

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOURTEEN
December 21, 2021

Meeting begins at 1:00 p.m.

Building 5 Conference Rm B and Zoom Video/Conference Call

TO ATTEND VIA ZOOM: Shareholders to contact his or her building director or any other director to request the dial-in/login information. The preferred means of contacting your building director to obtain dial-in/login information is by email. The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting his or her building director, or any director and requesting the call-in or login information.

TO PROVIDE COMMENTS DURING MEETING VIA ZOOM: Shareholders may participate in an Open Board meeting during the Shareholder open forum. In order to make a comment during the Shareholder open forum, the shareholder must (i) notify their building director of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit Number, and telephone number, via e-mail to leemelodym14@yahoo.com, by no later than 4:00 p.m. on 12/20/21, the business day before the date of the meeting.

1. CALL TO ORDER/ PLEDGE OF ALLEGIANCE
2. SHAREHOLDERS' COMMENTS
3. ROLL CALL
4. INTRODUCTION OF STAFF & GUESTS

Mr. Meza, Building Inspector
Ms. Barua, Portfolio Specialist
Ms. Vasquez, Recording Secretary

5. **APPROVAL OF MINUTES**

- a. Approval of Regular Meeting Minutes of November 16, 2021.

6. **BUILDING INSPECTOR'S REPORT**

Mr. Meza

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp.3-4)

- a. Discuss and vote to approve permit for Unit 14-023G. (pp.5-7)

7. SECRETARY / CORRESPONDENCE

Ms. Simon

8. PRESIDENT'S REPORT

Mr. Melody

9. VICE PRESIDENT'S REPORT

Mr. Stefun

10. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Rosenfeld

11. **CONSENT CALENDAR**

- a. Discuss and vote to authorize transfers of funds for Mutual 14.(p.8)

12. **UNFINISHED BUSINESS**

- a. Discuss and vote to ratify adopted Form 14-7586-4 – Personal Property and Liability Insurance. (pp.9-11)

13. **NEW BUSINESS**

- a. Approval of Monthly Finances (p.12)
- b. Discuss and vote authorize Roseman Law, APC to review Management Agreement. (p.13-46)
- c. Discuss and vote to amend Mutual 14 Rules and Regulations Section 2.3 – Inspection of Vacant Units. (pp.47-48)
- d. Discuss and vote to ratify phone poll taken on December 01, 2021 (p.49)

STAFF BREAK BY 3:00 P.M.

14. PORTFOLIO SPECIALIST

Ms. Barua

15. **COMMITTEE REPORTS**

- a. Physical Property Committee Report
- b. Landscape Committee Report
- c. Emergency Information Report
- d. Caregivers Committee Report
- e. Pet Committee Report
- f. Parking Committee Report

16. GRF GENERAL PROJECT UPDATES

17. DIRECTORS' COMMENTS

18. SHAREHOLDERS' COMMENTS (2-3 minutes)

19. ANNOUNCEMENTS

- a. **NEXT BOARD MEETING: Tuesday, January 18, 2021, at 1:00 p.m., Zoom/Video and Call Conference Meeting and Building 5 Conference Rm B**
- b. **M14 NEWS:** Shareholders interested in receiving the Larry Lowman Memorial Newsletter, published by Jack Faucett, please add your name to his list by e- mailing him @ larrylmemorial@gmail.com

20. ADJOURNMENT

21. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 P.M.

INSPECTOR MONTHLY MUTUAL REPORT

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

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
2D	CARPORT CABINET	GRF	12/07/21	12/30/21	NONE		MJ JURADO
14-D	CENTRAL AIR SYSTEM	BOTH	09/27/21	12/27/21	NONE		GREENWOOD
15-B	BATH ROOM FLOORING	GRF	11/08/21	12/30/21	NONE		LW DÉCOR
15-C	RETRO FIT WINDOWS	BOTH	12/01/21	03/31/22	NONE		BODIES GLASS SERVICE
15-I	SKYLIGHT KITCHEN/BATH	BOTH	10/05/21	11/30/21	NONE		M&M CONSTRUCTION
16-C	CENTRAL AIR SYSTEM	BOTH	11/12/21	02/12/22	NONE		GREENWOOD
16-I	KITCHEN COUNTER TOP	BOTH	11/19/21	02/25/22	NONE		GODMAN CONSTRUCTION
18-D	FLOORING	GRF	10/01/21	11/01/21	NONE		KARY'S CARPETS
19-E	CARPORT CABINET	GRF	12/30/21	12/30/21	NONE		MJ JURADO
19-J	FLOORING	GRF	12/06/21	01/06/22	NONE		FAMILY FLOORS
25-C	SHOWER CUT DOWN	BOTH	10/20/21	11/20/21	NONE	FINAL 11/26/21	NUKOTE
26-E	GFI OUTLET IN PATIO	BOTH	10/11/21	11/19/21	NONE		JULIAN AGUILAR ELECTRIC
28-L	PATIO TILE	GRF	08/27/21	12/29/21	NONE		L&S CORE CONSTRUCTION
29-E	WASHER AND DRYER	BOTH	12/20/21	03/17/22	NONE		JC KRESS
30-B	PATIO ELEC OUTLETS	BOTH	09/27/21	12/31/21	NONE		BA CONSTRUCTION
30-B	PATIO OUTLETS	BOTH	10/01/21	12/31/21	NONE	FINAL 12/03/21	BRUNO H. ALVAREZ
30-D	RAISE SHOWER BENCH	GRF	12/09/21	01/29/22	NONE		NUKOTE
32-C	SLIDER/ WINDOWS	BOTH	01/03/21	02/18/22	NONE		BERKGIVIST CONSTRUCTION
33-D	FLOORING	GRF	11/25/21	12/03/21	NONE		NATIONWIDE CONSTRUCTION
33-D	CENTRAL AIR SYSTEM	BOTH	12/08/21	03/08/22	NONE		GREENWOOD
48-L	RAMP AT SLIDER DOOR	GRF	11/19/21	12/20/21	NONE		JC KRESS
49-J	CART PAD	GRF	09/08/21	09/29/21	NONE	Waiting on contractor	J&J LANDSCAPING
49-A	NEW ENTRY WALK	BOTH	09/06/21	10/06/21	NONE	Waiting on contractor	MJ JURADO
49-G	LOWER CARPORT STORAGE	GRF	11/05/21	11/15/21	NONE	FINAL 11/26/21	MJ JURADO
49-K	KIT REMODEL/LIGHTING	BOTH	09/01/21	11/27/21	NONE	PLUMB/ELECTRICAL 10/27/21	LOS AL BUILDERS
50-F	COUNTERTOP/LIGHTING	BOTH	11/20/21	02/28/22	NONE		JC KRESS
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	FRAME/PLUMB 11/24/21	PIP CONSTRUCTION
53-A	KITCHEN REMODEL	BOTH	12/01/21	03/01/21	NONE	PROFORMANCE BOND	TERIN DUMAS INTERIOR

ESCROW ACTIVITY

Unit #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE, CLOSING, CLOSED, NMI
2-I		10/26/21					11 3 9 4
2-J		06/30/21					
3-B		10/12/21	10/20/21	10/22/21	11/03/21	12/02/21	
3-J		12/03/21					
5-F		07/20/21	10/13/21	10/13/21	10/25/21	11/03/21	
13-F		08/04/21	10/11/21	10/19/21	11/02/21	11/10/21	
13-K		07/22/21	08/24/21	08/30/21	09/11/21	10/21/21	
17-G		03/13/19					
18-B		11/17/21					
18-D		06/17/21	09/08/21	09/13/21	09/25/21	11/03/21	
20-I		06/16/21	07/06/21	07/06/21	07/18/21	09/13/21	
21-E		11/26/19					
24-C	11/05/21						
24-H		11/17/21					
24-J	09/13/21						
25-A		11/10/21					
28-B		07/28/21	08/10/21	08/11/21	08/22/21		
28-H		11/10/21					
29-C	11/10/21						

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (14) Fourteen		INSPECTOR: Mike Meza					
MUTUAL BOARD MEETING DATE: December, 2021							
29-E	09/24/21						
30-B		06/30/21	07/02/21	07/14/21	07/26/21	08/20/21	
31-D		09/24/21					
33-D		10/12/21	11/09/21	11/09/21			
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	
51-C		11/08/21					
52-E		07/15/21	07/28/21	07/30/21	08/11/21	11/04/21	

