

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOURTEEN  
December 21, 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, December 21, 2021, followed by the *Pledge of Allegiance* via Zoom Video and Building 5, Conference Rm B

**SHAREHOLDER COMMENTS**

One shareholder made a 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)  
Three Mutual Fourteen shareholder (in-person)

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

**MINUTES**

The Regular Meeting Minutes of November 16, 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 Chief Financial Officer Rosenfeld and seconded by Director Nevin, it was

RESOLVED to approve the permit to expand the entry walkway for Unit 14-023G. Work to be done at the shareholder's expense.

The MOTION passed unanimously with ROLL CALL vote.

Following questions, Mr. Meza left the meeting at 1:23 p.m.

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN  
SECRETARY/CORRESPONDENCE**

**December 21, 2021**

Secretary Simon received no correspondences.

**PRESIDENT'S REPORT**

President Melody presented his report (attached).

**VICE PRESIDENT'S REPORT**

Vice President Stefun provided an update.

**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
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

The MOTION passed unanimously with ROLL CALL vote.

**UNFINISHED BUSINESS**

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

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

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 Secretary Simon, it was

RESOLVED to approve that the review of the Mutuals' operating accounts,

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**December 21, 2021**

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.

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 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.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED 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.

The MOTION passed unanimously with ROLL CALL vote.

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

RESOLVED 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.

The MOTION passed unanimously with ROLL CALL vote.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Barua presented her report (attached).

**COMMITTEE REPORTS**

Physical Property Committee

Vice President Stefun provided an update.



**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**December 21, 2021**

Landscape Committee

Director Nevin presented his report (attached).

Emergency Information

Director Shaddow provided an update.

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, January 18, 2022, at 1:00 p.m., Zoom/Video and Building 5, Conference B**

**ADJOURNMENT**

President Melody adjourned the meeting at 2:14 p.m. and announced that there would be an executive session following the meeting.

**EXECUTIVE SESSION SUMMARY**

The Mutual Board met in Executive Session on November 16, 2021, at 2:18 p.m., and took the following actions:

The Board approved the Executive Session Meeting Minutes of November 16, 2021.

1. Legal Matters
  - a. No Legal Matters were discussed
2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. Three letters were drafted.

**BOARD OF DIRECTORS  
MUTUAL FOURTEEN**

**December 21, 2021**

- b. One file was closed.
- 4. Disciplinary Hearings
  - a. No disciplinary hearing was discussed.

The Executive Session was adjourned at 2:51 p.m.



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Attest, Susan Simon, Secretary  
SEAL BEACH MUTUAL FOURTEEN  
KV 12/21/2021  
Attachments



## INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: <b>(14) Fourteen</b>	INSPECTOR: <b>Mike Meza</b>
MUTUAL BOARD MEETING DATE: <b>December, 2021</b>	

### 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: <b>(14) Fourteen</b>		INSPECTOR: <b>Mike Meza</b>					
MUTUAL BOARD MEETING DATE: <b>December, 2021</b>							
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	

## Financial Statement Recap

11/30/2021

Page: 7

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Beach CA 90740

Nov Actual	Nov Budget		2021 Y-T-D Actual	2021 Y-T-D Budget
88,389	88,390	Carrying Charges	972,283	972,290
38,753	38,753	Reserve Funding	426,286	426,283
127,143	127,143	<b>Total Regular Assessments</b>	<b>1,398,569</b>	<b>1,398,573</b>
482	584	Service Income	6,367	6,424
117	256	Financial Income	1,552	2,816
6,611	1,899	Other Income	89,815	20,889
7,210	2,739	<b>Total Other Income</b>	<b>97,734</b>	<b>30,129</b>
134,353	129,882	<b>Total Mutual Income</b>	<b>1,496,303</b>	<b>1,428,702</b>
54,136	54,136	GRF Trust Maintenance Fee	569,480	595,496
9,314	9,335	Utilities	105,946	102,685
236	1,161	Professional Fees	7,252	12,771
0	39	Office Supplies	363	429
17,678	18,375	Outside Services	205,275	202,125
2,754	8,082	Taxes & Insurance	90,294	88,902
38,753	38,753	Contributions to Reserves	426,286	426,283
122,872	129,881	<b>Total Expenses Before Off-Budget</b>	<b>1,404,896</b>	<b>1,428,691</b>
11,481	1	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>91,408</b>	<b>11</b>
12,914	0	Depreciation Expense	132,375	0
(1,433)	1	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>(40,967)</b>	<b>11</b>
581	0	<b>Restricted Reserves</b>		
197	0	Appliance Reserve Equity	34,305	0
2,274	0	Painting Reserve	143,863	0
25,720	0	Contingency Operating Equity	150,167	0
9,142	0	Roofing Reserve	106,235	0
	0	Infrastructure Reserve	143,711	0
37,913	0	<b>Total Restricted Reserves</b>	<b>578,281</b>	<b>0</b>



