

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOURTEEN
October 19, 2021**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Fourteen was called to order by President Melody at 1:00 p.m. on Tuesday, October 19, 2021, followed by the *Pledge of Allegiance* via Zoom Video and Conference Call and Conference Room B.

SHAREHOLDER COMMENTS

No shareholders made any comment.

ROLL CALL

Present: President Melody, Vice President Stefun (via zoom), Secretary Simon (via zoom), Chief Financial Officer Rosenfeld, Director Shaddow, Director Moore and Director Nevin

Guests: Ten Mutual Fourteen shareholders (via zoom)
One Mutual Fourteen shareholder (in-person)

Staff: Mr. Meza, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Vasquez, Recording Secretary (via zoom)

MINUTES

The Regular Meeting Minutes of September 21, 2021 as amended, and September 27, 2021, were approved by general consent of the board, as written.

BUILDING INSPECTORS REPORT

Building Inspector Meza presented his report (attached).

Following a discussion and upon a MOTION duly made by President Melody and seconded by Director Shaddow, it was

RESOLVED to approve the wall covering proposal for Unit 14-52G at the shareholder's expense.

The MOTION passed unanimously with ROLL CALL vote.

**BOARD OF DIRECTORS
MUTUAL FOURTEEN**

October 19, 2021

BUILDING INSPECTORS REPORT (continued)

Following a discussion and upon a MOTION duly made by Director Shaddow and seconded by Chief Financial Officer Rosenfeld it was,

RESOLVED to approve the cart pad proposal for Unit 14-30B at the shareholder's expense.

The MOTION failed with six "no" votes (Melody, Simon, Nevin, Rosenfeld, Moore and Shaddow) and with one "yes" vote (Stefun)

Following questions, Mr. Meza left the meeting at 1:47 p.m.

SECRETARY/CORRESPONDENCE

Secretary Simon received one correspondence.

PRESIDENT'S REPORT

President Melody presented his report (attached).

VICE PRESIDENT'S REPORT

Vice President Stefun had no report.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Rosenfeld presented her report (attached).

CONSENT CALENDAR

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Secretary Simon, it was

RESOLVED that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
09/16/2021	\$145,502.80	Invoice # Multiple Check # 11309 – Roofing Standards
09/20/2021	\$10,705.00	Invoices # 1006911 & 1006917 Check # 11319 – J&J Landscaping
09/21/2021	\$35,059.25	US Bank Checking to US Bank Restricted Money Market
09/21/2021	\$20,000.00	US Bank Non-Restricted Money Market to US Bank Checking
09/23/2021	\$15,000.00	Invoice # Sale of 13K Check #3095 – The Januszka Group
10/05/2021	\$80,910.62	US Bank Checking to GRF- US Bank Checking
10/05/2021	\$152,561.21	ACH-Direct Debit from Multiple Shareholders to US Bank

**BOARD OF DIRECTORS
MUTUAL FOURTEEN**

October 19, 2021

		Checking
10/06/2021	\$67,435.53	US Bank Checking to US Bank Impound

The MOTION passed unanimously with ROLL CALL vote.

UNFINISHED BUSINESS

Following a discussion and upon a MOTION duly made by President Melody and seconded by Secretary Simon, it was

RESOLVED to approve the purchase and installation of Fire Averts in the 67 Mutual 14 units that currently have auto outs at the Mutual's expense at a cost not to exceed \$18,000.00. Funds to come from Appliances and authorize the President to sign any necessary documentation.

The MOTION passed unanimously with ROLL CALL vote.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Director Shaddow, it was

RESOLVED to approve that the review of the Mutuals' operating accounts, reserve accounts, current year's actual operating revenues and expenses compared to the current year's budget, the latest account statements prepared by financial institutions where the mutual has its operating and reserve accounts, and the income and expense statement for the mutual's operating and reserve accounts have been approved; and, further, that per Civil Code Section 5500(a)-(f), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of September 2021.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Rosenfeld and seconded by Secretary Simon, it was

RESOLVED to adopt Procedure 14-7030-3 – Returned Payment Fees.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by President Melody and seconded by Secretary Simon, it was

RESOLVED to approve to apply a \$100/per day fine on shareholders for not complying with the Final Notice of proof of \$300,000 in liability insurance mailed on 10/12/21.

