MUTUAL TWELVE

BOARD OF DIRECTORS MONTHLY REPORTS

August 2021

PORTFOLIO SPECIALIST'S REPORT

AUGUST 2021

In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water and reduce the intake of sugar. **Don't wait until you feel thirsty!**

Slow down: reduce, eliminate, or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat. Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters!

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water, and trash off our patios. Keep pet food and water bowls inside and not on your patio.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must be on a 6-foot leash at all times while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK!

Water Saving Tips

There are a few simple things you can do at home to ease the burden on your local water supply and save money in the process.

1. Turn off the faucet while brushing your teeth.
2. Take shorter showers. During droughts, turn off water while soaping up.
3. Only run the washing machine and dishwasher when you have a full load.
4. Avoid the garbage disposal. It uses a lot of unnecessary water and can lead to problems with septic systems. Start a compost pile instead!
5. When washing dishes in the sink, use one side of the sink or a large bowl for rinsing, rather than running water.
6. Keep a container of water in the refrigerator for cold drinks. If you have to run your tap while waiting for cold water, collect running water in pitcher for later use.
7. Use a low flow shower head and faucet aerators.
8. Notify your Mutual of water leaks.
9. Don’t overwater your gardens or water during peak periods.
10. Share your knowledge about saving water through conservation and efficiency with your neighbors.
11. Use a broom instead of a hose when cleaning off your sidewalk.

These water saving measures can have a big impact on water demand in local communities.

Did you know?

30 to 60% of domestic drinking water is used to water yards and gardens, and often large portions are wasted by over-watering, evaporation, and misdirected sprinklers that water sidewalks and driveways.

The Golden Rain Foundation provides an enhanced quality of life for our active adult community of Seal Beach Leisure World.

JULY 27, 2021

GRF **BOARD NEWSLETTER**

Approved Consent Agenda

MOVED and approved the consent agenda included Committee/Board meeting minutes for the month of May 2021: the minutes of the May 3, 2021 Recreation Committee Board meeting, the minutes of the May 5, 2021 Physical Property Committee Board meeting, the minutes of the May 14, 2021 Executive Committee Board meeting, the minutes of the May 25, 2021 GRF Board meeting, the Special GRF Board of Directors minutes of June 2021: Minutes from June 1, 2021, minutes from June 8, 2021, minutes from June 11, 2021 and minutes from June 29, 2021 meeting. July GRF Board Report, July 27, 2021, and acceptance of the Financial Statements, June 2021, for Audit and the approval of Reserve funds investment purchase.

General – Established of Ad Hoc Committee

Motion 1

MOVED to approve and thereby establish the Management Services and Contract 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.

Motion 2

MOVED to approve the appointment of GRF Directors: Carole Damoci as Chair, Paula Snowden, Marsha Gerber, Paul Pratt, and Phil Friedman. Mutual Presidents: Mike Levitt - Mutual 4, Jeri Dolch - Mutual 8, Rich Carson – Mutual 14, Jackie Dunagan – Mutual 15 and Resident Specialist: Kathy Rapp, to the Management Services and Contract Ad hoc Committee.

Communications/IT Committee – Approve Contract Amazon S3 Cloud Backup

MOVED to approve a contract with Amazon, for the implementation of AWS S3 Glacier backups for $80/month to be charged to 6481000-934 (Computer Maintenance & Software). Costs will increase over time as our data storage grows.

Communications/IT Committee – Amend 20-5583-3 Advertising Procedures

MOVED to amend, the unpaid balance terms, as presented in 20-5585-3, Advertising Procedures.

Executive Committee - Amend 50-1640-4 – Active Membership Certificate

MOVED to amend 50-1640-4 Active Membership Certificate, updating the document language regarding owners who do not qualify for occupancy as presented.

Executive Committee – Approve Use of Trust Amenities by the Emergency Preparations Group

Removed From Agenda Packet on July 21, 2021.

Finance Committee – Reserve funds for Investing in Indexed CDs

MOVED and approved the amended guidelines provided to the investment advisor that eliminates the time constraint on the term and the requirement for interim payments and sets a return rate of 3.5% or greater to increase the likelihood of purchasing an indexed CD, in accordance with Policy 40-5520-1 – Reserves.

