

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
December 15, 2020**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Tuesday, December 15, 2020, at 9:00 a.m. via Zoom.

Reminder to silence phones and speak up when it is your turn to speak. No recording of this meeting is allowed. Guests will be muted after guest comments.

SHAREHOLDERS' COMMENTS

No comment was made.

ROLL CALL

Present: President Arlart, Vice President Cummings, Chief Financial Officer Giles, Director Winkler, and Secretary Stipcich.

Guest: Ms. Levine, GRF Representative
Mr. Rocha, Security Services Director
Two Mutual Ten Shareholders

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Meza, Building Inspector
Ms. Gamboa, Portfolio Specialist
Ms. Dullaart, Recording Secretary

GRF REPRESENTATIVE

GRF Representative Levine presented her report.

Following questions, GRF Representative Levine left the meeting at 9:11 a.m.

MINUTES

The November 17, 2020, Regular 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 Winkler, it was

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

| <i>Transfer/ Invoice Date</i> | <i>Amount</i> | <i>Originating/Destination Accounts or Payee</i> |
|-----------------------------------|---------------|---|
| 10/21/2020 | \$16,040.00 | Invoices #1006882, 100873, 100865 – Payee J&J Landscaping, Inc. (\$640.00, \$6,450.00, \$8950.00) |
| 10/30/2020 | \$28,256.31 | Transfer funds from US Bank Checking to US Bank Restricted Money Mkt |
| 11/5/2020 | \$69,818.51 | Transfer funds from US Bank Checking to GRF-US Bank Checking |
| 11/6/2020 | \$46,679.60 | Transfer funds from US Bank Checking to US Bank Impound |
| 12/7/2020 | \$92,055.01 | Transfer funds from US Bank Checking to GRF-US Bank Checking |
| 12/8/2020 | \$46,969.12 | Transfer funds from US Bank Checking to US Bank Impound |

The MOTION passed.

BUILDING INSPECTOR'S REPORT

Inspector Meza presented his report (attached).

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

RESOLVED to approve the permit for fabric awning at 10-249-A at the shareholder's expense.

The MOTION passed.

Following questions, Inspector Meza left the meeting at 9:39 a.m.

GUEST SPEAKER

Security Services Director Rocha presented his report (attached).

Following questions, Security Services Director Rocha left the meeting at 9:49 a.m.

UNFINISHED BUSINESS

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

RESOLVED to ratify rescinding Policy 7560 – Apartment Rental and ratify adopting Policy 7560.10 – Leasing Rules as the 28-day posting period has been met.

The MOTION passed.

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

RESOLVED to ratify the adoption of the amended Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines – Mutual Ten the 28-day posting period has been met.

The MOTION passed.

NEW BUSINESS

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

RESOLVED to approve the proposed changes to the Notice of Dual Ownership disclaimer signed in a sale or transfer for Mutual Ten to be implemented by the Stock Transfer Office.

The MOTION passed.

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

RESOLVED to approve effective December 15, 2020 the revised Occupancy Agreement.

The MOTION passed.

**BOARD OF DIRECTORS
MUTUAL TEN**

December 15, 2020

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

RESOLVED to approve the Occupancy Agreement Addendum “Addendum to Occupancy Agreement Seal Beach Mutual No. Ten” for lease of the unit, effective January 1, 2021.

The MOTION passed.

SECRETARY / CORRESPONDENCE

No correspondence was submitted.

CHIEF FINANCIAL OFFICER’S REPORT

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Director Winkler, 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 November 2020.

The MOTION passed.

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

RESOLVED to approve posting Mutual Ten’s budget on the Leisure World Seal Beach website.

The MOTION passed.

PRESIDENT’S REPORT

No report was submitted.

MUTUAL ADMINISTRATION DIRECTOR

No report was submitted.

ANNOUNCEMENTS

- a. NEXT REGULAR MONTHLY BOARD MEETING: **Wednesday, January 27, 2021, 9:00 a.m., Zoom Conference**
(Back to Zoom unless Administration states otherwise)

COMMITTEE REPORT

Physical Property Committee

Vice President Cummings provided no report.

Landscape Committee

Vice President Cummings provided no report.

Emergency Information Council

Director Winkler provided no report.

DIRECTORS' COMMENTS

Two Directors made comments.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 10:39 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 December 15, 2020 at 10:57 a.m., and took the following actions:

The board approved the Executive Session minutes from November 17, 2020 by general consent of the board as presented.

