MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
January 22, 2020

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, January 22, 2020, at 9:00 a.m. in Administration Building, Conference Room A.

SHAREHOLDERS' COMMENTS

Several shareholders made comments.

ROLL CALL

Present:	President Arlart, Vice President Cummings, Secretary Stipcich, Chief Financial Officer Giles, and Directors Gibson and Depew
GRF Representative:	Ms. Winkler
Guest:	Four Mutual Ten Shareholders
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Meza, Building Inspector Ms. Barua, Recording Secretary

GRF REPRESENTATIVE

GRF Representative Winkler presented her report (attached).

Following questions, GRF Representative Winkler left the meeting at 9:20 a.m.

MINUTES

The December 17, 2019, Regular Meeting Minutes were approved by general consent of the board as printed.

The January 13, 2020, Special Meeting Minutes were approved by general consent of the board as printed.

CONSENT CALENDAR

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Director Depew, it was

RESOLVED to authorize the following transfer of funds per detailed resolutions.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
01/06/2020	$58,448.69	US Bank Checking to GRF- US Bank Checking
01/06/2020	$125,915.08	ACH-Direct Debit from Multiple Shareholders to US Bank Checking.
01/07/2020	$45,954.64	US Bank Checking to US Bank Impound

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Meza updated the board on mutual activity (attached).

Following questions, Inspector Meza left the meeting at 9:28 a.m.

UNFINISHED BUSINESS

Following a discussion and upon a MOTION duly made by Vice President Cumming and seconded by Chief Financial Officer Giles, it was

RESOLVED to ratify amended/posted Policy 7210.10 – Elections.

The MOTION passed.

An update was given on lamp pole base painting, STOP sign painting, Fenn mosquito traps, laundry service, and bulletin boards.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by President Arlart and seconded by Vice President Cummings, it was

RESOLVED to approve to have Mutual 10's Annual Election Meeting on the third Wednesday of May which is May 20, 2020.

The MOTION passed.

NEW BUSINESS (Cont.)

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Director Gibson, it was

> RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or email address from the membership list, per Civil Code §5220 Membership List Opt Out.

The MOTION passed.

SECRETARY / CORRESPONDENCE

Secretary Stipcich, received no letters of correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Director Depew, it was

> RESOLVED to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions, where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of December 2019.

The MOTION passed.

Chief Financial Officer Giles submitted his report (attached).

MUTUAL ADMINISTRATION DIRECTOR

Director Hopkins presented her report (attached).

ANNOUNCEMENTS

a. **NEXT REGULAR MONTHLY MEETING: Wednesday, February 26, 2020, 9:00 a.m., Administration Building, Conference Room A**

COMMITTEE REPORT

Physical Property Committee
Vice President Cummings presented her report (attached).

DIRECTORS' COMMENTS

Several directors' made comments.

SHAREHOLDERS' COMMENTS

No shareholders made comments.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 10:20 a.m. and announced that there would be an executive session following to discuss member issues.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on January 22, 2020, at 10:50 a.m., and took the following actions:

The board approved the minutes from the December 17, 2019 meeting.

1. Legal Matters
   a. Legal matters were discussed.
2. Contracts
   a. No contracts were discussed.
3. Assessments / Delinquencies
   a. One delinquent letter was drafted.
4. Disciplinary Hearings
   a. No disciplinary hearings were discussed.

President Arlart adjourned the meeting at 11:58 a.m.

John Stipcich

Attest, John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
RB: 01-22-2020
Attachments

BUILDING CAPTAINS AND SHAREHOLDERS: PLEASE DO NOT LEAVE THE MONTHLY MINUTES AT EMPTY APARTMENTS. THANK YOU.

REMINDER: THE SWEEPING DAY FOR MUTUAL TEN'S TRUST STREETS IS THE 4th WEDNESDAY NIGHT OF EACH MONTH. PLEASE DO NOT PARK ON INTERLACHEN, ST. ANDREWS, OR NORTHWOOD STREETS AT THIS TIME.