Finance Committee – TENATIVE VOTE: Amend 40-5061-2, Fees

MOVED to refer 40-5061-2, Fees, back to the Finance Committee, for review.

Physical Property Committee - Capital Funding Request – Clubhouse Two - Bocce Ball Court.

MOVED to award a contract to MJ Jurado to remove the sod and install concrete at the east end of the Bocce Ball Court, at Clubhouse Two, and add two handrails, for a cost not to exceed $3,250, Capital funding, and authorize the President sign the contract.

Physical Property Committee - Reserve Funding Request - Repair, slurry, and re-striping of the Parking Lots at the Administration Building, Building 5 and Clubhouse 1 and 6

MOVED to refer Reserve Funding Request - Repair, slurry, and re-striping of the Parking Lots at the Administration Building, Building 5 and Clubhouse 1 and 6, back to the Physical Properties Committee, for review.

Physical Property Committee - Conceptual Approval - Electric Vehicle Charging at St. Andrews Gate

MOVED to approve to locate four chargers at the exit parking of St Andrews Gate, pending approval of the SCE rebate.

Recreation Committee –Rescind 70-1406-04-1 Ladies Pool and Billiard Room

MOVED to tentatively rescind 70-1406.01-1, Ladies Pool and Billiard Room, due to its discriminatory nature to any shareholder or authorized individual, other than a female, as presented.

Recreation Committee – Mini Farm Professional Design Services

Option A

FAILED TO MOVE to approve a contract for professional design services from the proposals received, Capital funding.

Option B

MOVED to direct the Recreation Committee to develop a questionnaire and seek Shareholder/Member feedback on the optimum use of Trust property commonly identified as the 1.8 acres.

Recreation Committee – FINAL VOTE: Amend 70-1468-1, Swimming Pool Rules

MOVED to refer 70-1468-1, Swimming Pool – Rules, back to the Recreation Committee, for review.

Recreation Committee – FINAL VOTE: Amend 70-1487-1, Recreational Vehicle Lot (RVL) Rules and Regulations

MOVED to amend 70-1487-1, Recreations Vehicle Lot (RVL) Rules and Regulations updating legal residents to authorized residents, establishing that the annual lease fee shall increase at the time of the renewal, updating policy language, as presented.

Recreation Committee – FINAL VOTE: Amend 70-1428-3, Clubhouse Artwork Displays

MOVED to amend 70-1428-3, Clubhouse Artwork Displays, updating document language, and establishing the terms for displaying artwork, including display location, length of display period, artwork content, sales, and publicity, as presented.

Recreation Committee – FINAL VOTE: Amend 70-141-1, Facility Reservations

MOVED to amend 70-1411-1, Facilities Reservations, updating document language, reducing the number of weekly reservations from three to one, with additional reservations at the discretion of the Recreation Director, and prohibiting recurring holiday reservations, as presented.

Security, Bus & Traffic Committee - Conceptual Transportation Consultant Approval

MOVED to conceptually approve the seeking of proposals from professional transportation consultant to: 1. Complete evaluation of internal Minibus and Access Bus operations. 2. Meet with GRF fleet manager, bus driver staff, and SBT members. 3. Meet or survey bus customers / users. 4. Evaluate passenger service usage and needs and provide recommendations for current and future bus operations. 5. Evaluate costs and provide recommendations to control costs and improve efficiencies of internal bus service operations.

July 1, 2021, Recreation Committee

- MOVED to approve the 2021-2022, library events.
- MOVED to recommend to the GRF Board, the proposals on the Mini farm, professional design services.
- APPOINTED Entertainment Sub-Committee Members: Perrotti, Snowden, Ex-Officio President Hopewell Staff: Recreation Director Terry De Leon and Recreation Manager Thomas Fileto.
- APPOINTED Mini Farm Sub-Committee Members: Friedman, Perrotti, Damoci, Geffner, Mandeville, Melody and Snowden.
- MOVED to approve the art display railing, at a cost of $1,100.
- MOVED to approve to lift the moratorium on new clubs.
- MOVED the GRF Board of Directors amend 70-5135-3, Recreation Committee Charter, establishing the Committee's duty to work cooperatively with other Standing Committees when projects and responsibilities overlap, as presented.
- MOVED the GRF Board of Directors rescind 70-1406.01, Ladies Pool and Billiard Room, rescinded due to its discriminatory nature to any shareholder or authorized individual, other than a female as presented.

