

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL TEN
December 14, 2021**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Ten was called to order by President Arlart on Tuesday, December 14, 2021, at 9:00 a.m. Conference Room B and via Zoom Video and Call Conference Meeting.

SHAREHOLDER COMMENTS

No shareholders made comments.

ROLL CALL

Present: President Arlart, Vice President Cummings, Secretary Stipcich, Chief Financial Officer Giles

GRF Rep: Ms. Levine, GRF Representative (**Absent**)

Guest: One Mutual Ten Shareholders

Staff: Mr. Quental, Building Inspector
Ms. Barua, Portfolio Specialist
Mr. Monroy, Recording Secretary
Ms. Alvernaz, Recording Secretary

APPROVAL OF MINUTES

The Regular Board Meeting Minutes of November 24, 2021 were approved by general consent of the Board as printed and distributed.

The Special Board Meeting Minutes of December 07, 2021 were approved by general consent of the Board as printed and distributed.

DIRECTOR APPOINTMENT

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

RESOLVED to approve to appoint Cheryl Gibson to the Mutual Ten Board of Directors for the remaining 2021-2022 term of office.

The MOTION passed.

GRF REPRESENTATIVES' REPORT

In GRF Representative Levin's absence the GRF Newsletter was submitted (attached).

BUILDING INSPECTOR'S REPORT

Building Inspector Quental presented his report (attached).

Following questions, Building Inspector Quental left the meeting at 9:27 a.m.

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>
11/08/2021	\$14,932.00	Invoice # 1006971 Check # 11028 Payee J&J Landscaping
11/09/2021	\$288,560.28	Transfer from US Bank Impound to US Bank Checking
11/17/2021	\$10,175.00	Invoice # 1006987 & 1006995 Check # 11037 Payee J&J Landscaping
11/23/2021	\$30,414.60	Transfer from US Bank Checking to US Bank Restricted Money Market

The MOTION has passed unanimously.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Giles presented his report.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Giles and seconded by Director Gibson, 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 2021.

The MOTION has passed unanimously.

**BOARD OF DIRECTORS
MUTUAL TEN**

December 14, 2021

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 transfer of funds in the amount of \$150,000.00 from BNY Mellon Money Market Account to US Bank Money Market Account.

The MOTION has passed unanimously.

SECRETARY / CORRESPONDENCE

No correspondence was received.

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 authorize Roseman Law APC to review and provide opinion on new GRF Management Agreement. At a cost not to exceed \$2,500.00 Funds to come from Legal and authorize the President to sign any necessary documentation.

The MOTION has passed unanimously.

PORTFOLIO SPECIALIST REPORT

Portfolio Specialist Barua presented the report (attached).

ANNOUNCEMENTS

NEXT REGULAR MONTHLY BOARD MEETING: Wednesday, January 26, 2022, 9:00 a.m., Location: Conference Room, A and via Zoom Video and Call Conference Meeting

COMMITTEE REPORT

Physical Property Committee

Vice President Cummings provided an update.

Landscape Committee

Vice President Cummings provided an update.

Emergency Information Council

President Arlart provided an update.

DIRECTORS' COMMENTS

No Director comments were made.

ADJOURNMENT

There being no further business to conduct, President Arlart adjourned the meeting at 9:48 a.m. and announced that there would be an executive session following to discuss member issues.

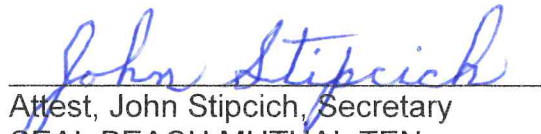
EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on December 14, 2021, at 9:53 a.m., and took the following actions:

The Board approved the Executive Meeting Minutes of November 24, 2021 and Special Executive Meeting Minutes of December 7, 2021.

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

President Arlart adjourned the meeting at 10:44 a.m.



Attest, John Stipcich, Secretary
SEAL BEACH MUTUAL TEN
RB/CA 12/14/2021
Attachments

(These are tentative minutes, subject to approval by the Board of Directors at the next Regular Board of Directors Meeting.)

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 14, 2021**

The Regular Board Meeting Minutes of November 24, 2021 were approved by general consent of the Board as printed and distributed

The Special Board Meeting Minutes of December 07, 2021 were approved by general consent of the Board as printed and distributed.

RESOLVED to approve to appoint Cheryl Gibson to the Mutual Ten Board of Directors for the remaining 2021-2022 term of office

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>
11/08/2021	\$14,932.00	Invoice # 1006971 Check # 11028 Payee J&J Landscaping
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11/23/2021	\$30,414.60	Transfer from US Bank Checking to US Bank Restricted Money Market

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 2021.

