed \$4,219.11, for an additional 21 light poles, and authorize the President to sign the change order.

RESOLVED, To amend today's agenda of January 11, 2018, by adding Post amended Policy 7530 – Withdrawal Inspection to New Business Item "s."

RESOLVED, To have all laundry room courtyards to be a non-smoking areas effective immediately.

RESOLVED, To approve the renewal of Weather TRAK smart controllers for an amount of \$1,175.00.

RESOLVED, To approve the 2018 luncheon committee as Secretary Sprague, Director Woodruff, and to be Chaired by CFO Ferraro.

RESOLVED, To approve and confirm the transfer from the Emergency/Contingency Fund to the Appliance Reserve Fund on 12/29/17 in the amount of \$20,000 for the replacement of 46-bathroom heater fan units identified during the fire/safety inspection. Further to approve an additional transfer from the Emergency Contingency Fund to the Appliance Reserve Fund the amount of \$25,000 to replenish the depleted Appliance Replacement Reserve Fund for the fiscal year of 2018 to be posted in January 2018.

RESOLVED, To post amended Policy 7525 – Withdrawal Inspection Process Fee, amended on 11/25/15, never posted or ratified, on preliminary basis until the 30–day posting period is completed.

RESOLVED, To amend Policy 7481.12 – Infrastructure Modifications (formerly Policy 7496.12) on preliminary basis until the 30–day posting period is completed.

RESOLVED, To amend Policy 7499.12 – Air Conditioning/HVAC/Heat Pump Units on preliminary basis until the 30–day posting period is completed.

RESOLVED, To approve the Pinnacle sales order dated 1/3/18 in the amount of \$1750 for mulching of the trees to be charged to Landscape Extras and authorize the President to sign the sales order.

RESOLVED, To not authorize GRF to provide the fire authority with master lock box keys.

RESOLVED, That should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or Mutual Board Member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.

RESOLVED, To post amended Policy 7530 – Withdrawal Inspection, amended on 11/25/15, never posted or ratified, on preliminary basis until the 30–day posting period is completed.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(12) TWELVE)**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **January 11, 2018**

Print Date: 1/2/2018

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
9-K	SLIDING DOORS	BOTH	01/02/18	02/06/18	NO		LW DÉCOR
11-C	FLOORING	GRF	12/18/17	01/18/18	NO	12/26/17 FINAL	KARYS CARPET
35-C	Flooring	GRF	10/30/17	11/30/17	NO	12/05/17 FINAL	BIXBY PLAZA CARPET
36-C	REMODEL	BOTH	10/31/17	01/30/18	YES		LW DÉCOR
40-D	DISHWASHER INSTALLATIO	BOTH	10/20/17	11/20/17	NO	12/04/17 FINAL	BERGKVIST CONSTRUCTION
42-G	PATIO TILE	GRF	01/10/18	03/10/18	NO		LW DÉCOR
42-K	COUNTERS	BOTH	07/24/17	10/20/17	NO	11/30/17 FINAL	
55-D	HEAT PUMP	BOTH	10/26/17	01/26/18	NO	12/21/17 FINAL	GREENWOOD
56-G	COUNTERS SINK FAUCET	BOTH	10/17/17	11/17/17	NO	11/13/17 FINAL	BERGKVIST CONSTRUCTION
62-E	FLOORING	GRF	01/04/18	02/06/18	NO		KARYS CARPET
64-B	CONVERT TUB	GRF	11/02/17	12/02/17	NO	12/05/17 FINAL	NU KOTE
64-E	REMODEL	BOTH	10/07/17	02/07/18	NO	11/14/17 ROUGH PL	OGAN CONSTRUCTION
67-J	REMODEL	BOTH	11/01/17	05/01/18	NO		NATIONWIDE PAINTING CONCEPT
70-I	COUNTERS	BOTH	12/26/17	01/26/18	NO		MP CONSTRUCTION
73-D	FLOORING	GRF	10/20/17	11/20/17	NO	12/05/17 FINAL	KARYS CARPET
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	09/26/17 FRAMING	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	9/26/17 ROUGH WIR	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	9/26/17 ROUGH PLU	AMORE DESIGN INC
73-F	REMODEL	BOTH	06/01/17	10/01/17	YES	11/7/2017 D WALL	AMORE DESIGN INC
77-I	HEAT PUMP	BOTH	12/28/17	01/28/18	NO		ALPINE
78-C	REMODEL	BOTH	10/30/17	12/01/17	NO	11/20/17 FINAL	BERGKVIST CONSTRUCTION
78-C	FLOORING	GRF	08/02/17	09/02/17	NO	11/20/17 FINAL	KARYS CARPET
	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

UNIT #	NMI	PLI	NBO	ESCROW FI	ACTIVITY FCOEI	COE DATE	ROF
6-H		11/13/17	12/26/17	12/27/17			
7-L		11/21/17					
34-C		04/10/17					
34-L		09/22/17					
36-C		04/17/17	09/18/17	09/18/17	09/29/17	10/02/17	12/04/17
39-E		07/27/17					
43-J		06/01/17					
46-J		10/18/17	11/22/17	11/22/17	12/06/17	12/08/17	12/18/2017
56-F		11/15/17	12/21/17	12/21/17			
64-I		08/03/17	11/08/17	11/16/17	11/29/17	12/01/17	
69-H		11/13/17	11/28/17	12/06/17	12/18/17	12/20/17	
74-C		07/10/17					
72-G		09/28/17	01/10/18	01/12/18			
78-E		12/29/17					
	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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (12) TWELVE

INSPECTOR: Mark Harper

MUTUAL BOARD MEETING DATE: **January 11, 2018**

Print Date: 1/2/2018

CONTRACTS/MUTUAL REQUEST

CONTRACTOR	PROJECT
SCHLICK SERVICES	REPLACEMENT ELECTRICAL PANEL LAUNDRY ROOM 72 \$3,182.50
Empire Pipe Cleaning	Sewer Pipe Cleaning Ex 12/31/19
Jonhs Landscape	Rain Gutter Cleaning Ex 04/30/18
Fenn Termite + Pest Control	Pest Control Ex Month to Month

Carole Damoci
Mutual 12 GRF Representative

January 11th, 2018

The landscaping and lighting around the Globe area is complete. The Leisure World sign on the Security building will be removed later this month and 2 monument signs, one on either side of the globe, will be installed. With the work being done at the main gate by SCE it would be easier for Shareholders to use either The North or St. Andrews gate.

