

# **MUTUAL TWO**

**BOARD OF DIRECTORS  
MONTHLY REPORTS FOR**

**September 2019**

**(See information attached.)**

## September Message

Fall, my favorite time of the year, officially begins Monday, September 23. I only hope the weather stays cool for all of us to enjoy.

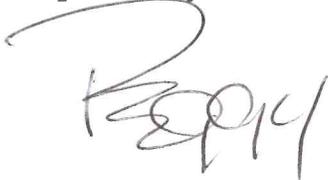
We are planning another Town Hall October 9<sup>th</sup> at Clubhouse 2 at 5:00 p.m., to discuss landscaping issues and to address any concerns and questions shareholders may have regarding the new Occupancy Agreement, which I stress, does not affect those of us currently living in Mutual 2, only those shareholders moving in after it is ratified. Plus, anything else you may want to address. For fun, we will be serving "surprise food", along with bottled water.

Travis Brooks, our new/old CFO, introduced a new telephone system at the September Board Meeting. This system features one number with a menu with five or six options. One of which is called the President's Hotline, so you can leave messages for me when I am not around. They come through as emails, so I can access them anywhere, anytime. The Board will vote on the new system at our October meeting. I sure hope it passes.

We need a new director to replace Rose Weldon who recently resigned. Contact me if you are interested in serving your Mutual.

Please be sure to attend our October 9<sup>th</sup> Town Hall at Clubhouse 2 at 5:00 p.m. I look forward to seeing all of you and listening to what you have to say.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Peggy Keller', written in a cursive style.

Peggy Keller, President

# PHYSICAL PROPERTY COMMITTEE REPORT

SEPTEMBER 2019

## OLD BUSINESS:

The inside Breaker Box inspection suffered a small set-back in August. There was a shortage of breakers available from Service Maintenance. The order has now been received, and the work will start next week.

The Committee met with David Rudge, Physical Property Manager, regarding the ANACAL ENGINEERING COMPANY survey and report. Several members went for an on-site walk at the Greenbelt at Building 61. We have given this information to ANACAL, and we are going to do the same at Buildings 15 and 34 in the near future. We are compiling additional data in order to form our plan for renovation.

The replacement of the sidewalk at Building 72, on the Westminster Wall side, is underway. The concrete was poured on Wednesday, the 18<sup>th</sup>. This job will be complete by week's end. We are continuing to map the Mutual's sidewalks.

Roofing on Building 50 is moving forward, and the shingles are ready to be installed. The City of Seal Beach was out on Wednesday to inspect the work. President Keller and her Committee have the skylights ordered for Building 64, and the Contractor has the roofing materials ready to be delivered next week. This work will start in the very near future.

The Fire and Safety Inspection, second go around, has five Units left to inspect. That work is scheduled to be completed on Tuesday, September 24<sup>th</sup>.

## NEW BUSINESS:

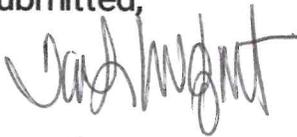
In our ongoing project of removing the damaged baffle walls, we will be taking seven (7) additional walls down at Buildings 41 and 52. MJ JURADO will be doing the demolition work, and J&J LANDSCAPING will be doing the turf replacement and sprinkler work, as needed. These two Contractor's have done a great job for the Mutual. We are very pleased with their work.

We have had a failure of one of the outside Laundry Room LED lights. Julie Rodgers, Purchasing Manager, has done the research for the Committee, and has ordered six (6) replacement lights. Thankfully, she found that this one light is still under warranty, so we will only be paying for five (5). The Committee consensus was we should keep a few on hand, should we need them. Service Maintenance will be doing the installation, as they did when we changed them out after the Mutual painting.

We discussed several future projects at this month's meeting. The Walkway Lights, the copper re-piping, sewer relining, and power washing the buildings, were just a few of the topics. We are walking the carports and buildings, looking into getting the painting touch-ups handled soon. We also tossed around ideas on what to do about the large baffle walls in front of four of our Laundry Rooms. Our Committee is fun and lively these days, with many Shareholders coming to be part of the discussion. Thanks to all who attended, we appreciate your continued support. There is always room for more, so please come out and join us!

Respectfully submitted,

TERI NUGENT

A handwritten signature in black ink, appearing to read "Teri Nugent", written over the printed name.