RESOLVED to authorize the transfer of funds in the amount of \$150,000.00 from BNY Mellon Money Market Account to US Bank Money Market Account.

RESOLVED to authorize Roseman Law APC to review and provide opinion on new GRF Management Agreement. At a cost not to exceed \$2,500.00 Funds to come from Legal and authorize the President to sign any necessary documentation.

INSPECTOR MONTHLY MUTUAL REPORT

 MUTUAL: **(10) TEN**

 INSPECTOR: **RYAN QUENTAL**

 DATE: **DECEMBER**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
238-F	DOOR/WINDOWS	BOTH	04/19/21	09/19/21	NONE	FINAL 08/09/21	ACE MAINTENANCE
238-F	COUNTERTOPS	BOTH	07/15/21	09/30/21	NONE	FINAL 08/24/21	ACE MAINTENANCE
238-F	SHOWER CUT DOWN	BOTH	10/28/21	11/28/21	NONE	FINAL 11/18/21	NUKOTE
238-J	FLOORING	GRF	11/01/21	12/01/21	NONE	FINAL 11/18/21	KARYS CARPETS
239-F	SIDE RAILING	GRF	08/30/21	09/30/21	NONE	FINAL 9/22/21	SHAREHOLDER
241-D	KITCHEN REMODEL	BOTH	10/11/21	12/30/21	NONE		MARCO CONSTRUCTION
241-E	KITCHEN REMODEL	BOTH	08/01/21	10/22/21	NONE	FINAL 9/15/21	MARCO CONSTRUCTION
241-E	FLOORING	GRF	09/01/21	10/01/21	NONE	FINAL 9/15/21	KARYS CARPET
242-A	ADDED BATH	BOTH	04/19/21	09/27/21	YES	FINAL 08/25/21	L&S CORE CONSTRUCTION
244-B	HEAT PUMP	BOTH	08/31/21	09/30/21	NONE	FINAL 10/7/21	ALPINE
244-L	CENTRAL AIR & HEAT	BOTH	07/12/21	10/12/21	NONE	FINAL 9/29/21	GREENWOOD
246-A	PAVERS	GRF	09/24/21	10/08/21	NONE		J & J LANDSCAPE
247-B	PATIO TILE	GRF	08/16/21	09/16/21	NONE	FINAL 9/3/21	KARYS CARPET
247-C	KITCHEN REMODEL	BOTH	07/30/21	12/30/21	YES	FINAL 12/3/21	JC KRESS
247-J	HEAT PUMP	BOTH	08/19/21	09/19/21	NONE	FINAL 10/8/21	ALPINE
248-D	UNIT REMODEL	BOTH	06/01/21	12/30/21	NONE	FINAL 10/22/21	MP CONSTRUCTION
249-E	FLOORING	GRF	10/02/21	11/02/21	NONE	FINAL 11/8/2021	FAMILY FLOOR
249-E	HEAT PUMP	BOTH	10/18/21	01/18/22	NONE	FINAL 11/8/2021	GREENWOOD
250-I	PATIO GLASS	GRF	06/24/21	09/24/21	NONE	FINAL 08/24/21	BODIES GLASS
252-D	FLOORING/CEILING	GRF	09/22/21	09/23/21	NONE	FINAL 9/27/21	SIRRIS ABATEMENT
253-B	CARPORT CABINET	GRF	11/05/21	11/15/21	NONE	FINAL 11/10/21	MJ JURADO
255-A	UNIT ABATEMENT	GRF	08/11/21	08/27/21	NONE	FINAL 08/22/21	UNIVERSAL ABATEMENT
255-A	UNIT REMODEL	BOTH	08/10/21	12/30/21	NONE	INSULATION/HOTMOP 12/6/21	MP CONSTRUCTION
255-A	CEILING REMOVAL	GRF	08/11/21	08/27/21	NONE	FINAL 9/29/21	UNIVERSAL ABATEMENT
255-L	CART PAD	GRF	08/27/21	09/10/21	NONE	FINAL 9/16/21	J & J LANDSCAPE
256-I	ENTRY WALKWAY	GRF	11/15/21	03/30/22	NONE	FRAMING 11/9/21	MP CONSTRUCTION
257-C	HEAT PUMP	BOTH	07/26/21	10/26/21	NONE	FINAL 08/24/21	GREENWOOD
257-F	WINDOW AWNING	GRF	08/06/21	08/06/21	NONE	FINAL 9/9/21	AAA AWNINGS INC.
258-E	FLOORING	GRF	09/25/21	10/25/21	NONE	FINAL 9/28/21	KARYS CARPETS
258-J	ENTRY WALKWAY	GRF	07/07/21	08/30/21	NONE	FINAL 10/5/21	JC KRESS
260-E	HEAT PUMP	BOTH	10/18/21	01/18/22	NONE		GREENWOOD