The board approved the Special Executive Session minutes from November 9, 2020 by general consent of the board as presented.

1. Legal Matters
 - a. Two legal matters were discussed.
2. Contracts
 - a. No contracts were discussed.
3. Assessments / Delinquencies
 - a. Three delinquent letters were drafted.
 - b. Four delinquent accounts are being monitored.
 - b. No delinquent files were closed.
4. Disciplinary Hearings
 - a. One disciplinary hearing was discussed.

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

Attest, John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
kd 12/15/2020
Attachments

These are tentative minutes, subject to approval by the Board of Directors at the next regular board of directors meeting.

DATES TO REMEMBER

MONTHLY MINUTES ARE POSTED IN THE LAUNDRY ROOMS AND THE MUTUAL TEN WEBSITE. 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 December 15, 2020**

The November 17, 2020, Regular Meeting Minutes were approved by general consent of the Board as printed.

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

| <i>Transfer/ Invoice Date</i> | <i>Amount</i> | <i>Originating/Destination Accounts or Payee</i> |
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RESOLVED to approve the permit for fabric awning at 10-249-A at the shareholder's expense.

RESOLVED to ratify rescinding Policy 7560 – Apartment Rental and ratify adopting Policy 7560.10 – Leasing Rules as the 28-day posting period has been met.

RESOLVED to ratify the adoption of the amended Policy 7585.10 – Governing Document Compliance Corrective Measures and Fines – Mutual Ten the 28-day posting period has been met.

RESOLVED to approve the proposed changes to the Notice of Dual Ownership disclaimer signed in a sale or transfer for Mutual Ten to be implemented by the Stock Transfer Office.

RESOLVED to approve effective December 15, 2020 the revised Occupancy Agreement.

RESOLVED to approve the Occupancy Agreement Addendum “Addendum to Occupancy Agreement Seal Beach Mutual No. Ten” for lease of the unit, effective January 1, 2021.

**BOARD OF DIRECTORS
MUTUAL TEN**

December 15, 2020

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 November 2020.

RESOLVED to approve posting Mutual Ten's budget on the Leisure World Seal Beach website.

DRAFT

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **MIKE MEZA**

DATE: **DECEMBER, 2020**

PERMIT ACTIVITY

| UNIT # | DESCRIPTION OF WORK | GRF/CITY PERMIT | START DATE | COMP. DATE | CHANGE ORDER | RECENT INSPECTION | CONTRACTOR |
|--------|---------------------|-----------------|------------|------------|--------------|-------------------|-------------------------|
| 238-G | WINDOWS | BOTH | 11/08/20 | 12/30/20 | NONE | | MAMUSCIA CONSTRUCTION |
| 240-I | WINDOWS | BOTH | 11/08/20 | 12/30/20 | NONE | | MAMUSCIA CONSTRUCTION |
| 240-I | RECESSED LIGHTING | BOTH | 11/04/20 | 11/13/20 | NONE | FINAL 11/23/20 | OGAN CONSTRUCTION |
| 241-D | REMOVE WALL A/C | GRF | 10/14/20 | 11/30/20 | NONE | FINAL 11/30/20 | MP CONSTRUCTION |
| 242-J | WINDOWS | BOTH | | | YES | | SEAPORT WINDOWS & DOORS |
| 242-D | SHOWER CUT DOWN | BOTH | 09/17/20 | 10/17/20 | NONE | FINAL 11/20/20 | NUKOTE |
| 242-J | SHOWER CUT DOWN | BOTH | 10/06/20 | 11/06/20 | NONE | FINAL 11/20/20 | NUKOTE |
| 242-J | HEAT PUMP | BOTH | 10/19/20 | 01/19/21 | NONE | FINAL 11/20/20 | GREENWOOD |
| 246-A | UNIT REMODEL | BOTH | 08/30/20 | 03/30/21 | NONE | DRYWALL 11/20/20 | MP CONSTRUCTION |
| 249-A | KITCHEN COUNTER TOP | BOTH | 09/15/20 | 12/15/20 | NONE | | LOS AL BUILDERS |
| 254-B | UNIT FLOORING | GRF | 12/03/20 | 02/03/21 | NONE | | BIXBY PLAZA CARPETS |
| 257-D | HEAT PUMP | BOTH | 11/02/20 | 12/02/20 | NONE | FINAL 11/19/20 | ALPINE |
| 257-G | RETRO WINDOWS | BOTH | 11/05/20 | 01/20/21 | NONE | | BODIES GLASS |
| 257-K | HEAT PUMP | BOTH | 09/08/20 | 12/08/20 | NONE | | GREENWOOD |
| 260-K | WINDOW AWNING | GRF | 10/28/20 | 12/28/20 | NONE | FINAL 12/09/20 | AAA AWNING |