**BOARD OF DIRECTORS
MUTUAL FOURTEEN**

October 19, 2021

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Director Moore and seconded by President Melody, it was

RESOLVED to amend Section 3.36 – Unit Fire Inspections and Special Unit Inspections in the Mutual 14 Rules and Regulations on a preliminary basis until the 28-day posting requirement has been completed. The amendment will be ratified at the next scheduled meeting and take effect if the board receives no comments.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Secretary Simon and seconded by Director Shaddow, it was

RESOLVED to amend Mutual 14 Rules and Regulations to add Section 3.38 - Inspection of Vacant, Unoccupied, Occasional- Use Units in the Mutual 14 Rules and Regulations on a preliminary basis until the 28-day posting requirement has been completed. The amendment will be ratified at the next scheduled meeting and take effect if the board received no comments.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by Secretary Simon and seconded by Director Shaddow, it was

RESOLVED to amend Section 2.6.5 – Qualifying Resident's Requirements in the Mutual 14 Rules and Regulations on a preliminary basis until the 28-day posting requirement has been completed. The amendment will be ratified at the next scheduled meeting and take effect if the board received no comments.

The MOTION passed unanimously with ROLL CALL vote.

Following a discussion and upon a MOTION duly made by President Melody and seconded by Secretary Simon, it was

RESOLVED to amend Section 5.7 – Maintenance of Garden Areas in the Mutual 14 Rules and Regulations on a preliminary basis until the 28-day posting requirement has been met. The amendments will be ratified at the next scheduled meeting and take effect if the board received no comments.

The MOTION passed with three “no” votes (Moore, Shaddow and Stefun) and with four “yes” votes (Melody, Simon, Rosenfeld and Nevin)

**BOARD OF DIRECTORS
MUTUAL FOURTEEN
PORTFOLIO SPECIALIST'S REPORT**

October 19, 2021

Portfolio Specialist Barua presented her report (attached).

COMMITTEE REPORTS

Physical Property Committee

Vice President Stefun provided an update.

Landscape Committee

Director Nevin presented his report (attached).

Emergency Information

Director Shaddow presented her report (attached).

Caregivers & Pet Committee

Secretary Simon presented her report (attached).

Parking Committee

Director Moore provided an update.

DIRECTORS COMMENTS

Several Directors made a comment.

GRF GENERAL PROJECT UPDATES

GRF REP Melody provided an update on general projects.

SHAREHOLDER COMMENTS

Several shareholders made comments.

ANNOUNCEMENTS

- a. NEXT BOARD MEETING: Tuesday, November 16, 2021, at 1:00 p.m., Zoom Video and Call Conference Meeting**

ADJOURNMENT

President Melody adjourned the meeting at 2:59 p.m. and announced that there would be an executive session following the meeting.

EXECUTIVE SESSION SUMMARY

The Executive Committee met in Executive Session on October 19, 2021, at 3:11 p.m., and took the following actions:

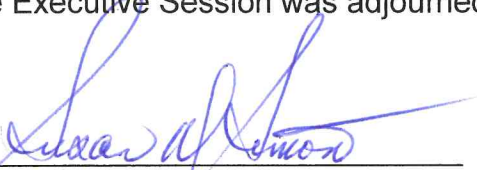
The Board approved the Executive Session Meeting Minutes of September 21, 2021.

**BOARD OF DIRECTORS
MUTUAL FOURTEEN**

October 19, 2021

1. Legal Matters
 - a. Several Legal Matters were discussed
2. Contracts
 - a. No contracts were discussed.
3. Assessments / Delinquencies
 - a. Several letters were drafted.
 - b. One file was closed.
4. Disciplinary Hearings
 - a. One disciplinary hearing was discussed.

The Executive Session was adjourned at 4:04 p.m.



Attest, Susan Simon, Secretary
SEAL BEACH MUTUAL FOURTEEN
KV/RB 10/19/2021
Attachments

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NO. FOURTEEN
September 27, 2021**

The Special Meeting of the Board of Directors of Seal Beach Mutual No. Fourteen was called to order by President Melody at 10:00 a.m. on Monday, September 27, 2021, via Zoom.