Demolition for the multi-purpose court and picnic area behind clubhouse 2 is complete and we will be starting the installation of the multi-purpose court the beginning of next month.

Phase 2 of the street paving project with the repaving of St. Andrews, south of Golden Rain to Seal Beach Blvd is done. The ADRC Committee is looking at landscape options and the landscaping will go in soon. Next month at the Physical Properties Committee we will start looking at Phase 3. The street project will take at least 3 more years to complete.

The Monday night dinners at clubhouse 1 with food from Finbars is going strong. 200 Members a week are buying dinners. A Korean Barbecue will start on January 22nd. They will switch Monday nights going forward.

Parking enforcement is in full force. The biggest problem seems to be guests not putting their LW passes on their dashboard when parking anywhere in the community. All cars must be marked at all times. Shareholders are responsible for anything their guests do when in the community. If the guests don't pay for their tickets, the Shareholder must.

Shareholders need to have decals issued by the Security Department on their windshields. This has been a rule in LW for over 20 years.

Passes have been mailed and Mutual 12 can buy 4 extra passes this year. But again the Shareholder is responsible for everything the person does who they give a pass to. So please take care who you give your passes to.

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

Secretary Report

January 11, 2018

Please do not post any material on the Mutual's bulletin boards in the laundry rooms. Do not remove any notices, including the minutes, from the bulletin boards. Please be considerate of your fellow shareholders who would like to read the notices.

Recently we have placed signs on the washers and posted signs regarding the dryers to help prevent the abuse of the machines and the costly repairs which all shareholders pay for. Do not remove the signs from the machines. I would like to thank shareholder Lucille Findlay for her considerable amount of work on the signs project.

If you find a washer/dryer that is out of order, please contact the parcel director who monitors that laundry room. Contact names and phone numbers are listed on the roster posted on the bulletin boards.

Lastly, if you find someone has left clothing behind please do not pin it to the bulletin boards. Stray socks and other items can be placed on the table or pinned to the clothes lines until their owners return.

Thank you and Happy New Year.

Respectfully submitted,

Rose Marie Sprague

Secretary

CFO Report – January 11, 2018 Regular Meeting

The preliminary financial statements for the year ending December 31, 2017 have not yet been completed. A copy of the Financial Statement Recap Operations for the period ended November 30, 2017 is attached. Each of the Directors of the Board has received their detailed financial statement copy for review and comment.

As of November 30, 2017:

Cash in the bank	\$ 362,486 (Operations)
Accounts Receivable	\$ 11,076 (of which \$2,349 is 30 plus days past due)
Reserves:	\$2,442,439 (uncommitted)
Excess Income:	\$ 20,474 (before depreciation expense)

Of note is that one legal matter has been closed and the legal costs of \$2,288 are expected to be reimbursed to the Mutual. That amount is included in the Accounts Receivable Balance.

With one more month remaining in this fiscal year, it is projected that Mutual 12 will have a modest excess income. But for the strong sales of Mutual 12 units in 2017, the Mutual operations would have resulted in a loss with expenses exceeding income.

Respectfully submitted,



Susan Ferraro, CFO
Mutual 12

1012 Seal Beach Mutual No. Twelve Financial Statement Recap 11/30/2017

P.O. Box 2069
Seal Beach CA 90740

Nov Actual	Nov Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
111,631	111,631	Carrying Charges	1,227,936	1,227,941
54,800	54,800	Reserve Funding	602,805	602,800
166,431	166,431	Total Regular Assessments	1,830,741	1,830,741
14	0	Service Income	14	0
(422)	326	Financial Income	10,660	3,586
384	2,039	Other Income	33,441	22,429
(24)	2,365	Total Other Income	44,115	26,015
166,407	168,796	Total Mutual Income	1,874,855	1,856,756
65,400	65,400	GRF Trust Maintenance Fee	719,400	719,400
10,601	11,806	Utilities	127,796	129,866
1,106	1,619	Professional Fees	41,932	17,809
24,169	25,788	Outside Services	252,421	283,668
3,977	9,384	Taxes & Insurance	110,027	103,224
54,800	54,800	Contributions to Reserves	602,805	602,800
160,053	168,797	Total Expenses Before Off-Budget	1,854,382	1,856,767
6,354	(1)	Excess Inc/(Exp) Before Off-Budget	20,474	(11)
1,609	0	Depreciation Expense	41,244	0
4,744	(1)	Excess Inc/(Exp) After Off-Budget	(20,770)	(11)
6,684	0	Restricted Reserves		
2,500	0	Appliance Reserve Equity	12,293	0
40,695	0	Painting Reserve	68,841	0
0	0	Roofing Reserve	1,643,730	0
(21,295)	0	Emergency Reserve Equity	319,389	0
	0	Infrastructure Reserve	398,187	0
28,584	0	Total Restricted Reserves	2,442,439	0

The Mutual Administration Director's Comments

JANUARY 2018

Pet Registration

Per Pet Policy 7501, Article II, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently-registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

Caregiver registration

Per Policy 7557 all Caregivers whether working as a family member, as an individual, or through an agency, must apply and receive a special photo pass from the Golden Rain Foundation Stock Transfer Office:

- 1) The ID must be renewed every six months.
- 2) The ID must be worn around the neck at all times.
- 3) ID, Badge, or Pass may not be transferred or lent to anyone.

Please ask a Director for individual Mutual requirements and/or see your specific Mutual 7557 Caregiver policy posted on your individual Mutual website.

Year-end mail out information

The 2018 guest passes, and property tax and assessment information was mailed December 29, 2017. Payment coupons will be mailed under separate cover.