ESCROW ACTIVITY

| UNIT # | NMI | PLI | NBO | FI | FCOEI | ROF | DOCUMENTS/COMMENTS |
|--------|-----|----------|----------|----------|----------|----------|--------------------|
| 238-F | | 05/28/20 | 11/19/20 | 11/19/20 | 12/01/20 | | |
| 239-F | | 09/29/20 | 10/29/20 | 10/30/20 | 11/12/20 | | |
| 241-K | | 10/13/20 | 11/23/20 | 11/24/20 | | | |
| 244-J | | 08/14/20 | 10/14/20 | 10/14/20 | 10/18/20 | 11/23/20 | |
| 247-K | | 07/16/20 | | | | | |
| 257-D | | 03/18/20 | | | | | |
| 259-A | | 09/02/20 | 11/16/20 | 11/17/20 | | | |

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 30, 2021 |
| | Mutual gardening, Irrigation and lawns - on going |
| Empire | December 31, 2023 |
| | Cleaning sewer mainline completed (report on file) |
| Fenn Pest and Termite | April 30, 2023 |
| | Pest control for residential units and Termite Inspections |
| Fenn Pest and Termite | June 30, 2023 |
| | Bait station maintenance. |
| Fenn Pest and Termite | August 18, 2021 |
| | In2care mosquito traps |
| National Service Lease | September 2024 |
| | On going |
| Roofing Standard | December 7, 2020 |
| | Re-Roofing Buildings 240, 243, 244, 245, & 252 |

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **MIKE MEZA**

DATE: **DECEMBER, 2020**

| | | |
|-----------------|------------------|---|
| | | |
| JC Kress | December 7, 2020 | New hood vents Buildings 240, 243, 244, 245, & 252. |
| BA Construction | December 7, 2020 | Dry rot and termite repair 240, 243, 244, 245, & 252. |
| | | |
| | | |

SHAREHOLDER and MUTUAL REQUESTS

| | |
|--|---|
| 241-G Check electrical outlet | Inspect Mutual 10 Sidewalks |
| 255-I Skylight issues | Building 252 leak at end of building |
| 241-I Hood vent question | Building 252 pre-inspection for roofing |
| 257-K Inspect noise at water heater | Building 243 pre-inspection for roofing |
| 245-G Water heater issues | Building 240 pre-inspection for roofing |
| 245-K Shower enclosure leak | Building 252 deliver hood vents |
| 241-I Drop off contractor book | Empty unit inspection |
| 259-A Meet real estate agent at unit | Inspect leak at city valve |
| 238-F Meet with service maintenance at unit | |
| 257-A Call Fenn Pest Control | |
| 246-L Provide contractor information | |
| 239-L Inspect electrical outlet | |
| 259-D Check shower door | |
| 241-I Check skylight | |
| 241-J Inspec sola tube in bath room | |
| 240-I Meet sevice maintenance regarding bath fan | |
| 250-E Conatact shareholder regarding car | |
| | |
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CFO Report - Mutual 10
November 30, 2020

| Account Description | \$ Variance | % Variance | Explanation |
|--|-------------|------------|---|
| Total Operating Income | \$ (2,231) | -7.5% | Most Income accounts ended the year to date better than budget except Inspection Fees due to less units sold. and Interest Income. |
| Utilities | \$ (6,283) | -6.9% | Utilities ended year to date better than budget in all areas. |
| Professional Fees | \$ (11,754) | -49.6% | Professional Fees ended year to date better than budget due primarily to Legal Fees. This will be corrected by year-end when the work currently in progress will be billed. |
| Outside Services | \$ (34,545) | -16.8% | Outside Services ended the year to date better than budget in all areas. |
| Taxes & Insurance | \$ (1,775) | -2.4% | Taxes and Insurance ended the year to date over budget. As mentioned in past months this area will be over budget every month due to accounting for the Insurance and should correct by the end of the fiscal year. |
| Excess Inc. / (Exp) After Off-Bdgt Items | \$ 58,586 | 0.0% | November ended month better than budget. |
| | | | |
| | | | |