The Directors present were: President Melody, Vice President Stefun, Chief Financial Officer Rosenfeld, Secretary Simon, Directors Nevin, Shaddow, and Moore.

Two shareholders present.

Pledge of Allegiance

The purpose of this meeting is to discuss and vote to approve tree trimming, gutter cleaning, and reseeding proposal.

Following a discussion and on MOTION duly made by President Melody and second by Secretary Simon, it was,

RESOLVED to award tree trimming contract to J&J Landscaping and to start trimming next Monday on October 4, 2021. At a cost not to exceed \$11,450.00. Funds to come from Operating Budget and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Following a discussion and on MOTION duly made by President Melody and second by Secretary Simon, it was,

RESOLVED to award gutter cleaning contract to J&J Landscaping and to begin in the month of October. At \$6/unit at a cost not to exceed \$1,950.00. Funds to come from Operating Budget and authorize the President to sign any necessary documentation.

The MOTION passed unanimously

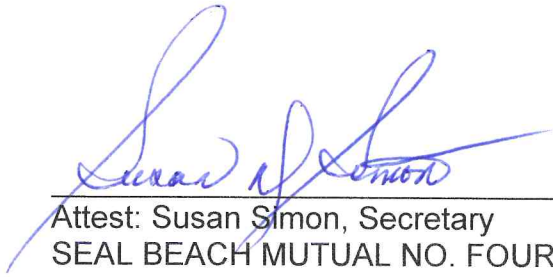
Following a discussion and on MOTION duly made by Secretary Simon and second by Director Shaddow, it was,

RESOLVED to revisit the reseeding of the entire Mutual at a cost of \$3,800.00 when the water restrictions are lifted.

The MOTION passed unanimously.

Reseeding is postponed due to the current water restrictions.

President Melody adjourned the meeting at 10:09 a.m.



Attest: Susan Simon, Secretary
SEAL BEACH MUTUAL NO. FOURTEEN
RB: 9/27/21

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (14) Fourteen	INSPECTOR: Mike Meza
MUTUAL BOARD MEETING DATE: October, 2021	

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
14-B	LATTICE PATIO COVER	BOTH	09/30/21	09/30/21	NONE		AAA AWNING
14-D	CENTRAL AIR SYSTEM	BOTH	09/27/21	12/27/21	NONE		GREENWOOD
18-D	FLOORING	GRF	10/01/21	11/01/21	NONE		KARY'S CARPETS
20-I	WALK-IN CLOSET	BOTH	08/23/21	09/13/21	NONE	FINAL 09/24/21	OGAN CONSTRUCTION
20-I	LOWER CARPORT STORAGE	GRF	10/02/21	10/12/21	NONE		OGAN CONSTRUCTION
23-D	NEW PATIO	GRF	06/23/21	08/13/21	NONE	FOOTING 09/14	GODMAN CONSTRUCTION
24-J	FLOORING	GRF	09/20/21	10/20/21	NONE	FINAL 10/01/21	KARY'S CARPETS
24-K	HEAT PUMP	BOTH	09/02/21	12/02/21	NONE	FINAL 10/01/21	GREENWOOD
24-K	LOWER CARPORT STORAGE	GRF	10/01/21	10/15/21	NONE		MJ JURADO
25-C	BEDROOM FLOORING	GRF	09/25/21	10/25/21	NONE	FINAL 10/01/21	KARY'S CARPETS
25-C	SHOWER CUT DOWN	BOTH	10/20/21	11/20/21	NONE		NUKOTE
25-C	SHOWER REMODEL	BOTH	09/20/21	10/10/21	NONE	ROUGH PLUMBING 09/14	LOS AL BUILDERS
26-E	GFI OUTLET IN PATIO	BOTH	10/11/21	11/19/21	NONE		JULIAN AGUILAR ELECTRIC
28-C	HEAT PUMP	BOTH	08/18/21	11/18/21	NONE	FINAL 09/29/21	GREENWOOD
28-L	PATIO TILE	GRF	08/27/21	12/29/21	NONE		L&S CORE CONSTRUCTION
29-C	FLOORING	GRF	08/09/21	11/09/21	NONE	FINAL 08/24/21	BIXBY PLAZA
30-B	HEAT PUMP	BOTH	07/29/21	10/29/21	NONE	FINAL 09/29/21	GREENWOOD
30-B	PATIO OUTLETS	BOTH	10/01/21	12/31/21	NONE		BRUNO H. ALVAREZ
30-D	RAISE SHOWER BENCH	GRF	12/09/21	01/29/22	NONE		NUKOTE
31-D	COUNTER TOP, SINKL	BOTH	10/18/21	10/30/21	NONE		OGAN CONSTRUCTION
32-C	SLIDER/ WINDOWS	BOTH	01/03/21	02/18/22	NONE		BERKGIVIST CONSTRUCTION
49-J	CART PAD	GRF	09/08/21	09/29/21	NONE		J&J LANDSCAPING
49-A	NEW ENTRY WALK	BOTH	09/06/21	10/06/21	NONE		MJ JURADO
49-K	KIT REMODEL/LIGHTING	BOTH	09/01/21	11/27/21	NONE		LOS AL BUILDERS
50-C	RE-VENT DRYER/ VALVES	BOTH	08/03/21	09/30/21	NONE	FINAL 09/14/21	LOS AL BUILDERS
50-F	HEAT PUMP	BOTH	09/03/21	12/03/21	NONE		GREENWOOD
52-E	CENTRAL AIR SYSTEM	BOTH	08/30/21	11/30/21	NONE	FINAL 10/01/21	GREENWOOD
52-G	UNIT REMODEL	BOTH	05/17/21	11/25/21	YES	FOOTING/FOUNDATION 09/14	PIP CONSTRUCTION
52-H	BATH REMODEL	BOTH	08/04/21	10/29/21	YES	FINAL 10/01/21	MARCO CONSTRUCTION