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

CONTRACTS

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

SPECIAL PROJECTS/ REQUEST

Contractor	Discription of Work
Godman Contractor	23-G Extending entrywalk

SHAREHOLDER AND MUTUAL REQUEST

3-B Bathfan Inspection	Inspect mutual sidewalks
18-J Ice maker line leaking	Contact Fire Avert
20-L Termite damage at carport storage	Post roof walk building 51
13-F Refrigerator leaking	Empty unit inspection
15-I Inspect sidewalk	
18-F Walk light not working	
19-K Inspect bathfan	
28-B Light not working in living room	
28-A Inspect unit	
49-I Refrigerator issues	
20-F Oven issues	
24-A Kitchen sink question	
24-H Cooktop not working	
33-D Open door for Greenwood	
5-A Check status on cooktop install	

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PERMIT FOR UNIT 14-023G (BUILDING INSPECTOR REPORT, ITEM A)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move to approve the permit to expand the entry walk way for Unit 14-023G. Work to be done at the shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 40.00

Permit: # 15201

START DATE 11/10/2021 MUTUAL 14-0000 APT NO 023G

COMPLETION DATE 12/24/2021 TODAY'S DATE 11/08/2021

RESIDENT NAME Young Sook Lee ADDRESS 1881 Golden Rain Rd #23G

NATURE OF ALTERATION:

Remove old concrete slab & dirt. Pour concrete- extension 6' of the porch & walkway-1' extension of (1) side of the existing walkway-2" sand base & 3.5" concrete slab with 10x10 wire mesh make wood form for pouring out concrete mix. Install Flag Stone on the porch & walkway-60 sq ft.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, Young Sook Lee, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

Mutual Director's Signature Date

Owner/Member Signature Date

NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.

CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? Yes X No

Permit # _____

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job.
Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

Contractor's Signature Date
Godman Contractor

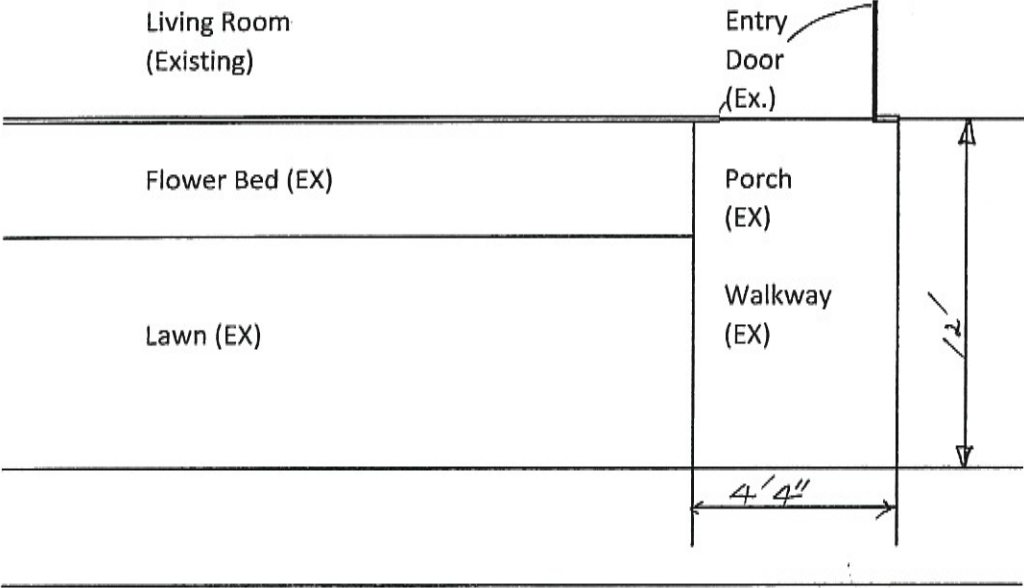
GRF Inspection/Supervisor, Physical Property Office Date
11/9/21

	<u>Approved By</u>	<u>Date</u>
BUILDING		
Footing	_____	_____
Framing	_____	_____
Wood Treatment	_____	_____
Shear Panel	_____	_____
Insulation	_____	_____

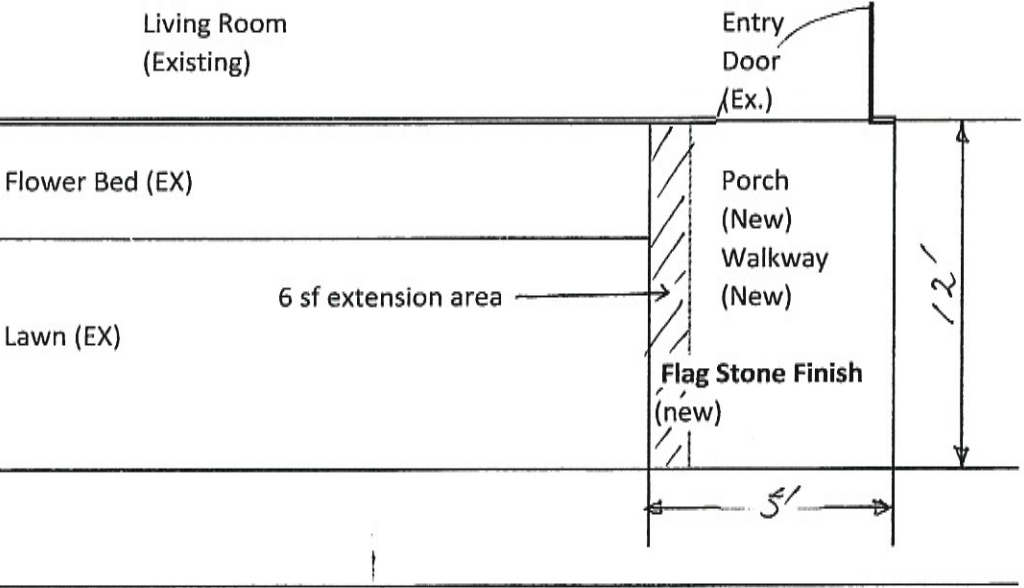
	<u>Approved By</u>	<u>Date</u>
Landscaping	_____	_____
Lock Box w/ key	_____	_____
ELECTRICAL WORK		
Rough Wiring	_____	_____
Final Inspection	_____	_____

Customer: Young Sook Lee (562-343-3522)
Address: 1881 Golden Rain Rd., #23 G, Seal Beach, CA 90740

Project: Install Flag Stone on the Porch and Walkway



Existing Floor Plan



New Floor Plan

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL FOURTEEN (CONSENT CALENDAR, ITEM A)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move 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
11/09/2021	\$389,957.66	US Bank Impound to US Bank Checking
11/18/2021	\$391,971.43	Invoice # Multiple Check # 11338 – Orange County Tax Collector
11/23/2021	\$35,059.25	US Bank Checking to US Bank Restricted Money Market

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED FORM 14-7586-4 – PERSONAL PROPERTY AND LIABILITY INSURANCE (UNFINISHED BUSINESS, ITEM A)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move to ratify adopted Form 14-7586-4 – Personal Property and Liability Insurance; the 28-Day posting requirement has been met.

SEAL BEACH MUTUAL NO. FOURTEEN**Shareholder/Resident Regulations****Personal Property and Liability Insurance**

All Shareholders (whether residing in the Unit or not) must carry general liability insurance (either in the form of an HO6 policy or a renter's policy) with proper liability coverage. The general liability insurance policy shall cover the entirety of the contents within the Unit, any damage to the interior of the Unit, any damage to property owned by third parties, and any personal injury occurring in the Shareholder's Unit or adjacent property, for which the Shareholder is responsible. The general liability insurance policy requirements are set out below.

1. THE SHAREHOLDER SHALL:

- 1.1.** Obtain and maintain a general liability insurance policy, at his/her/its sole expense.
- 1.2.** Be liable for the cost of any deductible their policy has with respect to any claim for which a Shareholder is insured and is liable; and
- 1.3.** Obtain general liability insurance in an amount sufficient to cover personal injury to other persons who may be injured in their Unit or on other property for which the Shareholder is responsible, but in no event less than \$300,000.00.

2. The Shareholder and/or Qualifying Resident must provide the Mutual with proof of insurance within thirty (30) days from the date the Qualifying Resident executes the Occupancy Agreement. The Shareholder is not relieved of any liability due to the Shareholder's failure to insure their property.

3. Notwithstanding any other provision in the Governing Documents, each Shareholder shall be liable for his/her/its own negligent or intentional actions resulting in damage to property or personal injury, including the cost of any Mutual insurance deductible that Shareholder causes the Mutual to incur. The Shareholder is solely responsible for the cost of any damage caused by his/her/its own negligent or intentional actions, including repairing or replacing any damage he/she/it causes to any personal property in the unit, including without limitation, furnishings, interior improvements, floor and wall coverings, appliances, fixtures and any damage to the unit, any other unit, or the building caused by water intrusion from whatever source, fire, or any other cause.

4. The Mutual shall only be responsible for the routine maintenance, repair, or replacement of Common Areas or facilities and for its own or its agents' and employees' negligent or intentional acts. Shareholder is responsible for any damage caused by the failure of Shareholder's standard fixtures, appliances and plumbing systems.

