

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIXTEEN
October 12, 2021**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Sixteen was called to order by President Watkins at 2:00 p.m. on Tuesday, October 12, 2021, via Zoom/Video Conference Call Meeting.

ROLL CALL

Present: President/Chief Financial Officer Watkins, Vice President Gardette Secretary Clawson, Directors Mayfield and Morrow.

GRF Representative: Ms. Isom

Guests: Shareholders Nick Massetti and Cynthia MacFarland

Staff: Ms. Miller, Director of Finance
Ms. Shultze, Mutual Accountant
Mr. Harper, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Vasquez, Recording Secretary

SHAREHOLDERS' COMMENTS

One shareholder made a comment.

MINUTES

The Regular Meeting Minutes of September 14, 2021 were approved by general consent of the board, as printed.

Guest Speaker

Director of Finance, Ms. Miller and Mutual Accountant, Ms. Schultz presented the 2022 Operating Budget.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Director Morrow, it was

RESOLVED to approve the 2022 Operating Budget for Mutual Sixteen of \$318,551.00, resulting in a regular monthly assessment of \$442.43 per apartment per month, for an increase of \$19.98 per month over the total regular assessment of 2021, as presented, and to adopt the budget forthwith.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Vice President Gardette, it was

RESOLVED to approve to accept the CliftonLarsonAllen LLP Engagement Letter for the 2021 audit and to authorize the president to sign the letter.

The MOTION passed unanimously.

Following questions, Ms. Miller and Ms. Schultze left the meeting at 2:22 p.m.

BUILDING INSPECTOR'S REPORT

Building Inspector Harper presented his report (attached).

Following questions, Building Inspector Harper left the meeting at 2:30 p.m.

GRF REPRESENTATIVE

GRF Representative Isom presented her report (attached).

GRF Representative Isom left the meeting at adjournment.

PRESIDENT'S REPORT/CHIEF FINANCIAL OFFICER REPORT

President Watkins presented his President's and Chief Financial Officer's Report (attached).

VICE PRESIDENT'S REPORT

Vice President Gardette provided an update.

President Watkins called for a break at 3:03 p.m. and to return at 3:22 p.m.

UNFINISHED BUSINESS

Following a discussion and upon a MOTION duly made by Director Morrow and seconded by Secretary Clawson, it was

RESOLVED to approve to ratify rescinded Policy 7709.1 – Escape Tax Deposit: the 28-day posting requirement has been met.

The MOTION passed unanimously.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Vice President Gardette, it was

RESOLVED to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year’s budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual’s operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of August 2021.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Secretary Clawson and seconded by Vice President Gardette, it was

RESOLVED to approve the appoint Cynthia MacFarland as an Advisory Director for the Mutual 16 Board of Directors.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Watkins and seconded by Director Morrow, it was

RESOLVED to adopt Procedure 16-7030-3 – Returned Payment Fees.

The MOTION passed unanimously.

SECRETARY’S REPORT / CORRESPONDENCE

Secretary Clawson received no correspondences.

PORTFOLIO SPECIALIST’S REPORT

Portfolio Specialist Barua presented her report (attached).

ANNOUNCEMENTS

Next Regular Board Meeting: Tuesday, November 9, 2021, at 2:00 p.m. via Zoom/Video and Conference Call Meeting

COMMITTEE REPORTS

Grounds and Physical Property

President Watkins provided an update.

Emergency Preparedness

Vice President Gardette had no report to present.

DIRECTORS' COMMENTS

One Director made comments.

Director Mayfield left the meeting at 3:47 p.m.

ADJOURNMENT

There being no further business to conduct, President Watkins adjourned the meeting at 3:49 p.m. and announced there would be an executive session following the meeting to discuss member issues.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on October 12, 2021, at 3:53 p.m., and took the following actions:

The Board approved the Executive Session Minutes of September 14, 2021.

1. Legal Matters
 - a. No legal matter was discussed.
2. Contracts
 - a. No contracts were discussed.
3. Assessments / Delinquencies
 - a. One file to monitor.
 - b. No files were closed.
 - c. One letter drafted.
4. Disciplinary Hearings
 - a. No disciplinary hearing occurred.

The Executive Session was adjourned at 4:07 p.m.



Attest, Marcia M. Clawson, Secretary
SEAL BEACH MUTUAL SIXTEEN
KV/RB 10/12/21
Attachments

Mutual 16
 October 12, 2021
 Chief Financial Officer's Report

For the reporting month of August, 2021

The attached monthly financial statement recap's reflected the following budget status.