CFO Report for December  
Meeting

Per the Nov 30,2021 financial statement Mutual 14 is in good shape. Our reserves are at \$578,281 with a surplus of (\$91,408) due to more units being sold than budgeted. .

I wish everyone a safe and healthy holiday

Respectfully submitted

Adrianne Rosenfeld

## PRESIDENT'S REPORT

December 21, 2021

Welcome to the December Mutual 14 Zoom and in person Board Meeting.

As we are 4 days from Christmas, the Mutual is looking festive and the light pole decorations have been repaired by N2N after the rain. It's not too late to donate to them for the decorations and replacement decorations that were needed.

I'm happy to report that we will be ending the year in a positive financial position, thanks to the Board, Budget Committee and the 21 unit sales in 2021. Mutual 14 has sold 2 unit since our last meeting with 10 units currently for sale.

As we look back on 2021, I would like to concentrate on the positives in another trying year during Covid. These include our new Physical Properties inspector, Mike Meza, who had big shoes to fill with Kevin Black being promoted. Well done, Mike! Jodi Hopkins, Mutual Administration Director, Ripa Barua, our Portfolio Manager and our Recording Secretary Kimberly Vasquez have kept your board up to date and on the right track. Thank you all!

Mutual 14 would not continue to be "the Beverly Hills" of Leisure World if not for the outstanding work of your Board of Directors. Bob Stefun, Vice President; Susan Simon, Secretary; Adrienne Rosenfeld, VP of Finance/Treasurer; Jack Nevin, Landscape Director; and directors Maryann Shaddow and Mary Ann Moore. I'm happy to report that all M14 Directors have agreed to be on next year's ballot for the Board. Thank you all...what a team we have.

I would also like to thank our M14 hardworking volunteers Jack Faucett, Kurt Bourhenne, Muriel Luther, Sandy Tessier, and Jim Gilbert. Our website continues to be the best in Leisure World, thanks to our webmaster Phil Arnold. Thank you, Phil! Last but not least, I would like to thank my Executive Assistant, Donna, who has been with me for over 58 years and is the power behind your President.

I wish everyone a Merry Christmas, a Happy Hanukah and I pray that 2022 will be a better year for us all.

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



# **Landscape Committee Report**

## **12/21/2021 Mutual 14 Board Meeting**

We are now in our winter mode with every other week mowing. The recent and anticipated rain has helped and will continue to help our brown and dormant areas. Please be patient. I must thank Jack Faucett for his informative and knowledgeable comments in his newsletter which helps us all recognize and understand what we are dealing with as we strive to keep our lawns and garden areas in the best condition we can. That is the objective of everyone to include shareholders and our landscaping team. His positive help is so appreciated. The past two months have been busy but productive with tree trimming, reseeding twice, managing water frequencies with the drought, cleaning gutters and the interruptions Mother Nature provided with the winds and rain. Please continue with your questions and concerns so we can react. I sincerely appreciate the positive input and suggestions I receive. Thank you.

Respectively submitted, Jack Nevin, Landscape Chairman

## Mutual 14 Caregiver Report December 21, 2021

As of the most recent report from Stock Transfer, we have 15 Shareholders utilizing the services of 25 Caregivers.

All Caregivers must be re registered yearly. If the Caregiver works in another Mutual, he/she must have an ID for each of them.

Assisted a Shareholder with the regulations for Caregiver registration.