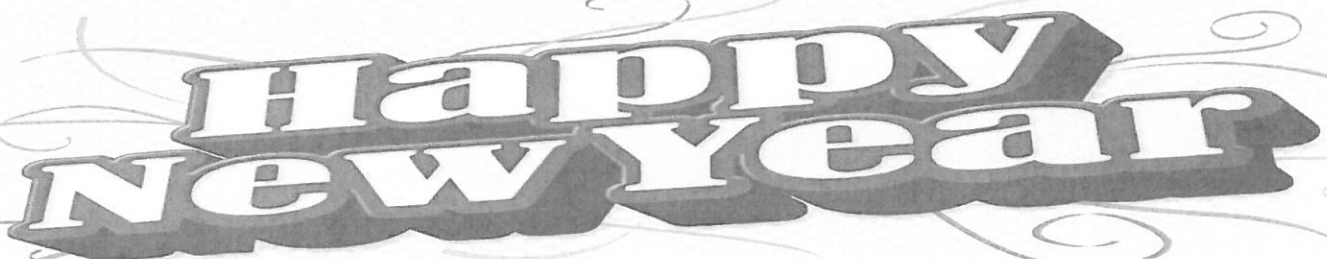
If your monthly assessment is via direct debit, the money will automatically be withdrawn from your account.

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by January 16, 2018, or have questions about registering your Caregiver or pet call the Stock Transfer Office at (562) 431-6586 ext. 347,348.

Estates will not receive guest passes but will receive the property tax and assessment information.

The New Year is yours, what will you do with it?



**Happy
New Year**

President's Report

Margaret Gillon, January 11, 2018

Margaret.Gillon@mutual12.org

NEW YEAR IS HERE. Welcome to the new year. We saw some beautiful decorations for the holidays and some Mutual Twelve units were featured in the Leisure World Holiday tour.

TREE MULCHING. We are mulching all the trees in the mutual this month. Even the new saplings are receiving a layer of mulch. As stated in previous minutes all plants, rocks, lights, and decorations are being removed from the base of the trees so that the tree roots can breathe easily and stay healthy. Ornaments and plants are not allowed to be hung in the trees. Anything hanging from the tree branches is being taken down and will be recycled.

DUMPSTER MISUSE. The new year is a good time to clean out and recycle but getting rid of large objects and furniture is not a good idea if they are dumped at the trash bins. Several large objects and Christmas trees were dumped in the last month. Board members were able to track down some of the shareholders and make them remove these items but we couldn't find them all. Shareholders who discard large objects may be fined \$25 a day for doing this. There is a large object disposal container at the north end of Leisure World in the mini-farm area. Furniture, beds, curtains, pictures, shelving, boxes of stuff too big for the dumpster, etc., can all be taken to this area and thrown away.

NEW BOARD MEMBERS NEEDED. In a few months we will be having our annual election. The board of directors manages the mutual and plans long term projects to keep the mutual in good condition. There are seven director positions for Mutual Twelve. Please consider volunteering in the community by becoming a member of the board. It's a great opportunity to serve the community and learn how Leisure World works. The elections are in June. Shareholders who want to run for the board need to register by the beginning of April.

MUTUAL OPERATIONS**DRAFT****PHYSICAL PROPERTY****Air Conditioning/HVAC/Heat Pump Units - Mutual Twelve Only**

In order to conform to revised requirements of the City of Seal Beach, the Uniform Building Code, and the regulations of the Physical Property Department of Leisure World, and in accordance with the previous practices of this Mutual, the installation of air conditioning units shall be approved and confirmed as follows.

1. LOCATION

- 1.1 Ducted and Ductless air conditioning/heat pumps shall be placed in front of an apartment as close to the center as feasible on all inside units.
- 1.2 Corner Units: Ducted and Ductless air conditioning/heat pumps shall be placed on the short side of all corner apartments as close to the center as feasible.
- 1.3 All new installations and change outs will require a four-inch-thick poured concrete slab.
- 1.4 Replacement unit may remain at existing location **per city approval.**

2. ATTIC ACCESS: Ducted HVAC Units only. Attic Access is required from the inside of the shareholder's unit (usually in the kitchen or bathroom) or from the outside (for end apartments only) for servicing and maintaining the HVAC Unit. The attic access shall be a minimum 22" x30", and the cover shall be a combination of plywood laminated to a 5/8" type "X" drywall, with the drywall facing the attic side.

3. All HVAC heating unit cement pads shall be flush with the apron.

4. Ducted air conditioning/heat pumps size shall not exceed 3.5 ton.

5. All exposed lines (beginning and end) must be covered with sheet metal and/or expandable foam **and wire mesh** so they are rot-resistant and flame-, insect-, and vermin-proof. Lines must be installed inside the drip line.

6. Condensation Lines. All condensation lines located in the attic shall be rodent-proofed. Condensation tie-ins at the kitchen sink vent shall be:

6.1 If using PVC pipe, use 1-1/2" x 3/4" PVC tee with 1-1/2" no hub bands with 1/4" mesh around pipe;

6.2 If using copper pipe, use 1-1/2" x 3/4" PVC tee with 1-1/2" no hub bands. If the apartment is a remodel, run the condensation line to the washer/dryer hookup or a y-branch tailpiece at the bathroom sink.

6.7. If the noise level exceeds city code either the inside or outside level, the shareholder is responsible for having unit(s) repaired at once. If the unit is not repaired by the shareholder, the unit may not be used by the resident or shareholder. If the Mutual repairs the unit, the (Sep 17)

MUTUAL OPERATIONS**DRAFT****PHYSICAL PROPERTY****Air Conditioning/HVAC/Heat Pump Units - Mutual Twelve Only**

shareholder will be billed for all expenses. Repair and maintenance of all units will be the responsibility of the shareholder.

78. When removing previous HVAC units the contractor must remove the cement pad for the previous unit as well.

9. On the occasion of change of ownership, ~~and with a charge against the seller's escrow~~ all air conditioning **HVAC** units shall be **in full compliance with all requirements and provisions of this policy.** **All HVAC** units shall be inspected and, serviced or replaced, as needed to conform with current building codes, and ~~a~~ **All** condensation drain lines will be checked and rodent-proofed, **and a concrete pad to be installed.** ~~as needed.~~ **All costs incurred shall be charged against the seller's escrow.**