Physical Property Chair

**M2 Landscape Committee**  
**September 6, 2019**  
**Minutes/Landscape Monthly Report**

1. Attendees: Chair Shirley Naret, Committee Members Chris Abel, Dave Mueller, Debby Cobb, Susan Jacquelin, Patti Kilian, Jose Anguiano; Directors Teri Nugent, Judie Jacobus, Holly MacLaren and Rose Weldon; and 5 Shareholders.
2. New Committee Member and Secretary. Chair Naret appointed M2 Past President Myrna Baker to the Committee and asked Susan Jacquelin to be the Committee Secretary.
3. J&J Report
  - a. 5 new valve covers will be installed this week
  - b. Fertilizing. No change in watering schedule; Jose will set up more notification signs next time, and sturdier signs. It is all right to post them on lampposts.
  - c. New sod issues. No new sod to be planted on Fridays so there won't be a watering problem; Shareholders will be encouraged to do extra watering until the sod becomes established.
  - d. Major tree trimming is scheduled for October/November; J&J will remove cypress trees by Laundry Room 72 at the same time at no extra charge. A long-time resident stated that the M2 trees never looked at good as they do now.
4. Old Business
  - a. Recommend to Board to not renew ArborPro contract. Debby Cobb has all the data she is allowed to download from their site. Debby and Dave Mueller are identifying all of the Mutual trees and will keep user-friendly records of all plantings/removals/major trimming. Dave bought 1,000 identifying tree tags and is donating them to the Mutual.
  - b. Status of Anacal Engineering surveys/recommendations. Physical Property Chair Teri Nugent explained that the greenbelt in front of Building 64 does not have major drainage issues, but two other areas do and will need to be re-graded.
  - c. Several LS Committee members met with Lorna Lass re. the ornamental garden at carport 37; J&J will trim/replant/repot the succulents and plants as necessary. Several trip hazards were identified and will be corrected.
  - d. Removal of Firestick plants on hold until new Policy is written.
  - e. No new policy yet on garden extensions. VP Nugent said that Shareholders can apply to the Board and the Board will get an attorney's letter allowing extensions.
5. New Business. A Shareholder has paid Moon Nurseries to plant a tree

- in front of her unit; Chair Naret and Jose Anguiano will confer with Shareholder and Moon re. acceptable type of tree and location.
- 6. Adjournment at 10:00.

Respectfully submitted,

Dr. Shirley Naret, Landscape Committee Chair

# Mutual Administration Director's Report

## September 2019

### Seniors' Access to Meal Services



One of our most basic needs is access to healthy nutritious food. This becomes harder when we don't have easy access to transportation to be able to go grocery shopping or out to eat. For many seniors who have had to give up driving this becomes a serious problem and finding a solution to figuring out how to get access to food can be challenging.

Fortunately, there are several options that make getting food delivered to your doorstep within easy reach. If you have recently stopped driving or are finding it difficult to access fresh food, there are several businesses that have been created to combat this problem. However, many of these options may require that you have access to a computer/internet or a smart phone.

#### 1. **Grocery Delivery**

For seniors who can't get to the grocery store themselves, these grocery delivery services can be a lifesaver. If you're interested in grocery delivery, these are some of your top options:

- **Instacart** – Instacart has a delivery fee each time, or the option to pay \$99 a year fee for free delivery.
- **Amazon Fresh** – Amazon Fresh is available only to Prime members, at an extra monthly subscription fee.
- **Shipt** – For a monthly or annual subscription fee, you can use Shipt for grocery delivery as often as you please. Orders over \$50 get free delivery.

Some grocery stores offer their own delivery service. Check with your local grocery store to see what they have to offer. That failing, see if you can find someone in the neighborhood willing to help you out for a fee. A post on [NextDoor](#) might help you find a neighbor happy to pick up a few items each week for a little extra cash.

## 2. Meal Kit Delivery Service

Meal kit delivery services deliver pre-portioned ingredients for recipes that you can then cook.

If you like the idea of meal kit delivery, these are some of your options recommended by 2019 Buyer's Guide:

- **Blue Apron** – Starts at \$9.99 per serving
- **Hello Fresh** – Starts at \$8.99 per serving
- **Green Chef** – Starts at \$11.99 per serving
- **Home Chef** – Starts at \$7.99 per serving
- **Purple Carrot** – Starts at \$11.99 per serving
- **Plated** – Starts at \$11.95 per serving

Some of these services offer a variety of special diets to address those with certain needs. Such as vegetarian, gluten free, etc.

## 3. Prepared Meals

If cooking meals isn't for you, there are some services that can send over already prepared meals that only need to be warmed up and eaten.

Some of your options for this type of service are:

- **Macrobox Meals** – Starts at \$50 for a 5-meal plan, order online or by phone 714-812-3385.
- **Prepped by Bec** – Starts at \$11 a meal for single or subscription-based orders, online ordering.
- **Mom's Meals Nourish Care** – Fully prepared, refrigerated meals delivered to homes nationwide. Phone 877-508-6667 or online ordering.
- **Martha's Senior Gourmet** – Fully prepared meals delivered to homes. Phone 949-943-3888 or online ordering.

