

# **MUTUAL TEN**

**BOARD OF DIRECTORS  
MONTHLY REPORTS FOR**

**OCTOBER 2016**

**(See information attached.)**



## WEBSITE:

Mutual Ten website is now open, which means that we no longer need to use a password to enter. Go to the main LW website: [www.lwsb.com](http://www.lwsb.com) top bar Mutuals and click for drop down list, then click on Mutual 10. Minutes and agendas will be posted as well as a link to policies. Do you have suggestions? The main LW website also links to policies. **Please check out the website.**

## ➤ PERMITS:

A word of caution when signing the paperwork from a contractor. Please read the forms you are signing, as you have a responsibility to **check the information for accuracy before adding your signature.**

## ➤ CERT TRAINING OR DISASTER FIRST AID CLASS:

Check the "Golden Rain News" for class dates or contact Eloy Gomez:

562-431- 6586 x 356      **Check the attached flyer on CERT classes**

All Mutuals Emergency Preparedness Council meets first Friday of the month in the Administration Board Room.

Thank you to those of you who participated in the October "SHAKEOUT", Thursday, October 20<sup>th</sup>, at 10:20am. Building Captains, Co-Captains and Directors had assignments. Did you see the picture in the Golden Rain News?

## ➤ POLICIES:

VISITORS: Policy 7555 Each visitor is allowed a maximum of up to 60 overnights per twelve month period; at a time when the guest is spending the night at the unit, the shareholder must be present in the unit.

BARBEQUES: Policy 7427.G Barbeques shall only be used at least 10 feet away from all structures and left in place to allow the cool down.

CAREGIVERS: Policy 7557.10 All caregivers shall be registered, must renew every 6 months, badge must be worn in clear sight.

**PETS: Policy 7501** All pets/animals must be registered,

- Pets must be on a 6' leash and under control when outside the unit and be accompanied by an adult.
- Do not allow pets in the garden areas of the neighborhood.
- Pet owners are required to control pet noise and odor caused by the pet.

**"Taking good care of our health is most important. In particular, it is vital for those who are advancing in years to get sufficient rest to avoid becoming fatigued. Sleep is the best medicine. ...Put your wisdom to work and find various ways to improve and maintain your health."**

***Ruthann Arlart***

***Mutual Ten President***

***"You are your habits!"***

**Doug Collins**

October 26, 2016

To: Mutual 10 Board

Form: Michael Giles CFO

Subject: Reserve Study for 2017

On October 16, 2016, you received a copy by email of the Reserve Study for 2017 along with the Executive Summary.

The Study shows the Mutual with a positive 72% funded figure which means the association's special assessment and deferred maintenance risk is currently low. However, the Study recommends to be fully funded the monthly contribution should be increased to \$29,000 or a minimum contribution of \$25,100. Currently the monthly contribution is \$17,399 per month.

I move to approve the "Updated No-Site-Visit" Reserve Study by Association Reserve Orange County dated Fiscal Year 2017.

4200

347

## Physical Property Report – October 26, 2016

The installation of the SmartBurners and smoke alarms continues and is nearly complete with one of our 23 buildings needing the bedroom smoke alarms and 7 buildings that need SmartBurners. We have heard from a few residents that are having some adjustment with the SmartBurners. First problem is related to cooking with the stir fry method. Our purchasing agent contacted the company and they suggested a flat bottom wok. I purchased one from WalMart and will have some of our residents try it out. It should solve the problem. The second problem is that if you put a large pot of water on to boil it takes longer than it did in the past. That is normal with this different type of burner. Please be patient and just plan to start the cooking water a little earlier. The safety benefit of these burners outweighs any issue of modifying our cooking techniques. Remember, if we keep one fire from happening by having these burners, we will more than pay for them and help keep our monthly insurance costs down.

If you want information on DirecTV please call George Kozel at ThorComm LLC at 844-484-6726. He is the authorized dealer for Leisure World and will make sure it is installed to the Mutual and Leisure World requirements.

## Physical Property Council – October 6, 2016

We received updates on roofing projects and re-piping projects in the Mutuels in Leisure World. Some problems are occurring with some of the roofing materials, but our staff is working with the suppliers to correct the problem.

If you are planning on putting in new carpet, tile or wood type flooring, please call Kevin Black, our Mutual 10 Inspector at 562-431-6586 Extension 359 to be sure you and your flooring contractor meet all of the new requirements.

