

MUTUAL TWO

**BOARD OF DIRECTORS
MONTHLY REPORTS FOR**

October 2019

(See information attached.)

October President's Message

I want to thank all the shareholders who attended our monthly Board of Directors meetings and gave us much appreciated feedback during the Shareholder comments section. We all learn a lot from your comments.

And, a hearty thanks to all those shareholders who attended our October 9th Town Hall meeting to discuss landscaping issues and the new Occupancy Agreement that the Board will vote on at our November meeting.

We were all so pleasantly pleased to receive all the compliments regarding our landscapers, J & J Landscaping. Mutual 2 looks 100% better since Jose and his men have been tending to our lawns and gardens. Yes, there is always room for improvement – sprinklers, brown lawn patches, leaf blowers messing patios, flooded areas and a few more concerns.

Teri Nugent, VP & Physical Property chair, will be working with the GRF to correct the sidewalks and areas that flood. Jose and I will be walking the Mutual the last two weeks of October to check sprinklers and brown patches. I will reiterate that he needs to educate his men on the correct way to blow grass and leaves, so they don't end up on patios, which is a big frustration. Jose will be applying winter grass seed that will help our lawns remain green throughout the winter months.

The Occupancy Agreement has caused some consternation among shareholders who believe that the Mutual 2 membership should vote on the new Occupancy Agreement. According to all Leisure World attorneys, that is not the case since the agreement that the Board will vote on in November is strictly for new shareholders, not existing one. Going back years, only the Boards of Directors have voted to approve each change in the Occupancy Agreement, which we will continue to do going forward.

The Board will be hosting Town Hall meetings November through April to discuss and get a dialogue going regarding the Bylaws that did not pass in June. If any of you have concerns and questions, I suggest you attend the Town Hall meetings when they are announced and posted.

Happy Halloween and don't forget that daylight savings ends at 2:00 a.m. on November 3.

Peggy Keller
President, Mutual 2

PHYSICAL PROPERTY COMMITTEE REPORT

OCTOBER 2019

OLD BUSINESS:

The inside Breaker Box inspection will be at Building 6 on the 15th of the month. The work will continue as needed until this project comes to a close.

Our Physical Property Committee, and several members of the Landscape Committee, met jointly on the 7th of October at the Greenbelt at Building 61. Also joining this group was Peggy Keller, Mutual 2 President, Holly MacLaren, Mutual 2 Secretary, Judie Jacobus, Mutual 2 Director, David Rudge, Physical Property Manager, Ruben Gonzalez, Facilities Manager, and Jose Anguiano, Owner of J&J LANDSCAPING. The ANACAL survey showed favorable elevations at this location, so we have decided on a plan for continued turf management, in accordance with the J&J contract with Mutual 2. Drain cleaning will be done by the Service Maintenance Department. Soil testing is being done to determine if nutrients are needed. Sprinkler adjustments are necessary, and we will most likely have to add additional irrigation to ensure the entire area is receiving adequate water. We will be revisiting this area monthly to watch the progress being made. We are continuing our work with ANACAL, gathering additional elevation information for the drainage conditions at Buildings 15 and 34. The Committee will be bringing more information forward as it becomes available.

The replacement of the sidewalk between Buildings 5 and 6 will be voted on at the October Board Meeting. This area has several Unit walkways that are also in need of repair. In our ongoing mapping of the Mutual's sidewalks, we are learning where the problem areas are, and bringing this information to the Committee for review. Our spreadsheets, with color coded details, have become a great tool in helping us to understand the true condition of this part of our infrastructure.

Roofing on Building 50 is nearly complete. The Contractor is finishing the installation of the skylights this week. The City of Seal Beach was out to inspect

on Tuesday, the 15th. The gutters and downspouts are in, and ready to be tested. Working with a new Contractor has been challenging, but they have been working hard to learn the Leisure World way, and we are proud of the job they have done. Work on Building 64 is set to start next week.

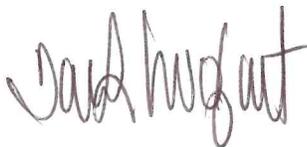
NEW BUSINESS:

In our ongoing project of removing the damaged baffle walls, we will be taking down six (6) more walls this month. These are located at Buildings 59 and 60. MJ JURADO and J&J LANDSCAPING will be handling this work, same as before. We have four large walls left. They are at Laundry Rooms 18, 23, 33, and 38. We are working on a plan to repair these, as they are retaining walls, and cannot be totally removed. Many ideas are being discussed in Committee, and we will be bringing this information to the Board in the near future.

We had a presentation at our meeting from 911 SEWER SPECIALISTS. John Sanzone, Owner, had a lot of interesting information, and delivered it using a video feed and photos, written documents, and even real pipe props, that really helped those attending to understand the relining process. It was quite informative.

As always, the Physical Property Committee is committed to working with Shareholders and our Board of Directors to maintain and repair our infrastructure. Thank you all for your continued support.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Teri Nugent". The signature is written in a cursive, flowing style.

TERI NUGENT

Physical Property Chair

ELECTRIC VEHICLE COMMITTEE REPORT

SEPTEMBER 2019

We have formed an Electric Vehicle Committee per the Board decision of September 19, 2019. We are continuing to gather information prior to, and in preparation for, our first Committee meeting.

This is what we have learned so far. We must agree to the installation of five (5) charging stations. This will take up about six (6) or seven (7) visitor parking spaces. This amount is mandatory. The spaces must have one Handicapped Stall, and be located all together, side by side. We have a few choices of where to locate them in the Mutual. Edison can pretty much put in a transformer at any of these locations. We know we need an initial investment of \$35,000. We will also need to hire, through a bid process, a Grant Writer to assist us in maneuvering through the paperwork. We do not have a cost estimate, as yet, for this professional service.