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
2-I		10/26/21					5 6 3 2
2-J		06/30/21					
5-F		07/20/21	10/13/21	10/13/21			
13-F		08/04/21	10/11/21				
13-K		07/22/21	08/24/21	08/30/21	09/11/21		
17-G		03/13/19					
18-D		06/17/21	09/08/21	09/13/21			
20-I		06/16/21	07/06/21	07/06/21	07/18/21	09/13/21	
21-E		11/26/19					
24-J	09/13/21						
28-B		07/28/21	08/10/21	08/11/21	08/22/21		
29-E	09/24/21	09/24/21	10/08/21				
30-B		06/30/21	07/02/21	07/14/21	07/26/21	08/20/21	
31-D		09/24/21					
50-E		06/18/21	07/28/21	07/30/21	08/11/21		
50-F		06/25/21	08/02/21	08/09/21	08/21/21	10/04/21	

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (14) Fourteen	INSPECTOR: Mike Meza
MUTUAL BOARD MEETING DATE: October, 2021	

CONTRACTS

CONTRACTOR	PROJECT
J&J LANDSCAPE NOVEMBER 30, 2021	Landscaping & Irrigation
EMPIRE PIPE DECEMBER 31st 2022	Annual inspection
FENN JUNE 1, 2022	Pest and rodent control services
FENN PEST AND TERMITE	Bait station maintenance

SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work
LOS AL BUILDERS	53-B New patio request (waiting on contractor to provide final plan)
J&J LANDSCAPING	14-33-B Cart pad proposal. Pending BOD approval

SHAREHOLDER AND MUTUAL REQUEST

18-B Smoke alarm question	Inspect mutual sidewalks
18-F Water sensor battery low	16-I grind sidewalk
19-K Drawer under oven and service cooktop	
13-I Service hood vent and shower valve	
25-E Service water heater elements	
26-D Door bell not working	
28-K Service cooktop	
48-E Replace kitchen faucet	
48-I Install hood vent (roofing project)	
31-D Walk light out	
28-B Inspect range	
24-E Inspect shower soap dish	
33-D Reconnect power to cooktop	
49-B Inpsct smoke alarms	
33-L Dryer vent cleaning	
31-E Water sensor battey low	
31-H Replace flex line at water heater	
27-A Termite in patio	
03-L Termites at den skylight	
13-H Termites at dining room skylight	
20-I Inspect shower wall	