Mutual Ten shareholders can access the monthly minutes on the Mutual website at:
www.lwsb.com – go to "MUTUALS" – CLICK ON "Mutual 10"

RESOLUTIONS IN THE REGULAR MONTHLY MEETING OF January 22, 2020

01/22/2020 The December 17, 2019, Regular Meeting Minutes were approved by general consent of the board as printed.

The January 13, 2020, Special Meeting Minutes were approved by general consent of the board as printed.

RESOLVED to authorize the following transfer of funds per detailed resolutions.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
01/06/2020	$58,448.69	US Bank Checking to GRF- US Bank Checking
01/06/2020	$125,915.08	ACH-Direct Debit from Multiple Shareholders to US Bank Checking.
01/07/2020	$45,954.64	US Bank Checking to US Bank Impound

RESOLVED to ratify amended/posted Policy 7210.10 – Elections.

RESOLVED to approve to have Mutual 10's Annual Election Meeting on the third Wednesday of May which is May 20, 2020.

RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or email address from the membership list, per Civil Code §5220 Membership List Opt Out.

RESOLVED to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions, where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of December 2019.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN **INSPECTOR:** MIKE MEZA

DATE: January

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
240-F	WINDOWS/GARDEN WALL	BOTH	12/20/19	01/15/20	NONE	RED TAG 01/13/20	SEAPORT SASH & DOORS
241-G	HEAT PUMP	BOTH	01/13/20	04/13/20	NONE		GREENWOOD
246-I	SHOWER CUT DOWN	BOTH	12/30/19	01/30/20	NONE		NUKOTE
249-I	REMODEL	BOTH	01/16/20	06/01/20	NONE		JC KRESS
251-A	VINYL FENCE	GRF	01/01/20	01/14/20	YES	NEW COMPLETION DATE	J&J LANDSCAPE

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
10-241G		03/15/19	11/15/19	12/13/19			
10-246-L		10/16/19					
10-249A		07/31/19	12/09/19	12/09/19	12/19/19		
10-253E		10/15/19	12/06/19	12/11/19			
10-248B		11/30/18					
10-252G		12/17/19	01/07/20	01/10/20			
10-256G		05/01/19	11/19/19	11/20/19	12/03/19		
10-257F		07/12/19	09/05/19	09/06/19	09/05/19		
10-257K		05/21/19	01/10/20	01/13/20			

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS and PROJECTS

CONTRACTOR		PROJECT
J&J landscape	November 30th, 2021	Mutual gardening, Irrigation and lawns - on going
Empire	December 31st, 2019	Completed, Report on file. Physical Property is working on new bid to be sent out.
Fenn Pest and Termite	May 31st 2020	Monday and Wednesday service for pest and termites
National Service Lease	September 2024	
Roofing Standard	2020	Re-Roofing Buildings 240, 243, 244, 245, & 252
		Contract is signed

SHAREHOLER and MUTUAL REQUESTS

249-A Met with S/M regarding entry walk	
253-E Open door for contractor	
243-I Check rain gutter for leak	
249-A Check water heater	
249-I Open door for contractor	
246-B Check for leak at paito	

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN** **INSPECTOR:** **MIKE MEZA**

DATE: **January**

249-C Check for new leaks	
241-C Check electrical panel breakers for heat pump	
249-A Open door for contractor	
247-E Check roof leak in living room	
241-C Provide information for heat pump	
256-G Contractor blocking side	
256-A Inspect for termites	
254-B Inspect shower condition	
257-L Roof leak stains (left card)	
258-K Patio deco wall fall over	
241-G Open door for contractor	
251-C Ceiling paint in bathroom and patio	
260-A Broken toilet seat	
240-F Met with contractor regarding patio	

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
JANUARY 13, 2020

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, January 13, 2020, at 2:30 P.M. in Building 5 Conference Room B.

Those members present were: President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles, and Directors Depew. Building Inspector Meza was also present.

Members Absent were: Director Gibson

Shareholders were present.