While attending many GRF pertinent Committee meetings, watching and learning from what the GRF is doing with their attempt to install similar equipment, it has come to our attention that there are additional costs for a mandatory 10 year warranty. This will add an additional \$10,000 to the project. There will be a rebate at some time, of approximately \$6,000.

We also have learned that ChargePoint will handle the financial part of the project. Depending on how many users we get, we are looking at an ROI (return on investment), of about 18 months, provided we bring in \$2,000 per month.

Each person who has obtained a Key Fob from the ChargePoint Company can use the Mutual 2 equipment. Whether or not they are residents of our community, if they are inside the Leisure World gates, they can come and charge at our stations. There is no way to police the usage. At last count, we have two electric vehicles in our Mutual. They both charge at the Unit owned by one of the Shareholder's, who had installed a charge station on her Unit some time ago. It is on the side of her end Unit, adjacent to a carport.

The GRF has put their plans on hold, for the time being, as it travels once again through the Committee process, to evaluate facts and figures.

It has been suggested we wait to move forward with our installation plans, until the GRF works through theirs.

This is the information we have gathered up to this point, and we will certainly continue watching the GRF moving forward.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Teri Nugent". The signature is written in a cursive, flowing style.

TERI NUGENT

Electric Vehicle Committee

WALKWAY LIGHT COMMITTEE REPORT

September 25, 2019

Our first Committee Meeting was full of conversation about types of lighting, including photos, footings, installation options, bases for mounting, conduit, colors, and styles. We made mention of the impending purchase by the GRF of a trench digger, that will greatly lower the cost of preparing the areas for installation, should we use Service Maintenance for this project.

We also discussed solar verses regular electric, and LED versus fluorescent.

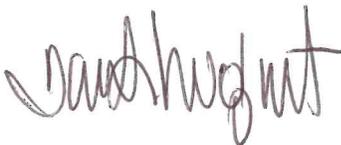
Attendees seemed excited about this project. We all did agree that we must make cost effective decisions, and take the time to get every detail correct.

Physical Property Manager David Rudge will join our Committee moving forward, as will Mutual 2 Building Inspector Ray Jones

Our next meeting is scheduled for October 23rd, in the Physical Property Conference Room at 1:00pm. Committee members and guests will be bringing their personal ideas and choices for lights, using pictures and printed materials.

Thanks to all who attended. It was a great group, and I look forward to working with everyone.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Teri Nugent". The signature is written in a cursive, flowing style.

TERI NUGENT

Walkway Light Committee Chair

Mutual Administration Director's Report OCTOBER 2019

Candle Fire Safety

Don't let this



turn into this



With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

- On average, 42 home candle fires are reported every day.
- More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations too close to the candle.
- In one-fifth (20%) of candle fires, the candles are unattended or abandoned.
- Over one-third (36%) of home candle fires begin in the bedroom.
- Falling asleep is a factor in 12% of home candle fires and 36% of the associated deaths.
- December is the peak time of year for home candle fires. In December, 13% of home candle fires begin with decorations compared to 4% the rest of the year.
- One-half of home candle fire deaths occur between 12:00 midnight and 6:00 a.m.
- Young children and older adults have the highest death risk from candle fires.
- The risk of fatal candle fires appears higher when candles are used for light.

If you use a candle, please make sure to follow the following candle safety tips:

- Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- If you do use candles, ensure they are in sturdy metal, glass, or ceramic holders, and placed where they cannot be easily knocked over.
- Avoid using candles in bedrooms and sleeping areas.
- Extinguish candles after use and before going to bed.
- Keep candles at least 12 inches from anything that can burn.
- Keep candles out of the reach of children and pets.
- Set a good example by using matches, lighters, and fire carefully.
- Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- **Always use a flashlight – not a candle – for emergency lighting.**
- Never put candles on a Christmas tree.
- When using in-home worship, do not place lit candles in windows where blinds and curtains can close over them, or pass handheld candles from one person to another. To lower the risk of fire, candles should be used by only a few designated adults.
- **And NEVER leave burning candles unattended!**

* Remember! Candle fires are PREVENTABLE. The top six days for home candle fires are:

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency “grab-and-go bag”. Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.



MOSQUITO SOURCE CHECKLIST FOR HOME INSPECTION

The best method to reduce mosquito breeding on your property is to limit the number of potential sources. Walk your yard and check to see how many of these breeding sites you have on your property. If standing water is found, remove the water or remove the source. If the source is not removed, you must check weekly for standing water to prevent mosquito breeding.

Use this checklist to help you find and eliminate all the places that mosquitoes breed around your home. Remember to remain vigilant to keep containers free of standing water all year long.

COMMON HOUSEHOLD ITEMS

HOW TO CORRECT

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Any container capable of holding at least a teaspoon of water 1/4" deep | Throw away, turn over, empty once a week or drill holes in the bottom. |
| <input type="checkbox"/> | Buckets, watering cans, drinking glasses, styrofoam cups, bottle caps, other trash that can hold water | Store inside or turn over. If trash, throw away. |
| <input type="checkbox"/> | Old tires | Dispose of at your local recycling facility. If used for playground equipment, drill holes for water to run. If on ground, be sure holes are not blocked by debris. |
| <input type="checkbox"/> | Pet water bowls | Rinse out once a week. |
| <input type="checkbox"/> | Potted plant saucers | Empty saucers or flush out with garden hose once a week. Remove saucers from under plants. Place fine aquarium gravel in saucers. |
| <input type="checkbox"/> | Tarps or other plastic covers, flexible sandbox covers | Drain water trapped in folds and arrange so that water runs off. |
| <input type="checkbox"/> | Garbage cans, other barrels, recycling bins. Upturned garbage can lids | Keep cans covered or drill holes in bottom. Keep lid on can or turned so water runs off. If collecting rain water, cover with screen. |