# Leisure World Mutual Emergency Preparedness Council

Minutes October 7, 2016

Location: Leisure World Conference Room A

Present: M1: Kathy Almeda, Penny Rahming. M2: Rosa Fabian, Paula Snowden. M3: Ben Marshall, Nancy Stevens, Mike Turis. M4: Jan Kuhl, president; Janet Wade. M5: Joan Boryta. M7: Peggy Lynch; Jana Rogers; Sage Collum, secretary. M9: Sonia Sera, Paula McCown, Liz Cvikel, Janelle Papke. M10: Richard Houck. M11: Susan Shaver, Phil Mandeville, Brenda Hemry, Val Jorgenson. M12: Susan Ferarro. M14: Larry Lowman, Val Jorgenson. M15: Judith Rhodes, John Retterath. M17: Nick Massetti

- I. Meeting called to order at 10:02 a.m. and Pledge of Allegiance by Jan Kuhl
- II. Roll call
- III. The minutes of the September meeting were distributed to be read individually
- IV. Mutual reports of successes

Mutual 9 held a meeting for Building Captains. Eloy brought his machine and they reviewed the BC forms. Thirty people attended!

Mutual 14 also had about 30 people attend a meeting for Directors, Head Supervisors, Building Captains, and representatives of the medical group. They reviewed roles of each group what is in or should be in the shed. Mike trained them on radio use and Sylvia showed the disaster kits that she sells.

Mutual 1 has 70 buildings. This year Eloy, Jan, and Paula will speak regarding responsibilities of GRF and the Mutual. There will be an emphasis on personal responsibilities of Shareholders.

Mutual 2 held a meeting last October 24 with 50 people in attendance to review what Shareholders should have for emergencies.

Mutual 11 held an emergency preparation meeting for Building Captains. Forty to 50 people attended, perhaps because of the Mexican lunch that was provided. They sat at the tables where they would be for triage. There will also be a practice in dealing with a body in the mutual.

Mutual 10 had all but two of their Building Captains attend a meeting with Eloy to review emergency forms. Lunch was provided.

Mutual 7 held Building Captain meetings at different times on two separate days for radio practice. About 25 to 28 people attended one or the other. Jana and a few others met with a medic to go over the contents of the shed.

Questions: Coordinating with GRF. There is a chart being developed showing general responsibilities of GRF v. Mutuals. A similar chart for emergency responsibilities would be good. Jan & Eloy are now working on it. There are special concerns about dealing with human waste and the dead.

Suggestion: Offer shelter to those from outside of Leisure World, in the event that the larger community experiences worse damage than us. This is already in discussion.

Comment: In the opinion of one mutual's attorney, using the words "emergency preparedness" in the name of any group or committee creates risk of suits by implying that everything people need will be provided for them. This produced more discussion than there was time for, as attorneys are not all giving the same advice. Mutuals are not in agreement with the suggestion to change the names of their

committees to something safer and consistent with other mutuals. To reserve time for the planned radio practice the discussion was tabled.

V. CERT (Community Emergency Response Team) Study Club report, Sage and Jana

The club is planning a Rescue demonstration in Mutual 11 for the Shake Out. It will start at 11:20. All are welcome to come observe the demo.

Anyone who has completed basic CERT training anytime, anywhere is welcome to attend Study Club meetings on the first Friday of every month, 1:00 PM to 3:00 PM in Conference Room B, the former Video Producers Room. A training video is shown at each meeting, followed by a skills practice.

CERT training: The new CERT class has 16 members. Suggested that the Study Club invite members to Club meetings after they have completed their training, which the Club is already planning. Past CERT grads are welcome to drop in to class meetings. The CERT class meets every Friday, 8 a.m.-12 p.m. in Clubhouse 3, Room 1 or 2.

Schedule: ~~September 30~~

October 14

October 21

October 28

November 4

Red Cross Disaster First Aid class Nov. 12 from 9 a.m. to 2 p.m. Clubhouse 3, Room 8. Some mutuals will reimburse the \$22 fee. To register, call Geneva at (562)430-4748.

Jan made an additional form for tallying reported damages, injuries, etc. onto one sheet, if you like. She passed out hard copies, but can send the computer document so you can edit it.

Suggestion: Add a place on the DIR to indicate if there are pets. Frightened animals can be a hazard to rescuers or someone may want to go back for them later. Mutuals should discuss their policy for handling pets. It was also suggested that the various pet clubs may want to develop plans for pet rescue, as humans will be the first priority in a disaster.