Many of these services offer plans and meals that accommodate specific dietary requirements such as being gluten free, vegan, cardiac or diabetic, so if you have specific dietary restrictions you still have options.

#### 4. **Restaurant Delivery**

There are several services offering food you love delivered from your favorite restaurant as an easy option that seniors can take advantage of. Delivery fees applies.

Lots of restaurants offer their own delivery services, but for those that don't, you can often still get ahold of your favorite dishes with one of these delivery services:

- **GrubHub**
- **DoorDash**
- **Postmates**

#### 5. **Meals on Wheels**

All of the options mentioned above can make seniors' lives easier, but at a price. For seniors who aren't sure they can afford those options for all their meals, a **Meals on Wheels** type of program can help fill in the gaps by providing some extra food each week. And you get the company of a friendly volunteer delivering your meal.

- Meals on Wheels LB – 5 days per week M-F, \$41.25 per week. Order online or call 562-439-5000.
- SeniorServ – 5 days per week M-F, donation or private pay starting at \$5.25 per day. Order by calling 714-823-3294.

With all the resources available to Seniors today, there should never be a worry of where your next meal is coming from.

\*adapted from SeniorAdvisor.com

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



August 27, 2019

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Approved Minutes

MOVED and duly approved the minutes of the July 23, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Approve August GRF Board Report

MOVED and duly approved the August GRF Board Report, as presented.

Architectural Design and Review Committee – Reserve Funding Request – Landscaping, Perimeter Wall Outside the Parking Lots, from the Amphitheater to Clubhouse Six

MOVED and duly approved to award a contract to Anguiano Lawn Care for the removal of shrubbery and installation of African Daisies, at the perimeter wall outside the parking lots from the Amphitheater to Clubhouse Six, at a cost not to exceed \$15,190, Reserve funding, and authorize the President sign the contract.

Architectural Design and Review Committee – Operating Funding Request – Holiday Lighting Agreement

MOVED and duly approved to award a contract for 2019 holiday lighting services to Magical Holiday Designs, in the amount of \$26,395.00, Operating funding.

Architectural Design and Review Committee – Amend 10-5160-3, ADRC Charter

MOVED and duly approved to amend 10-5160-3, ADRC Charter, as amended, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, adding the review and approval of monthly staff reports to the Committee, and furnishing a report at the GRF Annual meeting.

Communications/IT Committee – Amend 20-5125-3, Communications/IT Committee Charter

MOVED and duly approved to remove this item from the agenda and return to the Communications/IT Committee for further review.

Communications/IT Committee – Rescind 20-5118-3, IT Services (ITS) Committee Charter

MOVED and duly approved to remove this item from the agenda and return to the Communications/IT Committee for further review.

Executive Committee – Amend 30-1022-3, Petitions

MOVED and duly approved to amend 30-1022-3, Petitions, as amended, removing the reference to the prohibition of employees promoting or soliciting petitions; this is more appropriately included in the Employee Handbook.

Executive Committee – Adopt 30-1010-1, Authorized Spokesperson

MOVED and duly approved to adopt 30-1010-1, Authorized Spokesperson, establishing how the GRF Board and all GRF staff may communicate with internal clubs, groups, organizations, city, county, state and federal agencies and representatives and any media, including social media.

Executive Committee – Amend 30-5110-3 Executive Committee Charter

MOVED and duly approved to amend 30-5110-3, Executive Committee Charter, establishing the parameters of topics for discussion in the closed Executive Session meetings, general

refinement of document language and updating of documents under the new document formatting system.

Executive Committee – Approve Directors’ Handbook

MOVED and duly approved to amend the GRF Directors’ Handbook, updating Committee Charter numbers, amending the frequency of attendance at the Parking Rules Violation Panel, generally refining document language, and indicating that every motion requires a second.

Facilities and Amenities Review (FAR) Ad hoc Committee – **FINAL VOTE**: Amend 70-1406-1, Limitations on Use.

MOVED and duly approved to remove this item from the agenda and return to the Facilities and Amenities Review Committee for further review.

Facilities and Amenities Review (FAR) Ad hoc Committee - **FINAL VOTE**: Adopt 30-1406-2, Limitations on Use, Fees

MOVED and duly approved to remove this item from the agenda and return to the Facilities and Amenities Review Committee for further review.

Finance Committee – Accept July Financial Statements

MOVED and duly approved to accept the financial statements July 2019, for audit.