	Total	Budget	Income	Total	Budget	Expenses
Month	Income	Income	Variance	Expenses	Expenses	Variance
Jan.2021	25,457	25,833	-376	24,103	25,836	-1,733
Feb.2021	25,540	25,833	-293	24,969	25,836	-867
Mar.2021	25,710	25,833	-123	19,767	25,836	-6,069
Apr.2021	25,872	25,833	39	24,222	25,836	-1,614
May.2021	25,753	25,833	-80	24,383	25,836	-1,453
June.2021	26,764	25,833	931	28,697	25,836	2,861
July.2021	26,812	25,833	979	26,255	25,836	419
Aug. 2021	25,972	25,833	139	24,745	25,836	1,091
Sep. 2021		25,833			25,836	
Oct. 2021		25,833			25,836	
Nov. 2021		25,833			25,836	
Dec. 2021		25,833			25,836	

Jan.2021	The cost of "Outside Services" was less than expected.					
Feb. 2021	No significant variances from expected costs.					
Mar.2021	GRF refund in the amount of \$4,759 for FY 2020					
Apr. 2021	The cost of "Outside Services" was less than expected.					
May.2021	The cost of "Outside Services" was less than expected.					
June.2021	The costs of utilities, outside services, and taxes and insurance were greater than expected.					
July.2021	The costs of outside services, and taxes and insurance were greater than expected.					
Aug. 2021	The cost of "Outside Services" was less than expected.					
Sep. 2021						
Oct. 2021						
Nov. 2021						
Dec. 2021						

For any questions you may have on this report, please feel free to contact me, or any of						
Your directors to assist with your questions.						

P.O. Box 2069
Seal Beach CA 90740

Aug Actual	Aug Budget		2021 Y-T-D Actual	2021 Y-T-D Budget
42,875	42,876	Carrying Charges	343,003	343,008
5,879	5,880	Reserve Funding	47,033	47,040
48,754	48,756	Total Regular Assessments	390,036	390,048
820	1,460	Financial Income	9,932	11,680
270	150	Other Income	2,063	1,200
1,090	1,610	Total Other Income	11,994	12,880
49,844	50,366	Total Mutual Income	402,030	402,928
20,796	20,796	GRF Trust Maintenance Fee	156,374	166,368
8,451	6,746	Utilities	52,532	53,968
1,208	737	Professional Fees	20,235	5,896
13,910	13,140	Outside Services	118,451	105,120
3,547	3,064	Taxes & Insurance	28,376	24,512
5,879	5,880	Contributions to Reserves	47,033	47,040
53,791	50,363	Total Expenses Before Off-Budget	423,001	402,904
(3,947)	3	Excess Inc/(Exp) Before Off-Budget	(20,971)	24
981	0	Depreciation Expense	7,845	0
(4,928)	3	Excess Inc/(Exp) After Off-Budget	(28,817)	24
		Restricted Reserves		
2,096	0	Painting Reserve	308,494	0
2,097	0	Roofing Reserve	313,854	0
(774)	0	Emergency Reserve Equity	683,857	0
(7,450)	0	Infrastructure Reserve	173,986	0
(4,031)	0	Total Restricted Reserves	1,480,190	0

MUTUAL 16 BOARD OF DIRECTORS
MEETING OF OCTOBER 12, 2021

PRESIDENT'S REPORT

We are continuing to experience a severe drought. Restrictions on water use are in effect. DO NOT hose off your patio, walkway, or the sidewalk in front of your units. Sweep them if necessary, but do not use your hose. Water only the planter areas immediately in front of your units and only when needed. DO NOT water any grassy areas. These rules will be enforced by the Mutual Board, the Golden Rain Foundation, and the City of Seal Beach.

The Mutual 16 budget for 2022 was adopted at today's meeting. We share living in a community built in the early 1960's. Some of the infrastructure is nearing the end of its useful life and will have to be replaced. This means the Mutual assessment for 2022 will increase over that of 2021 so we can assure ourselves that we have sufficient funds to repair or replace crucial infrastructure when it is needed. The monthly assessment for the Mutual is \$13 greater than for 2021. The Golden Rain Foundation monthly assessment for 2022 will be increased by \$6.98 per month to cover increased labor and insurance costs.