5. Although a Shareholder may be unable to occupy the Unit while repairs are being made, the Shareholder shall, nonetheless, be responsible for any living expenses incurred during repairs and the monthly assessment on the Shareholder's Unit regardless of who

(DEC 21)

GOLDEN RAIN FOUNDATION Seal Beach, California

SEAL BEACH MUTUAL NO. FOURTEEN**Shareholder/Resident Regulations****Personal Property and Liability Insurance**

caused the damage. The Shareholder, may, however, be indemnified by any and all individuals and entities who are liable for the damage making the Unit inhabitable.

I have read and understood what is required for personal property and liability insurance in the above named Mutual, including necessary documentation.

Prospective Buyer

Date

Prospective Buyer

Date

Prospective Buyer

Date

Document History

Adopted: 21 Dec 2021

Keywords: Mutual Fourteen Insurance Personal Property Liability

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move 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 November 2021.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO HAVE ROSEMAN LAW, APC TO REVIEW GRF
MANAGEMENT AGREEMENT (NEW BUSINESS, ITEM B)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move to authorize Roseman Law, APC to review the GRF Management Agreement at a cost not to exceed \$3000.00. Funds to come from Legal and authorize the President to sign any necessary documentation.

MANAGEMENT AGREEMENT

Agreement made this ____ day of _____, 20____, by and between GOLDEN RAIN FOUNDATION, a California not-for-profit corporation, having its principal office at Seal Beach, California, hereinafter called "GRF" and Seal Beach Mutual No. _____, a non-profit corporation, who's offices are listed in Article VIII of this Agreement entitled Delivery of Notices, hereinafter called the "Mutual". GRF and Mutual are sometimes referred to individually as the "Party" or collectively as the "Parties." GRF and Mutual enter into this Management Agreement ("Agreement") and agree as follows:

I APPOINTMENT OF GRF

(a) Mutual hereby appoints GRF, and GRF hereby accepts said appointment, as the exclusive managing agent for Mutual. This Agreement will refer to Mutual's property as the "Property".

(b) GRF's management responsibility for the Property under this Agreement is separate and distinguished from any responsibility of GRF as Trustee of the Trust Property under that certain Declaration of Trust recorded in the Official Records of Orange County as Document Number 6402, in Book 6172, Page 617, on July 10, 1962 and amended by that certain Amendment of Trust recorded in the Official Records of Orange County as Document Number 2014000074212 on February 26, 2014, and that certain Declaration of Trust recorded in the Official Records of Orange County as Document Number 21718, in Book 14326, Pages 118-137, on December 16, 1981 and amended by that certain Amendment of Trust recorded in the Official Records of Orange County as Document Number 2014000074213 on February 26, 2014 (collectively referred to as the "Declaration of Trust").

(c) GRF, as Trustee of the Trust Property, shall perform services to Mutual under the Declaration of Trust, for compensation pursuant to GRF's approved budget, irrespective of GRF serving as managing agent for Mutual under this or any other Agreement.

(d) GRF fully understands that Mutual is a non-profit cooperative housing corporation providing housing in the community identified as Seal Beach Leisure World ("Development") principally for residential use by the Mutual's stockholders, hereinafter referred to as "Shareholders".

FOLLOWING SECTION IS FOR M17

(d) GRF fully understands that Mutual is a non-profit mutual benefit corporation, consisting of a condominium project as defined by Civil Code Section 4125, with each owner of a condominium unit also referred to herein as "Members."

(e) GRF shall hire in its own name all personnel necessary for the efficient discharge of the duties of GRF hereunder. Compensation for the services of such employees shall be the sole responsibility of GRF. Those employees of GRF who handle or are responsible for the handling of Mutual's monies shall be bonded by a fidelity bond as required by Civil Code Section 5806.

II TERM AND TERMINATION OF THE AGREEMENT

(a) This Agreement shall be in effect from March 1, 2022, to June 30, 2023, and automatically renews for successive one-year terms.

(b) Notwithstanding anything to the contrary, this Agreement may be terminated at any time by either Party by providing the non-terminating Party with no less than sixty (60) day's written notice of termination. Unless otherwise agreed by the Parties, in writing, said termination shall occur at 11:59 PM on the sixtieth (60th) day.

(c) Upon termination the Parties shall account to each other with respect to all matters outstanding as of the date of termination, and Mutual shall furnish GRF reasonable security, in an amount satisfactory to GRF, against any outstanding obligations or liabilities which GRF may have incurred on behalf of Mutual pursuant to this Agreement.

III GRF SERVICES

(a) GRF Services. GRF shall assist Mutual, through its Board of Directors ("Board"), in the management of the Mutual as set forth in this Agreement. GRF shall perform those services required to be performed to fulfill Mutual's obligations under its approved budget, and as reflected in **Exhibit "A"**. GRF agrees to confer with Mutual, through its Board, in the performance of its duties and shall facilitate administration and fiscal management at the direction of the Board of Directors. Every action taken by GRF under the terms of this Agreement shall be on behalf of Mutual.

(b) GRF's Services as Trustee. GRF performs services for Mutual, as Trustee of the Declaration of Trust and Trust Property, outside the scope of this Agreement. GRF's services, and Mutual's payment for such services, are identified in GRF's approved budget and paid by Mutual irrespective of Mutual terminating this Agreement.

(c) Modifying Services. Mutual, through its Board of Directors, by taking action in a duly noticed meeting, reflected in meeting minutes, may change the services performed by GRF upon thirty (30) days prior written notice to GRF, which such change of service must be approved by GRF, in writing, within thirty (30) to ninety (90) days from receipt of Mutual's request.

(d) Notwithstanding anything herein to the contrary, GRF may, without Mutual's prior approval, perform those services necessary to prevent or address danger to life or property, or when necessary for the preservation and safety of property, belonging to Mutual.

IV COMPENSATION

GRF shall be compensated by Mutual for all services provided in Article III(a) of this Agreement, and **Exhibit "A"**, at the monthly rate reflected in Mutual's budget. The foregoing compensation is exclusive of the billable services as reflected in **Exhibit "A"**. To the extent approved by Mutual and GRF, Mutual agrees to pay GRF the hourly rates reflected in **Exhibit "B"** for those billable services listed in **Exhibit "A"**; such rates are subject to annual increases upon no less than thirty (30) days written notice to Mutual.

Exhibits "A" & "B" are attached hereto and incorporated into the Agreement by this reference.

V INDEMNIFICATION

Mutual shall indemnify and hold harmless GRF, its directors, officers, agents and employees, from any and all claims for damages or liability resulting from claims of bodily injury, damage or destruction of property, including the loss or use thereof, and any other claim based upon acts performed by GRF in the normal course of performing its duties under this Agreement, including any cause or claim arising directly or indirectly from the terms of this Agreement or from any error, omission, judgment or mistake of fact of law, or for anything which it may do or refrain from doing hereunder, except in cases of willful misconduct or gross negligence by GRF, its directors, officers, agents or employees. Mutual shall name GRF as an additional insured on all of Mutual's applicable insurance policies, including, but not limited to, liability, fidelity, directors and officers, and worker's compensation.

VI ARBITRATION

Any controversy or claim arising out of, or related to, this Agreement shall be settled by binding arbitration in the County of Orange, State of California. The Parties shall select a mutually agreeable arbitrator. If the Parties cannot agree on an arbitrator within thirty (30) days of the initial request for arbitration by a Party, the dispute shall be submitted to JAMS, Orange County, and an arbitrator shall be designated by JAMS. Judgment on the arbitration award may be entered in any court having competent jurisdiction over the subject matter in the controversy. The prevailing Party shall be awarded reasonable attorney's fees and costs.

VII GENERAL TERMS

(a) Entire Agreement. The Parties intend this writing as a full expression of their agreement and all negotiations and representations between the parties having been incorporated in this Agreement and supersede any and all prior and existing agreements. No variation, modification, or changes of this Agreement shall be binding or effective unless made in writing and executed by both parties hereto.

(b) Governing Law. This Agreement shall be constructed and interpreted in accordance with the laws of the State of California.

(c) Severability. Each paragraph of this Agreement shall be considered as separate and divisible. In the event any paragraph of this Agreement is held to be invalid, void, or unenforceable by a court of competent jurisdiction, the remaining paragraphs shall continue in full force and effect without being impaired or otherwise invalidated.

(d) Counterparts. This agreement may be executed in counterparts.