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	ROF	ACTIVE	CLOSING	CLOSED
238-C	10/21/2021						9	6	21
238-L		10/20/21	11/29/21	11/29/21					
238-J		11/05/21							
240-D	1/15/2021								
240-H		10/20/21							
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			
244-D	10/18/2021								
244-G		09/08/21	09/15/21	09/15/21	09/26/21	11/02/21			
245-A		06/18/21	07/23/21	07/26/21	08/05/21	08/30/21			
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			
248-D		03/23/21	04/01/21	04/05/21	04/17/21	04/26/21			
248-D		11/02/21	11/10/21	11/18/21	12/01/21				
249-C		10/06/21	12/07/21	12/07/21	12/14/21				
249-E		09/13/21	09/23/21	09/24/21	10/06/21				
249-G		11/16/21							

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL:	(10) TEN	INSPECTOR:	RYAN QUENTAL
DATE:	DECEMBER		
251-F		08/18/19	11/18/21
253-K		04/09/21	04/23/21
254-L	1/13/2021		
252-D		03/31/21	05/10/21
252-G	2/16/2021		
253-K		04/09/21	04/23/21
255-A		05/05/21	06/07/21
255-J		09/16/21	10/05/21
255-L		12/18/21	02/08/21
258-E		10/01/21	10/28/21
259-L		07/12/21	08/25/21

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

CONTRACTS & PROJECTS

CONTRACTOR	PROJECT
J&J landscape 11/30/21	Mutual gardening, irrigation and lawns - On going.
Empire Pipe Cleaning 12/31/23	Cleaning sewer mainline. 11/30/21 Year 2 Invoice Signed.
Fenn Pest and Termite 4/30/23	Pest control for units and termite inspections.
Fenn Pest and Termite 6/30/23	Bait station maintenance.
National Service Lease September 2024	On going.
MJ Jurado 2021	Carports 123 and 124 Curb painting in progress.
Roofing Standards Contract 2022	Buildings 246, 247, 248, 249.

SHAREHOLDER & MUTUAL REQUESTS

241-F Mosquito Issue.	Termite Damage Repair - S/M & Roxygen In Progress.
241 Dry Wells Estimate.	Carport 121 #34 Repair Complete.
244-H Ceiling cracks.	J&J 241 & 248 French Drains Complete.
247-B Entryway transition.	
247-C Roof gutter seam leak.	
258-D Bathroom light repair.	
245-B Treat patio for ants.	
255-J Water heater noise.	
245-L Sprinkler line leak.	
249-E Entry gate proposal.	
257-E Interior Termites.	
239-L Kitchen sink visit.	
Bldg 245 Attic Sounds.	
245-E Attic vent soffit screen.	
249-C Roof Leak Test S/M.	
248-E Lock box issue.	
238-L Std/Non-Std Fridge.	
249-C Smoke Detector battery.	
255-L Garbage Disposal issue.	

1010 Seal Beach Mutual No. Ten
Financial Statement Recap
11/30/2021

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P.O. Box 2069
Seal Beach CA 90740

Nov Actual	Nov Budget		2021 Y-T-D Actual	2021 Y-T-D Budget
78,902	78,903	Carrying Charges	867,927	867,933
32,069	32,069	Reserve Funding	352,757	352,759
110,971	110,972	Total Regular Assessments	1,220,685	1,220,692
602	698	Service Income	8,135	7,678
106	334	Financial Income	2,717	3,674
2,613	1,148	Other Income	24,615	12,628
3,321	2,180	Total Other Income	35,466	23,980
114,292	113,152	Total Mutual Income	1,256,151	1,244,672
45,554	45,554	GRF Trust Maintenance Fee	479,202	501,094
9,510	8,139	Utilities	95,128	89,529
2,764	2,021	Professional Fees	8,428	22,231
0	22	Office Supplies	0	242
29,655	18,538	Outside Services	176,902	203,918
2,490	6,811	Taxes & Insurance	77,395	74,921
32,069	32,069	Contributions to Reserves	352,757	352,759
122,041	113,154	Total Expenses Before Off-Budget	1,189,812	1,244,694
(7,749)	(2)	Excess Inc/(Exp) Before Off-Budget	66,338	(22)
5,065	0	Depreciation Expense	55,526	0
(12,815)	(2)	Excess Inc/(Exp) After Off-Budget	10,812	(22)
		Restricted Reserves		
(2,912)	0	Appliance Reserve Equity	18,278	0
305	0	Painting Reserve	14,553	0
21,364	0	Roofing Reserve	1,294,523	0
0	0	Emergency Reserve Equity	50,000	0
8,746	0	Infrastructure Reserve	211,689	0
27,503	0	Total Restricted Reserves	1,589,042	0