Respectfully submitted,

Susan D Simon, Chair Caregivers



## Mutual 14 Pet Report December 21, 2021

As of the most current list from Stock Transfer on the pets in our Mutual we have 3 Birds, 17 cats, 41 dogs, 2 Emotional Support animals and 1 Service Dog. Mutual 14 has specific rules and regulations pertaining to pets, Service Animals and Emotional Support Animals.

It is necessary to re register all dogs yearly. I have communicated with Stock Transfer the regulation of Seal Beach to have a current rabies certificate in order to obtain a license. Hopefully the redundant regulation will be resolved. Additionally, our Mutual requires \$300,000 in Liability Insurance, and it may be redundant to require this as well. Keep in mind there are fines in place for non compliance.

There have been numerous sightings of cyotes in Leisure World. Please don't leave your pets unattended under any circumstance, confine your cats, and carry noise making devices when walking the pets for their safety as well as yours.

Thank you in advance for your cooperation

Susan D. Simon,

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



November 23, 2021

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Approved Consent Agenda

MOVED and approved the consent agenda included Minutes of the Finance Committee Board Meeting of October 18, 2021, • Minutes of the GRF Administration Committee Meeting of October 7, 2021 • Minutes of the Recreation Committee Meeting of October 4, 2021 • The minutes from October 26, 2021, GRF Board Meeting • The GRF Board Report dated November 23, 2021 • The acceptance of the Financial Statement, October 2021.

General – APPROVAL MANAGEMENT SERVICES LIST AND DEPARTMENT HOURLY RATE

MOVED to approve the new Management Agreement, along with the list of services (Exhibit A) and with the 2022 department hourly rates (Exhibit B) and to forward to the Mutual Boards for their approval.

General – APPROVAL OF JOB DESCRIPTIONS - COMMUNICATIONS COORDINATOR AND RECREATION ATTENDANT

**REMOVED FROM THE AGENDA PACKET ON NOVEMBER 23, 2021**

Communications & It Committee – APPROVAL LEISURE WORLD WEEKLY DIGITIZATION OF 1962-1999 MICROFILM

MOVED to approve the Historical Society's request to sign the Ancestry.com release for the Golden Rain News, Leisure World News, Seal Beach Leisure World News, Golden Rain Seal Beach Leisure World News, LW Weekly and succeeding titles TBD to become part of the CDNC UC Riverside/Newspapers.com digital newspaper database and to authorize the president to sign.

Finance Committee - APPROVAL 2021 / 2022 MASTER INSURANCE POLICY RENEWAL

MOVED to approve the master insurance policy proposal dated November 12, 2021, as submitted, in the amount of \$2,856,963, for the policy period of December 1, 2021, to December 1, 2022 and authorize the President to sign the required renewal documents, per the insurance proposal dated November 12, 2021, as prepared and submitted by DLD Insurance Brokers, Inc.

Finance Committee - APPROVAL TRUST PROPERTY LEASE AGREEMENT

MOVED to approve one-year term commencing on January 1, 2022, and expiring on December 31, 2022, at the annual rent of one dollar (\$1.00), per the terms and conditions, the following lease agreements for the exclusive use of Trust property:

Policy 40-1490-6, Friends of the Library Club; Policy 40-1491-6, Genealogy Club; Policy 40-1492-6, Golden Age Foundation; Policy 40-1493-6, Historical Society Club; Policy 40-1494-6, Radio Club.

Policy 40-1495-6, Theater Club; Policy 40-1496-6, Rolling Thunder Club; Policy 40-1497-6, Video Producers Club; Policy 40-1498-6, Mutual Eight; Policy 40-1489-6, LW Trailer Club.

Finance Committee - **TENTATIVE VOTE** – AMEND POLICY 40-5061-2 FEES

MOVED to amend 40-5061-2, Fees, updating the document language throughout the document, as presented. Pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2021.

Finance Committee - **TENTATIVE VOTE** - ADOPT POLICY 40-5580-2, ENTRY PASSES – FEES

MOVED to adopt policy 40-5580-2, Entry Passes - Fees, with sets forth the criteria and yearly passes for Real Estate, as presented. Pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2022.

GRF Administration Committee - APPROVAL FOR EMERGENCY SUPPLIES  
**REMOVED FROM THE AGENDA PACKET ON NOVEMBER 18, 2021.**

GRF Administration Committee - APPROVAL FOR TRUST PROPERTY USAGE FOR EMERGENCIES

MOVED to approve the use of Trust Property buildings in the event of an emergency or disaster impacting the community of Leisure World.