VIII DELIVERY OF NOTICES

Notices under this Agreement shall be delivered by certified mail as follows:

GOLDEN RAIN FOUNDATION, a California mutual benefit corporation

PO Box 2069, Seal Beach, CA 90740

SEAL BEACH MUTUAL NO. ONE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 844 dwelling units, which property is also designated as FHA Project Nos. 122-30163-M through 122-30178-M

SEAL BEACH MUTUAL NO. TWO, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 864 dwelling units, which property is also designated as FHA Project Nos. 122-30196-M through 122-30203-M

SEAL BEACH MUTUAL NO. THREE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 432 dwelling units, which property is also designated as FHA Project Nos. 122-30204-M through 122-30209-M

SEAL BEACH MUTUAL NO. FOUR, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 396 dwelling units, which property is also designated as FHA Project Nos. 122-30210-M through 122-30215-M

SEAL BEACH MUTUAL NO. FIVE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 492 dwelling units, which property is also designated as FHA Project Nos. 122-30216-M through 122-30223-M

SEAL BEACH MUTUAL NO. SIX, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 408 dwelling units, which property is also designated as FHA Project Nos. 122-30224-M through 122-30230-M

SEAL BEACH MUTUAL NO. SEVEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 334 dwelling units, which property is also designated as FHA Project Nos. 122-30231-M through 122-30235-M

SEAL BEACH MUTUAL NO. EIGHT, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 348 dwelling units, which property is also designated as FHA Project Nos. 122-30271-M through 122-30276-M

SEAL BEACH MUTUAL NO. NINE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 384 dwelling units, which property is also designated as FHA Project Nos. 122-30242-M through 122-30248-M

SEAL BEACH MUTUAL NO. TEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 376 dwelling units, which property is also designated as FHA Project Nos. 122-30249-M through 122-30252-M

SEAL BEACH MUTUAL NO. ELEVEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 312 dwelling units, which property is also designated as FHA Project Nos. 122-30253-M through 122-30257-M

SEAL BEACH MUTUAL NO. TWELVE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 452 dwelling units, which property is also designated as FHA Project Nos. 122-30277-M through 122-30283-M

SEAL BEACH MUTUAL NO. FOURTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 328 dwelling units, which property is also designated as FHA Project Nos. 122-30207-M and 122-30288-M through 122-30291-M

SEAL BEACH MUTUAL NO. FIFTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 502 dwelling units, which property is also designated as FHA Project Nos. 122-30298-M and 122-30340-M through 122-30241-M

SEAL BEACH MUTUAL NO. SIXTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 60 dwelling units, which property is also designated as FHA Project Nos. _____ through _____

SEAL BEACH MUTUAL NO. SEVENTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 126 dwelling units, which property is also designated as FHA Project Nos. _____ through _____

[Signatures to Follow]

IN WITNESS THEREOF, the Parties to this Agreement do hereby agree to the aforementioned conditions and agreements as stated and acknowledge said Agreement by setting forth their signatures below.

GOLDEN RAIN FOUNDATION

By: _____

Dated: _____

SEAL BEACH MUTUAL NO. ONE

By: _____

Dated: _____

EXHIBIT “A”

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	Grandfathered	GRF Services Billable or Non-billable	Mutual Shareholder	Committee Comments	Staff Description
1	NLP	Security Patrol Officer/Coin counting 2 officers, two days per month.	Patrol officer, plus a Manager, collect laundry coins, count and delivery to the Finance Dept.	Grand-fathered Non-billable	Mutual	M-1, M-3, M-11 and M-15	We will not add any new Mutuals. When these 4 mutuals end coin collection, this service will end.
2	NLP	Finance Cash Management and Payment Processing	Adjust bank accounts for coin deposit bank adjustments. Prepare deposit slips for laundry coin deposits by Mutual.	Grand-fathered Non-billable	Mutual	M-1, M-3, M-11 and M-15	We will not add any new Mutuals. When these 4 Mutuals end coin collection, this service will end.
3	NLP	Finance Mutual Electrical Outlet Rentals (MEO)	Annual billing - create and mail out invoices. Maintain the files of rental agreements.	Grand-fathered Non-billable	Mutual	No new ones for any reason will be added and when the current Shareholders moves this service will end.	Mutual (s) - M2 (2ea) 32B & 58I, M6 (1ea) 131D, M7 (2ea) 147D & 151G, M8 (1ea) 185L, M12 (2ea) 34H & 44E, and M17 (7ea) 10A, 28B, 29B, 32C, 43C, 58B and 83C.
4	NLP	Finance Mutual 15 carport Rentals	They are billed on a yearly basis, Jan to Dec. No monthly billing. The collection every year is the responsibility of the Mutual to follow up.	Grand-fathered Non-billable	Mutual		4 carports rented out. No new ones will be added to this service.
5	NLP	Finance Mutual 9 Garage & Cabinet Rentals	Direct Deposit. Additional reporting on annual income tax filling.	Grand-fathered Non-billable	Mutual	The collection every year is the responsibility of the mutual to follow up.	GRF sets up the direct deposit and handles tax filling only. All other services will be handled by Mutual 9.
6	NLP	Purchasing - Appliances	Laundry Warranty Repair Service Requests. If not under warranty then will provide cost of parts, age of machine versus cost of new machine replacement when requesting Mutual officer Laundry Repair Part purchase authorization. Track all costs associated with the repair of laundry machines, including freight to correctly charge all costs.	Grand-fathered Non-billable	Mutual	Mutuals 5, 11 and 12.	Will not add any new Mutuals to this service