There were no topics that directly affect the vicinity of Mutual 16 discussed at the GRF Physical Properties Committee meeting. The GRF has determined that maintenance and repair of sewer mains and stormdrains are the responsibility of the GRF and not the Mutuals.

Full minutes of Mutual 16 monthly Board of Directors' meetings are displayed in the Laundry Room and are available at www.lwsbmutual16.co

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



September 28, 2021

Approved Consent Agenda

MOVED and approved the consent agenda included Minutes of the Finance Committee Meeting August 16, 2021, • Minutes of the GRF Administration Committee Board Meeting of August 5, 2021 • Minutes of the Special Recreation Committee Board Meeting of August 17, 2021 • The minutes from August 24, 2021, GRF Board Meeting • September 28, 2021 GRF Board Report • The acceptance of the Financial Statement, August 2021 • and the approval for Capital and Reserve funds investment purchase.

General – Primary and Main Sewer Line R&M Responsibilities

MOVED to approve effective immediately (September 28, 2021), GRF, through its Board of Directors, shall maintain, repair, and manage the Main and Primary sewer lines, as shown and depicted on Exhibit A attached.

General – Indoor Trust Property Face Masks Required

MOVED to ratify the actions taken by the Executive Director on September 9, 2021, in the promotion of community public safety, to require that a face mask must be worn while within any Trust Property building.

MOVED to extend the face mask requirement until the next Board meeting at which time the Board will consider prevalent public health and safety conditions for possible extension.

General – Approval for Software Requirements Document

MOVED to conceptually approve a need to consolidate core software programs identified as the Customer Relationship Management (CRM) and the Enterprise Resource Planning (ERP). I further move to approve the Executive Directors use of existing staff for this project with a goal of presenting the document for committee review in the first quarter of 2022.

Architectural Design and Review Committee – Holiday Lighting and Decorations Contract

MOVED to approve the holiday lighting and decorations contract for 2021 be awarded to Magical Holiday Designs, as presented in Exhibit A, in an amount not to exceed \$25,195.00.

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

MOVED to amend 10-5160-3 Architectural Design and Review Committee Charter, adding an additional goal, amending the meeting schedule, and specifying drought tolerant plants, as presented.

Communications & It Committee – Reserve Funding Request – Surveillance Cameras

MOVED to approve the purchase of sixteen Panasonic dome cameras at the cost not to exceed, \$6,000, Reserve Funds.

Finance Committee – Approval of The Proposed 2022 Operating Budget

MOVED to approve the proposed 2022 Operating Budget, as presented in Exhibit A.

GRF Administration Committee - Amend 30-5026-3 GRF Election of Officers
CONCURRED to remove from the agenda and sent back to GRF Administration Committee, 30-5026-3, GRF Election of Officers for further review.

Mutual Administration Committee – Amend 50-1670-4 Leisure World Buying and Selling Handout

MOVED to amend 50-1670-4 Leisure World Buying and Selling Handout, as amended to be posted onto the Leisure World Website.

Mutual Administration Committee – Amend 50-1672-4 Property and Liability Insurance Information Book

CONCURRED to remove from the agenda and sent back to Mutual Administration Committee, 50-1672-4 Property and Liability Insurance Information for further review.

Physical Property Committee - Hand Railing Administration Building

MOVED to award a contract to MJ Jurado for the changes proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building for a cost of \$37,400 and adding a contingency of \$1,000 for a total cost not to exceed \$38,400.00, Capital Funds and authorize the President to sign the contract.

Physical Property Committee – Amend 60-5130-3 Committee Charter

MOVED to amend 60-5130-3 Committee Charter, updating document language, updating the cost center numbers, and adding cost center 575 Trust Property Labor, as presented.

Recreation Committee – Request Clubhouse Three Sewing Room, Renovation, Enhancement and Equipment Replacements (Reserve and Capital Funding)

MOVED to approve the renovation, enhancement, and the replacement of Trust property assets and/or components of such assets of the project identified as the Clubhouse Three, Sewing room, in the amounts of Reserve Funds, in the amount of \$47,410 and Capital Funds, in the amount of \$22,000.

For a total project cost of \$69,410, and authorize, the President to sign any contracts associated with the project and the Executive Director to purchase all parts and materials associated with the project

Recreation Committee – TENTATIVE VOTE - Amend 70-1429.02-1 Golf Course Rules

MOVED to amend 70-1429.02-1 Golf Course Rules, add to the rules that athletic shoes must be worn on the golf course, at all times, as presented, pending a 28-day notification to the members. A final decision by the GRF Board of Directors will be on November 23, 2021.

