

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
August 25, 2021**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Wednesday, August 25, 2021 at 9:00 a.m., via Zoom Video and Call Conference Meeting.

**SHAREHOLDER COMMENTS**

One comment was made.

**ROLL CALL**

Present: President Arlart, Vice President Cummings, Secretary Stipcich, Chief Financial Officer Giles (**arrived at 9:01 a.m.**), and Director Winkler.

Guest: Ms. Levine, GRF Representative  
Two Mutual Ten Shareholders

Staff: Mr. Meza, Building Inspector (**arrived at 9:01 a.m.**)  
Ms. Barua, Portfolio Specialist  
Mr. Monroy, Recording Secretary

**APPROVAL OF MINUTES**

The Regular Board Meeting Minutes of July 28, 2021, and the Special Meeting Minutes of August 16, 2021 were approved by general consent of the Board as printed and distributed.

**CONSENT CALENDAR**

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Vice President Cummings, 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>
01/19/21	\$18,881.00	Check#10982 Invoice# 28307 & 28308 Payee Roofing Standards
06/18/21	\$40,825.40	Check# 10990 Invoice# 888 Payee MJ Jurado
07/06/21	\$70,852.95	Transfer from US Bank Checking to GRF- US Bank Checking
07/06/21	\$128,392.20	Transfer from ACH- Direct Debit from multiple shareholders to US Bank Checking
07/07/21	\$49,155.15	Transfer from US Bank Checking to US Bank Impound
07/20/21	\$41,280.14	Transfer from US Bank Restricted Money Mkt to US Bank Non-Restricted Money Mkt
07/21/21	\$30,414.60	Transfer from US Bank Checking to US Bank Restricted Money Mkt

The MOTION has passed unanimously.

**GRF REPRESENTATIVES' REPORT**

GRF Representative Levine presented her report (attached).

Following questions, GRF Representative Levine left the meeting at adjournment 9:59 a.m.

**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 Secretary Stipcich it was,

RESOLVED to accept the 3-year bid proposal by J & J Landscaping: Year 1: \$116,400; Year 2 \$118,200; Year 3 \$120,000; funds to come from Landscape Contract and authorize the President to sign any necessary documentation.

The MOTION has passed unanimously.

Following questions, Inspector Meza left the meeting at 9:26 a.m.

**NEW 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 resolution dated July 28, 2021 *"RESOLVED to authorize Roseman Law, APC to review the Escape Tax Deposit Withholding Form and Policy 7709.1 – Escape Tax Deposit at a cost not to exceed \$500.00. Funds to come from Legal and authorize the President to sign any necessary documentation."*

The MOTION has passed unanimously.

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

RESOLVED to approve the revised changes to Escape Tax Withholding Deposit Notice as presented by Roseman Law, APC.

The MOTION has passed unanimously.

**BOARD OF DIRECTORS  
MUTUAL TEN**

**August 25, 2021**

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

RESOLVED to rescind Policy 7709.1 – Escape Tax Deposit on a preliminary basis until the 28-day posting period has been completed. The policy will be ratified at the next scheduled meeting after consideration of all shareholder comments.

The MOTION has passed unanimously.

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

RESOLVED to adopt procedure 10-7709.1-3 – Escape Tax Deposit as written.

The MOTION has passed unanimously.

**SECRETARY / CORRESPONDENCE**

No correspondence was received.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Giles presented his report (attached).

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Vice President Cummings 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 July 2021.

The MOTION has passed unanimously.

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 transfer of funds in the amount of \$122,401.88 from Emergency Reserve to Roofing Reserve.

The MOTION has passed unanimously.



**BOARD OF DIRECTORS  
MUTUAL TEN**

**August 25, 2021**

The Budget Committee Report Minutes of August 10, 2021, were approved by general consent of the Board as printed and distributed.

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 transfer of funds in the amount of \$170,000 from BNY Mellon Money Market Account to US Bank Restricted Money Market Account.

The MOTION has passed unanimously.

**PORTFOLIO SPECIALIST REPORT**

Portfolio Specialist Barua presented her report (attached).

**ANNOUNCEMENTS**

**NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, September 22, 2021, 9:00 a.m., Location: TBD**

**COMMITTEE REPORT**

Physical Property Committee

Vice President Cummings had no report.

Landscape Committee

President Arlart provided an update.

Emergency Information Council

Director Winkler had no report.