MUTUAL ADOPTIONAMENDMENTS

TWELVE: 08 Oct 87

04-11-02, 09-13-07, 10-08-09, 09-25-17

**MUTUAL OPERATIONS
PHYSICAL PROPERTY****DRAFT****Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve**

- 1 **SCOPE** This Policy supplements laws, codes, Golden Rain Foundation and Mutual 12 governing documents, and other requirements. It does not weaken or eliminate any requirement of any kind that is not addressed herein.
- 2 **GENERAL REQUIREMENTS**
 - 2.1 Any building exterior or interior ~~common area~~ modification must be approved by Board Resolution unless Board approval is on file or clear in policy (Exception: Interior walls may be painted or papered without a GRF or Mutual permit.)
 - 2.2 All modifications approved for shareholders shall be at shareholder expense.
 - 2.3 Shareholder and shareholder's contractor are responsible for repair and/or replacement of any Mutual 12 infrastructure components disturbed, modified or damaged during construction.
 - 2.4 As an example but not a limitation, repair or replacement of Mutual sidewalk light wiring damaged during and resulting from shareholder walkway replacement, sprinkler line work, grade changes, etc. must be corrected at contracting shareholder expense.
 - 2.5 There shall be no shareholder construction or other shareholder encroachment under the attic access, in front of or in a location compromising access to or interfering in any way with any kind of electrical, electronic and or information transmission equipment including their enclosures wherever located. No encroachment shall be allowed on any kind of easement or access not mentioned above unless exempted by Board Resolution.
 - 2.6 Neither GRF nor the Mutual allows contractors to work outside of regular business hours. See Policy 7402.12 Working Hours – Contractors, Vendors and Shareholders. If contractors or their employees are found on site outside of regular business hours a fine may be imposed for up to \$500 for each occurrence in addition to other punitive action.
 - 2.7 GRF and Mutual requirements and contract supersede GRF Building Inspector "FINISH BUILDING" sign off on the GRF Building permit.
- 3 **LANDSCAPE**

**MUTUAL OPERATIONS
PHYSICAL PROPERTY****DRAFT****Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve**

- 3.1 Any time, including garden border adjustments, changes are made or turf is restored, excess soil shall be removed and any new soil shall be added at shareholder expense. In any Mutual or shareholder contract, price of soil and turf addition or removal shall be included whether specifically stated in the contract or not.
- 3.2 All grounds and sprinkler modification, including but not limited to grade and garden borders, must be performed by the Mutual's landscape contractor unless another contractor is authorized by Board resolution. All work performed will be at shareholder expense. (See Policy 7408.12 – Contractor Liability)

4 PRIMARY ENTRANCE WALKWAY RELOCATION AND CHANGES

- 4.1 Shareholder(s) of the adjoining unit, if any, must agree to the relocation of their **common** entrance walkway. A written agreement must be signed by both parties prior to any work being performed by the contractor.
- 4.2 New walkways shall be a minimum width of four feet and a maximum width of five feet. Any flare shall be included within the five-foot width.
- 4.3 Walkways may include brick, flagstone, or any similar material between Mutual walkways and resident porch area. The maximum five-foot width must include at least three-inch cement mow strip on each side. Non-standard walkway damage will be the responsibility of the shareholder.
- 4.4 The site plans shall define the areas affected by the relocation of the entrance walkways which are connected to the main sidewalk and all affected units.
- 4.5 The site plans shall show:
 - 4.5.1 The original "as is" walkway.
 - 4.5.2 The proposed relocated walkway(s).
- 4.6 All grounds and sprinkler modification, including but not limited to grade and garden borders, must be performed by the Mutual's landscape contractor unless another contractor is authorized by Board resolution. All work performed will be at shareholder expense. (See Policy 7408.12 – Contractor Liability)

5 ADDITIONAL ENTRANCES

(Sep 17)

**MUTUAL OPERATIONS
PHYSICAL PROPERTY****DRAFT****Infrastructure Modifications (formerly Policy 7496.12) - Mutual Twelve**

- 5.1 Maximum of two entrances may be located at the edge of a building's footprint. Additional entrances are not allowed unless these additional entrances exit onto the ~~exclusive use~~ **separate interest** patio area of the unit.
- 5.2 Walkways are not allowed on the additional entrances located at the edge of a building's footprint.
- 5.3 The stoop of an entrance located at the edge of a building's footprint shall not exceed minimum code requirements in length and width.

6 THRESHOLDS

- 6.1 Exterior sidewalk and interior slab shall not have more than 1.5" difference.
- 6.2 Demolition and replacement of existing patio slabs shall take place as needed to accomplish this requirement.

7 STEPS

- 7.1 Steps are not allowed anywhere on the Mutual 12 premises, interior or exterior (the concrete platforms in the back of the carports are not steps).

8 APRONS

- 8.1 Policy 7425.12 requires a 12-inch exterior apron added to the main foundation structure. Wider aprons are not permitted.
- 8.2 A bay foundation may be flush with the structure or have an apron not to exceed 6".
- 8.3 Apron to be part of monolithic pour for footing per Policy 7490 Standard Plans and Specifications diagram 9 of 15, Patio Roof Footing Slab, date May 1987.

**MUTUAL OPERATIONS
PHYSICAL PROPERTY**

DRAFT

Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve

9 SOUNDPROOFING

9.1 Soundproofing is always required:

9.1.1 On all common walls exposed during construction.

9.1.2 On all walls of second bathrooms.

9.2 Soundproofing is recommended:

9.2.1 For common walls, in particular any room considered a bedroom or sleeping room.

10 INSULATION

10.1 Before any construction involving the attic receives the FINISH BUILDING sign off, all insulation must be put back in place or replaced so that protection is at least as good as original. Skylight structure insulation must be put in place securely.

10.2 Shareholder is encouraged to specify high quality fire resistant insulation anywhere insulation is required.

11 ACCESS

11.1 Water heater whether in the original location or relocated must **not** be ~~no more obstructed than the original location.~~ **rendered inaccessible.**

11.2 Any variance, such as but not limited to under sink water purifier, requires Board approval and GRF Building Permit, and **Any** work on obstructed original fixtures will be at shareholder's expense.

12 ENCLOSED PATIOS

12.1 Enclosed patios may have all screens, windows, louvered windows, acrylic, backer board, drywall, deco blocks, doors, and all other enclosure materials removed when the unit is sold. Removal of enclosure materials is at the discretion of the Mutual board. The cost of removing enclosure materials will be at the Seller's expense. **unless Exception, if** there is proof of permits, ~~otherwise~~ it will be removed at Mutual expense.