CFO Report - Mutual 10

Account Description	\$ Variance	% Variance	Explanation
Total Operating Income	\$ 11,487	47.9%	Total Operating Income ended November better than budget. Primarily in Inspection fees due to more units sold than planed.
Utilities	\$ 5,599	6.3%	Utilities ended November over budget in all areas. Electricity (\$1,192), Water (\$4,376), and Trash (\$30)
Professional Fees	\$ (13,803)	-62.1%	Professional Fees end November under budget in all areas. Legal is under budget \$12,766. As mentioned in past months, this will be corrected by year-end with work in progress not being billed. Banks Services Fee is under budget \$1,037.
Outside Services	\$ (27,258)	-13.4%	Outside services end November under budget in all areas except Landscape Extras and Trees (\$4,576), and painting (1,786).
Taxes & Insurance	\$ 2,474	3.3%	Taxes and Insurance ended November under budget. State & Federal Taxes (\$2,133) and Insurance (\$361). Part of this overage will be corrected in December.
Excess Inc. / (Exp) After Off-Bdgt Items	\$ 66,339	0.0%	

SEAL BEACH MUTUAL NO. 10
FINANCIAL STATEMENTS RECAP
For the 11 months ending November 30, 2021

November				YTD		
Actual	Budget	Variance	Account	Actual	Budget	Variance
78,902	78,903	0.0%	Regular Assessment	867,927	867,933	0.0%
32,069	32,069	0.0%	Reserve Funding	352,757	352,759	0.0%
110,971	110,972	0.0%	Total Regular Assessment	1,220,684	1,220,692	0.0%
602	698	-13.8%	Service Income	8,135	7,678	6.0%
106	334	-68.3%	Financial Income	2,717	3,674	-26.0%
2,613	1,148	127.6%	Other Income	24,615	12,628	94.9%
3,321	2,180	52.3%	Total Operating Income	35,467	23,980	47.9%
\$ 114,292	\$ 113,152	1.0%	Total Mutual Income	\$ 1,256,151	\$ 1,244,672	0.9%
45,554	45,554	0.0%	Trust Maintenance Cost	479,202	501,094	-4.4%
9,510	8,139	16.8%	Utilities	95,128	89,529	6.3%
2,764	2,021	36.8%	Professional Fees	8,428	22,231	-62.1%
29,655	18,560	59.8%	Outside Services	176,902	204,160	-13.4%
2,490	6,811	-63.4%	Taxes & Insurance	77,395	74,921	3.3%
32,069	32,069	0.0%	Contributions To Reserves	352,757	352,759	0.0%
\$ 122,042	\$ 113,154	7.9%	Operating Expenses Before Off-Budget	\$ 1,189,812	\$ 1,244,694	-4.4%
\$ (7,750)	-		Excess Inc. / (Exp) After Off-Bdgt Items	\$ 66,339	-	
			Depreciation (Off-Budget Item)			
			Excess Inc. / (Exp) After Off-Bdgt Items	\$ 66,339	\$ -	
			Restricted Reserve			
(2,912)			Appliance Reserve	18,278		
305			Painting Reserve	14,553		
21,364			Roofing Reserve	1,294,523		
-			Emergency Reserve	50,000		
8,746			Infrastructure Reserve	211,689		
-						
\$ 27,503			Total Restricted Reserve	\$ 1,589,043		

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



November 23, 2021

Approved Consent Agenda

MOVED and approved the consent agenda included Minutes of the Finance Committee Board Meeting of October 18, 2021, • Minutes of the GRF Administration Committee Meeting of October 7, 2021 • Minutes of the Recreation Committee Meeting of October 4, 2021 • The minutes from October 26, 2021, GRF Board Meeting • The GRF Board Report dated November 23, 2021 • The acceptance of the Financial Statement, October 2021.

General – APPROVAL MANAGEMENT SERVICES LIST AND DEPARTMENT HOURLY RATE

MOVED to approve the new Management Agreement, along with the list of services (Exhibit A) and with the 2022 department hourly rates (Exhibit B) and to forward to the Mutual Boards for their approval.