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17-G		03/13/19					
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20-I		06/16/21	07/06/21	07/06/21	07/18/21	09/13/21	
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24-J	09/13/21						
28-B		07/28/21	08/10/21	08/11/21	08/22/21		
29-E	09/24/21	09/24/21	10/08/21				
30-B		06/30/21	07/02/21	07/14/21	07/26/21	08/20/21	
31-D		09/24/21					
50-E		06/18/21	07/28/21	07/30/21	08/11/21		
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INSPECTOR MONTHLY MUTUAL REPORT

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31-D Walk light out	
28-B Inspect range	
24-E Inspect shower soap dish	
33-D Reconnect power to cooktop	
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33-L Dryer vent cleaning	
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1014 Seal Beach Mutual No. Fourteen
Financial Statement Recap
09/30/2021

Page: 1

Box 2069
Seal Beach CA 90740

Sep Actual	Sep Budget		2021 Y-T-D Actual	2021 Y-T-D Budget
88,389	88,390	Carrying Charges	795,505	795,510
38,753	38,753	Reserve Funding	348,779	348,777
127,143	127,143	Total Regular Assessments	1,144,284	1,144,287
490	584	Service Income	5,317	5,256
119	256	Financial Income	1,333	2,304
6,047	1,899	Other Income	83,104	17,091
6,655	2,739	Total Other Income	89,755	24,651
133,798	129,882	Total Mutual Income	1,234,039	1,168,938
54,136	54,136	GRF Trust Maintenance Fee	461,208	487,224
11,225	9,335	Utilities	85,446	84,015
1,562	1,161	Professional Fees	6,129	10,449
0	39	Office Supplies	285	351
19,805	18,375	Outside Services	159,461	165,375
9,461	8,082	Taxes & Insurance	84,786	72,738
38,753	38,753	Contributions to Reserves	348,779	348,777
134,942	129,881	Total Expenses Before Off-Budget	1,146,095	1,168,929
(1,145)	1	Excess Inc/(Exp) Before Off-Budget	87,944	9
12,900	0	Depreciation Expense	106,547	0
(14,045)	1	Excess Inc/(Exp) After Off-Budget	(18,603)	9
Restricted Reserves				
(1,726)	0	Appliance Reserve Equity	36,238	0
197	0	Painting Reserve	143,469	0
2,274	0	Contingency Operating Equity	145,620	0
15,849	0	Roofing Reserve	57,289	0
9,142	0	Infrastructure Reserve	125,427	0
25,736	0	Total Restricted Reserves	508,043	0

CFO Report for October
Meeting

Per the Sept 30 2021 financial statement Mutual 14 is in good shape. Our reserves are at \$508,043 and there are no further large expenditures planned in 2021, and we have a surplus of (\$87,944) which can be used for any unplanned expense

Our shareholders continue to be the best in any mutual with paying their monthly assessments on time, and I greatly appreciate it.

Respectfully submitted

Adrianne Rosenfeld

PRESIDENT'S REPORT

October 18, 2021

Welcome to the October Mutual 14 Zoom Board Meeting.

Mutual 14 has sold 3 units since our last meeting. Year to date we have sold or transferred 24 units with 4 units currently for sale.

We have 7 shareholders that have not provided proof of \$300,000 in personal liability insurance. These shareholders have been sent letters to comply and those who do not will be subject to our Fine Schedule.

Tree trimming has been completed and we are now cleaning all gutters. We plan to overseed with winter rye in November, hoping for the rain to begin.

Some of our shareholders have had problems with our pest control company, Fenn. These complaints are being addressed with Physical Properties and Fenn management. One new program has been instituted, whereby all units treated by Fenn will have notification posted when complete. Should you be on a list for a Monday or Wednesday, and not get a notification of completion, please notify your director immediately.

GRF has finalized their budget and the monthly assessment will be increasing by \$6.98. Mutual 14 is going up \$7.20 for a total increase of 14.18 per month for 2022. Water, trash and insurance rate increases are the major reasons.

On Saturday, October 30th, from 10:00 to 2:00, there will be an Emergency Preparedness Expo in Clubhouse 2. There will be emergency preparedness supplies for sale, raffles, music and food trucks. I am attaching the flyer.

It is our hope that we will be able to restart our Board Meetings in person for all shareholders wishing to attend. We also plan to continue Zoom.

Once again, thank you for participating in your board meeting and I pray that we all will stay Covid free.

Respectfully submitted,

Lee W. Melody, President

Save
the Date!