The purpose of this meeting was to discuss Building Inspector's Report and Physical Property Chair Report.

BUILDING INSPECTOR'S REPORT

Building Inspector Meza updated the Mutual Ten Board on Mutual Ten activity.

PHYSICAL PROPERTY CHAIR REPORT

Vice President Cummings reported on the Physical Property Council meeting.

NEXT MEETING

Next scheduled Special Board Meeting with Building Inspector Meza: Monday, February 10, 2020, Building 5 Conference Room B.

ADJOURNMENT

President Arlart adjourned the meeting at 3:20 P.M.

John Stipcich

Attest
John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
rb: 01/14/2020

CFO Report - Mutual 10
December 31, 2019

Account Description	$ Variance	% Variance	Explanation
Total Operating Income	$ 13,084	33.9%	Laundry Machines Income ended the year $1,383 under budget due to leasing of laundry equipment. Inspection Fees are also under budget $1,998. These under budget areas are off set by Financial Income $7,912 better than budget and Miscellaneous Income $8,286 better than budget due to collection of Legal expense paid in past years.
Utilities	$ (18,405)	-17.8%	Total Utilities ended the year better than budget in all areas specifically water which is $18,405 better than budget.
Professional Fees	$ (16,761)	-52.6%	Professional Fees ended the year better than budget due to Legal Expense being under budget $15,420.
Outside Services	$ (6,386)	-3.1%	Outside Services ended the year under budget. This is primarily due to Service Maintance cost for termite and dry rot materials.
Taxes & Insurance	$ (2,769)	-4.1%	Taxes and Insurance ended the year over budget.
Excess Inc / (Exp) After Off-Bdgt Items	$ 59,625	0.0%	The end of the year ended better than budget.
			After the audit is completed the above surplus will be transfer to Reserves as in the past year.

Internally Prepared
For Management Use Only

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 12 months ending December 31, 2019

December				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
74,518	74,518	0.0%	Regular Assessment	894,214	894,205	0.0%
31,389	31,388	0.0%	Reserve Funding	376,667	376,667	0.0%
105,907	***105,906***	0.0%	***Total Regular Assessment***	***1,270,881***	***1,270,872***	0.0%
400	586	-31.7%	Service Income	5,605	6,988	-19.8%
1,022	724	41.2%	Financial Income	16,589	8,677	91.2%
3,801	1,909	99.1%	Other Income	29,441	22,886	28.6%
5,223	***3,219***	***62.3%***	***Total Operating Income***	***51,635***	***38,551***	***33.9%***
$ 111,130	***$ 109,125***	***1.8%***	***Total Mutual Income***	***$ 1,322,516***	***$ 1,309,423***	***1.0%***
43,665	43,665	0.0%	Trust Maintenance Cost	522,244	523,958	-0.3%
5,690	8,624	-34.0%	Utilities	85,061	103,466	-17.8%
902	2,646	-65.9%	Professional Fees	15,101	31,862	-52.6%
-	46	-100.0%	Office Supplies	-	497	-100.0%
17,324	17,065	1.5%	Outside Services	198,460	204,846	-3.1%
1,919	5,680	-66.2%	Taxes & Insurance	65,358	68,127	-4.1%
31,389	31,388	0.0%	Contributions To Reserves	376,667	376,667	0.0%
$ 100,889	***$ 109,114***	***-7.5%***	***Operating Expenses Before Off-Budget***	***$ 1,262,891***	***$ 1,309,423***	***-3.6%***
$ 10,241	-		***Excess Inc / (Exp) After Off-Bdgt Items***	***$ 59,625***	-	
			Depreciation (Off-Budget Item)			
			Excess Inc / (Exp) After Off-Bdgt Items	***$ 59,625***	***$ -***	
			Restricted Reserve			
2,132			Appliance Reserve	9,597		
305			Painting Reserve	7,547		
20,362			Roofing Reserve	1,195,837		
-			Emergency Reserve	176,630		
6,731			Infrastructure Reserve	208,510		
-						
$ 29,530			***Total Restricted Reserve***	***$ 1,598,121***		

Physical Property Report – January 22, 2020

Roofs: We have signed a contract with Roofing Standards to replace 5 roofs: 240, 243, 244, 245, and 252. Work is scheduled to begin in June. Opportunities will be available for you to make changes to your skylight. The rain gutters will all be replaced with larger capacity drain systems, each of which will serve 3 apartments.