GRF Administration Committee - APPROVAL BUILDING FIVE IMPROVEMENTS FOR COUNCIL ON AGING

MOVED to approve capital improvements to the 248 square feet area within Building 5 for the use by Council on Aging, not to exceed \$13,000 capital funding, adding a \$2,000 contingency for the improvements are as follows:

- Replace carpet and repaint
- Replace ceiling lights with LED
- Replace exterior door and window, including panic hardware and automatic opener
- Replace window blinds
- Add signage

And if needed, a Draft for an annual lease will be created.

GRF Administration Committee - APPROVAL FOR PHASE THREE AND FOUR - ADMINISTRATION OFFICE AND WORKSTATION IMPROVEMENTS

MOVED to approve Phase Three and Four, Administration Offices, Ergonomic Process improvements and the addition of a training/flex workstation in an amount not to exceed \$14,084.00. Also, authorize the President to sign the contract.

Physical Property Committee - APPROVAL UPSTAIRS HVAC IN CLUBHOUSE SIX  
**REMOVED FROM THE AGENDA PACKET ON NOVEMBER 23, 2021**

Physical Property Committee – AMEND POLICY 30-5041-5 REAL TRUST PROPERTY ACREAGE

After a brief discussion, policy 30-5041-5 Real Trust Property Acreage was removed from the agenda and sent back to, Physical Property Committee, for further review.

Recreation Committee - APPROVAL CLUBHOUSE ONE - COOKING RANGE REPLACEMENT

MOVED to approve the purchase of a new cooking range from JES Restaurant Equipment in the amount of \$7,648.11 and additional \$500.00 for parts and installation for a total not to exceed \$8,148.11 from the replacement reserves

Recreation Committee - APPROVAL GOLDEN AGE FOUNDATION TAX PROGRAM 2022

MOVED to approve the use of the Knowledge and Learning Center by the Golden Age Foundation from January 2022 through mid-April of 2022 for income tax preparation as a free service to Leisure World Seal Beach residents

Recreation Committee – APPROVAL - CLUBHOUSE ONE AND CLUBHOUSE TWO WOODSHOPS

MOVED to conceptually approve the modifications and improvements to Trust Property as identified as:

- Clubhouse One, Woodshop One expansion into the adjacent space, 690 square feet. (Room currently has two of the six Clubhouse One pool tables).
- Clubhouse Two, Renovation of 1,051 square foot of space, currently used as a woodshop into a multiuse and activity room.

I further move to direct:

- the Recreation Committee, Physical Properties Committee and if required, the Architectural Design and Review Committee to develop full specifications and cost estimates.
- forward such estimate of Capital and/or Reserve Funds required to the Finance Committee.
- and upon the Finance Committees determination of the availability of Capital and/or Reserve Funds.

Return the proposed project to the Board for final action.

Recreation Committee – **FINAL VOTE** - AMEND POLICY 70-1429.02-1, GOLF COURSE RULES

MOVED to amend 70-1429.02-1 Golf Course Rules, add to the rules that shoes must be worn on the golf course, at all times, as presented.

Security, Bus & Traffic Committee – **TENTATIVE VOTE** - AMEND POLICY 80-1937-2, PARKING - FINES

MOVED to amend 80-1937-2, Parking -Fines, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 25, 2022



Security, Bus & Traffic Committee – **TENTATIVE VOTE** – RESCIND POLICY 80-1927.01-2, FEES FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY

MOVED to tentatively rescind policy 80-1927.01-2, Fees for Parking Rules Violations on Trust Property, pending a 28-day notification to the members, and a final vote by the GRF Board of Directors on January 25, 2022.

Security, Bus & Traffic Committee – **TENTATIVE VOTE** – RESCIND POLICY 80-1927.02-3, PARKING RULES FOR TRUST PROPERTY

MOVED to tentatively rescind policy 80-1927.02-3, Parking Rules for Trust Property, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on January 25, 2022.