General – APPROVAL OF JOB DESCRIPTIONS - COMMUNICATIONS COORDINATOR AND RECREATION ATTENDANT

REMOVED FROM THE AGENDA PACKET ON NOVEMBER 23, 2021

Communications & It Committee – APPROVAL LEISURE WORLD WEEKLY DIGITIZATION OF 1962-1999 MICROFILM

MOVED to approve the Historical Society's request to sign the Ancestry.com release for the Golden Rain News, Leisure World News, Seal Beach Leisure World News, Golden Rain Seal Beach Leisure World News, LW Weekly and succeeding titles TBD to become part of the CDNC UC Riverside/Newspapers.com digital newspaper database and to authorize the president to sign.

Finance Committee - APPROVAL 2021 / 2022 MASTER INSURANCE POLICY RENEWAL

MOVED to approve the master insurance policy proposal dated November 12, 2021, as submitted, in the amount of \$2,856,963, for the policy period of December 1, 2021, to December 1, 2022 and authorize the President to sign the required renewal documents, per the insurance proposal dated November 12, 2021, as prepared and submitted by DLD Insurance Brokers, Inc.

Finance Committee - APPROVAL TRUST PROPERTY LEASE AGREEMENT

MOVED to approve one-year term commencing on January 1, 2022, and expiring on December 31, 2022, 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:

Policy 40-1490-6, Friends of the Library Club; Policy 40-1491-6, Genealogy Club; Policy 40-1492-6, Golden Age Foundation; Policy 40-1493-6, Historical Society Club; Policy 40-1494-6, Radio Club.

Policy 40-1495-6, Theater Club; Policy 40-1496-6, Rolling Thunder Club; Policy 40-1497-6, Video Producers Club; Policy 40-1498-6, Mutual Eight; Policy 40-1489-6, LW Trailer Club.

Finance Committee - **TENTATIVE VOTE** – AMEND POLICY 40-5061-2 FEES

MOVED to amend 40-5061-2, Fees, updating the document language throughout the document, as presented. Pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2021.

Finance Committee - **TENTATIVE VOTE** - ADOPT POLICY 40-5580-2, ENTRY PASSES – FEES

MOVED to adopt policy 40-5580-2, Entry Passes - Fees, with sets forth the criteria and yearly passes for Real Estate, as presented. Pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2022.

GRF Administration Committee - APPROVAL FOR EMERGENCY SUPPLIES
REMOVED FROM THE AGENDA PACKET ON NOVEMBER 18, 2021.

GRF Administration Committee - APPROVAL FOR TRUST PROPERTY USAGE FOR EMERGENCIES

MOVED to approve the use of Trust Property buildings in the event of an emergency or disaster impacting the community of Leisure World.

GRF Administration Committee - APPROVAL BUILDING FIVE IMPROVEMENTS FOR COUNCIL ON AGING

MOVED to approve capital improvements to the 248 square feet area within Building 5 for the use by Council on Aging, not to exceed \$13,000 capital funding, adding a \$2,000 contingency for the improvements are as follows:

- Replace carpet and repaint
- Replace ceiling lights with LED
- Replace exterior door and window, including panic hardware and automatic opener
- Replace window blinds
- Add signage

And if needed, a Draft for an annual lease will be created.

GRF Administration Committee - APPROVAL FOR PHASE THREE AND FOUR - ADMINISTRATION OFFICE AND WORKSTATION IMPROVEMENTS

MOVED to approve Phase Three and Four, Administration Offices, Ergonomic Process improvements and the addition of a training/flex workstation in an amount not to exceed \$14,084.00. Also, authorize the President to sign the contract.

Physical Property Committee - APPROVAL UPSTAIRS HVAC IN CLUBHOUSE SIX
REMOVED FROM THE AGENDA PACKET ON NOVEMBER 23, 2021

Physical Property Committee – AMEND POLICY 30-5041-5 REAL TRUST PROPERTY ACREAGE

After a brief discussion, policy 30-5041-5 Real Trust Property Acreage was removed from the agenda and sent back to, Physical Property Committee, for further review.

Recreation Committee - APPROVAL CLUBHOUSE ONE - COOKING RANGE REPLACEMENT

MOVED to approve the purchase of a new cooking range from JES Restaurant Equipment in the amount of \$7,648.11 and additional \$500.00 for parts and installation for a total not to exceed \$8,148.11 from the replacement reserves

Recreation Committee - APPROVAL GOLDEN AGE FOUNDATION TAX PROGRAM 2022

MOVED to approve the use of the Knowledge and Learning Center by the Golden Age Foundation from January 2022 through mid-April of 2022 for income tax preparation as a free service to Leisure World Seal Beach residents

Recreation Committee – APPROVAL - CLUBHOUSE ONE AND CLUBHOUSE TWO WOODSHOPS

MOVED to conceptually approve the modifications and improvements to Trust Property as identified as:

- Clubhouse One, Woodshop One expansion into the adjacent space, 690 square feet. (Room currently has two of the six Clubhouse One pool tables).
- Clubhouse Two, Renovation of 1,051 square foot of space, currently used as a woodshop into a multiuse and activity room.