BUILDING & STRUCTURES

HOW TO CORRECT

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Dripping outdoor faucets and window air conditioners | If puddling, repair faucet. Place rocks under window air conditioner to ensure water runs off or fill hole with dirt. . |
| <input type="checkbox"/> | Drainage ditch, culvert or other low areas clogged by grass and weed clippings | Remove grass and weed clippings so water can flow and/or drain freely. |
| <input type="checkbox"/> | Gutters, including "covered" types | Clean so water runs freely.. |
| <input type="checkbox"/> | Hollow fence posts without caps | Put caps on open chain link or plastic fence posts. |
| <input type="checkbox"/> | Old playground equipment | Remove and dispose of. If it must be stored, put under cover. Be sure water drains off. |
| <input type="checkbox"/> | Sump pumps | Cover with screening |
| <input type="checkbox"/> | Under decks, porches or outbuildings: stored items, depressions in dirt or plastic ground linings | Fill in depressions. Remove or turn over any stored items that hold water. |

AROUND THE BACKYARD / GARDEN

HOW TO CORRECT

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Base of patio umbrella or portable basketball stand | Fill with sand or, if filled with water, be sure to screw on plug. Keep water out of depressions on stand also |
| <input type="checkbox"/> | Bird baths | Dump out once a week or flush out with garden hose. |
| <input type="checkbox"/> | Bromeliads (plants that hold water) | Turn plant over to dump water. For plants too large to turn over, flush out cavities with garden hose once a week. Discard or remove from landscaping if possible. |
| <input type="checkbox"/> | Ornamental ponds and fountains | Stock with mosquitofish, apply larvicide or filter/aerate water.. |
| <input type="checkbox"/> | Outdoor grills | Keep covered. Be sure vent is closed also.. |
| <input type="checkbox"/> | Plastic in gardens to prevent weeds | Use landscape cloth that will allow water to pass through instead of plastic sheets that hold water. |
| <input type="checkbox"/> | Wheelbarrow stored outside | Store upside down when not in use. |

CHILDREN'S TOYS

HOW TO CORRECT

<input type="checkbox"/>	Portable basketball hoops	Make sure caps for fill holes are in place; replace if lost.
<input type="checkbox"/>	Kiddie pools	Empty or change water in kiddie pools every 5-7 days. Store indoors or turn over when not in use.
<input type="checkbox"/>	Sand boxes	Drill small drainage holes on the bottom of sand box.
<input type="checkbox"/>	Toys, wagons, etc.	Keep toys turned over or inside when not in use. If water can get inside the plastic toy, so can a mosquito -- drill drainage holes in the bottom.
<input type="checkbox"/>	Deflated toys	Drain off water, dry out, and store indoors when not in use.

RECREATION

HOW TO CORRECT

<input type="checkbox"/>	Boats, canoes	Pump out bilges. Turn over canoes and small boats. If not possible to turn over, dump out after each rain. .
<input type="checkbox"/>	Jet skis	Rinse out the foot depressions with a hose every .
<input type="checkbox"/>	Pool pumps and drains	Check weekly to ensure water is draining from area.
<input type="checkbox"/>	Pools, spas, unused or abandoned swimming pools	Turn over kiddie pools when not in use. Contact the District for mosquitofish when swimming pools and spas are in non-operational condition. If draining, use wet/dry vacuum to remove water.
<input type="checkbox"/>	Old playground equipment	Remove and dispose of. If it must be stored, put under cover. Be sure water drains off.
<input type="checkbox"/>	Sump pumps	Cover with screening
<input type="checkbox"/>	Under decks, porches or outbuildings: stored items, depressions in dirt or plastic ground linings	Fill in depressions. Remove or turn over any stored items that hold water.

INSIDE THE HOME

HOW TO CORRECT

<input type="checkbox"/>	Flower vase with floral arrangements	Replace water every few days. Scrub interior of vase to eliminate mosquito eggs.
<input type="checkbox"/>	Holiday items such as tree stands	Replace water at least once a week and scrub thoroughly before storage.
<input type="checkbox"/>	Pet water bowls	Rinse out once a week.
<input type="checkbox"/>	Potted plants with saucers	Empty saucers once a week. Remove saucers from under plants.
<input type="checkbox"/>	Small, decorative fountains or water features	Maintain in operational condition or drain entirely
<input type="checkbox"/>	Standing water in disconnected pipes exposed during home renovations	Temporarily seal disconnected pipes until plumbing system is in working order
<input type="checkbox"/>	Stagnant toilet water	Flush water in extra toilet regularly.
<input type="checkbox"/>	Toilet bowl brush holder	Drain water collected on the bottom of container regularly.
<input type="checkbox"/>	Under kitchen sink	Keep space beneath sink clear and free of damp.



Mosquito Prevention Tips & Tricks



Beyond the nuisance factor, mosquitoes can cause sickness and death through the disease agents they can carry including Zika and West Nile virus.

Preventing mosquito bites is key. The Orange County Mosquito and Vector Control District offers the following tips:

- Apply mosquito repellents to exposed skin before going outdoors; reapply as recommended
- Wear repellent containing DEET®, Picaridin, IR3535, or oil of lemon eucalyptus
- Close all unscreened doors and windows to prevent mosquitoes from entering your home or space; repair broken or damaged screens
- Wear long-sleeved shirts and long pants, and opt for lighter colored clothing

Eliminating mosquito breeding sources from your property is critical:

- Dump and drain any containers filled with water at least once a week
- Clean and scrub bird baths and pet water bowl weekly
- Dump water from potted plant saucers
- Do not transport or share plant stems rooted in water
- Drill a hole or puncture containers to eliminate standing water



714.971.2421 • 949.654.2421
www.ocvector.org

Summit ... responsible solutions. FAQ Sheet

Summit ... responsible solutions. FAQ Sheet

Mosquito Dunks® from Summit are a safe, nontoxic way to control mosquitoes before they become flying, biting, disease-carrying adults. Approved for Organic Production and Gardening.