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 11 months ending November 30, 2020

| November | | | | YTD | | |
|-------------------|-------------------|--------------|---|---------------------|---------------------|--------------|
| Actual | Budget | Variance | Account | Actual | Budget | Variance |
| 78,202 | 78,202 | 0.0% | Regular Assessment | 860,227 | 860,222 | 0.0% |
| 31,389 | 31,390 | 0.0% | Reserve Funding | 345,278 | 345,290 | 0.0% |
| 109,591 | 109,592 | 0.0% | Total Regular Assessment | 1,205,505 | 1,205,512 | 0.0% |
| 800 | 582 | 37.5% | Service Income | 7,825 | 6,402 | 22.2% |
| 450 | 731 | -38.4% | Financial Income | 8,431 | 8,041 | 4.9% |
| 3,257 | 1,407 | 131.5% | Other Income | 11,433 | 15,477 | -26.1% |
| 4,507 | 2,720 | 65.7% | Total Operating Income | 27,689 | 29,920 | -7.5% |
| \$ 114,098 | \$ 112,312 | 1.6% | Total Mutual Income | \$ 1,233,194 | \$ 1,235,432 | -0.2% |
| 45,018 | 45,018 | 0.0% | Trust Maintenance Cost | 489,064 | 495,198 | -1.2% |
| 8,258 | 8,305 | -0.6% | Utilities | 85,072 | 91,355 | -6.9% |
| 2,001 | 2,156 | -7.2% | Professional Fees | 11,962 | 23,716 | -49.6% |
| - | 41 | -100.0% | Office Supplies | 108 | 451 | -76.1% |
| 18,038 | 18,675 | -3.4% | Outside Services | 170,880 | 205,425 | -16.8% |
| 2,181 | 6,729 | -67.6% | Taxes & Insurance | 72,244 | 74,019 | -2.4% |
| 31,389 | 31,390 | 0.0% | Contributions To Reserves | 345,278 | 345,290 | 0.0% |
| \$ 106,885 | \$ 112,314 | -4.8% | Operating Expenses Before Off-Budget | \$ 1,174,608 | \$ 1,235,454 | -4.9% |
| \$ 7,213 | - | | Excess Inc. / (Exp) After Off-Bdgt Items | \$ 58,586 | - | |
| | | | Depreciation (Off-Budget Item) | | | |
| | | | Excess Inc. / (Exp) After Off-Bdgt Items | \$ 58,586 | - | |
| | | | Restricted Reserve | | | |
| 1,126 | | | Appliance Reserve | 27,209 | | |
| 305 | | | Painting Reserve | 10,897 | | |
| 20,362 | | | Roofing Reserve | 894,320 | | |
| - | | | Emergency Reserve | 172,404 | | |
| 7,590 | | | Infrastructure Reserve | 319,713 | | |
| - | | | | | | |
| \$ 29,383 | | | Total Restricted Reserve | \$ 1,424,543 | | |

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



November 24, 2020

Approved Consent Agenda

MOVED and duly approved the Committee/Board meeting minutes for the month of October 2020, the minutes of the October 5, 2020 Recreation Committee Board meeting, the minutes of the October 19, 2020 Finance Committee Board meeting, the minutes of the GRF Board of Directors Minutes, dated October 27, 2020, the October GRF Board Report, dated November 24, 2020, acceptance of the Financial Statements, October 2020, for Audit, and the Reserve Funds Investment Purchase.

General – Emergency Action – Public Safety/Purple Tier

MOVED and duly approved to close all outdoor activities due to public health and safety concerns, effective November 25, 2020, including Veterans' Plaza, the Golf Course, Mission Park, and the Amphitheater, for a period of three weeks.

28-Day Notifications to the Membership – FINAL VOTE: Amend 70-1412.2-1, Smoking Prohibition

MOVED and duly approved to amend 70-1412.02-1, Smoking Prohibition, expanding the smoking prohibition to all GRF amenities and including "vaping" to products prohibited at all GRF amenities, as presented.