## **Recap of GRF Committees' Activity**

**October 2021**

### **November 17, 2021, Architectural Design and Review Committee**

- CONCURRED to review one piece of correspondence, as presented on the agenda and forward it to Physical Property.
- MOVED to approve to replace the mural, in the sewing room.
- CONCURRED to further review the fireplace center at the next scheduled meeting.
- MOVED to request the Facility Director, inquire the price to cover certain areas of the channel fencing as well as filling in.
- CONCURRED to review the perimeter wall wire sculpture, at the next scheduled meeting.
- CONCURRED to review the planting at the library and globe, agenda topic, at the next scheduled meeting.
- CONCURRED to review the Clubhouse One, landscape agenda topic, at the next scheduled meeting.

### **November 15, 2021, Communication/IT Committee**

- CONCURRED to further review Community Wi-Fi Internet Services Subcommittee at a future date.
- CONCURRED to review previously submitted proposals on CH 4 dais and have the IT Supervisor provide an update at the next scheduled Committee meeting.
- CONCURRED to bring back Electronic Temperature Units Replacement in GRF Buildings to the next scheduled Committee meeting.
- CONCURRED to approve the option "B" for 2022 LW Minibus Cover.
- MOVED to approve the Historical Society's request to have GRF President sign the Ancestry.com release, as attached, for the Golden Rain News become part of the CDNC UC Riverside/Newspapers.com digital newspaper database and forward it to the Board for approval.
- MOVED to affirm the decision of the LW Weekly Managing Editor to procure commercial print services from Reed Printing, 4071 Greystone Drive, Ontario, CA, 91761, effective Nov. 18, 2021.
- CONCURRED to further review Replacement of Jenark and other Legacy Systems at the Committee's meeting in January 2022.
- CONCURRED to further review Upgrade Cameras and Equipment in Administration Conference Room at the next scheduled meeting.

- CONCURRED to further review Upgrade Cameras and Equipment in Conference Room B at the next scheduled meeting.
- CONCURRED to further review Policy 20-2807-1, GRF Emergency Text Parameters at the next scheduled meeting.
- CONCURRED to update Policy 20-2807-1, GRF Emergency Text Parameters, to include the GRF Director as an authorized spokesperson and further discuss it at the next scheduled Committee meeting along with Policy 20- 2806-1, Community Publications.

#### **November 15, 2021, Finance Committee**

- MOVED and recommended the GRF Board approve the insurance proposal dated November 12, 2021, as submitted, in the amount of \$2,856,963, for the policy period of December 1, 2021 to December 1, 2022 and authorize the President to sign the required renewal documents, per the insurance proposal dated November 12, 2021, as prepared and submitted by DLD Insurance Brokers, Inc.
- MOVED and recommended the GRF Board inform the Board that the Finance Committee has determined: • Capital Funds, in the amount of \$9,600, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed project, speed cushions.
- MOVED and recommended the GRF Board that the Finance Committee has determined: Capital Funds, in the amount of \$13,000, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project council on aging, use of space within building five.
- MOVED and recommended the GRF Board inform the Board that the Finance Committee has determined: • Reserve Funds, in the amount of \$8,149, are available and have directed the Director of Finance to place a temporary hold on these funds, pending Board action on the proposed Project to replace the Range at Clubhouse One
- MOVED and recommended the GRF Board approve, for a one-year term commencing on January 1, 2022, and expiring on December 31, 2022, at the annual rent of one dollar (\$1.00), per the terms and conditions, the following lease agreements for the exclusive use of Trust property: • Friends of the Library Club • Genealogy Club • Golden Age Foundation • Historical Society Club • Radio Club • Rolling Thunder Club • Theater Club • Video Producers Club • Mutual Eight • RV Lot.
- MOVED and recommended the GRF Board amend 40-5061-2, Fees, as amended.