Frequently Asked Questions About Mosquito Dunks®

Mosquitoes have always been an annoying and sometimes deadly aspect of summer and with the recent spread of West Nile virus there has been a heightened interest in mosquito control throughout the United States. Homeowners, ranchers and farmers looking for a safe, nontoxic way to control mosquitoes can use Mosquito Dunks®, which kill mosquitoes **before** they can become flying, biting, disease-carrying adults.

What is a Mosquito Dunk®?

A Mosquito Dunk® looks like a small, beige donut which floats on standing water. As the Dunk® slowly dissolves, it releases a bacterium which is toxic to all species of mosquito larvae. Mosquito Bits® are a granule that contains the same active ingredient found in the Dunks®, but unlike the Dunks® the Bits release the larvicide immediately.

What is the active ingredient in Mosquito Dunks®?

The active ingredient in Mosquito Dunks® is *Bacillus thuringiensis* subspecies *israelensis*. (B.t.i.) B.t.i. is a bacterium that is deadly to mosquito larvae but harmless to other living things.

Where should Mosquito Dunks® be used?

Just float a biodegradable Mosquito Dunk® in water troughs, koi ponds, birdbaths, rain barrels or any place where water collects and remains for periods of time. When female mosquitoes lay their eggs in standing water treated with a Mosquito Dunk®, the larvae will hatch and begin to eat the B.t.i. The B.t.i. will kill the mosquito larvae before they can grow up to become biting and disease-spreading adults.

How do Mosquito Dunks® work?

While floating, a Mosquito Dunk® slowly releases a long-term biological mosquito larvicide at the water's surface. This larvicide gradually settles in the water, and while it travels through the water it is eaten by the mosquito larvae growing there.



Item # 102-12
2 Dunks® per card
12 cards per Case
Case 100-18506 00102-5
Case 100-18506 00102-2



Item # 110-12
6 Dunks® per card
12 cards per case
Each UPC 0-18506 00110-0
Case 100-18506 00110-7



Item #111-5
20 Dunks® per card
5 cards per case
Each UPC 0-18506 00111-7



What kinds of mosquito larvae will a Mosquito Dunk® kill?

There are approximately 2,500 species of mosquitoes throughout the world. The B.t.i. in Mosquito Dunks® will kill the larvae of ALL SPECIES of mosquitoes.

How much water will one Dunk® effectively treat?

One Mosquito Dunk® will effectively treat 100 square feet of surface water for 30 days or more. For less water, a portion of a Mosquito Dunk® can be used. For breeding habitats where the Dunks® are impractical, B.t.i. is also available from Summit in a granular form called Mosquito Bits®. Eight ounces of Mosquito Bits® will treat approximately 2,000 square feet of surface water. Suitable treatment sites include swamps, fragmented puddles, trash dumps containing water, or water with a high concentration of organic material.

Are Mosquito Dunks® safe to use around fish, birds, wildlife, pets and children?

Yes. B.t.i., the active ingredient in Mosquito Dunks®, is very target specific for mosquitoes and does not adversely affect other organisms in the water. Mosquito Dunks® are also safe for use around birds, wildlife, children and pets. The EPA has registered Mosquito Dunks® for use in animal watering troughs and fish habitats. More recently the Dunks® have been approved for use Organic Production and Gardening, under the National Organic Program guidelines.

What if my dog eats a Mosquito Dunk®?

Don't worry. Even if your dog eats an entire Mosquito Dunk®, this will not adversely affect the animal. If an animal eats a Mosquito Dunk® or drinks water treated with a Mosquito Dunk®, it essentially gets a large dose of protein and calcium. The Dunks® are labeled for application to livestock watering troughs.

What is the shelf life of Mosquito Dunks®?

Mosquito Dunks® can be stored indefinitely because, technically speaking, the dried B.t.i. in Mosquito Dunks® is not living, viable bacteria. (The toxicant that kills mosquito larvae is actually part of the B.t.i. spore). Government Mosquito Control programs have conducted field tests where Mosquito Dunks® of eight years age were effective at killing mosquito larvae at close to equal rate as new product. Additionally, alternate wetting and drying will not reduce the effectiveness of Mosquito Dunks®.

Will storage temperatures affect the viability of Mosquito Dunks®?

The best storage condition for Mosquito Dunks® is a cool, well-ventilated place. Because B.t.i. is a bacterium, extreme cold or even freezing temperatures will not reduce the effectiveness of Mosquito Dunks®. However, prolonged exposure (more than 24 consecutive hours) to temperatures above 100 degrees F. may affect the efficacy of the product.

For more information call 1-800-227-8664, or visit the website at www.summitchemical.com.



Summit
... responsible solutions.

235 S. Kresson St
Baltimore, MD 21224-2616
800-227-8664

www.summitchemical.com

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... responsible solutions.

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Baltimore, MD 21224-2616
800-227-8664

www.summitchemical.com

Date: November 12, 2019

Time: 1:00 pm

Location: Clubhouse 4

MEDICARE HEALTH INSURANCE
HEALTH CARE FINANCING ADMINISTRATION

NAME OF BENEFICIARY
John Doe

MEDICARE CLAIM NUMBER
000-00-0000

SEX
Male

IS ENTITLED TO EFFECTIVE DATE
HOSPITAL (PART A) 07-01-1966
MEDICAL (PART B) 07-01-1966

SIGN HERE * John Doe

SAMPLE

Protect Your Medicare from Fraud & Scams



The Senior Medicare Patrol empowers us to prevent and fight healthcare fraud. We will learn:

- **How to protect, detect and report suspicious behavior and / or potential fraud**
- **Latest scams affecting seniors**
- **How to read your Medicare Summary Notice**

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



September 24, 2019

Approved Minutes

MOVED and duly approved the minutes of the August 28, 2019 Golden Rain Foundation (GRF) Board of Directors (BOD) meeting were approved, as presented.