**DIRECTORS' COMMENTS**

No Directors made comments.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 9:59 a.m. and announced that there would be an executive session following to discuss member issues.

**EXECUTIVE SESSION SUMMARY**

**BOARD OF DIRECTORS  
MUTUAL TEN**

**August 25, 2021**

The Board met in Executive Session on August 25, 2021, at 10:15 a.m., and took the following actions:

The Board approved the Executive Meeting Minutes of July 28, 2021, and the Special Executive Meeting Minutes of August 16, 2021.

1. Legal Matters
  - a. Legal matters were discussed.
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. Delinquencies were discussed.
4. Disciplinary Hearings
  - a. No Disciplinary hearing was discussed.

President Arlart adjourned the meeting at 11:33 a.m.

  
Attest, John Stipcich, Secretary  
SEAL BEACH MUTUAL TEN  
JM 8/25/2021  
Attachments

**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 4<sup>th</sup> 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](http://www.lwsb.com) – go to “MUTUALS” – CLICK ON “Mutual 10”**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF August 25, 2021**

The Regular Board Meeting Minutes of July 28, 2021, and the Special Meeting Minutes of August 16, 2021 were approved by general consent of the Board as printed and distributed.

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>
01/19/21	\$18,881.00	Check#10982 Invoice# 28307 & 28308 Payee Roofing Standards
06/18/21	\$40,825.40	Check# 10990 Invoice# 888 Payee MJ Jurado
07/06/21	\$70,852.95	Transfer from US Bank Checking to GRF- US Bank Checking
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07/07/21	\$49,155.15	Transfer from US Bank Checking to US Bank Impound
07/20/21	\$41,280.14	Transfer from US Bank Restricted Money Mkt to US Bank Non-Restricted Money Mkt
07/21/21	\$30,414.60	Transfer from US Bank Checking to US Bank Restricted Money Mkt

RESOLVED to accept the 3-year bid proposal by J & J Landscaping: Year 1: \$116,400; Year 2 \$118,200; Year 3 \$120,000; funds to come from Landscape Contract and authorize the President to sign any necessary documentation.

RESOLVED to ratify resolution dated July 28, 2021 *“RESOLVED to authorize Roseman Law, APC to review the Escape Tax Deposit Withholding Form and Policy 7709.1 – Escape Tax Deposit at a cost not to exceed \$500.00. Funds to come from Legal and authorize the President to sign any necessary documentation.”*

RESOLVED to approve the revised changes to Escape Tax Withholding Deposit Notice as presented by Roseman Law, APC.

RESOLVED to rescind Policy 7709.1 – Escape Tax Deposit on a preliminary basis until the 28-day posting period has been completed. The policy will be ratified at the next scheduled meeting after consideration of all shareholder comments.

RESOLVED to adopt procedure 10-7709.1-3 – Escape Tax Deposit as written.

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 July 2021.

RESOLVED to authorize the transfer of funds in the amount of \$122,401.88 from Emergency Reserve to Roofing Reserve.

**BOARD OF DIRECTORS  
MUTUAL TEN**

**August 25, 2021**

The Budget Committee Minutes of August 10, 2021, were approved by general consent of the Board as printed and distributed.

RESOLVED to approve the transfer of funds in the amount of \$170,000 from BNY Mellon Money Market Account to US Bank Restricted Money Market Account.



**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL TEN  
BUILDING 5 CONFERENCE ROOM B  
AUGUST 16, 2021**

The Special Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Monday, August 16, 2021, at 2:30 p.m. Building 5 Conference Room B.

**ROLL CALL:**

**Present:** President Arlart, Vice President Cummings, Secretary Stipcich, CFO Giles, Director Winkler

**Staff:** Building Inspector Meza

**SHAREHOLDER COMMENTS**

Comment made.

**PURPOSE OF THE MEETING:** Directors discuss Building Inspector's Report and additional Physical Property and Landscape issues

**BUILDING INSPECTOR'S REPORT**

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

**LANDSCAPE REPORT**

Discussion regarding annual tree walk.

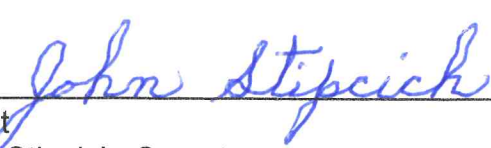
**PHYSICAL PROPERTY CHAIR REPORT**

No report.