You're invited to

2021 Emergency Preparedness Expo

We take this opportunity to emphasize that in the event of an emergency, we are "On Our Own". We have brought to you today some exhibitors with emergency preparedness supplies and we encourage you to take advantage of the opportunity.

Enjoy the day with food,
music and fun!

When:

**Saturday,
October 30, 2021
10:00 a.m. - 2:00 p.m.**

Where:

Clubhouse 2

Activities Inside & Outside:

- Emergency Preparedness supplies for purchase
- Raffles inside at 11:00 a.m. and 12:00 p.m.
- Music and seating - inside and outside
- Food Truck - CH 2 parking lot - hot dog, drink, chips \$7 & BBQ dinners \$12
- Disaster Recovery Video inside - repeated throughout the day
- Leisure World Radio Communication Van Tours - CH 2 parking lot
- CPR Demonstration at the CERT Exhibit Table at 1:30 p.m., 1:45 p.m.
- Face painting

Live Talk Demonstrations - 10 minutes each - follow the red arrows:

- **ARES** - Solar Power & Communication - 11 a.m., 12 p.m., & 1:00 p.m.
- **LW Optum** - Emergency Medication - 10:25 a.m., 11:30 a.m. & 12:30 p.m.
- **To Go Bag Emergency Contents** - 10:10 a.m., 11:15 a.m. & 12:15 p.m.
- **SCART** - Pet Emergency Preparedness - 10:40 a.m., 11:45 a.m., 12:45 p.m.

From: JACK NEVIN yonev@aol.com
Subject: Landscape Report 10/19/2021
Date: Oct 19, 2021 at 10:15:10 AM
To: Jack Nevin yonev@aol.com

The annual tree trimming project has been completed for 60 trees and palms. Now for the anticipated growing period to fill in. Thanks for your patience with grinding and the cleanup. Gutters are being cleaned now. Watering is still at the lower levels due to the drought and requests from GRF. Yes, the result will be additional brown areas on our lawns. Lee & myself will be touring the mutual on October 21st to identify real problem areas. Thanks to those shareholders who have assisted us with their own casual watering. Consequently our fall seeding was postponed until next month. The mowing frequency will also go to the winter schedule next month. Just an FYI, our normal 5 week schedule for garden areas was interrupted briefly putting Edy 1 week behind. Again, thanks for the shareholder patience, understanding and help.

Respectfully submitted, Jack Nevin, Landscape Chairman

Sent from my iPad

Emergency Prep

October is the perfect time to go over what we need to have on hand in case of an earthquake, fire, flood or any other natural disaster. Take a moment to go over the essentials that are needed for your to go bag. I have included a checklist for you.

In our new directory for our community, pages 89 to 95 has a great deal of information designed for our shareholders. Did you even know that we have defibrillators in all of our club houses, Admin building, Amphitheater, LW Library, Security and the pool. The new directory even has instructions on how to use them. Something that we all should make ourselves familiar with.

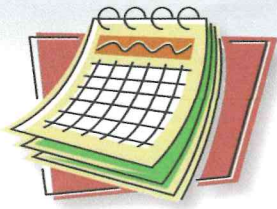
As a reminder for our shareholders, when a disaster occurs please remember that we have no idea who will be able to help us. Yes, we have directors, building captains, but who knows the time and place when a disaster will hit. Our directors and building captains might not be on property at the time or they could be injured and not able to help. Therefore it is important that everyone realize they are responsible for themselves. Although the police department and the fire department are close by, it is not like the old days where our first responders lived in our neighborhoods. Today over 90% live in another city and will depend on the roads and freeways to come to work. If a major disaster occurs you need to be able to maintain at the very least 3 day supply before we can see the calvary coming to our rescue.

It is good to have an alternate plan for cooking too. Keep an extra propane tank so you will have the ability to cook food on your grill. Remember that electricity will almost certainly be non functioning. It will probably be days if not weeks before service is restored.

The Golden Rain foundation is responsible to their employees, our mutual is not responsible for us. We each need to be prepared for our own household, if each one of us does our part we will be able to assist those who might not be able to help themselves because of an injury.