DATE: NOVEMBER 10, 2021

	If a Mutual opts out this service will no longer be provided.	Item	GRF Recreation Department - Management Services	GRF Services Billable or Non- billable	Mutual Shareholder Service	Committee Comments	Staff Description
1		Janitorial services	Carport cleaning	Non-billable	Mutual		
2		Janitorial services	Dead animal pick up	Non-billable	Mutual		
3		Community Facilities services	Mutual meeting, Social event and election setup and AV services. Mutual Meeting and Election AV services.	Non-billable	Mutual		Including Presidents Council Meetings
4		Janitorial services	Laundry room cleaning	See Comments	Mutual / Shareholder	Once a month cleaning of laundry room is standard.	Anything outside of contracted scope of work will be Billable. Hourly rate (per person) - Subject to change of Janitorial Contract.
5		Janitorial services	Oil spot clean up, Carport and streets.	See Comments	Mutual / Shareholder		First time is free, any additional clean- ups are Billable. Hourly rate - Subject to change per the Janitorial Contract.
6	NLP	Janitorial services	Mutual Apartment cleaning	Billable	Mutual / Shareholder	If a Mutual opts out they would need to contact the Janitorial Company and pay them directly.	Hourly rate - per hour, per person. Subject to change per the Janitorial Contract.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Purchasing Dept. - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Purchasing - Special Materials Requests	Special Quote requests - meet with requester to gather information about their needs. Research products to find suitable materials - follow up with requester for approval of material options. Research suppliers to find suitable partner. Secure W-9 & set up new vendor. Negotiate pricing / payment terms for purchase. Create and send purchase order to place order. Follow purchase order status through to delivery. Process receiving of materials, verifying accuracy of item and quantity - providing accounting with documentation to support payment to supplier. Contact Mutual regarding receipt of delivery. Facilitate storage of non-inventory items if delivery to Mutual is delayed.	Billable	Mutual		
2	NLP	Purchasing - Special Materials Requests	Special Non-inventory purchase requests (generators, storage sheds, skylights, etc.). Returns of special non-inventory purchase requests, either due to defective merchandise, or change of plans.	Billable	Mutual		
3	NLP	Purchasing - Special Materials Requests	Special Non-inventory purchase requests for ongoing items (i.e. skylights)	Billable	Mutual / Shareholder		
4	NLP	Purchasing - Appliances	Facilitate SRO split billings on upgrade items, i.e. bottom freezer refrigerators	Non-billable	Mutual		
5	NLP	Purchasing - Appliances	Refrigerator Warranty Repair Requests.	Non-billable	Mutual		Calls to warranty repair company and shareholder, both to schedule and follow up that service was completed.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Incident Reports - daily review and disseminate reports to each mutual president	Director	Non-billable	Mutual		Review reports every morning and forward to mutual presidents as draft, answer and possibly research any inquiries that are generated from those reports. Reports are changed to reflect the needs of the Mutuels, such as adding areas to DOA reports. Over 200 reports a month.
2	NLP	Document member vs Mutual disputes or member vs member disputes	Investigations	Non-billable	Mutual / Shareholder		There are instances between residents, and Mutual Boards and residents, that require additional investigation and detailed documentation.
3	NLP	Standby duty for Admin/Mutual meetings		Non-billable	Mutual		
4	NLP	Vehicle Towing	Patrol officer	Non-billable	Mutual		Meet Mutual Director for vehicle tows, take picture and write reports.
5	NLP	Paramedic calls	patrol officer	Non-billable	Mutual / Shareholder		Security stands by at the location to learn if the Shareholder will be transported to a hospital. If transported, Security will ensure the unit is secured and any animals present will be cared for. Writes report.
6	NLP	Lockouts	Patrol officer	Non-billable	Mutual		Lockout services are provided to all Mutuels, 24 hours a day, 7 days a week.
7	NLP	Traffic incidents	Patrol officer	Non-billable	Mutual / Shareholder		All traffic incidents are documented on our traffic report. There is no opinion regarding fault on the report. Security ensures that identifications are exchanged, and paramedics and/or SBPD called if necessary.
8	NLP	Injuries	Security / patrol office	Non-billable	Mutual		Any type of fall outside of a person's unit, is documented on an injury report. It is noted on the report whether the injured person was transported to a hospital for medical treatment.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
14	NLP	Death Investigations	If next of kin is at the scene but no legal authority exists, Security asks the occupants of the unit to leave. If necessary, the police will be called to ensure the interests of the deceased and minimize the liability to the Mutual regarding unauthorized people to stay in the unit.	Non-billable	Mutual		Security responds to all death investigations. If Security discovers the deceased during a welfare check, the police and paramedics are called immediately. If the deceased is unattended by anyone else in the unit, the coroner is called to the scene. If the coroner cannot find the next of kin, the coroner will take the deceased and seal the door with a Coroners seal. Security ensures the unit is secure. Mutual rules and policies will be followed.
15	NLP	Noise Check		Non-billable	Mutual		Security documents these types of incidents.
16	NLP	Welfare Checks		Non-billable	Mutual / Shareholder		Security will go to the unit to ensure the resident is safe. Security will contact the person reporting of the status of the resident. If there is any medical or other immediate issue, Security will notify the proper authorities.
17	NLP	Lost Residents		Non-billable	Mutual / Shareholder		Security responds to lost resident calls, along with observing lost residents while on patrol. If there is an issue with identifying the lost resident, the police are called for assistance.
18	NLP	Fire		Non-billable	Mutual		Security ensures that the fire department has been notified of any smoke or fire detected. Security at the scene will assist with the evacuation of residents and preserving the scene for investigators.
19	NLP	Resident Verbal Altercations		Non-billable	Mutual / Shareholder		Patrol officers will be sent when requested by a resident or a witness to DE-escalate verbal altercations between residents. If there is a crime involved, Security will call for police assistance.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
30	NLP	Hazardous Issues		Non-billable	Mutual		When a hazardous issue occurs the Mutual will contact Security. Security will place cones and tape when required to ensure resident's safety and will report the issue to be remedied by the appropriate department.
31	NLP	Smoking / Other Offensive Odors		Non-billable	Mutual		Security will investigate the issue and refer any Mutual violations to the Mutual President.
32		Moving In / Moving Out Assistance		Non-billable	Shareholder		Security is called to assist residents who are moving either in or out of the community by saving spaces for a moving van to pick up and deliver property. Pod style storage units used for moving in or out are also saved spaces but must be removed in 72 hours.
33		Bus Service Reservations		Non-billable	Shareholder		Residents may call the Security office where all bus service, including disabled bus requests and reservations, are made 7 days a week.
34	NLP	Injured / Dead Animals		Non-billable	Mutual		Residents may call Security when they observe an injured or dead animal.
35	NLP	Service Maintenance Requests		Non-billable	Mutual		After regular business hours (Monday through Friday after 4:30PM and all day Saturday and Sunday), residents call Security to report a service maintenance issue.
36	NLP	Laundry Room Violations		Non-billable	Mutual		Mutual can call Security when violations of their laundry room facilities are occurring.
37		RV Parking Requests		Non-billable	Mutual		There are no parking spaces inside a Mutual to accommodate either a resident's or resident's guest's recreational vehicle. Security offers RV parking on GRF property to alleviate this issue.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Physical Property Department Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
15	NLP	Coordination and the city of Seal Beach Building Department approval (Unit flooding, fire, etc.)		Non-billable	Mutual / Shareholder		
16	NLP	Coordination of repairs with Mutuals, contractors, and insurance companies.		Non-billable	Mutual / Shareholder		
17	NLP	Escrow corrective work liaison		Non-billable	Mutual / Shareholder		
18	NLP	Final inspections and escrow		Non-billable	Mutual / Shareholder		
19	NLP	Follow-up escrow inspections and associated documentation		Non-billable	Mutual / Shareholder		
20	NLP	Monthly BOD report		Non-billable	Mutual		
21	NLP	Mutual Director Liaison		Non-billable	Mutual		
22	NLP	Mutual job walks		Non-billable	Mutual / Shareholder		
23	NLP	Contractor orientation		Non-billable	Mutual / Shareholder		
24	NLP	Mutual policy review and updates		Non-billable	Mutual / Shareholder		
25	NLP	New buyer interviews (orientations)		Non-billable	Mutual		
26	NLP	New resident inspections		Non-billable	Mutual / Shareholder		
27	NLP	Permit review		Non-billable	Mutual / Shareholder		
28	NLP	Plan review for code compliance to support city of Seal Beach		Non-billable	Mutual / Shareholder		
29	NLP	Plan review for policy compliance - Shareholder		Non-billable	Mutual / Shareholder		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Physical Property Department Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
41	NLP	Requests from Service maintenance.		See comments	Mutual / Shareholder		The service becomes Billable when the inspector is called in and a damage report needs to be filed. If the call is due to shareholder's negligence they will be billed for inspector's time.
42	NLP	Water and fire damage inspection and reports; claims and all other associated paperwork. Water/Fire damage project management.		See comments	Mutual / Shareholder		Billing is per Mutual policy
43	NLP	Water/Fire damage project management		See comments	Mutual / Shareholder		The service becomes Billable when the inspector is called and a damage report needs to be filed. If the call is due to shareholders negligence they will be billed for inspector's time.
44	NLP	Contract management (RFP for landscaping and pest management)		Non-Billable	Mutual		
45	NLP	Roof inspections (non-destructive)		Non-billable	Mutual		
46	NLP	Roof repair service		Billable	Mutual		Can be outsourced
47	NLP	Termite inspections and associated documentation		Non-billable	Mutual		
48	NLP	Vendor invoice processing		Non-Billable	Mutual		
49	NLP	Annual Inspection	Includes: -Annual inspections follow up letters -Annual inspection follow-up inspections (in addition to initial follow up)	See comments	Mutual / Shareholder	The annual inspection that has been done accompanied by the Physical Property Inspector, issuing follow-up walk- through will be considered standard non-billable.	Additional follow-up walk-throughs that occurs due to violation of safety/fire inspection will be considered Billable and charged to the shareholder.
50	NLP	Overseeing concrete pours from beginning to end		Billable See comments	Mutual		This service is considered Billable if it takes over an hour of inspectors time.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Ice Maker	Will not install in any new refrigerators.	See comments Billable	Shareholder		Will only service existing ones that GRF installed. GRF won't install any new ones.
2	NLP	Garbage Disposal	Service, install and repair	Billable	Mutual / Shareholder		Billing is per Mutual policy
3	NLP	Water Heater	Service, install and repair (30 gal & 40 gal)	Billable	Mutual / Shareholder		Billing is per Mutual policy
4	NLP	Laundry Room Water Heater	Service, install and repair (50 gal)	Billable	Mutual		
5	NLP	Shower Hose/Head	Service, install and repair	Billable	Mutual / Shareholder		Billing is per Mutual policy
6	NLP	Supply Valve at Water Heater	Service, install and repair	Billable	Mutual		
7	NLP	Supply Valves to Buildings	Service, install, repair and rebuild	Billable	Mutual		
8	NLP	Backflow Water Supply Valve	Service, repair and rebuild	Billable	Mutual		
9	NLP	Building Water Supply	Repair and replace water lines in walls and attics	Billable	Mutual		
10	NLP	Hose Bibbs/Water lines	Repair, replace, and relocate water lines to hose bibs	Billable	Mutual		
11	NLP	Hose Bibbs	Replace and repair hose Bibb (outdoor faucet)	Billable	Mutual / Shareholder		Only applies to approved, architecturally permitted hose bibbs. Others can be billable to the Shareholder.
12	NLP	Outside Water Supply	Repair and replace water mains to bldg. - repair and replace water lines to irrigation systems	Billable	Mutual		SM can outsource.
13	NLP	Bypass Waterlines	Connect temporary water lines to feed buildings	Billable	Mutual		
14	NLP	Kennedy Valves	Exercise kennedy valves in the street - Shut- off valves for contractors when needed	Billable	Mutual		
15	NLP	Commercial Water heaters/boilers. Emergency service	Service and repair lines to boilers (mutual 17)	Billable	Mutual		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
32	NLP	Angle stops	Service and replace angle stops under sinks, and at toilet	Billable	Mutual / Shareholder		Per Mutual policy
33	NLP	Sewer Laterals	a. Inspect broken sewer laterals	Billable	Mutual		
34	NLP	Ceilings	Service, repair and patch	Billable	Mutual / Shareholder		Ceiling bath heater/fans, M15 wall heaters and M15 sewer laterals in the kitchens; anything outside of those noted will be determined by Management and/or PP Inspectors.
35	NLP	Walls	b. Emergency service, small (reasonable) repair	Billable	Mutual / Shareholder		All will be determined case-by-case depending on the size and extent of the work. We will secure any unsafe issues.
36	NLP	Window Glass	Replace standard glass ONLY (mutual)	Billable	Mutual / Shareholder		Per Mutual Policy
37	NLP	Mirror. Standard mirrors	Service, remove and install	Billable	Mutual / Shareholder		Per Mutual Policy
38	NLP	Doors	Service, repair and install	Billable	Mutual / Shareholder		Per Mutual Policy
39	NLP	Rolling Doors for closets. Standard doors	Service, repair and install	Billable	Mutual / Shareholder		Per Mutual Policy
40	NLP	Weather Stripping (around standrad doors and windows)	Install around doors and windows	Billable	Mutual		
41	NLP	Insulation (incl. water heater area)	Remove and install	Billable	Mutual		
42	NLP	Standard screens	Assemble, rescreen, install and repair	Billable	Mutual / Shareholder		Per Mutual Policy
43	NLP	Standard Kitchen Counter	Service, modify, install and repair (see above)	Billable	Mutual		
44	NLP	Standard Basin Counter	Service, modify, install and repair	Billable	Mutual		
45	NLP	Cabinets	Service, modify, and install mutual standard cabinets	Billable	Mutual		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
63	NLP	Dry rot (up to 100 sq. ft.)	Replace rafters, beams, joist, plywood, etc. - rebuild framing in units and at carports	Billable	Mutual		Becomes non-standard beyond 100 sq. ft., at SM discretion. Outsourcing also at SM discretion.
64	NLP	Paint	SM is capable of painting all parking spaces, stops, curbs, ect.	Billable	Mutual		Primer and treat lumber ONLY
65	NLP	Roof Leaks	Locate and cover with plastic	Billable	Mutual		
66	NLP	Attic Vent Screen	Service and reinstall	Billable	Mutual		
67	NLP	Carport		Billable	Mutual		Lights, dry rot and termite (small repairs), paint parking spaces, small repairs on storage cabinets, ect.
68	NLP	Signs	Install building/carport signs	Billable	Mutual		
69	NLP	Solar Panels	Clean solar panels ONLY	Billable	Mutual		
70	NLP	Concrete (Small repairs only)	Remove, install, patch and grind	Billable	Mutual Only Service	NO work done for Shareholders.	Mutual work of 6ft., not to exceed 24 sq ft only. All others will be outsourced.
71	NLP	Street Painting (Limited or outsourced)	Paint curbs and parking spaces (mutual)	Billable	Mutual		SM can outsource.
72	NLP	Asphalt (Limited or outsourced)	Patch holes	Billable	Mutual		SM can outsource.
73	NLP	Block Walls (Limited or outsourced)	Service, install and rebuild	Billable	Mutual		SM can outsource.
74	NLP	Stucco (Limited or outsourced)	Service, repair and patch	Billable	Mutual		SM can outsource.
75	NLP	Delineators	Setup cones and flashers for Mutual	Billable	Mutual		
76	NLP	Steel Plates (Limited or outsourced)	Remove, reinstall and paint	Billable	Mutual		Steel cover plates over transformers. Mutual pays for outsourced service.
77	NLP	Delivery	Deliver materials for special projects	Billable	Mutual		
78	NLP	Illegal Dumping	Pick-up large items left around trashbins, carports and units.	Billable	Mutual		