**ADJOURNMENT**

There being no further business to conduct, President Arlart adjourned the meeting at 3:03 p.m. and announced that there would be an Executive Session following to discuss member issues.

Attest

  
John Stipcich, Secretary  
SEAL BEACH MUTUAL TEN  
Ra: 08/16/2021



**MINUTES OF THE BUDGET COMMITTEE MEETING  
SEAL BEACH MUTUAL TEN  
BUILDING 5 CONFERENCE ROOM B  
AUGUST 10, 2021**

The Budget Committee Meeting of Seal Beach Mutual Ten was called to order by CFO Giles on Tuesday, August 10, 2021, at 1:00 p.m. Building 5 Conference Room B.

**ROLL CALL:**

**Present:** CFO Giles, Budget Committee Chair, President Arlart, Vice President Cummings, Shareholder G. Braun

**SHAREHOLDER COMMENTS**

No comment made.

**PURPOSE OF THE MEETING:** Committee members discuss Mutual Ten 2022 budget

**DRAFT MUTUAL TEN 2022 BUDGET PRESENTED**

CFO Giles led a discussion on the strategies in forming the draft budget. Following the committee discussion, CFO Giles will finish the draft to be reviewed by the committee and submitted to the GRF Finance Director. The Board will review the Draft 2022 Budget for acceptance at a future Board meeting.

**ADJOURNMENT**

There being no further business to conduct, CFO Giles adjourned the meeting at 2:52 p.m.



Attest

Ruthann Arlart, President, Secretary of Budget Committee  
SEAL BEACH MUTUAL TEN  
Ra: 08/10/2021

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(10) TEN**

INSPECTOR: **MIKE MEZA**

DATE: **AUGUST, 2021**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
238-F	SLIDING DOOR/WINDOWS	BOTH	04/19/21	09/19/21	NONE		ACE MAINTENANCE
238-F	KITCHEN/BATH COUNTERS	BOTH	07/15/21	09/30/21	NONE		ACE MAINTENANCE
240-B	EZ ACCESS	BOTH	06/07/21	07/07/21	NONE	FINAL 07/14/21	NUKOTE
241-E	KITCHEN REMODEL	BOTH	08/01/21	10/22/21	NONE		MARCO CONSTRUCTION
242-A	ADDED BATH	BOTH	04/19/21	09/27/21	YES	PLUMBING /HOT MOP	L&S CORE CONSTRUCTION
243-K	BED ROOM FLOORING	GRF	07/01/21	08/01/21	NONE	FINAL 07/21/21	KARY'S CARPET
244-B	HEAT PUMP	BOTH	08/31/21	09/30/21	NONE		ALPINE
244-L	CENTRAL AIR & HEAT	BOTH	07/12/21	10/12/21	NONE		GREENWOOD
247-B	PATIO TILE	GRF	08/16/21	09/16/21	NONE		KARY'S CARPET
247-B	FLOORING/ CONCRETE	BOTH	07/15/21	08/15/21	NONE		MAMUSCIA
247-C	KITCHEN REMODEL	BOTH	07/30/21	09/30/21	NONE		JC KRESS
248-D	UNIT REMODEL	BOTH	06/01/21	12/30/21	NONE	ELECTRICAL, PLUMBING 08/16/21	MP CONSTRUCTION
255-A	UNIT ABATEMENT	GRF	08/11/21	08/27/21	NONE		UNIVERSAL ABATEMENT SERVICES
255-H	HEAT PUMP	BOTH	05/24/21	08/24/21	NONE	FINAL 07/01/21	GREENWOOD
257-C	HEAT PUMP	BOTH	07/26/21	10/26/21	NONE		GREENWOOD
257-F	WINDOW AWNINIG	GRF	08/06/21	08/06/21	NONE		AAA AWNINGS INC.
258-H	HEAT PUMP	BOTH	06/01/21	09/01/21	NONE	FINAL 07/01/21	GREENWOOD
258-J	ENTRY WALK/ WALL FINISH	GRF	07/07/21	08/30/21	NONE		J.C. KRESS
258-K	FLOORING	GRF	06/01/21	07/30/21	NONE	FINAL 07/07/21	MP CONSTRUCTION