Finance Committee – Approve Funds Transfer Request – Reserve Funds

MOVED and duly approved a transfer of the balance in the First Foundation Bank money market account, of approximately \$25,853 in reserve funds, to close the account, plus \$1,600,000 of reserve funds from US Bank to Morgan Stanley, for the purpose of maximizing insured funds and to invest in brokered CDs at Morgan Stanley.

Finance Committee – Approve CD Purchase – Reserve Funds

MOVED and duly approved the purchase of brokered CDs from Morgan Stanley, totaling \$1,600,000, plus the balance of the First Foundation Bank money market account of reserve funds, with terms ranging from 6 months to 12 months, at the prevailing interest rates, at the time of purchase.

Finance Committee – Approve CD Purchase – Capital Improvement Funds

MOVED and duly approved the purchase of brokered CDs from US Bancorp, upon maturity of a CD in September, totaling \$247,000 of Capital Improvement funds, with a term ranging from 6 months to 12 months, at the prevailing interest rates, at the time of purchase.

Finance Committee – Approve New Vendor – Lockbox Services

MOVED and duly approved to accept the proposal submitted by ClickPay and to authorize the President to sign the proposal.

Finance Committee – Rescind 30-5519-3, Committee Budgeted Expenses

MOVED and duly approved to rescind 30-5119-3, Committee Budgeted Expenses, as it is no longer applicable.

Finance Committee – Approval of the Proposed 2020 Operating Budget

MOVED and duly approved the proposed 2020 Operating Budget, as presented in Exhibit A in the agenda packet.

Governing Documents Committee – Approve Alpha Designation to Type Codes, New Document Numbers

MOVED and duly approved the addition of an alpha designation, to be added to the document type codes, when necessary.

Mutual Administration Committee – Approve Bereavement Packet

MOVED and duly approved the Bereavement Packet for distribution.

Mutual Administration Committee – Amend 50-5165-3, Mutual Administration and Service Maintenance Committee Charter

MOVED and duly approved to amend 50-5165-3, Mutual Administration Committee Charter, incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, general refinement of document language, updating of cost center numbers and incorporating the purpose, duties and limitations of the Service Maintenance Committee.

Mutual Administration Committee – Rescind 50-5170-3, Service Maintenance Committee Charter

MOVED and duly approved to rescind 50-5170-3, Service Maintenance Committee Charter, as the purpose, duties and limitations of the Service Maintenance Committee have been combined with the 50-5165-3, Mutual Administration Committee.

Mutual Administration Committee – Approve Installation of California Lottery, Self-Serve, Ticket Machine

MOVED and duly approved the use of approximately 5 square feet of Trust Property, within the lower lobby of Building 5, for the installation and operation of a Self-Serve Terminal California Lottery ticket machine and authorize the President to sign the agreement.

Physical Property Committee – Capital Funding Request – Shade Cover, Veterans' Plaza

MOVED and duly approved to award a contract to USA Shade & Fabric Structures, for the installation of a 25' x 60' shade structure, at Veterans Plaza, based on ADRC approved color selections, at a cost not to exceed \$26,986 and add a \$3,000 contingency to cover permit fees and any unexpected expense, for a total cost of \$29,986, Capital funding, and authorize the President to sign the contract.

Physical Property Committee – Reserve and Capital Funding Requests – Pool Complex Replacements and Renovations

MOVED and duly approved Capital/Reserve Funding in the amount not to exceed a total of \$750,000 based on the scope of work called out in Exhibit A in the agenda packet, current Reserve funding is \$555,065, Capital funding needed would be \$194,935, and authorize the President sign any contracts and the Executive Director make the needed purchases for the Renovations of the Swimming Pool and area, after Finance Committee review.

Physical Property Committee – Reserve Funding Request – Replacement of Parking Stall Street Markings

MOVED and duly approved to award a contract to MJ Jurado to mark all Trust Property parking spots adjacent to curbs, with T's and L's, at a cost not to exceed \$18,270, Reserve funding, and authorize the President to sign the contract.

Physical Property Committee – Reserve Funding Request – Replacement Interior Components of Clubhouse Six Leased Space (Apartment)

MOVED and duly approved Reserve funds, in the amount not to exceed \$5,968, to install new blinds, paint and replace the flooring in the Ambulance Room at Clubhouse Six and authorize the President to sign the contract.

Recreation Committee – Reserve Funding Request – Golf Tee Box Replacement

MOVED and duly approved to award a contract with Eagle Golf Construction for the replacement of the nine (9) Golf Course T-Boxes, in the amount \$70,923, from Reserve Funds.