28-Day Notifications to the Membership – FINAL VOTE: Amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules

MOVED and duly approved to amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules, establishing that Mini Farm plots holders must be GRF Members in good standing, adding a prohibition against alcoholic beverages, animals (excepting Qualified Service Animals), firearms, and radios, and establishing rules for the length of leases and plot abandonment. Further, amended are lessee responsibilities of the plots, lessee guests, establishing plot maintenance expectations, and establishing conditions for vacating a plot. Additionally, establishing lease non-compliance actions, and informing plot holders that the Recreation Department has the right to review and adjust operating rules and to enter any plot at any time is included, as presented.

AB 3182 Ad hoc Committee – Adopt 40-3182-2, Member/Owner (M/O) and Renter/Lessee (R/L) Fines, Fees and Deposits

MOVED and duly approved to adopt 40-3182-2, Member/Owner (MO) and Renter/Lessee (R/L) Fines Fees and Deposits, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on December 23, 2020.

AB 3182 Ad hoc Committee – Adopt 50-3182-1, Member/Owner (M/O) and Renter/Lessee (R/L) – Rules

MOVED and duly approved to adopt 50-3182-1, Member/Owner (MO) and Renter/Lessee (R/L) Rules, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on December 23, 2020.

Architectural Design & Review Committee – Approve Community Landscaping Contract

MOVED and duly approved to award a contract to J&J Landscaping for the Community Facilities Landscape Maintenance, at a cost of \$370,800, for a three-year term, Operations funding, and authorize the President to sign the contract.

Architectural Design & Review Committee – Approve Golf Course Contract

MOVED and duly approved to award a contract to J&J Landscaping for the Golf Course Landscape Maintenance, at a total cost of \$502,200 for a three-year term, Operations funding, and authorize the President to sign the contract.

Consent Agenda – Update GRF Committee Charters

MOVED and duly amended the Communications/IT Committee Charter, the Mutual Administration Committee Charter, the Physical Property Committee Charter, and the Recreation Committee Charter.

Consent Agenda – COVID-19 Ad hoc Committee

MOVED and duly approved to remove emergency action policy 70-1448-3R for Trust property identified as the Mission Park, Phase One and emergency action policy 70-1448-3S, Phase Two, for Trust property identified as the Golf Course, from the agenda, to be included on the December GRF Board of Directors agenda.

Finance Committee – Consent Agenda Leases

MOVED and duly approved the following leases: Friends of the Library Club, the Genealogy Club, the Golden Age Foundation, the Historical Society Club, the Radio Club, the Thunder Club, the Theater Club, the Video Producers Club, Mutual Eight and the LW Trailer Club.

Finance Committee – Conceptual Approval – Exclusive Use of Trust Property, Building Five

MOVED and duly approved to conceptually approve the modification of 248 square feet within the first floor of Building Five for leasing to generate revenue to offset expenses. Such conceptual approval is solely given in order to allocate committee and staff resources to fully develop all costs, income projections, and policies which will require amendment to allow to lease this limited portion of Trust property for commercial use. The Finance Committee shall, at completion of the review, provide a detailed report to the Board for review and consideration.

Finance Committee – Approve Master Insurance Policy

MOVED and duly approved the master insurance policy proposal dated November 1, 2020, as submitted, in the amount of \$2,516,806, for the policy period of December 1, 2020 to November 30, 2021 and authorize the President to sign the required renewal documents pursuant to the related proposal as prepared and submitted by DLD Insurance Brokers, Inc.

Physical Property Committee – Reserve Funding Request – RV Lot Entrance, Replacement of Pavement and Concrete

MOVED and duly failed to approve to award a contract to MJ Jurado to replace the entry drive to the RV Lot with concrete, adding \$2,000 contingency, for a total cost not to exceed \$23,600, Reserve funding and moved to refer to the Physical Property Committee, for review.

Security, Bus & Traffic Committee – Capital Funding Request – Purchase of Stalker Message Board and Trailer

MOVED and duly failed to approve the purchase of a Stalker MC360, in the amount of \$21,945.04, Capital Funding, and failed to approve the donation of the Stalker MC360 to the City of Seal Beach Police Department.

November 2, 2020, Recreation Committee

- MOVED to recommend the conceptual approval to devote staff time pertaining to Clubhouse Three Hallway as an Art Gallery, at the December meeting of the Recreation Committee;
- MOVED to recommend the Recreation Department bring back further estimates for the Tent Rental, Clubhouse Six Parking Lot, at the December meeting of the Recreation Committee;
- MOVED to conceptually approve a Cardboard Contest and request input from the Recreation Committee on additional parameters for this project;
- CONCURRED to develop various holiday activities, including golf cart parades and Mutual common area decorations. The Executive Director will present the idea at the Presidents' Council meeting;
- CONCURRED request staff to research the feasibility to convert The Friends of the Library Outside Storage Area to an outdoor display, at the December meeting of the Recreation Committee.