NONE+A260:J260

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	Active	Closing	Closed	NMI
240-B		12/11/20	03/30/21	03/30/21	04/11/21	05/13/21	4	3	13	3
240-D	1/15/2021									
240-H		12/11/20								
241-C		03/31/21	05/18/21	05/26/21	06/08/21	06/21/21				
242-E		04/16/21	04/28/21	04/29/21	05/11/21	06/14/21				
245-A		06/18/21	07/23/21	07/26/21	08/05/21					
246-A		02/12/21	03/02/21	03/05/21	03/24/21	04/12/21				
247-B		03/23/21	04/21/21	05/13/21	05/14/21	06/28/21				
247-J		05/27/21	06/22/21	06/25/21	07/10/21	07/26/21				
247-K		07/16/20	01/21/21	01/28/21	02/09/21	03/15/21				
249-E		06/03/21								
253-K		04/09/21	04/23/21	04/27/21	05/09/21	06/14/21				
254-L	1/13/2021									
248-D		03/23/21	04/01/21	04/05/21	04/17/21	04/26/21				
252-D		03/31/21	05/10/21	05/11/21	05/23/21	06/01/21				
252-G	2/16/2021									
253-K		04/09/21	04/23/21	04/27/21	05/07/21	06/21/21				
255-A		05/05/21	06/07/21	06/09/21	06/21/21	06/28/21				
255-L		12/18/21	02/08/21	02/09/21	02/22/21	03/15/21				
256-C		05/26/21	07/19/21	07/21/21	07/29/21					
257-D		03/18/20								
259-B		04/09/21	04/20/21	04/28/21	05/10/21	06/02/21				
259-L		07/28/21								

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (10) TEN

INSPECTOR: MIKE MEZA

DATE: AUGUST, 2021

CONTRACTOR		PROJECT
J&J landscape	November 30, 2021	Mutual gardening, Irrigation and lawns - on going
		3 year contract extension (pending BOD approval)
Empire	December 31, 2023	Cleaning sewer mainline
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
		Current contract continues thru September
		Fenn is sending a new contract proposal for 2021 thru 2022
National Service Lease	September 2024	On going
Roofing Standards Contract	2021	Building 246, 247, 248, 249
MJ Jurado	202	Concrete paving in carports 123 and 124
		Change order to saw cut and remove and pour flow lines
		95% complete
		Waiting of parking and stripping paint
SHAREHOLER and MUTUAL REQUESTS		
257-I	Possible building stoppage	Inspect Mutual 10 Sidewalks
241-L	Inspect carport area	Fenn Pest for ants at 243, 244, 245
248-B	Inspect breaker panel	08/27/21 Tree walk 9:00 am
257-L	Refrigerator issues	Proposal for painting stop signs from MJ Jurado
247-B	Shower peeling	
249-E	Check permit file	
247-J	Oven question	
248- B	Adjust sprinklers	
260-B	Washer and dryer issues	
256-H	Talk to shareholder regarding pation concerns	
254-E	Inspect shower door handles and bathfan	

**CFO Report - Mutual 10**  
**July 31, 2020**

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ (1,970)	-10.3%	Most Income accounts ended the month better than budget except Inspection Fees due to less units sold than budgeted.
Utilities	\$ (6,547)	-11.3%	Total Utilities are under budget in all areas.
Professional Fees	\$ (6,963)	-46.1%	Professional Fees ended the month better than budget due primarily to Legal Fees. This will be corrected by year-end when the Occupancy Agreement and rules are completed and billed by the Attorney
Outside Services	\$ (31,541)	-24.1%	Outside Services ended the month better than budget in all areas.
Taxes & Insurance	\$ 5,871	12.5%	Taxes and Insurance ended the year over budget. As mentioned in past years this area will be over budget every month due to accounting for the Insurance and will correct by the end of the fiscal year.
Excess Inc. / (Exp) After Off-Bdgt Items	\$ 43,620	0.0%	July ended the month better than Budget.