Respectfully submitted,
Maryann Shaddow
Emergency Prep Chair

Emergency Kit Checklist



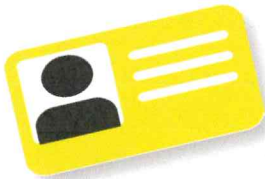
3 days of nonperishable / non-cook food
water (1 gal. per day per person), medication



flashlight, battery operated radio, extra batteries



first aid kit, cash, cell phone and charger



ID cards, information: (Dr., meds, allergies), family / friends
contacts, toothbrush / toothpaste, blanket and washcloth



clothes and baby or pet supplies if you need them

DISASTER PREPAREDNESS: The likelihood that you will recover from an emergency tomorrow often depends on the planning and preparation done today. This list may help you get through the first 3 days, after a disaster.

It is a starting point, as individual needs vary depending upon circumstances.

For additional information, visit: www.Ready.gov. & www.mass.gov/mema/ready

Mutual 14 Caregiver Report October 19, 2021

As of the most recent report from Stock Transfer, we have 16 Shareholders utilizing the services of 30 Caregivers.

Respectfully submitted,

Susan D Simon, Chair Caregivers

Mutual 14 Pet Report October 19, 2021

As of the most current list from Stock Transfer on the pets in our Mutual we have 4 Birds, 17 cats, 38 dogs, 2 Emotional Support animals and 2 Service Dogs. Mutual 14 has specific rules and regulations pertaining to pets, Service Animals and Emotional Support Animals. One service animal has been counted twice. Once as a pet, once as a service animal. A correction was sent to Stock Transfer. One dog not previously registered has now been registered.

Thank you in advance for your cooperation

Susan D. Simon,
Pet Chairperson

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.

SEAL BEACH MUTUAL NO. FOURTEEN**Rules and Regulations**

hobby materials. Working on hobbies in Unit or patio/porch will be permitted by the Board on a case-by-case basis, considering the health, safety, welfare, and aesthetics of all residents affected. Storage of construction materials, including but not limited to, stacked wood, siding, metal pieces, welding tools, or any items in support of conducting or practicing a business upon the premises, is also prohibited.

3.36. Section 3.36 – Unit Fire Inspections and Special Unit Inspections.

Each Unit will be inspected at the regular annual ~~or bi-annual~~ Mutual fire/safety inspection conducted by the Physical Property Department or any special inspection as ordered by the Mutual Board, with a duly posted 72-hour notification to the Qualifying Resident. Any infractions will be indicated, and the Qualifying Resident will be informed by mail to cure the infraction within thirty-two (32) days of the date of the letter. A follow-up inspection of the premises will be conducted to assure compliance. At the time of inspection, the GRF Building Inspector will verify that the smoke detector(s) are within the ten (10) year maximum life and in working condition. **Shareholders will be required to provide proof of liability insurance during Fire Inspections or within 10 days. If not, shareholders will be fined per Fine Schedule.**

3.37. Section 3.37 – Temporary Relocation During Repair and Maintenance.

The Mutual shall not assume responsibility for relocating and/or housing Shareholders during the repair and maintenance of Common Area.

4. ARTICLE IV – PORCHES/PATIOS/GOLF CART PADS**Definition of Terms:**

- a. A porch is the space under the roof of the structure open to the outside or enclosed from the weather.
- b. A porch and a patio can be built as a continuous structure, but the portion outside the roofline will be considered and maintained as a patio.
- c. A patio is any surface other than garden material that is attached or adjacent to the outside wall structure of the Unit's structure.
- d. A porch is included in the exclusive use permit of occupancy and is not included or managed by this Article IV.
- e. Transfer of title shall have the same meaning as used for determination of when a California transfer tax on real property is assessed by the State of California.

4.1. Section 4.1 – Porches.

If the Mutual's Bylaws provide for it, a Shareholder may submit an application to construct a porch. The Shareholder's plans and specifications must be in accordance with the Mutual's requirements as set forth in these Rules and

SEAL BEACH MUTUAL NO. FOURTEEN**Rules and Regulations**

any other liquids or substances noted to be flammable, or any large amount of hobby materials. Working on hobbies in Unit or patio/porch will be permitted by the Board on a case-by-case basis, considering the health, safety, welfare, and aesthetics of all residents affected. Storage of construction materials, including but not limited to, stacked wood, siding, metal pieces, welding tools, or any items in support of conducting or practicing a business upon the premises, is also prohibited.