I further move to direct:

- the Recreation Committee, Physical Properties Committee and if required, the Architectural Design and Review Committee to develop full specifications and cost estimates.
- forward such estimate of Capital and/or Reserve Funds required to the Finance Committee.
- and upon the Finance Committees determination of the availability of Capital and/or Reserve Funds.

Return the proposed project to the Board for final action.

Recreation Committee – **FINAL VOTE** - AMEND POLICY 70-1429.02-1, GOLF COURSE RULES

MOVED to amend 70-1429.02-1 Golf Course Rules, add to the rules that shoes must be worn on the golf course, at all times, as presented.

Security, Bus & Traffic Committee – **TENTATIVE VOTE** - AMEND POLICY 80-1937-2, PARKING - FINES

MOVED to amend 80-1937-2, Parking -Fines, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 25, 2022

Security, Bus & Traffic Committee – **TENTATIVE VOTE** – RESCIND POLICY 80-1927.01-2, FEES FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY

MOVED to tentatively rescind policy 80-1927.01-2, Fees for Parking Rules Violations on Trust Property, pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2022.

Security, Bus & Traffic Committee – **TENTATIVE VOTE** – RESCIND POLICY 80-1927.02-3, PARKING RULES FOR TRUST PROPERTY

MOVED to tentatively rescind policy 80-1927.02-3, Parking Rules for Trust Property, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 25, 2022.

Recap of GRF Committees' Activity

October 2021

November 17, 2021, Architectural Design and Review Committee

- CONCURRED to review one piece of correspondence, as presented on the agenda and forward it to Physical Property.
- MOVED to approve to replace the mural, in the sewing room.
- CONCURRED to further review the fireplace center at the next scheduled meeting.
- MOVED to request the Facility Director, inquire the price to cover certain areas of the channel fencing as well as filling in.
- CONCURRED to review the perimeter wall wire sculpture, at the next scheduled meeting.
- CONCURRED to review the planting at the library and globe, agenda topic, at the next scheduled meeting.
- CONCURRED to review the Clubhouse One, landscape agenda topic, at the next scheduled meeting.

November 15, 2021, Communication/IT Committee

- CONCURRED to further review Community Wi-Fi Internet Services Subcommittee at a future date.
- CONCURRED to review previously submitted proposals on CH 4 dais and have the IT Supervisor provide an update at the next scheduled Committee meeting.
- CONCURRED to bring back Electronic Temperature Units Replacement in GRF Buildings to the next scheduled Committee meeting.
- CONCURRED to approve the option "B" for 2022 LW Minibus Cover.
- MOVED to approve the Historical Society's request to have GRF President sign the Ancestry.com release, as attached, for the Golden Rain News become part of the CDNC UC Riverside/Newspapers.com digital newspaper database and forward it to the Board for approval.
- MOVED to affirm the decision of the LW Weekly Managing Editor to procure commercial print services from Reed Printing, 4071 Greystone Drive, Ontario, CA, 91761, effective Nov. 18, 2021.
- CONCURRED to further review Replacement of Jenark and other Legacy Systems at the Committee's meeting in January 2022.
- CONCURRED to further review Upgrade Cameras and Equipment in Administration Conference Room at the next scheduled meeting.

- CONCURRED to further review Upgrade Cameras and Equipment in Conference Room B at the next scheduled meeting.
- CONCURRED to further review Policy 20-2807-1, GRF Emergency Text Parameters at the next scheduled meeting.
- CONCURRED to update Policy 20-2807-1, GRF Emergency Text Parameters, to include the GRF Director as an authorized spokesperson and further discuss it at the next scheduled Committee meeting along with Policy 20- 2806-1, Community Publications.