October 5, 2020, COVID-19 Ad hoc Committee

- CONCURRED to draft a chart on different criteria to identify issues to be considered in opening new areas and review at a work study;
- MOVED to recommend the GRF BOD adopt 70-1448-3I Knowledge and Learning Center – Emergency Operational Procedures, as presented;
- MOVED to recommend the GRF BOD adopt 70-1448-3Q Clubhouse Six Table Tennis, Phase One – Emergency Operational Procedures, as presented;
- MOVED to recommend the GRF BOD adopt 70-1448-3R Mission Park, Phase One – Emergency Operational Procedures, as amended.;
- MOVED to recommend the GRF BOD approve the implementation of 70-1448-3R Mission Park, Phase One – Emergency Operational Procedures;
- MOVED to recommend the GRF BOD adopt 70-1448-3S Golf Course, Phase Two – Emergency Operational Procedures, as presented;
- MOVED to recommend the GRF BOD adopt 70-1448-3T Golf Course, Phase Three – Emergency Operational Procedures;
- MOVED to recommend GRF BOD implement the use of Veteran's Plaza by choral and religious groups, subject to space availability.

November 10, 2020, Physical Property Committee

- MOVED to recommend the Physical Property Committee send this to the Strategic Planning Ad-Hoc Committee for review;
- CONCURRED to not further review the Sewer Repair or Replacement, Reserve Study;
- MOVED to recommend the GRF Board award a contract to MJ Jurado, for a total cost of \$23,600, including a \$2,000 contingency, to replace the entry drive to the RV Lot with concrete, pending review by the Finance Committee;
- CONCURRED to not further review the hands-free faucet, Trust Property;
- CONCURRED to not further review a three way stop at Oakmont and inform correspondent Mr. Edworthy of this decision;

- CONCURRED to request the Facilities Director provide a write up and a motion for the December meeting regarding power to Turtle Lake;
- CONCURRED to review the drainage ditch fencing, with additional information regarding infrared cameras from the IT department, at the December meeting;
- CONCURRED to not further review car charging options unless new or updated material is presented;
- MOVED to authorize \$100 for a Tesla quote pertaining to solar panels for the roofs at the pool and get additional quotes from multiple representatives;
- CONCURRED to recommend the Finance Committee review and conceptually approve and recommend to the GRF Board renovation of a section of Building Five and develop policy for the commercial use of approximately 248 square feet of Trust Property;
- MOVED to recommend the GRF Board amend 60-5130-3, Physical Property Committee – Committee Charter.

November 12, 2020, Communications & IT Committee

- CONCURRED to approve the LW map, amended;
- CONCURRED to launch the community’s social media accounts alongside updated lwsb website;
- CONCURRED to request the IT Supervisor present an action request for replacement of the surveillance cameras;
- CONCURRED to request IT Supervisor to reach out to the Tecnavia team regarding the e-edition setup;
- CONCURRED to request feedback on CH4 dais from the GRF Committees and BOD;
- CONCURRED to review at a work study in December: 20-5585-1, Advertising; 20-2806-2, Community Procedures, 20-5046-3, Records Management Procedures, 20-2860-1, Establishing Advertising Rates, and 20-5585-1, Advertising Policy; 20-2850-3, Advertising Commissions, 20-2861-1, Advertising for Estate and Patio Sales, 20-2866-1 Bilingual Advertising, 20-5581-1, Communications Department Advertising Policy, and 20-5583-3, Minibus Advertising.

November 12, 2020, Architectural Design & Review Committee

- MOVED to recommend the GRF Board award a contract to J & J Landscaping, for the Community Facilities Landscape Maintenance, for a total cost of \$370,800, for a three-year term funded from Operations;
- MOVED to recommend the GRF Board award a contract to J & J Landscaping, for the Golf Course Landscape Maintenance, for a total cost of \$502,200, for a three-year term funded from Operations;
- MOVED to select option One presented on the agenda packet, for the hall paint and artwork in Clubhouse Three, room ;
- MOVED to take no action on the Fitness Center wall art in Clubhouse Six;
- MOVED to select option A presented on the agenda packet, for the Golf Course Logo.