**MUTUAL OPERATIONS
PHYSICAL PROPERTY****DRAFT****Infrastructure Modifications (formerly Policy 7496.12) – Mutual Twelve**

- 12.2 Modifying the patio to add any enclosure materials such as windows, doors, drywall, backer board, concrete fill in deco blocks, etc., requires a GRF Building Permit.
- 12.3 Acrylic, plastic, etc., may not be used for patio enclosure except when it is being used as a backing material for deco blocks.
- 12.4 No **enclosed** patio addition may have a door that locks. Only doors with direct entry into the unit may have locks, i.e., front door or sliding glass door leading directly into the unit from the patio. A door outside in the patio without direct access into the unit is not considered an entry door. To clarify, there can be no door locked before arriving to the ~~front door~~ **primary entrance** of the unit. Any lock on a patio door must be removed or the Mutual will remove it at the shareholder expense.

13 SEWER TIE-INS

- 13.1 All Sewer tie-ins to be at existing toilet at existing bath. Mutual Twelve does not allow contractors to tie into the 4 inch main line.

14 GUTTER & DOWNSPOUTS

- 14.1 If Downspouts are relocated, the contractor will replace existing gutter with a one piece gutter to the middle of the center unit of the building (the location of the seam).

15 WASHER / DRYER INSTALLATION

- 15.1 On Washer/Dryer installs there must be easy access such as a side door to shutoff valves.
- 15.2 The Washer/Dryer cabinet space must be large enough to easily remove the washer / dryer without having to remove the doors, the framing, or the molding.

ATTACHMENTS:

(Sep 17)

**MUTUAL OPERATIONS
PHYSICAL PROPERTY**

DRAFT

Infrastructure Modifications (formerly Policy 7496.12) - Mutual Twelve

- **CONTRACTOR COMPLIANCE AGREEMENT**
- **SHAREHOLDER UNDERSTANDING OF RESPONSIBILITY**

MUTUAL ADOPTION

TWELVE: 2003-01-09

AMENDMENTS

2015-11-12, 2016-07-14 (Emergency 120 days),
2016-10-13, 2017-09-25

**MUTUAL OPERATIONS
PHYSICAL PROPERTY**

DRAFT

Infrastructure Modifications (formerly Policy 7496.12) - Mutual Twelve

CONTRACTOR COMPLIANCE AGREEMENT

I/We the undersigned, understand and agree to comply with all of the laws, codes, governing documents, and requirements of the Golden Rain Foundation and Seal Beach Mutual No. Twelve for work briefly described below applicable to:

Unit No: _____ **GRF Building Permit No.:** _____

COMPANY NAME: _____

BY: _____ **Title:** _____
(Signature)

Name Printed: _____ **Date:** _____

SHAREHOLDER UNDERSTANDING OF RESPONSIBILITY

Prior to signing this or any other document related to this modification of Mutual 12 property I/We have obtained any and all assistance needed to fully understand our responsibility as shareholder/owner of the separate interest.

I/We understand that the sentence, "I agree all work will comply with Foundation and Mutual Corporation policies, regulations, and procedures." is included in the NOTICE TO RESIDENT OF AGREEMENT section of the GOLDEN RAIN FOUNDATION BUILDING PERMIT.

PRINT NAME

(Signature)

Date: _____

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Withdrawal Inspection Process Fee****RESOLUTION:**

That Mutual No. Twelve will charge a fee (**refer to table below**) for the inspection process when a share of stock is listed for sale, effective November 12, 2015 (**see below**).

<u>MUTUAL AND ADOPTION</u>	<u>AMENDED/AMT</u>	<u>EFFECTIVE DATE</u>
ONE: 01 Aug 89/\$500		
TWO: 01 Aug 89		
THREE: 01 Aug 89	04-12-13/\$1,000	05-01-13
FOUR: 01 Aug 89	09-14-16/\$1,000	09-14-16
FIVE: 01 Aug 89	08-19-15/\$1,000	08-19-15
SIX: 01 Aug 89		
SEVEN: 01 Aug 89	11-16-16/\$1,200	11-16-16
EIGHT: 01 Aug 89	07-22-13/\$1,000	07-23-13
NINE: 01 Aug 89	03-13-13/\$1,000	04-01-13
TEN: 01 Aug 89	08-27-14/\$1,000	08-27-14
ELEVEN: 01 Aug 89	09-17-15/\$1,000	09-17-15
TWELVE: 01 Aug 89	11-12-15/\$1,000	11-12-15
FOURTEEN: 01 Aug 89	11-17-15/\$1,200	11-17-15
FIFTEEN: 01 Aug 89	04-15-13/\$1,000	05-01-13
	08-22-17 \$1,500	10-16-17
SIXTEEN: 01 Aug 89	03-18-13/\$1,000	04-01-13
SEVENTEEN: Not Applicable		

MUTUAL OPERATIONS**SHAREHOLDER REGULATIONS****Withdrawal Inspection – Except Mutual Nine and Seventeen****RESOLUTION:**

Immediately upon vacating by the selling shareholder, the dwelling shall be inspected. Expense of repair and maintenance shall be paid from the withdrawal repair deposit of Seller. Balance to Seller.

<u>MU/DATE/AMOUNT</u>	<u>AMENDED/AMT.</u>	<u>AMENDED/AMT.</u>	<u>AMENDED/AMT.</u>
1. 01-24-91/\$2,500	08-23-03/\$3,500	08-23-07/\$5,000	09-22-16/\$10,000
2. 11-15-90/\$2,500	09-16-04/\$3,500	09-20-07/\$5,000	01/17/13/\$8,000
3. 07-14-95/\$2,500	-----	10-12-07/\$5,000	06-14-13/\$10,000
4. 07-01-85/\$2,000	12-01-03/\$3,500	09-12-07/\$5,000	12-12-12/\$7,500
5. 07-19-95/\$2,500	11-19-03/\$3,500	09-19-07/\$6,500	
6. 12-06-89/\$2,500	04-26-05/\$3,500	09-25-07/\$5,000	09-23-16/\$10,000
7. 12-15-89/\$2,500	07-19-03/\$3,000	09-21-07/\$5,000	11-16-11/\$10,000 (See Policy 7530.7
8. 09-24-90/\$2,500	05-17-05/\$3,500	09-24-07/\$5,000	
9. 12-12-90/\$2,500	11-15-02/\$3,500	02-13-06/\$5,000	11-15-07/\$6,500 (See Policy 7530.9)
10. 10-24-90/\$2,500	08-27-03/\$3,500	10-24-07/\$6,500	
11. 01-17-91/\$2,500	11-20-03/\$3,500	09-20-07/\$5,000	
12. 12-13-90/\$2,500	02-10-05/\$3,500	10-11-07/\$5,000	03-14-13/\$7,500, 11-12-15/\$10,000
14. 06-23-95/\$2,500	06-22-04/\$3,500	09-25-07/\$7,000	09-18-15/\$10,000
15. 07-17-95/\$2,500	08-16-04/\$3,500	10-15-07/\$6,500	
16. 06-28-95/\$2,500	02-25-05/\$3,500	09-17-07/\$6,500	
17. Not applicable			

**MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
DECEMBER 11, 2017**

CALL TO ORDER:

The Emergency Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 10:30 on Monday, December 11, 2017 at 13350 St Andrews 68J.