Gardens: The winter rye grass has been planted and can be seen coming up. Mowing will be every other week through the winter. Our gardeners, J & J Landscaping, offer garden design, cart pads and planting, at your expense, for all the residents. Jose can be reached at 562-650-1511 to arrange for an appointment.

Gutter Cleaning: The initial gutter cleaning is complete. If you notice a problem with drainage from your gutter, please let your director know and it will be corrected.

Physical Property Council Report – January 2, 2020

Items covered at the Council meeting included Aluminum attic and breaker box panel doors on the exterior of our buildings. The cost runs approximately $1,700 per building if the telephone cabinet is included. We will be looking at possibly installing these in the buildings that have new roofs later this year or in 2021.

Solar panel installation and possibilities for charging stations for electric cars were discussed and we were updated on the current options.

Lower cabinet carport installation by Service Maintenance was rejected.

Esther Cummings

MUTUAL 10 IMPORTANT CHECKLIST FOR 2020

- **PLEASE REVIEW THE LIST AND DO WHAT APPLIES TO YOU…**
- **MOST ITEMS ARE RENEWED WITH STOCK TRANSFER OFFICE**

- **REGISTER ALL CAREGIVERS:**
  - ✓ CAREGIVER PASSES: EXPIRE 06/30 AND 12/31, PLEASE RENEW IN DEC/JAN AND JUNE/JULY OR LETTERS WILL BE SENT.
  - ✓ CAREGIVER PARKING: PINK TEMPORARY PERMIT PLACED ON VEHICLE DASHBOARD REQUIRED TO USE THE SHAREHOLDER'S CARPORT PARKING SPACE. TEMPORARY PINK PERMITS AVAILABLE FROM MUTUAL PRESIDENT.

- **REGISTER ALL PETS AND ANIMALS**:
  - ✓ CHECK THE BLUE REGISTRATION FORM FOR REQUIREMENTS.
  - ✓ DOG OWNERS ONLY FOR CURRENTLY REGISTERED PET—PLEASE UPDATE THE CITY OF SEAL BEACH PET LICENSE AND PROVIDE A COPY OF YOUR CURRENT LIABILITY INSURANCE DOCUMENTS EACH YEAR ON OR BEFORE 12/31 OR LETTERS WILL BE SENT.
  - ✓ CAT & OTHER PET OWNERS WITH CURRENTLY REGISTERED PET—PLEASE PROVIDE A COPY OF YOUR CURRENT LIABILITY INSURANCE DOCUMENTS EACH YEAR OR LETTERS WILL BE SENT.

- **GRF ID CARDS**:
  - ✓ MUTUAL 10 MEMBERS: GRF ID CARDS EXPIRE IN 2020. PLEASE GO TO THE STOCK TRANSFER OFFICE DURING YOUR 2020 BIRTHDAY MONTH TO GET A NEW GRF ID CARD. REMEMBER TO BRING YOUR CURRENT CARD. LOST CARDS, $20 FEE. EXPIRATION DATE: RIGHT BOTTOM CORNER OF CARD.

- **EMERGENCY CONTACT FORMS**:
  - ✓ EMERGENCY CONTACT FORMS WERE IN THE ENVELOPE WITH GUEST PASSES. PLEASE COMPLETE THE FORM WITH CURRENT INFORMATION ON WHO TO CONTACT IN CASE OF AN EMERGENCY. THROUGH THE YEARS, NAMES AND PHONE NUMBERS MAY CHANGE. UPDATE YOUR PHONE NUMBER WITH STOCK TRANSFER.