Recreation Committee – Rescind 70-1202-1, Club Membership

MOVED and duly approve to rescind 70-1202-1, Club Membership, as the rules contained in this document have been incorporated into document 70-1203-1, Membership of Clubs.

Recreation Committee – Adopt 70-1203-1, Membership of Clubs

MOVED and duly approved to adopt 70-1203-1, Membership of Clubs, incorporating the rules found in document 70-1203-1, Club Membership, effective October 1, 2019.

MOVED and duly approved to amend 70-1203-1, Member of Clubs, section 1.2.1.2 to add “or any local, state, or federal laws or requirements”.

Recreation Committee – Approve Locker Use Agreement

MOVED and duly approved the Locker Use Agreement, as presented.

Recreation Committee – Approve Locker Agreement/Invoicing Cycle

MOVED and duly approved the Locker Agreement/Invoicing Cycle, as presented.

Recreation Committee – **TENTATIVE VOTE**: Amend 70-1487.01.-2, Recreational Vehicle Lot (RVL) – Schedule of Fees

MOVED and duly TENTATIVELY approved to amend 70-1487.01-2, Recreational Vehicle Lot (RVL) – Schedule of Fees, for the required 28 day notice of proposed change under Civil Code §4360(a). Final action on the proposed amendment will be held at the September 24, 2019 GRF Board meeting.

Security, Bus & Traffic Committee – Conceptual Approval – Contracted Off-Property Bus Service, Two Days per Week

The Motion failed to conceptually approve contracted off-property bus service at an estimated annual expense of \$67,800 incorporating the expense into the 2020 operational budget for an additional .86 ppm and direct the Security Bus and Traffic Committee to finalize contractual terms and conditions and present options for consideration for a rider use fee, for presentation at the September 2019 GRF Board meeting.

**Recap of GRF Committees' Activity**

**July 2019**

**July 16, 2019 Management Services Review Ad hoc Committee**

- CONCURRED to use the 75% rule when determining if an item is standard or non-standard;

- CONCURRED to remove GRF Services from the final list of non-standard services from each department and note which Mutual and Shareholder services may require a charge (to be determined);
- CONCURRED to review IT, Security, Mutual Administration and Stock Transfer departments at the next meeting.

### **August 1, 2019, Architectural Design & Review Committee**

- RATIFIED the installation of African daisies at the Health Care Center parking lot;
- MOVED to authorize staff to issue a work order for the installation of african daisys, at the four corners of Golden Rain and St Andrews, in an amount not to exceed \$1,386, as quoted by Anguiano Lawn Care;
- MOVED to recommend the GRF BOD award a contract to Anguiano Lawn Care, for the removal of shrubbery and installation of african daisys at the perimeter wall, outside the parking lots from the Amphitheater to Clubhouse Six, at a cost not to exceed \$15,190, Reserve funding;
- MOVED to select option # one, as presented on page twenty-one on the agenda packet, for the NuVision sign replacement at their building and request staff to notify NuVision of its decision;
- MOVED to approve the revised holiday lighting proposal, from Magical Holiday Designs, for a one-year term, in an amount not to exceed \$25,000, operating funding and forward this request to the GRF BOD, after Finance approval;
- CONCURRED to use Architectural Design and Review Committee discretionary funds, for the holiday lighting 2019;
- MOVED to select fence color brown .135" – 9GA, size 1"x1", for the Channel Fence;
- MOVED to select fabric color, desert sand and post structure color brown, for the Veteran's Plaza Shade Structure;
- SELECTED Mrs. Perrotti as Vice Chair;
- MOVED to change the proposed 2020 budget as follows: other professional fees to \$2,500, landscape extras to \$20,000 and remove the discretionary funds of \$1,000 from cost center 101 – ADRC;
- MOVED to deny the use of the GRF Sun and Wave Logo, upon name tags for Mutual Board members;
- MOVED to select option # three, for the new Ownership Stock Certificate envelope and advise the Stock Transfer Manager of the Committee's choice;
- MOVED to recommend the GRF BOD amend Policy 10-5160-3, ADR Committee Charter, as amended.