#### **November 4, 2021, GRF Administration Committee**

- CONCURRED to bring Status Emergency Supply Storage Cabinet back to the next scheduled meeting.
- MOVED to recommend GRF Board to authorize not to exceed \$10,000 for emergency supply, pending the determination of the Finance Committee on the availability of the funds
- MOVED to recommend GRF Board to approve the use of Trust Property in the event of an emergency.
- CONCURRED by the Committee to bring Fitness Center Waiver Form back to the next scheduled meeting.
- MOVED to recommend the GRF Board to approve the use of Trust Property commonly identified as 248 square feet of space, adjacent to the Cafe within Building Five, by Orange County Service Agencies and if needed, a Draft for an annual lease will be created at the annual rate of \$1.00 per year.
- FAILED motion to approve Juneteenth, new Federal law.
- MOVED to recommend the GRF Board the use and annual lease at the rate of \$1.00 per year, of Trust Property commonly identified as 248 square feet of space, adjacent to the Café within

Building Five, by the Orange County Social Service Agency and if needed, a Draft for an annual lease will be created.

- MOVED to recommend the GRF Board to approve capital improvements to the space within Building Five, in an amount not to exceed \$13,000 funding, plus a contingency of \$2,000. Pending the determination of the availability of capital funds by the Finance Committee.
- MOVED to recommend the GRF Board to approve Phase three and four, administration offices, ergonomic process improvement and the addition of a training/flex workstation in an amount not to exceed \$14,084.00 funding sources plus a \$2,000 contingency. Pending the determination of the Finance Committee on the availability of the funds.
- CONCURRED to send Policy 30-5092-2 BOD Censure Procedure to the GRF Attorney for further review and to bring back to the next schedule meeting.

#### **November 8, 2021, Mutual Administration Committee**

- CONCURRED to send SRO Time Estimates to another Committee.
- CONCURRED to send premium Charge for Non-Standard Items for Escrow SROS to another Committee.
- CONCURRED to bring back 2021 Resource Booklet back to the next schedule meeting.

#### **November 3, 2021, Physical Property Committee**

- CONCURRED to have the Facilities Director bring back a breakdown of costs regarding the swimming pool to the next scheduled meeting.
- CONCURRED by the Committee to have the Facilities Director bring back additional information regarding the Storm Drain Screens Project Resurrection.
- CONCURRED to add the Total Quality Checklist to the Recreation Committee monthly staff reports.
- CONCURRED to have the Facilities Director get bids on automatic door openers for the Learning Center and Clubhouse Two Game Room.
- MOVED and recommended the GRF Board award a contract to County Heating and Air Inc., after a review by the Finance Committee, to replace the HVAC systems at the Clubhouse Six upstairs, per the recommended specifications by SPEC Engineering for a cost of \$205,563, and adding a 10% contingency of \$20,556, for permits and any unseen extras, for a total cost not to exceed \$226,119, Reserve funding.
- MOVED and recommended the GRF Board amend 30-5041-5, Real Trust Property Acreage, by making the substantial changes as well as making a change on the document number (50-5041-5) and approved, as final.

#### **November 1, 2021, Recreation Committee**

- CONCURRED by the Committee to forward correspondence, Masking Requirements Indoors, to the GRF Board.
- CONCURRED by the Committee to have the Recreation Director bring back additional information regarding the Mini Farm Leases and provide numbers on how many are currently still active.
- CONCURRED by the Committee to request additional information from the Facilities Director and bring it back at the next scheduled meeting.
- CONCURRED to review 2021-2022 Committee Goals at the next schedule meeting.
- MOVED and recommended the GRF Board approve expanding Woodshop One into the adjacent space, 690 sq. ft. and the renovation of 1051 sq. ft. of space in Clubhouse Two, currently used as a Woodshop into a multiuse and activity room, pending conceptual approval.
- MOVED to direct staff to fully develop a scope of work and general specifications for the proposed projects, pending approval from the GRF Board.

- MOVED to send the proposed project to the Physical Property Committee for final pricing, • And upon Physical Property approval, conditioned upon the projects coming in within the general estimates included in this presentation, Recording Secretary PPC \ RECREATION COMMITTEE Page 2 of 2 • Forward to the GRF Board, pending review by the Finance Committee and upon determination of available funding.
- MOVED to approve club use of the proposed storage closet and not implement the previous motion storage solutions.
- CONCURRED by the Committee to review Evaluation and Enhancement of 1.8 Acres at the next schedule committee meeting.
- MOVED to recommend the GRF Board approve the purchase of a new range from Jes Restaurant Equipment, in the amount of \$7,648.11 and an additional \$500.00 for contingencies to include the installation and any additional parts needed for the installation and to send to Finance to find approve funding to complete the replacement of the range.
- CONCURRED to have the Recreation Director update the Tentative Events Schedule for 2022 and will be reviewed at the next scheduled meeting.
- MOVED and recommended the GRF Board approve, Golden Age Foundation to use the Learning Center for the tax period.
- CONCURRED by the Committee to move the Recreation Committee meeting Decembers meeting to November 29, 2021.