General – Approve September GRF Board Report

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

General – Ratify Emergency Action – Water Line, North Gate Road

MOVED and duly approved to ratify the emergency actions and related Reserves expenditures taken by the Executive Director to replace the underground copper water line at North Gate.

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

MOVED and duly approved to amend 20-5125-3, Communications/IT Committee Charter, by adding keywords as well as incorporating the additional Committee goals approved by the GRF Board of Directors at the retreat held on June 27, 2019, and incorporating the purpose, duties and limitations of the IT Committee.

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

MOVED and duly approved to rescind 20-5118-3, ITS Committee Charter, as the purpose, duties and limitations of the Committee have been combined with the 20-5125-3, Communications/IT Committee Charter.

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

MOVED and duly approved to tentatively amend 70-1406-1, Limitations on Use, 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 October 22, 2019 GRF Board meeting.

Facilities and Amenities Review (FAR) Ad hoc Committee – TENTATIVE VOTE: Adopt 70-1406-2, Limitations on Use, Fees

MOVED and duly approved to adopt 70-1406-2, Limitations on Use, 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 October 22, 2019 GRF Board meeting.

Facilities and Amenities Review (FAR) Ad hoc Committee – Conceptual Approval – Trust Property, Mini Farm

MOVED and duly approved to conceptually approve GRF's direct oversight over Trust Property commonly identified as the 1.8 acres. Such conceptual approval is granted to provide Committee use of staff and general resources to draft a comprehensive plan covering the use of the 1.8 acres for the mutual benefit of a majority of GRF Shareholders/Members, for Board review and approval.

Finance Committee – Accept August Financial Statements

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

Finance Committee – Selection of Audit Firm – Financial Audit and Tax Preparation Services for 2020-2022

MOVED and duly approved to accept the proposal from CliftonLarsonAllen (CLA), for annual financial audit and tax preparation services, for the fiscal years 2020 through 2022.

Finance Committee – Amend 40-5528-1, Refund of Excess Income

MOVED and duly approved to amend 40-5528-1, Refund of Excess Income, clarifying “fiscal year, operations budget” income as the subject and amending the approved methods to eliminate excess income, as presented.

Finance Committee – Amend 40-5540-1, Contingency Operating Fund

MOVED and duly approved to amend 40-5540-1, Contingency Operating Fund, updating the authorized uses of the fund, increasing the maximum balance to \$1,000,000, directing the Finance Committee to make an annual recommendation to the GRF Board pertaining to the maximum balance, establishing levels of authority to draw on the fund and updating how the fund may be replenished, as presented.

Finance Committee – TENTATIVE VOTE: Amend 40-5061-2, Fees

MOVED and duly approved to amend 40-5061-2, Fees, increasing the amenities fee to twenty-five (25) times the monthly GRF Assessment, updating the cost center numbers and including the cost center names, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.

Mutual Administration Committee – TENTATIVE VOTE: Adopt 50-1201-2, GRF Identification Cards, Fees

MOVED and duly approved to adopt 50-1201-2, GRF Identification Cards, Fees, as presented, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on October 22, 2019.

Physical Property Committee – Reserve Funding Request – Administration and Amphitheater Building Roofs

MOVED and duly approved to award contracts to Howard Roofing for the roof replacement at the Administration and Amphitheater buildings, for a base bid cost of \$431,687, and to Greenwood Heating and Air, for the removal and re-installation of all HVAC equipment on these roofs, for a cost of \$12,800 (including the replacement of one original unit), and contingency of \$55,513, for a total cost not to exceed \$500,000, Reserve Funding, and authorize the President to sign the contracts.

Recreation Committee – FINAL VOTE: Amend 70-1487-2, Recreational Vehicle Lot (RVL) – Schedule of Fees

MOVED and duly approved to amend Policy 70-1487-2, Recreational Vehicle Lots, Schedule of Fees, as amended.

Recreation Committee – Conceptual Approval – Learning Center

MOVED and duly approved to conceptually approve the modification of Trust Property to provide the opportunity to provide a variety of general Educational and Instructional

classes for the benefit of the Shareholder/Members. The Recreation Committee is directed to finalize a general scope of modifications, furnishings and equipment needs to support the operations of ongoing education and instruction and provide all details and costs to the Board for final approval.

Recreation Committee – Amend 70-1445-1, Mission Park

MOVED and duly approved to amend 70-1445-1, Mission Park, changing the beginning hour of operation to 8:00 a.m., from 9:00 a.m.

Security, Bus & Traffic Committee – Approve Contract – Citation Services

MOVED and duly approved to award a contract to Complus Data Innovations, Inc. (COMPLUS), for parking enforcement citation equipment and supplies, for a term of 3 years beginning at the end of a 90 day implementation period after the signing of the contract, with no upfront costs or fees, and authorize the President to sign the contract contingent upon the required modifications.

Recap of GRF Committees' Activity

August 2019

August 21, 2019 Strategic Planning Ad hoc Committee

- CONCURRED to request Committee members bring future planning ideas to the next meeting.

August 23, 2019, Special Recreation Committee

- MOVED to recommend the GRF BOD approve the Locker Use agreement, as amended and add keywords Locker Use, Lockers, Locker Lease, and Locks.
- MOVED to recommend the GRF BOD approve the Locker Agreement/Invoicing Cycle, as presented;
- MOVED to recommend the GRF BOD rescind 70-1202-1, Club Membership, as presented, as the rules contained in this document have been incorporated into document 70-1203-1, Membership of Clubs;
- CONCURRED to refer 70-1471-1, Clubhouse Trophy and Plaque Display to the Recreation Department, for amendment, to be included on the October meeting agenda.