ROLL CALL:

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

Absent were: Vice President Carson, Director Woodruff

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


Following a discussion on emergency sprinkler repairs needed and on **MOTION** made by President Gillon, and seconded by Director Anderson, it was:

RESOLVED, to approve the quote from Pinnacle for valve replacements at building 64 dated December 4, 2017, for \$2,440.00 to be charged to Infrastructure Reserves and to approve the quote from Pinnacle for sprinkler repairs at buildings 40 and 41 dated December 7, 2017, for \$313.00 to be charged to landscape extras and authorize the President to sign the quotes.

The Motion passed.

ADJOURNMENT:

President Gillon adjourned the meeting 10:55 AM



Attest:

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

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
NOVEMBER 20, 2017**

CALL TO ORDER:

The Special Meeting of Seal Beach Mutual No. Twelve was called to order by President Gillon at 9:12 on Monday, November 20, 2017 in the Physical Property Conference Room.

ROLL CALL:

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

Absent were: Vice President Carson, Director Woodruff

Also present: One Shareholder

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

Discussion on Policy 7502.12.1.

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

RESOLVED, to ratify posted policy 7502.12.1 Parking Rules and Fines Companion to GRF Policy 1927-37 Parking Rules for Trust Property.

The Motion passed.

Discussion on purchasing an outdoor storage container.

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

RESOLVED, to purchase an outdoor storage container and a padlock to be placed by carport 135 not to exceed \$250.00 to be charged to Landscape Extras.

The Motion passed.

Mark Weaver joined the meeting at 9:35 a.m.

Discussion on hiring M.P. Construction to repair or replace ceiling fans in the bathrooms for Mutual 12. Service Maintenance has a backlog of repairs. The hourly rate for M.P. Construction will be the same as Service Maintenance.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. TWELVE
NOVEMBER 20, 2017

Mark Weaver left the meeting at 9:45 a.m.

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

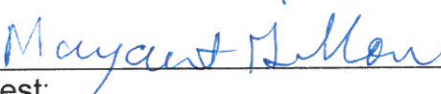
RESOLVED, to allow M.P. Construction to do the bathroom heater fan repair and replacements instead of Service Maintenance. Parts to be supplied by Service Maintenance and Service Maintenance will assist in scheduling the appointments with the Shareholders.

The Motion passed.

The meeting adjourned to Executive Session.

ADJOURNMENT:

President Gillon adjourned the meeting 9:55 a.m.



Attest:

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

MUTUAL TWELVE

**GOLDEN RAIN MONTHLY
SUMMARIES FOR**

DECEMBER 2017

(See information attached.)

PHYSICAL PROPERTIES COMMITTEE

SUMMARY REPORT

Monday, December 4, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Use of Roundabouts for Pedestrian Safety, Nick Massetti: The Committee concurred not to address the roundabouts at this time, and send a "Thank you" letter to Mr. Massetti for his concerns.</p>	Executive Director Recording Secretary	
<p>2. Unfinished Business, Item 7B: Crosswalk Between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain everyone's input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	Facilities Director Physical Property Manager	
<p>3. Unfinished Business: RV Lot Fence Extension The Committee concurred to address this topic on January of 2018 agenda, following the review by ADR Committee.</p>	Executive Director Facilities Director	
<p>4. Unfinished Business: Crosswalk between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	Facilities Director Physical Property Manager	
<p>5. New Business: Historical Society Museum Maintenance and Repairs The Committee moved to approve needed safety modifications to Clubhouse One room assigned to the Historical Society.</p>	Executive Director Facilities Director	
<p>6. New Business: Cancel Clubhouse Three Asbestos Abatement The Committee moved to cancel the current contract with Pacific Environmental for the asbestos abatement in Clubhouse Three, in the amount of \$37,723, and authorize the Physical Property Department notify the contractor of project cancellation.</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
<p>7. New Business: Battery Backup System Installation The Committee moved to refer the battery backup system installation to the Finance Committee for review of available funding.</p>	Executive director	
<p>8. New Business: Committee's Discretionary Funds The Committee moved to approve the use of \$500 of the Committee's discretionary funds for the purchase of forty (40) \$50 gift cards for each of the Innovative Cleaning Services staff member, in the total amount not to exceed \$2,000, as an appreciation for providing daily services to GRF. The Committee moved to send \$500 of its remaining available discretionary funds to the ADR Committee for landscape replacement.</p>	Executive Director Facilities Director	

MANAGEMENT SERVICES REVIEW AD HOC COMMITTEE
SUMMARY REPORT
Tuesday, December 5, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: GRF Building Inspector Services, ##1 - 96 The Committee reviewed Inspector services ##26-33, 50, 51, 52, and concurred to mark ##26-30 and #50 as standard, leave question marks next to services ##31-33, specify #51 as "open doors (for shareholders who are not home), and keep #52 as a non-standard service (see explanations).</p>	Facilities Director Physical Property Manager	

RECREATION COMMITTEE
SUMMARY REPORT
Wednesday, December 6, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Correspondence: Policy 1411-50, Use of Community Facilities, Nick Massetti The Committee Chair will directly address the correspondence with Mr. Massetti.</p>	Recreation Director	