Security, Bus & Traffic Committee - Amend 80-5580-1 Entry Passes - Rules

MOVED to amend 80-5580-1 Entry Passes -Rules, updating the instructions for display of the entry pass and adding R/L's do not receive annual entry passes, as presented and pending a 28-day notification to the members. A final decision by the GRF Board of Directors will be on November 23, 2021.

Website Redesign Ad Hoc Committee – Wikipedia Page update

MOVED to approve the draft Wikipedia page to be uploaded to the Wikipedia site, as presented.

September 10, 2021, Architectural Design & Review Committee

- MOVED and recommend the GRF Board, award a contract to Magical Holiday Designs, in the amount of \$23,295, including the purchase of two additional signs, at a total cost of \$950 each.
- MOVED to approve the RV Lot logo, exhibited in option A of the agenda packet.
- CONCURRED to review the approved plant list and additional plants for consideration, at the next scheduled meeting.
- MOVED to replant the area in front of Clubhouse Four parking lot, following the color scheme from St. Andrews, for a total amount of \$5,400, Operation funding.
- MOVED to approve the wall mural for Clubhouse Three sewing room, as depicted in Exhibit A, presented at the meeting.
- MOVED and recommend the GRF BOD approve 10-5160-3 ADR Committee Charter, as amended.
- CONCURRED to review agenda topic Woodshop in Clubhouse One, at the October Committee meeting.
- CONCURRED to review agenda topic Clubhouse One-Flooring and Kitchen in Main Room, at the October Committee meeting.
- CONCURRED to schedule a work study to discuss the agenda topic, Evaluation and Enhancement of 1.8 Acres.
- RECOMMENDED to the GRF Board to amend the 70.1429.01-1 Golf Course Rules, as presented. The Committee concurred to schedule a work study for further review.

September 9, 2021, Communication/IT Committee

- CONCURRED to have the IT Manager mark the livestream graph spikes to note which meetings are getting the most logins, and not to report the age and gender statistics any further.
- MOVED to recommend to the Finance Committee the acceptance of the budget for CC 934, as amended.
- MOVED to recommend to the Finance Committee the acceptance of the budget for CC 236, as amended.
- CONCURRED to proceed with a wireless system for Clubhouse Four Dais Parameters and to meeting with the consultant to discuss the requirements, the initially updated proposal and total costs.
- MOVED to accept the purchase of sixteen Panasonic dome cameras for \$5,078, forward it to Finance Committee to determine Reserve funds and the Board for final approval.
- MOVED to accept the purchase of shelving cabinets and storage bins for IT Department in the amount of \$1,312.54 to be charged to 2111701 (Capital).
- MOVED to accept the purchase of a Fluke Networks CIQ-100 tester in the amount not to exceed \$1,800 and to be charged to 2111701 (Capital).
- CONCURRED to direct staff to proceed with consolidation CRM and ERP processes of the above software systems into MS Dynamics.
- CONCURRED to discuss Communication/IT goals at the next schedule meeting.
- CONCURRED to discuss the resources that may be available to the community such as access to computer and Internet, and virtual chats with family members at the next schedule meeting.

September 20, 2021, Finance Committee

- MOVED to accept for audit and forward to the GRF Board the draft interim financial statements for period ending August 31, 2021, as presented.
- CONCURRED to have the department heads bring back additional information on the 2021-2022 Committee goals, based on the Committee's feedback, to the next scheduled meeting.
- MOVED and recommended the GRF Board accept the Reserve Study for the year 2022 budget.
- MOVED and recommended the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling \$550,000, with terms ranging from twelve (12) to twenty-four (24) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors.
- MOVED and recommended the GRF Board authorize the purchase of brokered CDs through US Bancorp totaling \$350,000 of capital funds, with terms ranging from twelve (12) to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor.
- MOVED to approve the GRF ID Card reimbursement fee, in the amount of \$500 dollars, presented on the agenda.
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of \$38,400, are available and have placed a temporary hold, pending Board action on the Handrail changes proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building for a cost of \$37,400, adding a contingency of \$1,000 for a total cost not to exceed \$38,400 as being recommended to the Board, by the Physical Property Committee, per the Committees action request of September 1, 2021.
- MOVED to inform the Board, the Finance Committee has determined Reserve Funds (2111700) in the amount of \$5,078, are available and have placed a temporary hold, pending Board action on the of purchase of eight Panasonic dome cameras, as being recommended to the Board, by the Communications & IT Committee, per the Committees action request of September 9, 2021.
- MOVED to inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$47,410. • Capital Funds, in the amount of \$22,000, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project.
- MOVED and recommended the GRF Board of Directors amend 40-5580-2, Entry Passes – Fees, as presented.