July 7, 2021, Physical Property Committee

- MOVED to approve the accept the plan as submitted and send out for bids.
- MOVED to approve the table the RFP traffic engineer, gate area and Northgate Road area agenda item, until the January meeting.
- MOVED and approve to ask staff to proceed with the grant application outside St. Andrews and forward request to the GRF Board, for conceptual approval.
- MOVEDE the GRF Board, award a contract to MJ Jurado for the repair, slurry, and restriping of the Administration Building, Building Five, Clubhouses One and Six Parking Lots, and adding $14,015 contingencies, for a total cost not to exceed $102,000, approved Reserve funding.

July 8, 2021, Communications/ITS Committee

- CONCURRED to direct more traffic to e-edition through the website and LW Weekly publication on user manual.
- CONCURRED to hold a work study on Clubhouse Four Dais within the next two weeks and provide Committee with an update at the next scheduled meeting.
- CONCURRED to have the Managing Editor present a brief overview of LW Weekly production process at the next scheduled Committee meeting.
- CONCURRED to hold a work study on SMS text alerts policy, including Chair Snowden, C. Levine, and L. Slutsky, within the next two weeks, and further discuss it at the next scheduled Committee meeting.
- CONCURRED to appoint Ms. Janet Isom as Vice Chair of COMM/IT Committee

- MOVED to accept t the implementation of AWS S3 Glacier backups for $80/month to be charged to 6481000-934 (Computer Maintenance & Software) and forward it to the Board for final approval.
- CONCURRED to discuss the Management Service Provider agreement at the Executive meeting of the full Board.
- CONCURRED to discuss this item at the next scheduled Committee meeting under Old Business.
- CONCURRED to discuss this item at the next scheduled Committee meeting under Old Business.
- CONCURRED to discuss LW Live SMS Text Alerts Policy (draft) at the work study within the next two weeks, and have the full Committee review it at the next scheduled meeting, once approved.
- MOVED to recommend the Board the amend Policy 20-5585-3, Advertising Procedures.

July 9, 2021, Executive Committee

- MOVED to recommend the GRF BOD approve the use of Trust Property for emergency operations in an event of an emergency.
- MOVED to remove from active recruiting Leasing Specialist position, at this time.
- MOVED to place the Golden Rain Foundation Code of Conduct Poster in the newspaper and as a flyer.
- MOVED to add the Golden Rain Foundation Code of Conduct email disclaimer, as a standard addition to all GRF emails.
- MOVED to recommend the GRF Board to allow the use of Trust amenities by the Emergency Prep. Group.
- MOVED the Human Resources Director, bring back the Recreational Vehicle (RV) Lot and Mini Farm Job Description, based on the Committee's feedback, to the next scheduled meeting.
- MOVED to bring back the topic, Junteenth New Format to November meeting.
- MOVED TO THE 2022 Budget/Staffing agenda topic brought back to the next meeting.
- MOVED to send the Amended 50-1640-4 Active Membership Certificate.

July 12, 2021, Mutual Administration Committee

- CONCURRED to revise the Liability Insurance Booklet and bring back at the next meeting.
- CONCURRED to appoint Ms. Nick Massetti, GRF Representative for Mutual Seventeen, as the Committee Vice Chair for the Mutual Administration Committee.
- MOVE and recommend the Executive Committee to make an additional FTE and for staff to present the new position at the next meeting.
- CONCURRED to review the Departmental Reports and bring back suggestion at the August Meeting.
- MOVED and recommend the Mutual Administration Department to include the Guest Passes to cost back into the 2022 Budget for Cost Center 533 and bring back at the August meeting.

- CONCURRED to revise the “Paws for Thought” and bring back at the August meeting.

- CONCURRED to revise the Stock Transfer Buying and Selling Handout and bring back at the August meeting.
- CONCURRED to assign document numbers and upload the following documents to Power DMS: The Liability Insurance Booklet, “Paws for Thought”, and the Stock Transfer Buying and Selling Handout. These items will come back at the August meeting.
- CONCURRED to mark policy 50-51653- Mutual Admin Committee Charter as "reviewed.