- **CHECK THE LAUNDRY ROOM BULLETIN BOARDS FOR IMPORTANT INFORMATION: THEY ARE THE OFFICIAL M10 POSTING PLACE.**

Ra, 01/13/2020

Curtesy Alert from M10 President:

- When packages are delivered to your door or porch, please check the name to be sure it belongs to you. Sometimes when the delivery driver has a helper, the package may go to the wrong unit. If you need help to get the package to the correct unit, please call a director.

- Sometimes the mail carrier may deliver mail to you that belongs to your neighbor. Please try to check for your name before opening the mail. Call a director if you need help getting it delivered to your neighbor.

A plea from your neighbors.....

- LAUNDRY: Use a timer when you do laundry. The machines show how many minutes for each load. Clothing left in the washer or dryer causes an inconvenience to your neighbors. Please clean up if a Kleenex gets washed with your clothes. Clean machines after use.

- CARPORT TRASH AREA:
  - Boxes are to be broken down/flattened before being left in the recycle trash bin. Boxes not flattened are to go to the mini farm area ..... on Northwood, go to Oak Hills and turn right, travel to the area where the large containers are for recycle.
  - Do not leave anything outside the carport trash containers. Large/oversized items to be taken to the mini farm area.
  - Electronics go to the designated area in the Service Maintenance yard at the end of Golden Rain Rd.
  - Batteries go to the Copy Center in Building 5, not the trash.

Ra, 01/19/2020

The Mutual Administration Director's Report

JANUARY 2020

Wipes cause a pain in the drain!

Even if a product says it is "flushable"...

Unless it is toilet paper, it should not be flushed!

- Diapers (including cloth, cotton, disposable, or plastic)
- Flushable, disposable, cleaning, or baby wipes
- Paper towels, cloth towels, or any type of rag
- Feminine hygiene products
- Facial Tissues

Place the items listed above in a trash can

Putting these items down toilets may plug sewers and cause raw sewage to back up into YOUR HOME!

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

December 17, 2019

GRF

BOARD NEWSLETTER

President's Comments

MOVED and duly approved the placement of the Workers' Compensation Insurance, for the term of December 31, 2019 to December 31, 2020, on the December 17, 2019 Board agenda, as allowed within provisions of Civil Code §4930.

Approved Consent Agenda

MOVED and duly approved to adopt the Consent Agenda: Committee/Board meeting minutes for the month of November, as presented; minutes of the November 26, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD), as amended; the December GRF Board Report as presented; and the financial statements, November 2019, for audit.

Communications/IT Committee – **TENTATIVE VOTE:** Adopt 20-2806-2, Community Publications - Fees

MOVED and duly approved to adopt 20-2806-2, Community Publications - Fees, which sets forth fees and guidelines for obituary submissions and articles from religious organizations, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 28, 2020.

Communications/IT Committee – Capital Funding Request – Main Gate and Yard Internet Upgrades – Ubiquiti

MOVED and duly approved internet upgrades for the main gate and yard, in an amount not to exceed $16,500, Capital Funds, and authorize the President to sign any applicable contracts.

Executive Committee – **TENTATIVE VOTE**: Amend 30-5025-3, GRF Election Procedures

MOVED and duly approved to amend 30-5025-3, GRF Election Procedures, accepting the amendments recommended by corporate counsel and with the Executive Committee, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 28, 2020.

Executive Committee – **EMERGENCY ACTION:** Approve Renewal of Workers' Compensation Insurance

MOVED and duly approved renewal of our contract for Workers' Compensation Coverage, with Berkshire Hathaway Homestate Companies (BHHC), for the 2020 policy year, in the amount of $225,812 and authorize the GRF President to sign the renewal.

Finance Committee – Exclusive Use of Trust Property, Annual Lease Agreements

MOVED and duly approved exclusive use of Trust Property, per the terms and conditions of the attached agreements and authorize the President to sign the agreements conditioned upon: Club/Organization Boards approval of the agreement as provided, annual lease payment and, any documentation required under the terms and condition of the agreement.