3.36. Section 3.36 – Unit Fire Inspections and Special Unit Inspections.

Each Unit will be inspected at the regular annual or bi-annual Mutual fire/safety inspection conducted by the Physical Property Department or any special inspection as ordered by the Mutual Board, with a duly posted 72-hour notification to the Qualifying Resident. Any infractions will be indicated, and the Qualifying Resident will be informed by mail to cure the infraction within thirty-two (32) days of the date of the letter. A follow-up inspection of the premises will be conducted to assure compliance. At the time of inspection, the GRF Building Inspector will verify that the smoke detector(s) are within the ten (10) year maximum life and in working condition. **Shareholders will be required to provide proof of liability Insurance during Fire Inspections or within 10 days. If not, shareholders will be fined per Fine Schedule.**

3.37. Section 3.37 – Temporary Relocation During Repair and Maintenance.

The Mutual shall not assume responsibility for relocating and/or housing Shareholders during the repair and maintenance of Common Area.

3.38 Section 3.38 Inspection of Vacant, Unoccupied, Occasional-Use Units Any Vacant, Unoccupied or Occasional-Use or Lessee-Occupied Unit in Mutual Fourteen shall be inspected every 90 days by a Physical Property Inspector, the President and/or a Mutual director assigned to the respective building. Inspections shall be conducted during the months of February, May, August, and November. A fee of \$48.00 will be charged to the shareholder. The Mutual directors shall provide a list of vacant, unoccupied, or occasional- use units to the President. Appointments for inspections of the unit shall be coordinated by the President. The inspection of Vacant, Unoccupied, Occasional-Use or Lessee-Occupied units shall be posted at least 72 hours prior to the inspection.

4. ARTICLE IV – PORCHES/PATIOS/GOLF CART PADS**Definition of Terms:**

a. A porch is the space under the roof of the structure open to the outside or enclosed

(OCT 2021)

GOLDEN RAIN FOUNDATION Seal Beach, California

SEAL BEACH MUTUAL NO. FOURTEEN**Rules and Regulations**

license, issued by the City of Seal Beach and/or work for an agency with a valid business license, issued by the City of Seal Beach.

2.6.1.1. Exceptions to 2.6.1.

A family member of a Qualifying Resident, who is acting in the capacity of a caregiver is exempt from possessing a business license but must apply and receive a caregiver's pass and badge.

2.6.2. Driver's License.

Any caregiver working in Mutual Fourteen must have a valid driver's license if driving a vehicle into Leisure World.

2.6.3. Pass and Badge Requirements.

All caregivers (including family members without a business license) as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the GRF Stock Transfer Office. The Pass must: (1) be renewed every six (6) months; (2) be worn in clear sight at all times; and (3) may not be transferred or lent to anyone.

2.6.4. Caregiver's Use of Laundry Facilities.

2.6.4.1. Part-time caregivers may use laundry facilities for Shareholder's laundry only. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently banned from the Mutual.

2.6.4.2. Caregivers who serve as 24-hour caregivers, and live within the Qualifying Resident's Unit, may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.

2.6.5. Qualifying Resident's Requirements.

In order to establish that a Qualifying Resident requires 24/7 care from a Caregiver, the Qualifying Resident must present a doctor's note, stating that 24/7 care is necessary. The note must be on the doctor's original letterhead **or prescription pad** and must be an original document. The requirement to obtain a doctor's note does not apply to a Qualifying Resident that requires part-time care.

2.6.5.1. Permitted live in health care workers may stay up to 10 days after the death of a shareholder with the written approval of established legal authority.

2.6.6. Caregiver Actions.

Caregivers, as an invitee or the Qualifying Resident, must act in compliance with the Rules and Regulations of the Mutual at all times. Specifically, a Caregiver must cease any noise that could be considered disruptive (i.e. no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of other Qualifying

SEAL BEACH MUTUAL NO. FOURTEEN**Mutual Operations****Returned Payment Fees**

1. For payments remitted to the Mutual that is returned by the bank or payment processing center for any reason, a \$25.00 returned payment fee will be assessed to the shareholder.

Document History

Adopted: 19 Oct 2021

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