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	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
96	NLP	Switches, Outlets & GFCI	Install, service, troubleshoot and repair	Billable	Mutual / Shareholder		
97	NLP	Electrical Bill "Too High"	Troubleshoot and monitor electricity	Billable	Mutual / Shareholder		Shareholder charge if determined to be at fault
98	NLP	Demand Controllers	Troubleshoot, install, service and repair	Billable	Mutual		
99	NLP	Laundry Rooms	Repair and replace sensor switches - repair and replace outlets & lights	Billable	Mutual		
100	NLP	Laundry Rooms - Preventative Maintenance		Billable	Mutual		
101	NLP	Bath/Kitchen Lights	Replace bulbs, ballasts and retrofit LED upgrades	Billable	Mutual / Shareholder		Charge based off Mutual policy
102	NLP	Bedroom/Living Room Lights	Replace bulbs, ballasts and retrofit LED upgrades	Billable	Mutual / Shareholder		Charge based off Mutual policy
103	NLP	Porch Lights	Replace bulbs and fixtures	Billable	Mutual / Shareholder		Charge based off Mutual policy
104	NLP	Walk Lights	Repair, weld and replace polls - change bulbs - repair conduit and run new wire	Billable	Mutual		Large jobs are outsourced
105	NLP	Main Breakers	Exercise and replace main breakers at building ends.	Billable	Mutual		
106	NLP	Wiring	Troubleshoot, run new wiring, conduit, etc.	Billable	Mutual		
107	NLP	No Hot Water	Troubleshoot and replace elements and thermostats - turn up temp.	Billable	Mutual		
108	NLP	Salvage of Standard Items		Billable	Shareholder		Shareholders charged to pick-up, dispose of and/or salvage any standard item removed from the unit.
109	NLP	Windows	Service and repair for proper function (mutual/shareholder)	Billable	Mutual / Shareholder		Standard Windows. If Shareholder fault then Shareholder is charged.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Mutual Administration - Community Manager	GRF Services Billable or Non-billable	Mutual, Shareholder Service	Committee comments	Staff Description
1	NLP	Keep track of special requests of 16 mutuals (presidents/directors)	Recording Secretary	Non-Billable See Comments	Mutual	No non-governance assistance	The Mutual Ad-Min team has a "playbook" for each Mutual with their requests each month so they do not forget and ease of training.
2	NLP	Insurance claims (as needed)	GRF or Portfolio Specialist	See Comments	Mutual	Bill time to insurance or responsible party, no compensation for meals. Will be billing time for personal party.	Depending on whether claim is on GRF or mutual property, dictates GRF or Mutual responsibility; Extra charges for claims assistance and follow-through.
3	NLP	Executive session	Director or Portfolio Specialist	Non-Billable	Mutual		16 meetings a month
4	NLP	Legal cases (30 day notice, posting, follow-up)	Director or Mgr	Non-Billable	Mutual		Department follows up on all legal cases before each monthly meeting for the most current information to give to the Board in ES.
5	NLP	Set up and attend meetings/conference calls with the Mutual board and attorney	Director or Portfolio Specialist, with R/S	Non-Billable	Mutual		
6	NLP	Monthly meetings with Mutual presidents or directors	Director or Portfolio Specialist w/R.S.	Non-Billable	Mutual		
7	NLP	Review mutual meeting in Leisure World newspaper (weekly)	R.S.	Non-Billable	Mutual		
8	NLP	Produce 16 Mutual agendas per month	Recording Secretary	Non-Billable	Mutual		
9	NLP	Produce one presidents' council meeting agenda per month	Recording Secretary	Non-Billable	Mutual		President's Council
10	NLP	Create policy posting sheets for 16 Mutuals	Recording Secretary	Non-Billable	Mutual		
11	NLP	Schedule and attend agenda prep meetings	Recording Secretary	Non-Billable	Mutual		
12	NLP	Research (policies/legal rules and regulations)	Director/Portfolio Specialist	Non-Billable	Mutual		
13	NLP	Update 16 Mutual rosters	Recording Secretary	Non-Billable	Mutual		As needed (as least annually)