1. Approximately 543 sq. ft., within CH3, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by the Genealogy Club, from January 1, 2020, to December 31, 2020.
2. Exclusive use of approximately 320 sq. ft., within the upper amphitheater, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by the Video Producers Club, from January 1, 2020, to December 31, 2020.
3. Exclusive use of approximately 239 sq. ft., within the upper amphitheater, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by the Theater Club, from January 1, 2020, to December 31, 2020.
4. Exclusive use of approximately 434 sq. ft., within CH1, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by the Historical Society, from January 1, 2020, to December 31, 2020.
5. Exclusive use of approximately 910 sq. ft., within the 1.8 acres, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by Rolling Thunder, from January 1, 2020, to December 31, 2020.
6. Exclusive use of approximately 8,800 sq. ft., of exterior Trust Property located adjacent to the North/West perimeter wall off El Dorado, for one dollar ($1.00) per year, paid in advance, under the terms and conditions per the attached agreement, for use by Mutual Eight, from January 1, 2020, to December 31, 2020.

Mutual Administration Committee – Capital Funding Request - Custom Programming for Mutual SRO Reports

MOVED and duly approved Capital funding, not to exceed $5,000, for custom programming necessary to generate the Mutual monthly SRO reports (SROs by Bill Code), in an Excel sortable format, if a reasonable solution cannot be identified.

Mutual Administration Committee – Micro Trenching Machine, Service Maintenance

MOVED and duly approved to authorize the Executive Director to purchase the Barreto Micro Trencher for the Service Maintenance Department, from B & M Lawn and Garden Center, for a cost of $9,007.15 plus $500 for any contingencies, with a total cost not to exceed $9,507.15, Capital funding.

Security, Bus & Traffic Committee – Amend 80-5538-1, Bus Safety Rules

MOVED and duly approved to refer 80-5538-1, Bus Safety Rules, back to the Security, Bus & Traffic Committee for further review.

Recap of GRF Committees' Activity December 2019

December 2, 2019, Recreation Committee

- CONCURRED to request the Executive Director bring to the next Committee meeting documentation from Philadelphia Insurance Company regarding the instructor insurance requirements;

- CONCURRED to request the Executive Director and Recreation Director meet with Mr. Palladino to address a RV Lot variance request;
- CONCURRED to approve a $70 refund to Mr. and Mrs. Hultquist for their tickets to the Museum of Tolerance;
- CONCURRED to request the Assistant Recreation Manager to bring back additional information regarding Clubhouse One divider screens to the next Committee meeting; in the interim divider screens have been moved from Clubhouse Two;
- CONCURRED to request the Assistant Recreation Manager to bring back additional information regarding the concessions review to the next Committee meeting;
- MOVED to approve a variance to policy 70-1403-1, Commercial Use, to allow the Rollin' Thunder Golf Cart Club to hold a one-time event permitting the club to charge for replacement tires and mounting services, contingent on providing proof of insurance naming GRF additional insured and signing an indemnity agreement;
- CONCURRED to request the Assistant Recreation Manager bring back additional information to the next Committee meeting.

December 4, 2019, Governing Documents Committee

- CONCURRED to request staff make changes to 40-2230-3, Authorized Signatories and send to the next scheduled Finance Committee meeting, for approval;
- MOVED to take amend 40-3325-3, Purchase of Non-Standard Items, by making a change on the document number (40-3325-1) and approved, as final;
- CONCURRED to take no action on and review at the next Committee meeting: Amend 40-2920-3, Budget Controls, Amend 40-3326-1, Purchasing Warehouse Guidelines for Inventory and Non-Inventory Purchases, Amend 40-5340-1, Capital Improvement Fund, Amend 40-5520-1, Reserves, Amend 40-5523-1, Accounts Receivable Collections, Amend 40-5528-1, Refund of Excess Income, Amend 40-5540-1, Contingency Operating Fund, Amend 40-5516-3, Committee Non-Budgeted Expense, and Amend 40-5061-2, Fees

December 4, 2019, Physical Property Committee

- MOVED to approve the Physical Property Department work with the Service Maintenance Department to modify the entrance lanes at the North Gate, from two lanes to one lane;
- MOVED to request a representative from the Orange County Registrar survey the proposed location for an onsite voting drop box, confirm the drop box specifications and request staff to bring additional information to the next Committee meeting.