Action/Request	Person Responsible	Action Taken
<p>2. Unfinished Business: Lot Fence Extension The Committee concurred to address this topic on January of 2018 agenda, following the review by ADR Committee.</p>	<p>Facilities Director Executive Director</p>	
<p>3. Unfinished Business: Crosswalk Between the Medical Center and Clubhouse Six The Committee concurred to hold a work study at the point of interest with the Chair of Security, Bus & Traffic Committee, representatives from the Braille Institute, and visually impaired residents in January of 2018 to obtain everyone's input on modifying the crosswalk between the Medical Center and Clubhouse Six.</p>	<p>Facilities Director Physical Property Manager</p>	
<p>6. New Business: Historical Society Museum Maintenance and Repairs The Committee moved to approve needed safety modifications to Clubhouse One room, assigned to the Historical Society.</p>	<p>Facilities Director Executive Director</p>	
<p>7. New Business: Cancelling Clubhouse Three Asbestos Abatement The Committee moved to cancel the current contract with Pacific Environmental for the asbestos abatement in Clubhouse Three in the amount of \$37,723 and authorize the Physical Property Department notify the contractor of project cancellation.</p>	<p>Facilities Director</p>	
<p>8. New Business: Battery Backup System Installation The Committee moved to send the battery backup system installation to the Finance Committee for review.</p>	<p>Facilities Director</p>	
<p>9. New Business: Changing Clubhouse Revitalization Schedule The Executive Director stated that more information on this topic will be presented for the Committee's review at the next scheduled meeting.</p>	<p>Executive Director</p>	
<p>10. New Business: Committee's Discretionary Funds The Committee moved to approve the use of \$500 of the Committee's discretionary funds for the purchase of forty (40) \$50 gift cards for each of the Innovative Cleaning Services staff member, in the total amount not to exceed \$2,000, as an appreciation for providing daily services to GRF.</p>	<p>Facilities Director Executive Director</p>	

Action/Request	Person Responsible	Action Taken
The Committee moved to send \$500 of its remaining available discretionary funds to the ADR Committee for landscape replacement.		

RV LOT AD HOC COMMITTEE
SUMMARY REPORT
Thursday, December 21, 2017

Action/Request	Person Responsible	Action Taken
1. Correspondence, Tom Kindschi: The Committee concurred to refer the correspondence to the Recreation Committee.	Recording Secretary	
2. Unfinished Business: Draft Policy 1487-50, Community Operations, RV Lot The Committee moved to request legal review of the draft policy by corporate counsel. The Committee concurred to require miscellaneous minor items flat tire and worn/torn RV covers to be remedied within ten (10) days.	Executive Director	
3. Staff Reports: Recreation Director The Committee reviewed the draft RV Dump Station Rules, submitted by the Recreation Director and concurred to refer the Rules to the Recreation Committee, for consideration.	Recording Secretary	

EXECUTIVE COMMITTEE
SUMMARY REPORT
Monday, December 8, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Uniforms for Security and Recreation Staff The Executive Director will bring the quantity of shirts to be ordered to the January Committee meeting.	Executive Director	
2. Unfinished Business: Amend Policy 5041-30, Real Property Acreage – Trust Property	Recording Secretary	

Action/Request	Person Responsible	Action Taken
The Committee concurred to recommend the GRF BOD amend Policy 5041-30, Real Property Acreage – Trust Property.		
3. New Business: Workers' Compensation Insurance Renewal The Committee recommended renewal of the Workers' Compensation Coverage with Berkshire Hathaway Homestate Companies (BHHC) for the 2018 policy year, in the amount of \$305,494.00, to the GRF Board of Directors, and authorize the President to sign the renewal.	Recording Secretary	
4. New Business: Review of the Injury Illness Prevention Program document The Emergency/Safety Coordinator provided the Injury Illness Prevention Program document to the Committee for review at the January Committee meeting. The Executive Coordinator will provide the Committee members with the eight elements of the training, for their information.	Emergency/Safety Coordinator Executive Coordinator	
5. New Business: Sexual Harassment Training and Reporting The Committee concurred to recommend Active Shooter Training to the GRF BOD.	Executive Director	
6. New Business: Committee Discretionary Fund The Committee moved to approve the use of \$500 of the Committee discretionary funds toward a pool of funds, not to exceed \$2,000, for the sole purpose of \$50 gift cards for each of the Innovative Cleaning Services staff providing daily service for GRF.	Executive Director	
7. New Business: Committee Discretionary Fund The Committee moved to approve the use of \$500 of the Committee discretionary funds by the ADRC to beautify an area of Leisure World.	Executive Director	
8. New Business: New Policies The Committee moved to formulate policies pertaining to discretionary and voluntary funds.		
9. Policies: Amend Policies 5092-30, Board of Directors Code of Ethics and Conduct, 5092.01-30, Board of Directors Censure	Executive Coordinator	

Action/Request	Person Responsible	Action Taken
<p>Procedure and 5092.02-30, Motion to Censure The Committee moved to recommend the GRF BOD amend Policy 5092.02-30, Motion to Censure.</p>		
<p>10. Staff Reports: Human Resources Director The Committee moved approve changes to the Wage Ranges for the Mechanic and Lead Mechanic Positions in the Transportation Department as outlined in the Wage Adjustment Analysis – Mechanic (3591.2) position to Wage Range 35 and Lead Mechanic (3591.1) to Wage Range 40.</p>	Human Resources Director	
<p>11. Policies: Amend Policies 5092-30, Board of Directors Code of Ethics and Conduct, 5092.01-30, Board of Directors Censure Procedure and 5092.02-30, Motion to Censure The Committee moved to recommend the GRF BOD amend Policy 5092.02-30, Motion to Censure.</p>	Executive Coordinator	
<p>12. Policies: The Chair requested the Committee members review the Executive Committee policies for discussion of which are rules and which are policies.</p>	Committee members	

ARCHITECTURAL DESIGN & REVIEW COMMITTEE
SUMMARY REPORT
Monday, December 11, 2017

Action/Request	Person Responsible	Action Taken
<p>1. Unfinished Business: Various The Committee concurred to address the following at the next scheduled meeting: St. Andrews Median – Update Flower/Plant List – Approval Display Cabinet, Clubhouse Four</p>	Recording Secretary	
<p>2. Unfinished Business: Clubhouse Four The Committee moved to approve the purchase of a design for a bell-type walkway light, by the end of December.</p>	Facilities Director	
<p>3. Unfinished Business: El Dorado Drive Planters, adjacent to the RV Club</p>	Facilities Director	