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Mutual Administration - Community Manager	GRF Services Billable or Non-billable	Mutual, Shareholder Service	Committee comments	Staff Description
25	NLP	Update primary resolutions for 16 Mutuals	Recording Secretary	Non-Billable	Mutual		
26	NLP	Produce special meeting posting sheets for 16 Mutuals (special/executive)	Recording Secretary	Non-Billable	Mutual		
27	NLP	Attend 16 mutual meetings per month	Recording Secretary	Non-Billable	Mutual		
28	NLP	Attend one council meeting per month	Director or Portfolio Specialist w/R.S.	Non-Billable	Mutual		President's Council
29	NLP	Produce various training documents for new Directors?	Recording Secretary	Non-Billable	Mutual		Seminars
30	NLP	Emails	Director or Mgr's discretion	Non-Billable	Mutual		Review and respond, if necessary, to email/security reports.
31	NLP	SH file review	Director; Portfolio Specialist; or R.S.	Non-Billable	Mutual		
32	NLP	Phone calls	Mutual department secry	Non-Billable	Mutual		
33	NLP	Office visit/Mutual director	Director or Portfolio Specialist	Non-Billable	Mutual		By appointment only
34	NLP	Maintain copies at desk for board member pick-up		Non-Billable	Mutual		
35	NLP	Mutual board mtgs (exec session)	Portfolio Specialist	Non-Billable	Mutual		Prepare manager/director with files
36	NLP	Shareholder's delinquent accounts	Portfolio Specialist/Office Secry	Non-Billable	Mutual		Track accounts over \$1,500/prepare for letters, follow-up and track monies collected.
37	NLP	Closed files	Portfolio Specialist/Office Secry	Non-Billable	Mutual		Maintain closed files in case they are re-opened.
38	NLP	Shareholder's with concerns/issues	Portfolio Specialist	Non-Billable	Shareholder / Mutual	By appointment only.	Assist Shareholders with concerns/issues only with Portfolio Specialist/director's approval or direction, and follow-up with mutual presidents.
39	NLP	Emails	Recpt, Office Secry, R.S., Portfolio Specialist	Non-Billable	Mutual		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Escrow Related Processes	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1		Notice of Intent Review	Review the NOI for accurate ownership/legal authority to sell the unit; Mutual 9 & 12 require presale clean up form with the NOI	Non-Billable	Mutual		
2		Legal Authority - Successor Trustee	Successor Trustee(s) brings Trust and all Amendments to Stock Transfer; and proof of death or incapacity and provides copies of both GRF and Stock certificates and assignment to the trust. If the Trust and the Certificate assignments match, and the person is named the Successor Trustee, input the Successor Trustee in the system.	Non-Billable	Mutual		
3		Legal Authority - Successor Trustee	Issue a quarterly inheritor's pass. Notify the Mutual and Security as needed.	Non-Billable	Mutual		
4		Trust Review by Counsel, List and Sell the Unit OR transfer ownership	Successor Trustee(s) brings Trust and all Amendments to Stock Transfer; and proof of death or incapacity; OR all the documents are submitted through the escrow agent	See Comments	Mutual / Shareholder		\$75.00 charge for Power of Attorney (P.O.A) and Court Orders and \$125.00 for Trust review per 40-5061-2 Fees
5		Financial Review	When the seller and buyer have reached an agreement, the buyer, realtor and escrow agent prepare and submit a Financial Worksheet	Non-Billable	Mutual		Different qualifications per Mutual
6		Financial Review	The Financial Worksheet submission includes all required supporting documents per the Mutual Eligibility Requirements. All calculations and documents are validated with the appropriate Mutual policy. If all information is validated, and the buyer(s) qualify, a Financial Review Form is completed. One copy is provided to escrow, one is provided to the Mutual President and one is kept with the packet in the unit file.	Non-Billable	Mutual		Mutual gets documents prior to orientation

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - New Buyer Escrows	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Rush Escrows - under 10 days	Stock transfer is given 10 business days to process an escrow, from the date that it is received. Seller and buyer is confirmed through paperwork submitted from an escrow company - seller's legal authority, seller and buyer's signed escrow instructions, notices, disclosures, membership application and age verifications.	Billable See Comments			Requesting Party pays
2		Escrows	These documents and forms include (if applicable): Approval and demands, co-occupancy application and qualified permanent resident agreement, restrictions of rights and waiver of occupancy and registration form for a nonresident co-owner, Golden Rain Foundation membership application, doctor's letter, active adult community disclosure, financial approval sheet, physical properties pre-listing inspection report, escape tax form, escrow instructions, buyer emergency contact form, notice of disclosures, homeowner's insurance disclosure, and the dual-occupancy form. Along with documents and forms, we receive ID and birth certificate, or Passport to verify age of buyer(s).	See Comments	Mutual / Shareholder		Co-occupants if in Escrow, Escrow does the paperwork and collects the fees in the Escrow Instructions, amenities fee and \$100.00 set up fee per 40-5060-2 Fees.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Membership Transfer Process	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Shareholder-Member (s)	Request to add a prospective member on title. Verify legal authority for title change by GRF identification card. Prospective member must meet Mutual Eligibility Requirements.	See Comments	Shareholder / Mutual	Pay fees	Schedule appointment to sign documents and pay required fees.
2		Nonresident Co-Owner	Request to transfer stock upon the death of a Shareholder- Member(s). Verify legal authority for title change by government issued identification. prospective member must meet Mutual Eligibility Requirements.	Billable	Mutual / Shareholder		Nonresidents do not financially qualify. Different qualifications per Mutual.
3		Financial Verification - for all transfers except Nonresident Co-Owner	The Financial Worksheet submission includes all required supporting documents per the Mutual Eligibility Requirements.	Non-Billable See Comments	Mutual		The Mutuals Requirements and policies are not identical.
4		Financial Verification - for all transfers except Nonresident Co-Owner	All calculations and documents are validated with the appropriate Mutual policy.	Non-Billable	Mutual		
5		Financial Verification - for all transfers except Nonresident Co-Owner	If all information is validated, and the prospective member(s) qualify, an appointment is schedule to sign transfer documents.	Non-Billable	Mutual		
6		Transfer documents	Prepare documents: Occupancy Agreement, Request to Transfer, Change of Ownership, Mutual Stock Certificate, GRF Certificate, Inspection Request, Obtain Account Balance, notify the Mutual President that documents are ready.	Billable See Comments	Mutual		\$250.00 per policy 40-5061-2 Fees
7	NLP	Annual Mail-out & Returned Mail	Near the end of each December property taxes, annual passes are mailed to each unit. Coupon books are mailed separately. Annual passes will be mailed out until GRF no longer issues them.	Non-Billable	Mutual / Shareholder	STO reproduces the 4 missing annual passes. Note: The replacement of passes are recorded in the computer to avoid possible duplicate issuing.	Envelopes that are not deliverable (for various reasons) are returned to STO for members to claim. If a member comes in (with their ID card), and their mail has not been returned to us, we submit a request for a duplicate tax statement from the finance department.
8	NLP	Renters	To follow the established rules for the use of Trust Property by M/O and R/L. Follow the established rules for Mutual as well.	Billable See Comments	Mutual, Shareholders		Collect the required fees and update the systems accordingly.

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	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Counter Processes	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Passes: Service - NRCO, POA, Inheritor, Trustee, Administrator, Court Ordered Executor	To receive one of these passes a Service Pass Request form must be completed. The file is pulled so as to confirm authority. Any necessary paperwork is copied and attached to the fly sheet. 2 passes are issued with a small punch in the lower right corner allowing access to the community before/after hours and on weekends, as the regular gate passes are limited on their hours of entry.	Non-Billable	Mutual		
2	NLP	Caregiver	ALL caregivers MUST register with EACH client they are assisting per Mutual Policies.	Non-Billable	Mutual / Shareholder		

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	If a Mutual opt outs this service will no longer be provided.	Item	Copy Center	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1	NLP	Mutual Audit Financial Statements and Annual Budget copies	Carolyn Miller request copies of mutual (1-17) financial statement annually. There are 6,608 units for Mutual financials.	Non-Billable	Mutual	Budgets	
2	NLP	Monthly agendas and Minutes for Mutuals	Monthly agendas and minutes for the mutuals, the request is sent by administration (Mutual Administration).	Non-Billable	Mutual		
3	NLP	End-of-the-year mail-outs	Year-end envelopes included are passes/ Monthly-payment vouchers and deliver to post office. (6,608)	Non-Billable	Mutual	Passes will be included as long as GRF issues them.	Done by the copy center
4	NLP	Mutual copy orders	Copies ordered by Mutuals at the copy center	See Comments	Mutual		Mutuals billed for the copies at cost

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
15	NLP	Accounts Receivable	Reverse late fees per Mutual instructions	Non-Billable	Mutual		Accounting services provided to the Mutual
16	NLP	Audits	Present annual financial statements to each board at their board meetings. Prepare and review financial statement templates with disclosure notes. Initiate bank confirmation letters to all banks created and follow-up on non-responses.	Non-Billable	Mutual		Accounting services provided to the Mutual
17	NLP	Budgets	One-on-One budget meetings to compile budget information into template	Non-Billable	Mutual		Accounting services provided to the Mutual
18	NLP	Budgets	Finalize budget reports, update reserve study information, follow up on pending items. Present standardized budget reports to each board at their board meetings. Compile financial data to assist Mutuals with their budget planning.	Non-Billable	Mutual		Accounting services provided to the Mutual
19	NLP	Cable Billing	Review data from Spectrum and from Superwire; add or remove cable charges as instructed. Answer questions and explain cable billing to shareholders.	Non-Billable	Mutual		Accounting services provided to the Mutual for billing cable charges to shareholders.
20	NLP	Cash Management	Research and process lockbox exceptions	Non-Billable	Mutual		Accounting services provided to the Mutual
21	NLP	Cash Management	Review prior day bank activity for all Mutual bank accounts	Non-Billable	Mutual		Accounting services provided to the Mutual
22	NLP	Cash Management	Follow up with payees on stale-dated checks	Non-Billable	Mutual		Accounting services provided to the Mutual
23	NLP	Cash Management	Perform bank reconciliations for 31 checking account	Non-Billable	Mutual		Accounting services provided to the Mutual
24	NLP	Cash Management	Send positive pay file to bank on a daily basis	Non-Billable	Mutual		Accounting services provided to the Mutual
25	NLP	Cash Management	Reconcile and post daily lockbox file from bank	Non-Billable	Mutual		Accounting services provided to the Mutual
26	NLP	Escrow	Prepare pink demand listing all outstanding balances and summarizing recurring monthly charges	Non-Billable	Mutual		Accounting services provided to the Mutual