September 3, 2019, Recreation Committee

- CONCURRED to discuss Sunday Water Aerobics at the next Committee meeting and reviewed 40 pieces of correspondence;
- CONCURRED to request staff schedule a walkthrough of the RV Lot for October;
- MOVED to recommend to the GRF Board conceptually approve to allocate Trust Property as determined by the Recreation Committee for the mutual benefit of the Shareholder/Members in the establishment of locations to support the mission of GRF in providing resources for continued education. General improvements and enhancements to Trust property to accommodate the establishment of a Knowledge and Learning Center is a general estimate of \$75,000 to \$100,000, with a verbal commitment by the Golden Age Foundation to support a large portion of the estimated cost;
- MOVED to approve a 30-day trial period for the Bocce Ball Organization to use pop-up shade structures at the Bocce Ball Court, pending location and installation approval by the Recreation Department and review again after the 30-day trial period;

- MOVED to include the Recreation Committee Project Goals as part of the Executive Directors report going forward;
- CONCURRED to request staff schedule a walkthrough of Mission Park;
- MOVED to approve the Recreation Department, provide an area that is best suited for a Salvation Army donation truck to park for the drop-off of household items for donation ran by the Golden Age Foundation;
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee, and include this topic on the next Recreation Committee agenda for further discussion: cover and rebuild the Amphitheater; flex venue for concerts, dinner theater, movies, etc. - could also include underground parking, replace all A-frame buildings and rebuild with two story buildings, cover channel - could be used for parking, a retail center, theater, market, restaurant, salon, financial services, pet store, etc., Park and Ride Center - there will be more traffic and harder parking. Out-sourced bus for riding outside the community (fee based), Learning Center with community Wi-Fi to allow for off-site instructors to teach classes -shareholders could even attend classes from home, underground electric lines, better use of 1.8 Acre area – new clubhouse, additional pool, recreational area, property acquisition for new clubhouses, parking, movie theater, etc., renovate Security building at Main gate so that it doesn't look like a bus station, change Leisure World name;
- ADVISED that the Mini-farms will be discussed at the next Facilities and Amenities Review Ad hoc Committee meeting;
- CONCURRED to schedule a Special meeting to review the proposed Library Usage Governing Document, as well as the current Library policy; 2501-35, Community Facilities Library Patron Use;
- MOVED to recommend the GRF Board of Directors amend policy 70-1445-1, Mission Park, as presented;
- MOVED to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 70-5135-3, Recreation Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.

September 4, 2019, Governing Documents Committee

- CONCURRED to review Finance Department governing documents at the October meeting and review IT Department documents at the November meeting;
- CONCURRED to request the IT Supervisor bring back information on Power DMS to Search WordPress Plug In at the next Committee meeting;
- CONCURRED that "PURPOSE" is not a mandatory field; it will only be included when appropriate;
- MOVED to amend 60-5504-1, Insurance Requirements-Contractors, by adding keywords and forward to the Physical Property Committee, for final approval;
- MOVED to amend 60-5504.01-1, Insurance Requirements-Vendors, by adding keywords, as well as making a change to the document number (60-5504-1A) and forward to Physical Properties Committee for final approval;
- MOVED to amend 30-1001-5, Glossary of Terms, by adding keywords, a purpose step section and, upon formatting, forward to Executive Committee for final approval;
- MOVED to amend 50-1023-1, Pet Ownership Rules, by adding keywords and forward to Mutual Administration Committee for final approval;
- MOVED to amend 50-1201-1, GRF Identification Cards, by adding keywords, section headings and verbiage in the Purpose section, as well as extracting fees and adopting

- new governing document (50-1201-2, GRF Identification Cards, Fees), and forward to Mutual Administration Committee for final approval;
- MOVED to amend 50-5536.01-1, Guest Passes, by adding keywords, section headings and verbiage in the Purpose section, as well as making a change in the document number (50-5536-1) and extracting fees and adopting a new governing document (50-5536-2, Guest Passes, Fees), and forward to Mutual Administration Committee for final approval;
- CONCURRED to review at the next Committee meeting: 50-1400-1, Co-occupants and Qualified Permanent Residents (QPR) Use of Clubhouses, 50-1610-3, GRF Membership Criteria, 50-1801-1, Use of Community Facilities, 50-2115-1, Copy and Supply Center Services and 50-2115A-2, Copy and Supply Center Fees.

September 4, 2019, Physical Property Committee

- CONCURRED to discuss correspondence pertaining to Mini-farms at the October Committee meeting;
- CONCURRED to refer correspondence pertaining to Trust Streets and Mutual Two parking on Monterey Road to the Physical Property Committee;
- CONCURRED to request the Recreation Committee to obtain the cost for a storage shed for the Hospitality entrance at Clubhouse Six;
- MOVED to recommend the GRF BOD award a contract to Howard's Roofing, for the Administration and Amphitheater roof replacements, for a base bid of \$431,687 and Greenwood Heating and Air, for the removal and re-installation of all HVAC equipment on roofs, for a cost of \$12,800 resulting in a total cost not to exceed \$500,000, Reserve funding, pending Finance Committee review;
- CONCURRED to request the Recording Secretary send correspondence to Mutual One, carport seventeen and Mutual Ten, red curbs on Seaview, advising that all Trust Property street signs and markings are compliant with national standards;
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee: underground electrical on St. Andrews and other streets, cover the channel, rebuild the Amphitheater resulting in a flexible venue for concerts, diner theater, movies, etc., replace all A-frame buildings with multi-story buildings, property acquisition, relocate Mini-farms in order to better utilize space, energy alternatives-solar streets, bloom energy, information delivery system, community Wii, interactive kiosks, guided highways, teleporting; reconfiguration of St. Andrews at Northwood and North Gate to Northwood;
- MOVED to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 60-5130-3, Physical Properties Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.
- CONCURRED to forward the following ideas to the Strategic Planning Ad Hoc Committee: cover the channel, electrical underground, hi-tech inter-connectivity/hot spots, community WiFi, charging stations, Clubhouse A-frames, additional tree purchase, and purchase real estate;
- MOVED to select color COOL GREY, for the new Uniform Polo Shirts, for the IT and Administration Staff, with the proper GRF name tags added;
- MOVE to implement the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document) to 10-5160-3, Recreation Committee Charter, as requested by the action of the GRF Board of Directors, as its meeting on August 27, 2019.