September 2, 2021, GRF Administration Committee

- REMOVE the position and advertisement for Community Service Direction position on the Open Position List.
- MOVED to have Human Resources Coordinator, bring back the new position (Administration/Communications Specialist, based on the Committee's feedback, to the next scheduled meeting.
- CONCURRED to discuss the GRF Election Packet and be brought back to the next scheduled meeting.
- CONCURRED to send 30-5041-5 to the Physical Properties Committee for review.
- CONCURRED to setup a work study 30-5092-1 Code of Ethics and the results will be brought back to the next meeting.
- MOVED to recommend the GRF BOD to amend 30-5026-3 GRF Election of Officers for approval.

September 13, 2021, Mutual Administration Committee

- CONCURRED to dispense of the Stock Transfer Revenue report and continue forth with the Item Sales document presented by the Mutual Administration Director.
- COMCURRD to delay the Life Options Expo to the Summer of 2022.
- MOVED to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), dependent on the conversation Jodi Hopkins has with Carolyn Miller online item 5345000.
- MOVED to amend the 2022 Proposed Operating Budget for Cost Center 533 (Stock Transfer), line item 5345000 for Certificate Processing Fees – Escrow (formerly called Escrow Transfer Fees) from 292 Escrows to 414 Escrows.
- MOVED to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 545 (Mutual Administration), as stated.
- moved to recommend the Finance Committee consider the 2022 Proposed Operating Budget for Cost Center 574 (Service Maintenance), as stated.
- CONCURRED to move the 2021-2022 Mutual Administration Committee Goals to the October meeting.
- CONCURRED to form a subcommittee and schedule forms review there.
- CONCURRED to review 50-1671-4 “Paws” for Thought Pet Registration Form, 50-1671-4A Emotional Support Animal Shareholder’s Declaration Form Attachment A, 50- 1671-4B Emotional Support Animal Physician’s Declaration Form Attachment B, 50-1671-4C Service Animal Claim Form Attachment A, and 50-1671-4D Service Animal Physician’s Declaration Attachment B at a subcommittee meeting.
- MOVED to amend 50-1642-4 Authorized Resident Information Form, as amended, and not forward to the GRF Board of Directors.
- CONCURRED to review 50-1644-4 Caregiver Pass Application at a subcommittee meeting.

September 1, 2021, Physical Property Committee

- CONCURRED to review agenda topic Leaf Blowers, at the next scheduled meeting.
- COMMITTEE tabled the Solar Panels agenda item until December.
- MOVED to remove Service Maintenance Gate replacement and Administration Office Remodel Ergonomics Upgrade, from the Physical Property Committee Project Report.
- CONCURRED to forward the On-site Visit Report Leisure World Par-3 Golf Course from Pat Gross Turf Solutions to the Leisure World Weekly Editor, to create an article based on the report, for publication in the Leisure World Weekly, and to post on the website under documents and make printed copies available at the Golf Starter Shack.
- CONCURRED to request staff to add columns to the Total Quality Checklist: -Initials/Signature - Date of Inspection.
- COMMITTEE tabled the Cal-Met Trash Contract agenda until January.
- CONCURRED to review agenda topic Perimeter Wall-Frontier, at the next scheduled meeting.
- CONCURRED to review agenda topic Perimeter Wall-Frontier, at the next scheduled meeting.
- CONCURRED to review agenda topic Clubhouse Six Patio Area, at the next scheduling meeting.
- MOVED to recommend to the GRF Board award a contract to MJ Jurado, for the changes proposed by ADA Inspection Plus, dated May 5, 2021, at the Administration Building, for a cost of \$37,400 and adding a contingency of \$1,000 for a total cost not to exceed \$38,400, pending Finance Committee review.
- CONCURRED to request staff to research speed cushions, and bring back information, at the next scheduling meeting.
- COMMITTEE tabled the Drainage Concerns at St. Andrews and Northwood agenda item until January.