VI. Radio Club, Mike Clairmont

Radio use instructions: See attachments for specific instructions on using the Motorola and Uniden radios.

The Radio Club will be our way to inform the outside world of our needs in a disaster. Use channel 13 to reach the Club, give your name and mutual number. The radio room may be flooded with calls, so you may have to wait until you are recognized. Don't try to talk over everyone else. Say this is a practice or drill and give your information (see below). The radio club operator will repeat your report back and you need to confirm if it is correct. Say "Over" each time you are finished talking.

Seal Beach First Responders have requested the following information, in this order.

1. How many injured who need immediate care or they will die, and their location
2. How many total injured (including above)
3. How many trapped and their location
4. Location of any fires
5. Dangerous infrastructure (like downed electrical wires)

For the Shake-Out, each mutual is asked to give two reports to the Radio Club.

1. Radio (if you have one) on channel 13. They won't hear you if you call on your mutual's channel. If your mutual does not have radios, come to a radio location to give it in person ASAP.



2. Bring the DIR (Damage Inspection Report) in person to the nearest Radio Club location.

**Emergency Radio Club Locations**

1. Radio Room, at the top of the amphitheater
2. Security
3. Café, behind the Health Care Center under Physical Properties
4. Clubhouse 2
5. Radio Van in the parking lot by Clubhouses 3 and 4

The Motorola FRS radios are best. Store radios and batteries in a cooler to protect from heat damage. Alkaline batteries last longer than rechargeable ones. If the batteries are out of the Motorolas for more than 60 seconds while changing them, you will need to re-program the channel.

More Radio Training: Mike and the Radio Club will go to mutuals to teach groups how to use the radios. They also accept drop-ins the club for individual help Mon.-Fri., 8 a.m.-10 a.m. The radio room is located at the top of the amphitheater.

People can practice calling in on Wednesdays at 9:30 a.m. Mike's code name is mike charlie2. They use code names to avoid people tracking them down and becoming a nuisance.

- VII. It was agreed that the Council will stay on schedule through the holiday season.

November 4

December 2

January 6

- VIII. Meeting Adjourned 11:20 a.m.

**NEXT MEETING:**

**November 4, 2016, 10:00 a.m. to 12:00 p.m.**

**Administration Building, Conference Room A**

## Emergency Communications

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**Each mutual is asked to give two reports to the Radio Club.**

1. Radio (if you have one) on channel 13. They won't hear you if you call on your mutual's channel.
  - \* If your mutual does not have radios, report emergencies in person at a radio location ASAP\*
2. Bring the DIR (Damage Inspection Report) in person to the nearest Radio Club location.

### Emergency Radio Club Locations

1. Radio Room, at the top of the amphitheater
2. Security
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## **Mutual 10 Emergency Preparedness Report**

**October 26, 2016**

The mutual participated in a California shakeout October 20 at 10:20 AM.

Radios were charged up, the backup forms were assembled. Forms had been distributed to the building captains previously.

The participating building captains delivered their reports to the command center by 11 o'clock.

Following up with telephone reports from the remainder of the building captains, the exercise was finished by 12 o'clock. The emergency operating center had secured by 12 o'clock, and the reports are delivered directly to emergency operating center in the amphitheater.

Richard Houck

# The Mutual Administration Director's Comments for October, 2016

Daylight Savings Time Change Sunday, November 6, 2016

Take care where you park in your Community

- Red Curb – No parking anytime
- Green Curb – Parking not to exceed 15/30 minutes as marked
- Yellow Curb – Loading and unloading ONLY
- Blue Curb – Disabled person parking ONLY
- Unpainted Curb – Parking permitted unless posted otherwise

Speed limit is 15/25 miles per hour as posted, drive responsibly, STOP at all Stop signs, watch out for other drivers, Leisure World Busses, and golf carts

## There is a chill in the air - Fall is here!

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):

### 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 down.
- 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!

Mutual Administration Director: J. Hopkins 10/16

# **SIGN-IN SHEET**

## **BOARD OF DIRECTORS MEETING**

**MUTUAL NO. TEN**

**DATE: OCTOBER 26, 2016**

	<b>SHAREHOLDERS' AND GUESTS' NAMES</b>
1.	Donna Blubaugh
2.	John Stipcich
3.	Helen Joy Stipcich
4.	Virginia McKee
5.	Rose Solan
6.	Karen Farquhar
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	