December 5, 2019, Architecture and Design Review Committee

- MOVED to complete landscaping around Clubhouse Six, using 2019 Operation funds from cost center 101;
- MOVED to approve Acid Wash Finish Concrete, at the Golf Couse area;
- CONCURRED to request the Communications and Technology Director, bring back additional artwork samples, based on the Committee's feedback, to the next scheduled meeting;
- CONCURRED to request staff, add dates to the murals in Clubhouse Four lobby;
- CONCURRED to address pot and plant selection at Veterans' Plaza at the next scheduled meeting;
- MOVED to approve Evolve Cube Slim Combo Station recycle bins for all Clubhouses and request purchasing department staff supply cost, based on total count provided by the Recreation department;

- MOVED to approve the sample entry pass, provided by the Communications and Technology Director, presented at the meeting;
- CONCURRED to address a new planter at Golden Rain and possible sculpture donation at the next scheduled meeting.

December 9, 2019, Mutual Administration Committee

- CONCURRED to review the Welcome Packet at the next Committee meeting;
- CONCURRED to discuss the corporate counsel opinion regarding the inclusion of printed GRF and Mutual documents upon review by corporate counsel;
- MOVED to accept the changes recommended by corporate counsel to the Power of Attorney Disclosure Form, and to forward to the Governing Documents Committee for assignment of a form number;
- CONCURRED to discussed take no action regarding the GRF Elections Timetable;
- CONCURRED to request the Communication and Technology Director to bring a mock-up of the Community Guide to the Communication;
- CONCURRED to authorize the Stock Transfer Office to accept the "red" envelope provided by the Onsite Home Sales office;
- CONCURRED to change the name of the Bereavement Workbook to "Planning Ahead for My Family";
- MOVED to recommend the GRF Board authorize Capital Funds, not to exceed $5,000, for the custom programming necessary to generate the Mutual monthly SRO reports (SROs by bill code), pending Finance Committee review;
- REVIEWED the Mutual Administration portion of services to the Mutuals report, prior to the GRF Board Meeting.

December 11, 2019, Security, Bus & Traffic Committee

- CONCURRED to request the Communications and Information Technology Director meet with Security, Bus & Traffic Committee member Janet Isom to update the entry pass;
- MOVED to recommend the GRF BOD amend 80-5538-1, Bus Safety Rules, as amended;
- CONCURRED to take no action regarding 50-5536.01-1, Guest Passes and review at the next Committee meeting.

December 12, 2019, Communications & IT Committee

- MOVED to approve the implementation of a new high-speed cable network by Spectrum for $99 (installation) and $65 (monthly costs) in Clubhouse Two to be charged to 6422000-679 (Telephone – Community Facilities) as non-budgeted expenses;
- CONCURRED to request the IT Supervisor provide an update on the phone system at the next Committee meeting;

  CONCURRED to request the Director of Communication & Technology put the 2019-2020 Publication Schedule and 2019-2020 Projects Schedule in one spreadsheet and present it for review at the next scheduled meeting;
- CONCURRED to request Ms. J. Isom and the Director of Communication & Technology review cover options and the draft of 2020 Community Guide (Mutual/Shareholders-related content), for a feedback, and present cover options for Committee's review at the next scheduled meeting;
- CONCURRED to request the Director of Communications & Technology present website statistics in an easier to read format at the next scheduled meeting, along with the On-site Sales website clicks report;