- COMMITTEE tabled the Add Back Gate on Westminster agenda until January.
- COMMITTEE tabled the Single Lane Roundabout at Main Gate agenda item until November.
- CONCURRED to refer the Renovate the Security Building at the Main Gate agenda topic back to the Security, Bus, and Traffic Committee.
- COMMITTEE tabled the Solar/Stations agenda item until November.
- MOVED to accept the amendments to 60-5130-3 Committee Charter, as presented.

August 30, 2021, Recreation Committee

- CONCURRED to review agenda topic Children Two Game Room, and the applicable governing document, under Unfinished Business, at the October Committee meeting.
- CONCURRED to review agenda topic New Swimming Pool Rules, after a work study meeting, at the October Committee meeting.
- CONCURRED to review agenda topic 2022 Budget Request Jewelry/Lapidary Club, under Unfinished Business, at the October Committee meeting.
- CONCURRED to review agenda topic Amenities Inclusion, at the October Committee meeting.
- MOVED to refer the proposed renovation of Clubhouse Three, Sewing Room and forward the project to the Physical Properties Committee for final project expense review, forward a Reserve and Capital Funding request to the Finance Committee once Physical Properties approval is granted, and forward to the project to the Board, dependent on Physical Properties and Finance Committee action.
- MOVED to conceptually approve the exterior storage solution © Fence under Eve, and direct staff to bring to the next meeting all costs.
- CONCURRED to review agenda topic 2021- 2022 Committee Goals, at the October Committee meeting.
- MOVED to recommend to the GRF Board of Directors to change the RV Lot parking space rental to \$73,0008, in the 2022 budget, bringing the income to a neutral position and direct staff to present, at a later date, a proposed increase of rental fees, effective January 2022 and adding to grant a variance to policy to allow current leaseholders to apply for a second R.V. Lot space, on a month-to-month rental basis.
- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 736, as amended.
- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 747, as amended.
- CONCURRED to direct staff to bring the income in line with expenses and bring back an action plan to the next scheduled meeting to accomplish the Committee's directive.
- MOVED to deny the proposal for a new GRF Club – "Play Chair Volleyball Club".
- MOVED to approve the proposal for a new GRF Club – "Bocce Club".

September 8, 2021, Security, Bus & Traffic Committee

- MOVED to refer the proposed 2020 budget, for Cost Center 837 to the Finance Committee for review, as presented.
- MOVED to refer the proposed 2020 budget, for Cost Center 838 to the Finance Committee for review, as amended.
- MOVED to direct staff place \$123,000 on the budget, Reserve funding, for the year 2023, towards the replacement of fleet vehicles.
- CONCURRED to discuss the pickup truck replacement agenda topic, at the next scheduled meeting.
- CONCURRED to discuss the radar trailer – data logger agenda topic, at the next scheduled meeting.

- MOVED to recommend to the Physical Property Committee, consideration as part of the main gate traffic flow study, the inclusion of a single lane roundabout.
- CONCURRED to provided information on speed cushions and was requested to bring additional information, to the next scheduled meeting.
- MOVED and recommended the GRF BOD amend 80-5580-1, Entry Passes – Rules, as presented.

August 17, 2021, Special Recreation Committee

- CONCURRED to recommend to the Finance Committee to accept the 2022 Budget Assumptions-Cost Center 735- Library, as amended.
- CONCURRED to discuss the 2022 Budget Assumptions Cost Center 736- Learning Center, at the next scheduled meeting.
- MOVED to recommend to the Finance Committee to accept 2022 Budget Assumptions- Cost Center 651- Clubhouse One.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 652- Clubhouse Two.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 653-Clubhouse Three.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 654- Clubhouse Four.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 656- Clubhouse Six
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 740- Recreation, with the changes.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 745- Amphitheater.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 746- Golf Course.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 748- Swimming Pool.
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 749- Janitorial, as amended (add \$700 to the materials and supplies expense)
- MOVED to recommend to the Finance Committee to accept the 2022 Budget Assumptions- Cost Center 756- Fitness Center.
- CONCURRED to discuss the 2022 Budget Assumptions- Cost Center 747- 1.8 Acres, at the next scheduled meeting.