September 5, 2019, Architecture and Design Review Committee

- MOVED to select lane lines, VIP-713 Cobalt Blue and water line, Titan-332 Sapphire, at the golf/pool area;
- CONCURRED to discuss the Cool Deck at the next Committee meeting;
- CONCURRED to discuss the wall murals, building Five, first floor, elevator lobby and Recreation Department office at the next Committee meeting;

September 6, 2019, Executive Committee

- CONCURRED to review the amended Member Code of Conduct document at the next Committee meeting;
- CONCURRED to review the suggested amendments to the Fleet Supervisor Position Description at the next Committee meeting;
- CONCURRED to discuss amendment of the Employee Handbook regarding Mutual Directors and GRF employment at the next Committee meeting;
- CONCURRED to remove the Senior Management Annual Review form from the agenda;
- MOVED to approve the wage/salary grade change to A37 of the Community Manager/Mutual Administration Manager position description;
- CONCURRED to request the position description be reviewed at the next Committee meeting, with salary benchmarking data;
- CONCURRED to remove the final three paragraphs from all position descriptions and include the information on an attached secondary sheet;
- CONCURRED to review the Roundtable meeting at the next Committee meeting and cancel the September Roundtable meeting;
- MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- CONCURRED to review post-offer, pre-employment physical requirement review for part-time employees.

September 9, 2019, Mutual Administration Committee

- CONCURRED to review the amended hazardous waste sections of the Bereavement Workbook, at the next Committee meeting;
- MOVED to review the amended hazardous waste sections of the Bereavement Workbook, at the October Committee meeting;
- CONCURRED to replenish supplies for the ID card renewal 2020, notify the residents by an LW News article, send additional notification, by flyer, in the year-end mail out and to the and change the expiration lettering to the color red;
- MOVED to approve the initial purchase of 500 blue lanyards and badge holders for the Members' ID renewal process;
- MOVED to recommend the Finance Committee review and determine if Capital Funds are available for the purchase of a sandblasting machine for the Service Maintenance Department, for a cost not to exceed \$7,500 and recommend the GRF BOD approve the purchase;
- MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a paint mixer for the Service Maintenance Department, for a cost not to exceed \$8,500 and recommend the GRF BOD approve the purchase;

- MOVED to recommend the Finance Committee review and determine if Capital funds are available for the purchase of a mini trencher for the Service Maintenance Department, for a cost not to exceed \$11,557 and recommend the GRF BOD approve the purchase;
- MOVED to refer 50-5536-1, Gate Passes to the Security, Bus and Traffic Committee;
- MOVED to amend 50-1201-1, GRF Identification Cards, by adding verbiage in the Purpose section, accepting the keywords and section headings, as well as creating a new governing document, 50-1201-2, GRF Identification Cards, Fees, for recommendation of adoption by the GRF Board of Directors;
- MOVED to implement the revisions of the GRF Board of Directors (in parenthesis add the cost center name after the cost center number, in the first instance it occurs in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- CONCURRED to forward SPAH the following agenda items, for their consideration: Leisure World name change, update financial qualifications, move bus station away from Main Gate, water reduction measures, including native plants in landscaping/replace laws, moisture sensors-controlled lawn sprinklers, require any remodel or sale of unit to install sensor-type faucets, low-flow toilets and LED lamps, on-site hazardous water disposal collection service ,fewer Mutual Boards/more successful mergers, Mini-farms to be managed by Recreation Dept. (wait list, verifying proper usage), Solar panels and energy storage systems for all buildings, and replace individual electric water heaters in all buildings with common gas-fired water boilers.

September 10, 2019, Facilities and Amenities Review Committee

- CONCURRED to request staff schedule a walkthrough of Clubhouse One to review the Woodshop, Billiards Room, and Historical Society and invite applicable Club Officers, Woodshop Supervisors, and staff;
- MOVED to recommend the GRF Board conceptually approve GRF's direct oversight over Trust Property commonly identified as 1.8 acres. Such conceptual approval is granted to provide Committee use of staff and general resources to draft a comprehensive plan covering the use of the 1.8 acres for the mutual benefit of a majority of GRF shareholders/Members;
- MOVED to recommend the GRF Board amend 70-1406-1, Limitations on Use, as amended;
- MOVED to recommend the GRF Board adopt 70-1406-2, Limitations on Use, Fees, as presented.

September 11, 2019, Security, Bus & Traffic Committee

- MOVED to recommend the GRF BOD award a contract to Complus Data Innovations, Inc. (COMPLUS);
- CONCURRED to forward the following items to the Strategic Planning Ad Hoc Committee: biometrics for access control, solar/charging stations, cover the channel and using it for other purposes, electrical underground, hi-tech inter connectivity, hot spots, community Wi-Fi, teleportation, guided highways, the way animals are monitored (animal placard), event entry for clubhouses (daily facility fees), lost shareholders (lanyard system and/or wrist), transportation (flying cars, self-driving cars), eliminate

buses and use people movers, wind turbulence for Mutuals, making a change to clubhouse three – multi level, look for grants to assist and/or cover expenses in leisure world, change leisure world's name, move bus station, move on-site sales office to outside of the gate; for near to intermediate consideration: convenient individualized bus service on and off Leisure World property and for intermediate to long term consideration: Cover 300-foot pilot section of channel, using precast box culvert sections from Clubhouse Six to intersection to add 40 parking spaces and learn about covering entire channel with a walking park, single lane roundabout at Golden Rain and St. Andrews to calm traffic and improve pedestrian safety, Every vehicle inside Leisure World is identified and wirelessly reports its location and motion to master security map, GRF utilizes only electric vehicles; for longer term consideration: Cover rest of the channel using Box Culvert preformed concrete sections, a landscaped walking path/park on top - maybe a dog park on a portion, roving driverless buses and Continue to oversee provision of optimal service toward the safety, welfare and mobility of the Shareholders/Members and all qualified residents of the Seal Beach Leisure World Community.