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
42	NLP	Income Tax Returns	Pay quarterly estimated Federal and State income taxes	Non-Billable	Mutual		Accounting services provided to the Mutual
43	NLP	Misc. Violations	Follow up on delinquent accounts, send second notices or statements each month, provide aging receivable report to Mutual.	Non-Billable	Mutual		Accounting services provided to the Mutual. Except where noted.
44	NLP	Mutual Fires	Additional invoice processing. Process insurance claims proceeds. Track expenses for insurance reporting.	Non-Billable	Mutual		Additional invoices due to contractors / vendors repairing the damage.
45	NLP	Mutual Fires		See Comments	Mutual		May be billable to the responsible person for GRF services such as security.
46	NLP	Mutual Unit Acquisitions	Compile acquisition costs including court-defined exchange, Transfer utility account to Mutual. Track expenses, including property taxes, during Mutual possession for gain/loss calculation. Record gain/loss on sale of unit and report on annual income tax filings.	Non-Billable	Mutual		Additional accounting services provided to the Mutual
47	NLP	Payment Processing	Add or update shareholder bank information for direct debits	Non-Billable	Mutual		Accounting services provided to the Mutual
48	NLP	Payment Processing	Verify input of shareholder bank information for accuracy	Non-Billable	Mutual		Accounting services provided to the Mutual
49	NLP	Payment Processing	Post payments for SROs, carrying charges and other miscellaneous charges to shareholder accounts receivable accounts.	Non-Billable	Mutual		Accounting services provided to the Mutual
50	NLP	Payment Processing	Record miscellaneous cash receipts by Mutual (Green sheets)	Non-Billable	Mutual		Accounting services provided to the Mutual
51	NLP	Payment Processing	Prepare bank deposits and scan checks to the bank by Mutual	Non-Billable	Mutual		Accounting services provided to the Mutual
52	NLP	Payment Processing	Process lockbox exception payments	Non-Billable	Mutual		Accounting services provided to the Mutual
53	NLP	Payment Processing	Batch mail monthly assessment payments to the lockbox payment processing center	Non-Billable	Mutual		Accounting services provided to the Mutual

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
65	NLP	Regulatory	TIN match all new vendors to mitigate B notices and improper 1099 reporting.	Non-Billable	Mutual		Accounting services provided to the Mutual
66	NLP	Regulatory	Maintain vendor database including Form W9 for 1099 reporting	Non-Billable	Mutual		Accounting services provided to the Mutual
67	NLP	Regulatory	Process 1099s for qualifying vendors at year-end	Non-Billable	Mutual		Accounting services provided to the Mutual
68	NLP	Reporting/Copying	Tracking all legal expenses by Mutual by case, maintain copies of all legal bills in respective files	Non-Billable	Mutual		Accounting services provided to the Mutual
69	NLP	Special Requests	Create performance reports for Mutuals recapping the year to be presented at Mutuals' annual meetings.	Non-Billable	Mutual		Accounting services provided to the Mutual
70	NLP	Special Requests	New CFOs requiring additional individual training over and above the training provided at the CFO council. Some directors require a significant amount of additional one-on-one time.	Non-Billable	Mutual	Cases of over usage of staff time will be handled on an individual basis with Mutual.	Accounting services provided to the Mutual. Well trained CFO's are in the best interest of both the Mutuals and GRF.
71	NLP	Perform reconciliations for all investment portfolios and money market accounts	The Standard number of bank accounts is 2 checking (general and tax & repair) and 3 money market accounts (restricted, non-restricted and property tax impounds). An additional 2 investment accounts would be acceptable.	See Comments	Mutual		Accounts over the standard amount will be Billable.
72	NLP	Budgets (Deleting this item and adding it to Mutual Administration Line #46)	Coordinate the copying of annual budgets and disclosure statements (M12) (will be deleted)	Billable	Mutual	Fees should match copy center fees. Plus hourly rate TBD.	M12 budget contains additional pages (disclosures and policies) that are not included in other Mutual budget reports.
73	NLP	Reporting/Copying	Provide additional copies of CFO packets that have already been provided	See Comments	Mutual		1 to a Mutual CFO a month is standard. Extras may be Billable for copy cost.
74	NLP	Insurance renewal (yearly)	GRF and Mutual	Non-Billable	All		
75	NLP	Charging Stations		Non-Billable	Mutual		GRF will not be involved in the charging of Shareholders but will handle payments received from Companies.

EXHIBIT “B”

Exhibit "B"

Hourly billing rates based on average full-time staff using 2022 budgeted wages, subject to increases pursuant to the terms and conditions of the Agreement.

Dept.

Finance	\$	48.00
Mutual Admin	\$	28.00
PP Inspectors	\$	44.00
Purchasing	\$	45.00
Recreation	\$	38.00
Security	\$	20.00
Stock Transfer	\$	28.00
HR	\$	35.00
Admin	\$	27.00
Service Maintenance	\$	47.20

Hourly Rate will be charged in ¼ hour segments.

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND MUTUAL RULES AND REGULATIONS
SECTION 2.3 – INSPECTION OF VACANT UNITS (NEW BUSINESS, ITEM C)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move to amend Section 2.3 – Inspections of Vacant Units of the Rules and Regulations on a preliminary basis until the 28-posting requirement has been completed. Section 2.3 will be ratified at the next scheduled meeting and take effect if the board receives no comments.

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

being made, the Shareholder shall, nonetheless, be responsible for any living expenses incurred during repairs and the monthly assessment on the Shareholder's Unit regardless of who caused the damage. The Shareholder, may, however, be indemnified by any and all individuals and entities who are liable for the damage making the Unit inhabitable. (See Form 14-7586-4).

2.3. Section 2.3 – Inspection of Vacant Units.

Any vacant, unoccupied or seasonal-use unit in Mutual Fourteen shall be inspected every ninety (90) days by a GRF Building Inspector and the Mutual director assigned to the respective building. Inspections shall be conducted during the months of January, April, July and October. The inspection in October may be waived during the years that the Fire/Safety Inspection is conducted. ~~There will be a maintenance/inspection charge for vacant, unoccupied or occasional use Units in the amount of forty dollars (\$40.00) per inspection.~~

The inspection of vacant units for sale will not be posted. The inspection for unoccupied and seasonal-use units will be posted at least twenty-four (24) hours in advance of the inspection.

2.4. Section 2.4 – Smoking.

The Mutual No. Fourteen Occupancy Agreement (“Occupancy Agreement”) provides that Shareholders shall not interfere with the rights of other residents and that Shareholders shall not commit or permit any nuisance within the Mutual.

The emission of secondhand smoke from devices including, but not limited to cigarettes, cigars, pipes, hookahs or similar items, may create conditions that interfere with the use and enjoyment of other Shareholders and Qualifying Resident's units, thereby constituting a nuisance. Thus, all Shareholders, Qualifying Residents, guests, and invitees must comply with the following, regarding secondhand smoke within the Mutual:

2.4.1. Any Shareholder and/or a Qualifying Resident/occupant/guest within the Mutual who wishes to smoke any substance (such as cigarettes, cigars, pipes, and/or hookahs or similar items) outside of a Unit may not do so within twenty (20) feet of any residential buildings in Mutual 14. This includes all exterior patios, but not porches.

2.4.2. Any damages and/or liability arising from the emission of secondhand smoke in violation of this rule by a Shareholder and/or a Qualifying Resident/occupant/guest, will be borne by the Shareholder and/or Qualifying Resident of the offending Unit.

2.4.3. If any Shareholder or Qualifying Resident believes that s/he is

Mutual Corporation No. Fourteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL TAKEN ON DECEMBER 01, 2021 (NEW BUSINESS, ITEM D)
DATE: DECEMBER 21, 2021
CC: MUTUAL FILE

I move to ratify phone poll conducted on Wednesday, December 01, 2021, to approve GRF Christmas gifts, at a cost not to exceed \$300. Funds to come from Operations and authorize the President to sign any necessary documentation.