September 15, 2021, Strategic Planning Ad Hoc Committee

- CONCURRED to request more information be presented by the Executive Director, at the next scheduled meeting.
- CONCURRED to change the verbiage of item #3, Single lane roundabout at Main Gate, to Reconfiguration at Main Gate and Improve Traffic Flow.
- CONCURRED to change the priority level of item #4, Revise Bylaws, from priority Level 5 to Level 3. The Committee concurred to refer item #13, Water Conservation Measures, to the Physical Property Committee.
- CONCURRED to request the Executive Director provider further information, at the next scheduled meeting, for item #16, Art such as sculptures on Trust Property and along the Westminster Boulevard wall.
- CONCURRED to categorize #18, Ride Share/Contract bus service, as (“In Progress”).

- CONCURRED to change the priority level of #19, Evaluation and enhancement of 1.8 Acres from priority Level 9 to Level 6.
- CONCURRED to remove item #21, Acquisitions of contiguous property, from the Future Vision List.
- CONCURRED to remove item #24, Cover Channel, from the Future Vision List. Recording Secretary PPC STRATEGIC PLANNING AD HOC COMMITTEE Page 2 of 2
- MOVED to remove #26 from the Future Vision List.
- CONCURRED to change the verbiage of item #27, Shareholder (lanyard system and/or wristbands), to Computer Access Program/ID.
- CONCURRED to change the priority level of item #30, Automated/Autonomous transportation, from priority Level 7 to Level 10.
- CONCURRED to change the priority level of item #31, Biometrics for access control, from priority Level 7 to Level 10.
- CONCURRED to amend 30-5167-3 Strategic Planning Ad Hoc Committee Charter, and bring back to the next scheduled meeting, for further review.

September 21, 2021, Website Redesign Ad Hoc Committee

- CONCURRED to review the updated website as discussed at the next scheduled Committee meeting, along with the action request to the Board for its approval and dissolution of the Ad Hoc Committee one month after the website launch.
- CONCURRED to schedule a work study to further discuss some redundancies in amenities found on the new website prior to the next scheduled Committee meeting.

Financial Recap – August 2021

As of the eight-month period ended August 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,068,799.

Major variances are:

Wages, Taxes & Benefits	\$772,129	Favorable: Wages \$483K; P/R Taxes \$42K; Workers' Comp \$73K; 401(k) ER Match \$23K; Group Ins \$151K; average FTE < budget by 22 FTE
Agency Fees	(167,253)	Unfavorable: Temporary help to fill key positions
Professional Fees	(69,877)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	59,879	Favorable: Maintenance scheduled for later in the year
Publication Printing	80,907	Favorable: Decrease in printing rates
Certificate Prep Fees	72,100	Favorable: Unit sales exceeds budget
Rental Income	206,010	Favorable: Unit sales exceeds budget
Other Income	55,255	Favorable: 2020 income tax refunds \$23K; permit income \$32K
News Advertising Income	51,825	Favorable: Display, Front Footer & Classified ads
SRO Labor Cost Recovery	(50,506)	Unfavorable: Less billable hours than budgeted

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Reserve Funds				
Repairs & Replacements	\$12,095,559	\$872,544	\$11,223,015	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Funds				
Capital Improvements	\$3,181,482	\$180,164	\$3,001,318	8

Total year-to-date approved unbudgeted operating expenses are \$120,732.

PORTFOLIO SPECIALIST REPORT

OCTOBER 2021

Candle Fire Safety

DON'T LET 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.
- ❖ 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.

TURN INTO THIS



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 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.

MUTUAL OPERATIONS

ADMINISTRATIVE SERVICES

RESCIND

Escape Tax Deposit

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

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

MUTUAL ADOPTION AMENDED TO \$3,000

ONE	02-22-01	01-26-06
TWO	02-15-01	03-16-06
THREE	02-09-01	01-13-06
FOUR	03-05-01	02-06-06
FIVE	02-21-01	01-18-06
SIX	02-27-01	01-24-06
SEVEN	02-16-01	01-20-06
EIGHT	02-26-01	02-27-06
NINE	02-12-01	01-09-06 (see Policy 7709.1.9 09-09-13)
TEN	02-28-01	12-28-05
ELEVEN	02-15-01	01-19-06
TWELVE	03-08-01	01-12-06
FOURTEEN	02-14-01	01-24-06 (see Policy 7709.14 11-13-17)
FIFTEEN	02-16-01	01-16-06
SIXTEEN	02-20-01	01-17-06
SEVENTEEN	Not Applicable	