### **August 5, 2019, Recreation Committee**

- CONCURRED to discuss the request for a Salvation Army donation truck at the next Committee meeting, and forward two letters regarding the Marquee policy to the GRF Board of Directors and four letters regarding the Restaurant/Bar Questionnaire to the Restaurant/Bar Subcommittee;
- MOVED to request staff amend the Booking Agent RFP as discussed and authorize the Committee Chair approve the amended RFP prior to being sent out for bids;
- CONCURRED to approve a three (3) month trial period to allow the Pickle Ball and Bocce Ball Organizations access to the bulletin boards at Mission Park so that they may post their own organization information, as needed;
- MOVED to recommend to the GRF Board to award a contract to Eagle Golf Construction for the replacement of nine (9) Golf Course T-Boxes, for a cost not to exceed \$70,923, Reserve Funding, pending Finance Committee review;

- MOVED approve the scope of work for Clubhouse Four, Phase IV, as presented and forward a request to the Physical Property Committee to obtain cost;
- MOVED to refer the below cost centers to the Finance Committee, for review: 651, 652, 653, 654, 656, 735, 740, 745, 746, 748, 749, 847;
- CONCURRED to discuss the bocce ball court at the next meeting, pending a walkthrough to be scheduled of the area;
- MOVED to approve the Radio Club to sell refreshments for the remainder of the 2019 Amphitheater movie season;
- MOVED to approve the following 2020 Recreation Department events: Arts and Crafts Festival, GRF Offsite Bus Trips, Cinco De Mayo, Holiday Tree Lighting, Fourth of July, Menorah Lighting, Monday Night Football, Mother's Day, Open Air Movie Nights, GRF Super Bowl Party, GRF Indoor Swap Meet, 2020 Summer Concert Series, Toys for Tots, Veterans Honor Banners, Veterans Plaza Event (1), Cultural Bus Trips, Author Speak;
- MOVED to decline to facilitate the following 2020 Recreation department events: Community Expo, MLK Remembrance, Saturday Community Shows, St. Patrick's Day, Egg Decorating Contest, Ginger Bread House Contest, Pumpkin Carving Contest, Fall Festival, Valentine's Day Dance;
- MOVED to direct the Recreation Department work with local entertainment groups to provide entertainment at the Saturday Night Dances, at little to no cost, on a three (3) month trial basis. Following further discussion, the Committee moved to reduce the Community Entertainment budget in cost center 740 by \$10,000.

#### **August 6, 2019, Special Executive Committee**

- CONCURRED to seek feedback from corporate counsel particularly regarding SB 323;
- MOVED to recommend the GRF BOD amend 30-1022-3, Petitions;
- MOVED to recommend the GRF BOD adopt 30-1010-1, Authorized Spokesperson.

#### **August 7, 2019, Governing Documents Committee**

- CONCURRED to review Mutual Administration Committee documents at the September meeting and review Finance Committee documents at the October meeting;
- MOVED to recommend the GRF BOD approve an alpha designation to be added to the type code, as necessary;
- MOVED to decline to assign a number to the Senior Management Annual Review form and referred back to the Executive Committee;
- MOVED to adopt 30-5180-3, Governing Documents Charter, as reviewed with keywords added;
- MOVED to approve 60-3331-1, GRF Landscape Perimeter Walls, as amended and upon formatting, forward to Physical Properties Committee for final approval;
- MOVED to approve 60-5350-1, Construction Bids and Contracts, as amended and, upon formatting, forward to Physical Properties Committee for final approval;
- CONCURRED to review 60-5504-1, Insurance for Contractors and 60-5504.01-1, Insurance for Vendors at the next Committee meeting.

#### **August 7, 2019, Physical Property Committee**

- CONCURRED to discuss correspondence pertaining to Mutual One, Carport Seventeen; outside seating at Clubhouse Two, and red curbs on St. Andrews at the next Committee meeting;
- MOVED to approve the completion of Project #896-19, Improvements to Service Maintenance and Project #901-19, slurry seal and crack fill on Trust Property – Phase 1 & 2;

- MOVED to forward Fiber Optic Conduit on Golden Rain Road to the Communications/IT Committee to research alternatives;
- MOVED to recommend the GRF BOD award a contract to USA Shade & Fabric Structures, for the installation of a 25' x 60' shade structure at Veterans Plaza, at a cost not to exceed \$26,986 and add a \$3,000 contingency to cover permit fees and any unexpected expenses for a total cost of \$29,986 Capital funding, after review by the Finance Committee;
- CONCURRED to discuss Administration, Amphitheater and News Buildings roofs at the next Committee meeting;
- MOVED to refer the proposed budget for cost centers 670 and 679, to the Finance Committee, for review;
- MOVED to recommend the GRF BOD approve Capital/Reserve Funding in the amount not to exceed a total of \$750,000 based on the scope of work called out in Exhibit A, current Reserve funding is \$585,301, Capital funding needed would be \$164,699, and authorize the President sign any contracts and the Executive Director make the needed purchases for the Renovations of the swimming pool and area, pending Finance committee review;
- MOVED to recommend the GRF BOD award a contract to MJ Jurado to mark all Trust Property parking spots adjacent to curbs with T's and L's at a cost not to exceed \$18,270, Reserve funding, pending Finance Committee review;
- CONCURRED to discuss the RV Lot Charging Pad at the next Committee meeting;
- MOVED to recommend the GRF BOD approve Capital funds, in the amount not to exceed \$5,968, to install new blinds, paint and replace the flooring in the Ambulance Room at Clubhouse Six after review by the Finance committee.