July 14, 2021, Security, Bus & Traffic Committee

- CONCURRED to request the Fleet Manager, draft an action request and forward to the GRF Board, seeking conceptual approval.
- CONCURRED to appoint Mr. Nick Massetti Vice Chair of the Security, Bus and Traffic Committee.
- CONCURRED to accept and changes or edits to the draft of 2022 Budget Assumptions, for Cost Centers 837 and 838.
- CONCURRED to address 80-5145-3, Security Committee Charter, at the next scheduled meeting.

July 19, 2021, Finance Committee

- MOVED to accept for audit and forward to the Board, the draft interim financial statements for period ending June 30, 2021, as presented by the Director of Finance.
- MOVED and recommend the Board, to instruct the investment advisor at US Bancorp to modify restrictions on the previously authorized purchase of a $200,000 indexed CD by eliminating the time constraint and the requirement for interim payments.
- MOVED and recommend the Board, authorize the purchase of brokered CDs through US Bancorp totaling $1,125,000, and through Morgan Stanley totaling $775,000 of reserve funds, with terms ranging from twelve (12) to twenty-four (24) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.
- MOVED inform the Board, the Finance Committee has determined Capital Funds in the amount of $3,250, are available and have placed a temporary hold, pending Board action on the proposed removal of sod and installation of concrete and two handrails, at the east end of the Bocce Ball Court at Clubhouse Two, for a cost not to exceed 3,250, as being recommended to the Board by the Physical Property Committee, per the Committees action request of July 7, 2021.
- MOVED and recommend the Board, maintain a Capital account threshold to a minimum of $500,000. After further discussion, the Committee moved to raise the amount to a minimum of $1,000,000.
- MOVED and recommend the Board of Directors to amend 40-5061-2, Fees, as presented.

July 20, 2021, Website Redesign Ad hoc Committee

- CONCURRED on adding the following: diversity to the home page slides (video), easily found Resident forms, FAQs for new and existing residents and the events calendar.
- CONCURRED landing pages tab more graphically appealing and inquire about the potential costs for a resident portal.

- MOVED to approve the purchase of the Events Calendar plug-in for $99/year and charge to 6481000-934 (Computer Maintenance & Software).
- CONCURRED to verify the final draft for the updated Wikipedia with the Leisure World Seal Beach Historical Society and further discuss it at the next scheduled Committee meeting.
- CONCURRED to discuss the updated description of some recreational amenities, as presented by Mr. W. Thompson. Further discuss it with the REC Manager and have the verbiage updated on the website.

Financial Recap June 2021

Financial Recap – June 2021

As of the six-month period ended June 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of $881,737.

Major variances are:

Wages, Taxes & Benefits	$629,963	Favorable: Wages $415K; P/R Taxes $35K; Workers' Comp $52K; 401(k) ER Match $21K; Group Ins $107K; average FTE < budget by 23 FTE
Agency Fees	(121,231)	Temporary help to fill key positions
Supplies	(38,625)	Unfavorable: COVID-19 vaccine clinic
Facilities Maintenance	50,369	Favorable: Maintenance scheduled for later in the year
Community Entertainment	34,620	Favorable: On hold due to pandemic
Publication Printing	60,542	Favorable: Decrease in printing rates
Certificate Prep Fees	49,950	Favorable: Unit sales exceeds budget
Rental Income	133,428	Favorable: Unit sales exceeds budget
Other Income	41,260	Favorable: 2020 income tax refunds $23K; permit income $18K
News Advertising Income	40,924	Favorable: Display, Front Footer & Classified ads

Reserve Funds	**Fund Balance**	**Allocated For Current Projects**	**Allocated For Future Projects**	**For details, see page**
Repairs & Replacements	$11,914,279	$1,000,630	$10,913,649	7

Capital Funds	**Fund Balance**	**Allocated Funds**	**Unallocated Funds**	**For details, see page**
Capital Improvements	$2,968,771	$107,245	$2,861,526	8

Total year-to-date approved unbudgeted operating expenses are $113,241.