**SEAL BEACH MUTUAL NO. 10**  
**FINANCIAL STATEMENTS RECAP**  
**For the 7 months ending July 31, 2020**

July				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
78,202	78,202	0.0%	Regular Assessment	547,417	547,414	0.0%
31,389	31,390	0.0%	Reserve Funding	219,722	219,730	0.0%
<b>109,591</b>	<b>109,592</b>	<b>0.0%</b>	<b>Total Regular Assessment</b>	<b>767,139</b>	<b>767,144</b>	<b>0.0%</b>
788	582	35.4%	Service Income	4,986	4,074	22.4%
601	731	-17.8%	Financial Income	6,439	5,117	25.8%
2,000	1,407	42.1%	Other Income	5,645	9,849	-42.7%
<b>3,389</b>	<b>2,720</b>	<b>24.6%</b>	<b>Total Operating Income</b>	<b>17,070</b>	<b>19,040</b>	<b>-10.3%</b>
<b>\$ 112,980</b>	<b>\$ 112,312</b>	<b>0.6%</b>	<b>Total Mutual Income</b>	<b>\$ 784,209</b>	<b>\$ 786,184</b>	<b>-0.3%</b>
45,018	45,018	0.0%	Trust Maintenance Cost	308,992	315,126	-1.9%
11,749	8,305	41.5%	Utilities	51,588	58,135	-11.3%
475	2,156	-78.0%	Professional Fees	8,129	15,092	-46.1%
-	41	-100.0%	Office Supplies	-	287	-100.0%
11,711	18,675	-37.3%	Outside Services	99,184	130,725	-24.1%
7,454	6,729	10.8%	Taxes & Insurance	52,974	47,103	12.5%
31,389	31,390	0.0%	Contributions To Reserves	219,722	219,730	0.0%
<b>\$ 107,796</b>	<b>\$ 112,314</b>	<b>-4.0%</b>	<b>Operating Expenses Before Off-Budget</b>	<b>\$ 740,589</b>	<b>\$ 786,198</b>	<b>-5.8%</b>
<b>\$ 5,184</b>	<b>-</b>		<b>Excess Inc / (Exp) After Off-Bdgt Items</b>	<b>\$ 43,620</b>	<b>-</b>	
			Depreciation (Off-Budget Item)			
			<b>Excess Inc. / (Exp) After Off-Bdgt Items</b>	<b>\$ 43,620</b>	<b>\$ -</b>	
			<b>Restricted Reserve</b>			
1,690			Appliance Reserve	13,770		
305			Painting Reserve	8,461		
20,362			Roofing Reserve	731,423		
-			Emergency Reserve	176,313		
7,590			Infrastructure Reserve	231,279		
-						
<b>\$ 29,947</b>			<b>Total Restricted Reserve</b>	<b>\$ 1,161,246</b>		

# 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.

**MUTUAL OPERATIONS**

**ADMINISTRATIVE SERVICES**

**Escape Tax Deposit**

In order to avoid ~~escaped property tax~~ due the County Assessor's Office upon the death of a stockholder, funds of \$3,000 will be withheld in escrow to cover the ~~escaped property tax~~ whenever a sale\* of a certificate is by an estate or heir of the deceased stockholder or co-owner of the certificate. These funds will be held in a separate account from the Withdrawal Inspection Deposit.

~~\*sale or transfer (Mutual Six only effective 02-27-01)~~

**MUTUAL ADOPTION                      AMENDED TO \$3,000**

ONE	02-22-01	01-26-06
TWO	02-15-01	03-16-06
THREE	02-09-01	01-13-06
FOUR	03-05-01	02-06-06
FIVE	02-21-01	01-18-06
SIX	02-27-01	01-24-06
SEVEN	02-16-01	01-20-06
EIGHT	02-26-01	02-27-06
NINE	02-12-01	01-09-06 (see Policy 7709.1.9 09-09-13)
TEN	02-28-01	12-28-05
ELEVEN	02-15-01	01-19-06
TWELVE	03-08-01	01-12-06
FOURTEEN	02-14-01	01-24-06 (see Rules and Regulations Article II Section 2.8 <u>Escape Tax Deposit</u> )
FIFTEEN	02-16-01	01-16-06
SIXTEEN	02-20-01	01-17-06
SEVENTEEN	Not Applicable	

(Nov 17)



## **MUTUAL OPERATIONS**

**Adopt 10-7709.1-3**

### **ADMINISTRATIVE SERVICES**

#### **Escape Tax Deposit**

**In order to avoid escaped property tax potentially due the County Assessor's Office, funds in the amount of \$3,000.00 will be withheld in escrow to cover the escaped property tax whenever a unit/share of stock is sold or transferred. These funds will be held in a separate account from the Withdrawal Inspection Deposit.**

#### **Document History**

Adopted: 25 August 2021

**Keywords:** Mutual Ten    Escape    Tax Deposit

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



JULY 27, 2021

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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 – TENTATIVE 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 70-1411-1, 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 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

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

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
<b>Capital Funds</b>				
Capital Improvements	\$2,968,771	\$107,245	\$2,861,526	8

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