#### **August 8, 2019, Communications & IT Committee**

- MOVED to forward the revised 2020 proposed operating budget, cost center 326 and proposed operating budget, cost center 934, as presented, to the Finance Committee;
- CONCURRED to discuss the website redesign at the Website Redesign Ad hoc Committee meeting;
- MOVED to approve the purchase of Square POS hardware, in the amount of \$1,900, to be charged to general ledger 6410015-934 and approve the monthly cost of \$235 to be charged to general ledger 6481000-934 as non-budgeted expense for 2019 and as a budgeted expense for 2020;
- MOVED to purchase 13 Nest thermostats, for a total of \$3,000, for use in GRF offices, to be charged to individual buildings as a non-budgeted expense;
- MOVED to approve the purchase of Amazon Fire Sticks, for a total of \$350, to be charged to general ledger 6410015-934 and approve the monthly cost of \$140, to be charged to general ledger 6481000-934 as a non-budgeted expense for 2019;
- CONCURRED to discuss the update on the 2020 Community Guide New Format – Redesign at the next Committee meeting;
- CONCURRED to discuss the search enhancement for Word Press at the next Committee meeting;
- CONCURRED to request the Director of Communications and Technology make a presentation on how the LW Weekly is put together, from raw template to contents to ads;
- CONCURRED to request the Director of Communications and Technology, the Recreation Director and the Assistant Recreation Manager revise 5050-34, Digital Billboards, for Committee review at the next Committee meeting;

- MOVED to recommend the GRF BOD amend 20-5125-3, Communications/IT Committee charter;
- CONCURRED to review 2-2806-1, New Coverage; 5051-24, Website Management; 2840.02-36, Deadlines; 2840.04-36, News Stories; 2840.06-36, Obituaries; 2840.07-36, News Photos; 2840.08-36, News Coverage; and 2840.09-36, Collection Point at the next Committee meeting;
- MOVED to rescind 20-5118-3, IT Services Committee Charter;
- CONCURRED to postpone rescission of Policy 2825-36, Special Columns.

### **August 9, 2019, Executive Committee**

- MOVED to amend the wage/salary grade for the Human Resources Generalist, as amended;
- MOVED to recommend the proposed amendments to the GRF Directors' Handbook be accepted by the GRF Board and assign a document number;
- MOVED to refer 30-5093-1, Member Code of Conduct, to corporate counsel for feedback at the Special August 6 meeting;
- MOVED to continue to receive the departmental reports, as currently presented;
- MOVED to forward to the Finance Committee the proposed 2020 Operating budgets for cost centers 320, 322, 330, 629 and 655;
- MOVED to recommend the Copy & Supply Center move from the Mutual Administration organization chart to the Finance Department organization chart;
- CONCURRED to review the Mutual Administration, Finance and Fleet organization charts at the September meeting;
- CONCURRED to continue discussing the wage and salary survey at the September Committee meeting;
- CONCURRED to review the Fleet Supervisor Position Description at the September Committee meeting;
- CONCURRED to discuss amendment of the Employee Handbook regarding Mutual Directors and GRF employment at the September Committee meeting;
- MOVED to recommend the GRF BOD amend 30-5110-3, Executive Committee Charter, as amended.

### **August 12, 2019, Mutual Administration Committee**

- MOVED to recommend the GRF BOD accept the changes to the Bereavement Packet and authorize distribution, upon review of the final amendments by the Committee Chair and Vice Chair;
- CONCURRED to continue to receive the monthly staff reports and requested the Service Maintenance report include only pending items on the laundry room report;
- MOVED to forward to the Finance Committee the proposed 2020 Operating budgets for cost centers 533, 544, 545, 574, 575;
- CONCURRED to discuss the Welcome Booklet at the September Committee meeting;
- CONCURRED to review the status of Policy 1801-33, Qualified Permanent Resident & Co-occupant Agreements; Policy 1400-33, Co-occupants and Qualified Permanent Residents; and Policy 5536.1-33, Gate Passes at the September Committee meeting;
- MOVED to recommend the GRF BOD amend 50-5165-3, Mutual Administration Committee Charter;
- MOVED to recommend the GRF BOD rescind 50-5170-3, Service Maintenance Committee Charter.