- CONCURRED to take no action regarding the new On-Site Sales Contract: Potential Impact to Budget;
- CONCURRED to take no action regarding GRF Board Goals;
- CONCURRED to take no action the Use of LW Live by the Health Care Center;
- CONCURRED to take no action regarding Window 10 Upgrades;
- CONCURRED to take no action regarding the Elevator Phone System Update;
- CONCURRED to take no action regarding Jenark Fields for Community Demo;
- CONCURRED to request the IT Supervisor provide an update on the Jolli ID Cards Software at the next scheduled meeting;
- CONCURRED to request the Executive Director seek approval of the Executive Committee in terms of a license to use certain names for LW social media accounts and provide an update on this matter at the Communications/IT Committee meeting once the name rights have been resolved;
- CONCURRED to take no action regarding LW Seal Beach Community Online Reputation;
- CONCURRED to request the Recording Secretary collect feedback on the map redesign from Communications & IT Committee members and provide the results at the next Committee meeting;
- MOVED to recommend the GRF BOD adopt 20-2806-1, Service Fees, as presented;
- MOVED to accept 20-2841-2 Graphic Design Services, as amended, after formatting.

December 13, 2019, Executive Committee

- MOVED to recommend the GRF BOD approve the Workers' Compensation Insurance Renewal of the contract for Workers' Compensation Coverage, with Berkshire Hathaway Home-state Companies (BHHC), for the 2020 policy year, in the amount of $225,812, and authorize the GRF President to sign the renewal;
- CONCURRED to request the Finance Manager draft a handout to seller shareholder members pertaining to the general timeline of receipt of repair and tax refunds upon close of escrow;
- MOVED to approve the amended position description 3194.6, Copy and Supply Team Lead;
- MOVED to recommend the GRF BOD approve 30-5025-3, GRF Election Procedures, as amended.

December 16, 2019, Finance Committee

- MOVED to authorize the Finance Director, write off $438.40 of an uncollectible news advertiser account;
- MOVED to recommend the GRF Board accept for audit and forward to the GRF Board the financial statements for period ending November 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED inform the GRF BOD that the Finance Committee has determined Capital Funds in the amount of $16,500, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, the upgrade of wireless antennas, to increase internet speed for staff, at the main gate and service mainenance yard, as being recommended to the Board by the Communications & IT Committee, per the Committees action request of November 14, 2019, main gate and yard internet upgrades – Ubiquiti;
- MOVED to inform the Board that the Finance Committee has determinated Capital funds, in the amount of $5,000, are available and have placed a temporary hold on these funds pending Board action on the proposed purchase as being recommended to the Board by the Mutual

Administration Committee, per the Committee's action request of December 9, 2019 for custom programming for Mutual SRO reports;

- MOVED to make no amendments to 40-5520-1, Reserves nor 40-5115-3, Finance Committee Charter.

CANCELLED: December 17, 2019, Website Redesign Ad hoc Committee

CANCELLED: December 18, 2019, Strategic Planning Ad hoc Committee

CANCELLED: December 26, 2019, Management Services Review Ad hoc Committee

Financial Recap – November 2019

As of the eleven-month period ended November 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of $562,551.

Major variances are:

Wages, Taxes & Benefits	575,792	Favorable: Wages $254K; P/R Taxes $29K; Workers' Comp $36K; Group Ins $231K; 401(k) Match $25K
Temporary Agency Fees	(229,096)	Unfavorable: Temporary help for key positions.
Supplies	51,224	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	85,250	Favorable: Landscaping $84K; Service Contracts $17K
Interest Income	145,943	Favorable: Actual yields > planned
News Advertising	(223,000)	Unfavorable: Budget planned more aggressive sales
Other Income	104,617	Favorable: Purchasing Processing Recovery $50K; Lost Member ID Card $16K; Fees $39K

Reserve Funds	**Fund Balance**	**Allocated For Current Projects**	**Allocated For Future Projects**	**For details, see page**
Repairs & Replacements	$10,260,460	$1,962,709	$8,297,751	7

Capital Funds	**Fund Balance**	**Allocated Funds**	**Unallocated Funds**	**For details, see page**
Capital Improvements	$2,257,505	$226,057	$2,031,448	8

Total year-to-date approved unbudgeted operating expenses are $44,428.