November 16, 2020, Finance Committee

- MOVED to authorize the Finance Director, write off \$2,518.20 of uncollectible news receivables;

- MOVED to recommend the GRF Board to accept for audit and forward to the GRF Board the financial statements for period ending October 31, 2020, as presented by the Director of Finance, and as reviewed by the Finance Committee;
- MOVED to recommend the GRF Board authorize the purchase of brokered CDs through Morgan Stanley totaling \$1.5 Million of reserve funds, with terms of 12 months, at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors;
- MOVED to recommend the GRF Board approve the insurance proposal dated November 1, 2020, as submitted, in the amount of \$2,527,381, for the policy period of December 1, 2020 to November 30, 2021 and authorize the President to sign the required renewal documents, per the insurance proposal dated November 1, 2020, as prepared and submitted by DLD Insurance Brokers, Inc;
- MOVED to hire an independent Insurance Advisor, to assess the current and additional supplemental coverages for the Master Insurance policy;
- MOVED to decline the following supplemental coverages) (additional liability, additional D & O, excess property excluding flood and earthquake, excess flood, earthquake, active shooter/workplace violence) for the Master Insurance Policy;
- MOVED to recommend the GRF Board the approval for a one-year term commencing on January 1, 2021 and expiring on December 31, 2021, at the annual rent of one dollar (\$1.00), per the terms and conditions, the following lease agreements for the exclusive use of Trust property: Friends of the Library Club, Genealogy Club, Golden Age Foundation, Historical Society Club, Radio Club, Rolling Thunder Club, Theater Club, Video Producers Club, Mutual Eight, Leisure World Trailer Club;
- MOVED to recommend the GRF Board conceptual approval to renovate a section of Building 5 and develop a policy for the commercial use of approximately 248 square feet of Trust Property;
- MOVED to inform the Board that the Finance Committee has determined Capital funding in the amount of \$21,945.04, are available for the Information Stalker Trailer and have placed a temporary hold on these funds, pending Board Action;
- MOVED to inform the Board that the Finance Committee has determined Reserve Funding in the amount of \$23,600, are available and have placed a temporary hold on these funds, pending Board action on the proposed (to replace and/or extend the useful life of a Trust Property asset and/or component of the asset), to replace the existing asphalt entrance at the RV Lot as being recommended to the Board by the Physical Property Committee, per the Committees action request of November 10, 2020, Trust Property – RV Lot Entrance;

November 17, 2020, Website Redesign Ad hoc Committee

- CONCURRED to bring the community's Wikipedia page up to date.

Financial Recap – October 2020

As of the ten-month period ended October 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$574,214.

Major variances are:

| | | |
|-------------------------|-----------|---|
| Wages, Taxes & Benefits | 1,292,351 | Favorable: Wages \$1,018K; P/R Taxes \$96K; Workers' Comp \$41K; Group Ins \$137K; average FTE < budget by 33.3 due to furloughs and reorganization |
| Temporary Agency Fees | (670,230) | Unfavorable: Temporary help for key positions. |
| Utilities | 95,832 | Favorable: Electricity \$83K; Gas \$17K |
| Community Entertainment | 289,486 | Favorable: Cancelled events due to COVID-19 |
| Newspaper Printing | 58,705 | Favorable: No anticipated price increase; Telephone Book, Annual Report, Spotlight publications not printed. |
| Rental Income | 50,216 | Favorable: Increase in unit sales |
| News Advertising | (201,917) | Unfavorable: Less demand for display ads |
| SRO Labor Cost Recovery | (277,178) | Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19. |
| Other Income | (43,161) | Unfavorable: Income from guest passes, permits, parking rental, parking fines, show sponsorships |

| | Fund Balance | Allocated For Current Projects | Allocated For Future Projects | For details, see page |
|------------------------|--------------|--------------------------------|-------------------------------|-----------------------|
| Reserve Funds | | | | |
| Repairs & Replacements | \$10,802,127 | \$1,465,651 | \$9,336,476 | 7 |

| | Fund Balance | Allocated Funds | Unallocated Funds | For details, see page |
|----------------------|--------------|-----------------|-------------------|-----------------------|
| Capital Funds | | | | |
| Capital Improvements | \$2,837,670 | \$971,490 | \$1,866,180 | 8 |

Total year-to-date approved unbudgeted operating expenses are \$74,398.