#### **November 10, 2021, Security, Bus & Traffic Committee**

- CONCURRED to approve the Decal office to be closed on Wednesdays starting December 1, 2021
- CONCURRED to further review Contracted/Off-Site bus service and was requested to bring additional information to the next scheduled meeting.
- CONCURRED to postpone the body worn cameras for wellness check recording agenda topic, at the next scheduled meeting.
- MOVED and recommended the GRF Board, recommend the Board approve one solar LED light stop sign, for a total cost of \$2,500, pending review by the Finance Committee.
- CONCURRED to further review Left Turn Signal Lights at Golden Rain and St. Andrews at the next scheduled meeting.
- MOVED to investigate outsource companies to provide parking citations in Seal Beach Leisure World.
- MOVED and recommended the GRF Board amend 80-1937-2, Parking – Fines, as presented.
- moved and recommended the GRF Board rescind 80-1927.01-2, Fees for Parking Rules Violations on Trust Property, as presented.

## Financial Recap – October 2021

As of the ten-month period ended October 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$1,237,896.

Major variances are:

Wages, Taxes & Benefits	\$892,363	Favorable: Wages \$557K; P/R Taxes \$47K; Workers' Comp \$78K; 401(k) ER Match \$29K; Group Ins \$181K; average FTE < budget by 20 FTE
Agency Fees	(228,271)	Unfavorable: Temporary help to fill key positions
Professional Fees	(59,271)	Unfavorable: Unexpected legal expenses
Facilities Maintenance	59,744	Favorable: Maintenance scheduled for later in the year
Community Entertainment	45,185	Unfavorable: Budgeted events were not scheduled
Publication Printing	92,314	Favorable: Decrease in printing rates
Certificate Prep Fees	83,750	Favorable: Unit sales exceeds budget
Rental Income	217,415	Favorable: Unit sales exceeds budget
Other Income	113,894	Favorable: 2020 income tax refunds \$23K; permit income \$33K; Lost member ID card \$24K; Other \$34K
News Advertising Income	99,683	Favorable: Display, Front Footer & Telephone book
SRO Labor Cost Recovery	(79,857)	Unfavorable: Less billable hours than budgeted

	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
<b>Reserve Funds</b>				
Repairs & Replacements	\$11,871,439	\$500,591	\$11,370,848	7

	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
<b>Capital Funds</b>				
Capital Improvements	\$3,237,981	\$89,120	\$3,148,861	8

Total year-to-date approved unbudgeted operating expenses are \$166,551.



# PORTFOLIO SPECIALIST REPORT

## DECEMBER 2021



### **CAREGIVER REGISTRATION**

As a reminder the 2021 caregiver begins in late December in the Stock Transfer Office. Please make sure your caregiver is currently registered with a photo pass.

### **PET REGISTRATION AND RENEWAL IN THE NEW YEAR**

Per Pet Rules, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

If you have questions about registering your pet, call Stock Transfer at (562) 431-6586, ext. 346 or 347.

If you have questions about Pet Licenses, call City of Long Beach Animal Care Services at (562) 570-7387.

# ELDERLY HOLIDAY DEPRESSION

The holiday season is approaching and with all the shopping, cheer, and fellowship we share, please remember that our elder communities are at a higher risk of depression due to isolation.

Reach out to your elder community  
Include them in social activities  
Help them engage  
We are all family



**Please reach out if you or someone you know needs help**

**New Hope 24-hour crisis line - 714 639 4673**

Offers emergency crisis intervention

**Council on Aging of Southern California - 714 479 5030**

(Long term care Ombudsman Services, Friendly Visitor Programs)

**OC Warm Line - 714 991 6412**

Offers non-crisis emotional support and resources

**NAMI (National Alliance on Mental Illness) - 714 544 8488**

Offers support to people affected by or with mental illness.

**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

**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

**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