Action/Request	Person Responsible	Action Taken
The Committee moved to approve to recommend a 48 inch size planters, color to be determined with pending contractor approval of the installation by the City of Seal beach.		
4. New Business: Additional Christmas Decorations The Executive Director authorized \$400 payment to Consider it Done Home Services for eight holiday decorations.	Recording Secretary	
5. New Business: Clubhouse Four – Flagpole Location and Type The Committee moved to approve the flagpole to be moved to the west side gravel area, pending comprehensive re-designing of the area.	Facilities Director	
6. New Business: Amphitheater Drapes, Color Selection The Committee moved to approve the color black.	Facilities Director	
7. New Business: Palm Trees - Pool The Committee moved to approve and remove two trees in question to prevent damage to the building.	Facilities Director	
8. New Business: Discretionary Funds The Committee moved to approve to use all available discretionary funds, transferred to this Committee, for use in landscape and enhancements at Clubhouse Four.	Executive Director	

MUTUAL ADMINISTRATION COMMITTEE
SUMMARY REPORT
Tuesday, December 12, 2017

Action/Request	Person Responsible	Action Taken
1. Unfinished Business: Stock Transfer Documents The Committee concurred to move forward with the new Stock Transfer documents.	Stock Transfer Office	
2. New Business: Age Verification Form The Committee concurred to use the current financial verification form with names and	Stock Transfer Office	

Action/Request	Person Responsible	Action Taken
age qualifications on a preliminary basis/until the next committee meeting.		
3. New Business: Emergency Agenda Item The Committee moved to amend the agenda to include New Business, item B: Disbursement of Discretionary Funds. Disbursement of Discretionary Funds The Committee moved to send the discretionary fund of \$1,000 to the ADR Committee for landscaping.	Recording Secretary Finance Department Physical Property Department	
4. MAC Committee December Follow-up 1. Stock transfer documents 2. Financial verification form updates	Stock Transfer Manager	

CANCELLED: SECURITY, BUS & TRAFFIC COMMITTEE
Monday, December 13, 2017

CANCELLED: COMMUNICATIONS COMMITTEE
Monday, December 14, 2017

FINANCE COMMITTEE
SUMMARY REPORT
Monday, December 18, 2017

Action/Request	Person Responsible	Action/Taken
1. GENERAL The Committee concurred to defer a decision on the distribution on Surplus Funds until the final audit, in March 2018.	Director of Finance	
2. FINANCIALS The Committee moved and recommended the GRF BOD to accept the November 2017 financial statements, as presented for audit.	Director of Finance	
3. NEW BUSINESS – Investment Strategy The Committee moved to invite Financial/Wealth Management Professionals to make presentations to the Finance Committee, regarding investments, at a Special Finance Meeting in January 2018.	Director of Finance Finance Chair Executive Director	
4. NEW BUSINESS – Exclusive Use of Trust Property, Lease Agreements The Committee moved and recommended to the GRF BOD renewal of lease agreements, for a	Recording Secretary	

Action/Request	Person Responsible	Action Taken
<p>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 		
<p>5. NEW BUSINESS – Investment Ladder The Committee moved and recommended the GRF BOD approve adding \$800,000 to the investment ladder and authored the Director of Finance to purchase a 52-week CDAR for the month of December.</p>	Director of Finance	
<p>6. NEW BUSINESS – Stop Light Battery Backup System The Committee moved and recommend the GRF Board approve a contract with Siemens Industry's, to install a battery backup system at the traffic signal in the amount of \$14,985 of Capital Funding, and authorize the President to sign the contract.</p>	Facilities Director	
<p>7. NEW BUSINESS – Committee Discretionary Fund The Committee moved to approve the use of \$500 of the committee discretionary funds towards a pool of funds, not to exceed \$2,000, for the sole purpose of the purchase of \$50 gift cards for each of the Innovative Cleaning Services staff providing daily service for GRF.</p> <p>The Committee moved to approve the use of \$500 of the committee discretionary funds to be use by ADRC for landscaping.</p> <p>The Committee concurred to draft a policy for the proper use of the committee discretionary fund.</p>	Recording Secretary	

RECAP OF GOLDEN RAIN FOUNDATION BOARD ACTIVITY OF DECEMBER 19, 2017

Approved Minutes

MOVED and duly approved to accept the minutes of the November 28, 2017 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting, as presented.

Executive Committee – Approved GRF Election Documents

MOVED and duly approved the 2018 election materials and the election process for the 2018 GRF Board of Directors election.

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

MOVED and duly approved amendment of Policy 5041-30, Real Property Acreage, as presented.

Executive Committee – Approved Workers' Compensation Policy Renewal

MOVED and duly approved the renewal of Workers' Compensation Insurance, per the proposal submitted by DLD Insurance Brokers, exhibit A in the agenda packet, and authorized the President to sign all required documents.

Finance Committee – Accepted November 2017 Financial Statements

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

Finance Committee -Renewed Leases

Moved and duly approved renewal of 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, and Video Producers Club, 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 agreements noted, and authorize the President to sign the lease agreements.

Finance Committee – Amended Policy 5061-31, Fees, (FINAL VOTE)

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

Finance Committee – Approved CDAR Purchases

MOVED and duly approved to continue the investment ladder by investing \$800,000 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.

Physical Property Committee – Approved Cancellation of Clubhouse Three Abatement

MOVED and duly approved to cancel the contract dated September 14, 2017, with Pacific Environmental Abatement Solutions, and authorize the Physical Property Department to notify the contractor of the cancellation.

Physical Property Committee – Capital Funding Request - Battery Backup System at the Traffic Signal

MOVED and duly approved a contract with Siemens Industry's to install a battery backup system at the traffic light, in an amount not to exceed \$14,985, Capital Funding, and authorized the President sign any applicable contracts.

Recreation Committee – Amended Policy 1406-50, Limitations on Use (FINAL VOTE)
MOVED and duly approved to amend Policy 1406-50, Limitations on Use, as presented.

Recreation Committee – Ratified Emergency Action, Pool Area Locker Room Repairs
MOVED and duly ratified the emergency actions taken by the Executive Director in the repairs and replacement of flooring grout within the Men's and Women's pool area showers, non-budgeted funding from Cost Center 46.