November 15, 2021, Finance Committee

- MOVED and recommended the GRF Board approve the insurance proposal dated November 12, 2021, as submitted, in the amount of \$2,856,963, for the policy period of December 1, 2021 to December 1, 2022 and authorize the President to sign the required renewal documents, per the insurance proposal dated November 12, 2021, as prepared and submitted by DLD Insurance Brokers, Inc.
- MOVED and recommended the GRF Board inform the Board that the Finance Committee has determined: • Capital Funds, in the amount of \$9,600, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed project, speed cushions.
- MOVED and recommended the GRF Board that the Finance Committee has determined: Capital Funds, in the amount of \$13,000, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project council on aging, use of space within building five.
- MOVED and recommended the GRF Board inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$8,149, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project to replace the Range at Clubhouse One
- MOVED and recommended the GRF Board approve, for a one-year term commencing on January 1, 2022, and expiring on December 31, 2022, 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 • RV Lot.
- MOVED and recommended the GRF Board amend 40-5061-2, Fees, as amended.

November 4, 2021, GRF Administration Committee

- CONCURRED to bring Status Emergency Supply Storage Cabinet back to the next scheduled meeting.
- MOVED to recommend GRF Board to authorize not to exceed \$10,000 for emergency supply, pending the determination of the Finance Committee on the availability of the funds
- MOVED to recommend GRF Board to approve the use of Trust Property in the event of an emergency.
- CONCURRED by the Committee to bring Fitness Center Waiver Form back to the next scheduled meeting.
- MOVED to recommend the GRF Board to approve the use of Trust Property commonly identified as 248 square feet of space, adjacent to the Cafe within Building Five, by Orange County Service Agencies and if needed, a Draft for an annual lease will be created at the annual rate of \$1.00 per year.
- FAILED motion to approve Juneteenth, new Federal law.
- MOVED to recommend the GRF Board the use and annual lease at the rate of \$1.00 per year, of Trust Property commonly identified as 248 square feet of space, adjacent to the Café within

Building Five, by the Orange County Social Service Agency and if needed, a Draft for an annual lease will be created.

- MOVED to recommend the GRF Board to approve capital improvements to the space within Building Five, in an amount not to exceed \$13,000 funding, plus a contingency of \$2,000. Pending the determination of the availability of capital funds by the Finance Committee.
- MOVED to recommend the GRF Board to approve Phase three and four, administration offices, ergonomic process improvement and the addition of a training/flex workstation in an amount not to exceed \$14,084.00 funding sources plus a \$2,000 contingency. Pending the determination of the Finance Committee on the availability of the funds.
- CONCURRED to send Policy 30-5092-2 BOD Censure Procedure to the GRF Attorney for further review and to bring back to the next schedule meeting.

November 8, 2021, Mutual Administration Committee

- CONCURRED to send SRO Time Estimates to another Committee.
- CONCURRED to send premium Charge for Non-Standard Items for Escrow SROS to another Committee.
- CONCURRED to bring back 2021 Resource Booklet back to the next schedule meeting.

November 3, 2021, Physical Property Committee

- CONCURRED to have the Facilities Director bring back a breakdown of costs regarding the swimming pool to the next scheduled meeting.
- CONCURRED by the Committee to have the Facilities Director bring back additional information regarding the Storm Drain Screens Project Resurrection.
- CONCURRED to add the Total Quality Checklist to the Recreation Committee monthly staff reports.
- CONCURRED to have the Facilities Director get bids on automatic door openers for the Learning Center and Clubhouse Two Game Room.
- MOVED and recommended the GRF Board award a contract to County Heating and Air Inc., after a review by the Finance Committee, to replace the HVAC systems at the Clubhouse Six upstairs, per the recommended specifications by SPEC Engineering for a cost of \$205,563, and adding a 10% contingency of \$20,556, for permits and any unseen extras, for a total cost not to exceed \$226,119, Reserve funding.
- MOVED and recommended the GRF Board amend 30-5041-5, Real Trust Property Acreage, by making the substantial changes as well as making a change on the document number (50-5041-5) and approved, as final.

November 1, 2021, Recreation Committee

- CONCURRED by the Committee to forward correspondence, Masking Requirements Indoors, to the GRF Board.
- CONCURRED by the Committee to have the Recreation Director bring back additional information regarding the Mini Farm Leases and provide numbers on how many are currently still active.
- CONCURRED by the Committee to request additional information from the Facilities Director and bring it back at the next scheduled meeting.
- CONCURRED to review 2021-2022 Committee Goals at the next schedule meeting.
- MOVED and recommended the GRF Board approve expanding Woodshop One into the adjacent space, 690 sq. ft. and the renovation of 1051 sq. ft. of space in Clubhouse Two, currently used as a Woodshop into a multiuse and activity room, pending conceptual approval.
- MOVED to direct staff to fully develop a scope of work and general specifications for the proposed projects, pending approval from the GRF Board.