### **August 14, 2019, Security, Bus & Traffic Committee**

- MOVED to recommend the GRF BOD conceptual approval for contracted two day a week off property bus service, at an initial estimate of \$67,800 annually (\$5,650 per month);
- MOVED to refer the proposed 2020 budget for cost center 837, as presented and cost center 838, as amended, to the Finance Committee for review.

### **August 19, 2019, Finance Committee**

- MOVED to recommend the GRF BOD accept, for audit, the financial statements for the month of July 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF BOD transfer the balance of the money market account (Reserve Funds) at First Foundation Bank to Morgan Stanley, to close the account at First Foundation Bank and to invest with Morgan Stanley and to transfer \$1.6 million of Reserve funds from US Bank to Morgan Stanley for the purpose of investing in brokered CDs;
- MOVED to recommend the GRF BOD authorize the purchase of brokered CDs from Morgan Stanley totaling \$1.6 million plus the balance of the First Foundation Bank money market account, reserve funds, with terms ranging from six to twelve months, at the prevailing interest rates, at the time of purchase;
- MOVED to recommend the GRF BOD, upon maturity of a CD in September, the purchase of brokered CDs from US Bancorp totaling \$247,000 of Capital improvement funds from the US Bank Money Market account, with 6-month to 12-month terms, at the prevailing interest rates at the time of purchase;
- CONCURRED to address Membership Fees at the next scheduled meeting under governing documents, 40-5061-2, Fees;
- MOVED to recommend the GRF BOD accept the proposal submitted by ClickPay;
- MOVED to deny the Locker Use Agreement, as presented and send back to the Recreation, for further review;
- CONCURRED to send the locker agreement/invoicing cycle back to Recreation for further review;
- MOVED to recommend to the GRF BOD the installation of a California Lottery, self-serve lottery ticket machine, in the lobby of building;
- MOVED to recommend the GRF BOD allocate Capital and Reserve funding, for the pool complex replacement and renovations, not to exceed a combine total amount of \$750,000 (Capital funding \$194,935 and Reserve funding \$555,065);
- MOVED to recommend the GRF BOD allocate Reserve funding, for the marking of all Trust Property parking spots adjacent to curbs with T's and L's, in an amount not to exceed \$18,270;
- MOVED to recommend the GRF BOD allocate Reserve funding, for the installation of new blinds, paint and to replace the flooring in the Ambulance Room at CH6, in an amount not to exceed \$5,968;
- MOVED to recommend the GRF BOD allocate Reserve funding, for the Golf Course T- Box Replacement, in an amount not to exceed \$70,923;
- MOVED to recommend the GRF BOD amend 70-1487.01-2, Recreational Vehicle Lot (RVL) – Schedule of fees and monetary fines, as presented;
- MOVED to refund the membership fee, in the amount of \$3,797 to Nonresident Co-Owner;
- MOVED to recommend the GRF BOD approve the 2020 budget, as presented;
- CONCURRED to bring back 40-5516-3, Committee Non-Budgeted Expenses, to the next scheduled meeting for review;

- MOVED to recommend the GRF BOD rescind 30-5519-3, Committee Budgeted Expenses, as presented.

**Financial Recap – July 2019**

As of the seven-month period ended July 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$401,705.

Major variances are:

Wages, Taxes & Benefits	382,810	Favorable: Wages \$160K; P/R Taxes \$23K; Workers' Comp \$26K; Group Ins \$152K; 401(k) Match \$21K
Temporary Agency Fees	(110,120)	Unfavorable: Temporary help for key positions.
Supplies	33,856	Favorable: Low requisitions YTD
Facilities Rentals & Maintenance	92,477	Favorable: Landscaping \$70K; Repairs & Maintenance \$10K; Service Contracts \$12K
Property & Liability Ins Prem	22,976	Favorable: Projected YE budget variance \$34K
Rental Income	(77,983)	Unfavorable: Lower unit sales than planned
Interest Income	87,636	Favorable: Actual yields > planned
News Advertising	(115,777)	Unfavorable: Budget planned more aggressive sales
SRO Labor Recovery	23,132	Favorable: Recoveries exceeds budget
Other Income	42,239	Favorable: Purchasing Processing Recovery \$26K; Lost Member ID Card \$11K

	<b>Fund Balance</b>	<b>Allocated For Current Projects</b>	<b>Allocated For Future Projects</b>	<b>For details, see page</b>
<b>Reserve Funds</b>				
Repairs & Replacements	\$9,809,230	\$1,154,960	\$8,654,270	7

	<b>Fund Balance</b>	<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
<b>Capital Funds</b>				
Capital Improvements	\$1,955,643	\$66,575	\$1,889,068	8

Total year-to-date approved unbudgeted operating expenses are \$27,770.