- MOVED to amend 80-5145-3, Security Committee Charter, by implementing the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019.

September 12, 2019, Communications & IT Committee

- CONCURRED to approve distributing the GRF BOD summary and minutes immediately following the meetings, via LW Live;
- CONCURRED to request the Director of Communications and Technology provide the scope of work/project schedule on LW social media accounts; further discuss the phone system replacement at the next scheduled meeting; have the IT Supervisor present a proposal on Surveillance System at the next scheduled meeting; have the Recording Secretary denote the completed GRF BOD projects in red;
- CONCURRED to request the IT Supervisor present the age/gender demographics of the community at the next Committee meeting;
- MOVED to authorize the expenditure of up to \$2,500 to rent a lift, if needed, to facilitate the study for Ubiquiti airFiber installment and send it to the Finance Committee for approval;
- CONCURRED to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request to Display on Digital Billboard, to the Governing Documents Committee as amended, and review it at the next Committee meeting;
- MOVED to approve the development an initiation of new bus stop signage to include space for advertising;
- MOVED to recommend the GRF BOD amend Policy 20-5125-3, Communications Committee Charter, as amended;
- CONCURRED to forward Policy 5050-34, Digital Billboards, and Policy 5050.01-34, Request for Display on Digital Billboard, to the Governing Documents Committee as amended;
- CONCURRED to review an updated Policy 2-2806-1, News Coverage and 2-2804-36, Community Newsletter Submissions at the next Committee meeting;
- DECLINED to rescind 2825-36, Special Columns, 2840.02-36, Deadlines, 2840.04-36, News Stories, 2840.06-36, Obituaries, 2840.07-36, News Photos, Policy 2840.08-36, News Coverage.

September 16, 2019, Finance Committee

- MOVED to recommend the GRF BOD accept, for audit, the financial statements for the month of August 2019, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF BOD accept the proposal from CliftonLarsonAllen (CLA), for audit and tax services for the 2020 through 2022 fiscal years;
- CONCURRED to forward the following items to the Strategic Planning Ad Hoc Committee for consideration: full time environmental employee, parking garage, GRF credit card, people mover, utilize large common areas, game room, revise governing documents including trust, grant writer, self-insurance fund, revenue retail, cover the channel, more conservation/environmental FTE, amphitheater rebuild;
- MOVED to uphold the request for waiver for an unpaid balance;
- MOVED to recommend the GRF BOD allocate Capital funding, for the purchase of a sand blasting machine for the Service Maintenance Department, for a cost not to exceed \$7,500, and forward this request to the GRF Board of Directors;
- MOVED to recommend to the GRF BOD allocate Capital funding, for the purchase of the Radia Paint Shaker for the Service Maintenance Department, for a cost not to exceed \$8,500, and forward this request to the GRF Board of Directors;
- MOVED to recommend the GRF BOD allocate Capital funding for the purchase of a mini trencher, for the Service Maintenance Department, for a cost not to exceed \$11,557, and forward this request to the GRF Board of Directors;
- MOVED to recommend the GRF BOD allocate Reserve funding for the Administration and Amphitheater buildings roofs, in an amount not to exceed \$500,000;
- MOVED to recommend the GRF BOD amend 30-5515-3, Committee Budgeted Expenses, as presented, by implementing the revisions (in parenthesis, add the cost center name after the cost center number wherever it appears in the document), as requested by the action of the GRF Board of Directors, at its meeting on August 27, 2019;
- MOVED to recommend the GRF BOD amend 40-5528-1, Refund of Access Income, as presented;
- MOVED to recommend the GRF BOD amend 40-5540-1, Contingency Operating Fund, as presented and upon further discussion, the Committee moved to amend 40-5540-1, Contingency Operating Fund, by restoring the first paragraph and deleting the two paragraphs that follow;
- MOVED to recommend the GRF BOD amend 40-5061-2, Fees, as presented;
- CONCURRED to review 40-5516-3, Committee Non-budgeted Expenses to the next Committee meeting.

Financial Recap – August 2019

As of the eight-month period ended August 2019, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$438,826.

Major variances are:

Wages, Taxes & Benefits	404,303	Favorable: Wages \$161K; P/R Taxes \$23K; Workers' Comp \$31K; Group Ins \$172K; 401(k) Match \$17K
Temporary Agency Fees	(142,204)	Unfavorable: Temporary help for key positions.
Supplies	41,120	Favorable: Low requisitions YTD
Professional Fees	(42,947)	Unfavorable: Litigation
Facilities Rentals & Maintenance	105,105	Favorable: Landscaping \$75K; Repairs & Maintenance \$14K; Service Contracts \$16K
Property & Liability Ins Prem	26,084	Favorable: Projected YE budget variance \$34K
Rental Income	(48,674)	Unfavorable: Lower unit sales than planned
Interest Income	104,681	Favorable: Actual yields > planned
News Advertising	(129,728)	Unfavorable: Budget planned more aggressive sales
Other Income	71,236	Favorable: Purchasing Processing Recovery \$35K; Lost Member ID Card \$11K; Fees \$23K

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$10,017,499	\$1,810,457	\$8,207,042	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$2,087,909	\$282,651	\$1,805,258	8

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