- MOVED to send the proposed project to the Physical Property Committee for final pricing, • And upon Physical Property approval, conditioned upon the projects coming in within the general estimates included in this presentation, Recording Secretary PPC \ RECREATION COMMITTEE Page 2 of 2 • Forward to the GRF Board, pending review by the Finance Committee and upon determination of available funding.
- MOVED to approve club use of the proposed storage closet and not implement the previous motion storage solutions.
- CONCURRED by the Committee to review Evaluation and Enhancement of 1.8 Acres at the next schedule committee meeting.
- MOVED to recommend the GRF Board approve the purchase of a new range from Jes Restaurant Equipment, in the amount of \$7,648.11 and an additional \$500.00 for contingencies to include the installation and any additional parts needed for the installation and to send to Finance to find approve funding to complete the replacement of the range.
- CONCURRED to have the Recreation Director update the Tentative Events Schedule for 2022 and will be reviewed at the next scheduled meeting.
- MOVED and recommended the GRF Board approve, Golden Age Foundation to use the Learning Center for the tax period.
- CONCURRED by the Committee to move the Recreation Committee meeting Decembers meeting to November 29, 2021.

November 10, 2021, Security, Bus & Traffic Committee

- CONCURRED to approve the Decal office to be closed on Wednesdays starting December 1, 2021
- CONCURRED to further review Contracted/Off-Site bus service and was requested to bring additional information to the next scheduled meeting.
- CONCURRED to postpone the body worn cameras for wellness check recording agenda topic, at the next scheduled meeting.
- MOVED and recommended the GRF Board, recommend the Board approve one solar LED light stop sign, for a total cost of \$2,500, pending review by the Finance Committee.
- CONCURRED to further review Left Turn Signal Lights at Golden Rain and St. Andrews at the next scheduled meeting.
- MOVED to investigate outsource companies to provide parking citations in Seal Beach Leisure World.
- MOVED and recommended the GRF Board amend 80-1937-2, Parking – Fines, as presented.
- moved and recommended the GRF Board rescind 80-1927.01-2, Fees for Parking Rules Violations on Trust Property, as presented.

Financial Recap – October 2021

As of the ten-month period ended October 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,237,896.

Major variances are:

Wages, Taxes & Benefits	\$892,363	Favorable: Wages \$557K; P/R Taxes \$47K; Workers' Comp \$78K; 401(k) ER Match \$29K; Group Ins \$181K; average FTE < budget by 20 FTE
Agency Fees	(228,271)	Unfavorable: Temporary help to fill key positions
Professional Fees	(59,271)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	59,744	Favorable: Maintenance scheduled for later in the year
Community Entertainment	45,185	Unfavorable: Budgeted events were not scheduled
Publication Printing	92,314	Favorable: Decrease in printing rates
Certificate Prep Fees	83,750	Favorable: Unit sales exceeds budget
Rental Income	217,415	Favorable: Unit sales exceeds budget
Other Income	113,894	Favorable: 2020 income tax refunds \$23K; permit income \$33K; Lost member ID card \$24K; Other \$34K
News Advertising Income	99,683	Favorable: Display, Front Footer & Telephone book
SRO Labor Cost Recovery	(79,857)	Unfavorable: Less billable hours than budgeted

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$11,871,439	\$500,591	\$11,370,848	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$3,237,981	\$89,120	\$3,148,861	8

Total year-to-date approved unbudgeted operating expenses are \$166,551.

PORTFOLIO SPECIALIST REPORT

DECEMBER 2021



CAREGIVER REGISTRATION

As a reminder the 2021 caregiver begins in late December in the Stock Transfer Office. Please make sure your caregiver is currently registered with a photo pass.

PET REGISTRATION AND RENEWAL IN THE NEW YEAR

Per Pet Rules, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

If you have questions about registering your pet, call Stock Transfer at (562) 431-6586, ext. 346 or 347.

If you have questions about Pet Licenses, call City of Long Beach Animal Care Services at (562) 570-7387.

ELDERLY HOLIDAY DEPRESSION

The holiday season is approaching and with all the shopping, cheer, and fellowship we share, please remember that our elder communities are at a higher risk of depression due to isolation.

Reach out to your elder community
Include them in social activities
Help them engage
We are all family



Please reach out if you or someone you know needs help

New Hope 24-hour crisis line - 714 639 4673
Offers emergency crisis intervention

Council on Aging of Southern California - 714 479 5030
(Long term care Ombudsman Services, Friendly Visitor Programs)

OC Warm Line - 714 991 6412
Offers non-crisis emotional support and resources

NAMI (National Alliance on Mental Illness) - 714 544 8488
Offers support to people affected by or with mental illness.