BUILDING NO: _____

BUILDING CAPTAIN'S UNIT: _____

PLEASE DO NOT DROP INTO MAIL SLOTS
DO NOT LEAVE AT VACANT APARTMENTS

MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL SEVEN via Zoom Video – Teleconference call November 18, 2020

The regular monthly board meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:10 p.m. on Wednesday, November 18, 2020.

SHAREHOLDERS' COMMENTS

No shareholders were present.

ROLL CALL

Present:	President Rotter; Vice President Bennett; Chief Financial Officer Fellows, Secretary Repasi; and Director Stevens
Absent:	Ms. Rapp, GRF Representative Mr. Hurtado, Building Inspector
Staff:	Ms. Hopkins, Mutual Administration Director (entered at 1:14 p.m.) Ms. Gamboa, Portfolio Specialist Ms. Barua, Portfolio Specialist (entered at 1:30 p.m.)

MINUTES

The October 21, 2020, regular meeting minutes were approved as printed by general consent of the Board.

BUILDING INSPECTOR'S REPORT

Building Inspector Hurtado was not present.

Following a discussion upon a MOTION duly made by President Rotter and seconded by Vice President Bennett, it was

> RESOLVED to approve proposed size and location of patio for unit 149-C. Jurado to submit detailed patio plans for Board approval.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Rotter and seconded by Vice President Bennett, it was

> RESOLVED to approve patio pergola proposal from AAA Awning for Unit 161-F at the shareholder's expense.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Rotter and seconded by Vice President Bennett, it was

> RESOLVED to approve aluminum awning proposal from AAA Awning for Unit 161-F at the shareholder's expense.

The MOTION passed unanimously.

UNIFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by President Rotter and seconded by Director Stevens, it was

> RESOLVED to amend Policy 7585.07 – Penalties, Fines and Fees on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion upon a MOTION duly made by President Rotter and seconded by Secretary Repasi, it was

> RESOLVED to adopt Policy 7560.07 – Leasing Rules on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Rotter and seconded by Secretary Repasi, it was

> RESOLVED to rescind Policy 7560 – Apartment Rental on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

SECRETARY/CORRESPONDENCE

Secretary Repasi had no correspondence.

GRF REPRESENTATIVE

GRF Representative Rapp was not present.

MUTUAL ADMINISTRATION DIRECTOR

Mutual Administration Director Hopkins did not present a report.

ANNOUNCEMENTS

> **NEXT REGULAR BOARD MEETING: Wednesday, December 16, 2020 at 1:00 p.m., via Zoom Video and Conference Call**

COMMITTEE REPORTS

There were no committee reports

DIRECTORS' COMMENTS

There were no directors' comments

SHAREHOLDERS' COMMENTS

No shareholder comments.

ADJOURNMENT

President Rotter adjourned the meeting at 2:02 p.m. and announced that there would be executive session following to discuss member issues.

RESOLVED to adopt Policy 7560.07 – Leasing Rules on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

RESOLVED to rescind Policy 7560 – Apartment Rental on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on November 18, 2020, at 2:45 p.m., and took the following actions:

1. Legal Matters
    a. No legal matters were discussed.
2. Contracts
    a. No contracts were discussed.
3. Assessments / Delinquencies
    a. 1 File was Closed
    b. 4 Files to Monitor
4. Disciplinary Hearings
    a. No disciplinary hearings.

Sue Rotter

Attest, Sue Rotter, President
SEAL BEACH MUTUAL SEVEN
Rb: 11/18/20

RESOLUTIONS IN THE REGULAR MONTHLY MEETING OF NOVEMBER 18, 2020

The October 21, 2020, regular meeting minutes were approved as printed by general consent of the Board.

RESOLVED to approve proposed size and location of patio for unit 149-C. Jurado to submit detailed patio plans for Board approval.

RESOLVED to approve patio pergola proposal from AAA Awning for Unit 161-F at the shareholder's expense.

RESOLVED to approve aluminum awning proposal from AAA Awning for Unit 161-F at the shareholder's expense.

RESOLVED to amend Policy 7585.07 – Penalties, Fines and Fees on a preliminary basis until the 28-day posting period has been completed. The
policies will be ratified at the next scheduled board meeting and take effect if the Board receives no comments.

1007 Seal Beach Mutual No. Seven
Financial Statement Recap
10/31/2019

P.O. Box 2069
Seal Beach CA 90740

Oct Actual	Oct Budget		2019 Y-T-D Actual	2019 Y-T-D Budget
100,800	100,800	Carrying Charges	1,008,002	1,008,000
53,764	53,765	Reserve Funding	537,637	537,650
154,564	**154,565**	**Total Regular Assessments**	**1,545,638**	**1,545,650**
992	998	Service Income	8,794	9,980
1,924	2,918	Financial Income	28,378	29,180
2,702	2,193	Other Income	33,503	21,930
5,618	**6,109**	**Total Other Income**	**70,675**	**61,090**
160,182	**160,674**	**Total Mutual Income**	**1,616,313**	**1,606,740**
60,749	60,749	GRF Trust Maintenance Fee	605,106	607,490
8,046	10,671	Utilities	95,753	106,710
2,465	910	Professional Fees	16,202	9,100
30,202	26,163	Outside Services	265,165	261,630
4,021	8,417	Taxes & Insurance	95,625	84,170
53,764	53,765	Contributions to Reserves	537,637	537,650
159,247	**160,675**	**Total Expenses Before Off-Budget**	**1,615,488**	**1,606,750**
935	**(1)**	**Excess Inc/(Exp) Before Off-Budget**	**825**	**(10)**
13,966	0	Depreciation Expense	104,793	0
(13,030)	**(1)**	**Excess Inc/(Exp) After Off-Budget**	**(103,967)**	**(10)**
		Restricted Reserves		
4,898	0	Appliance Reserve Equity	5,982	0
364	0	Painting Reserve	169,271	0
13,496	0	Roofing Reserve	495,581	0
0	0	Emergency Reserve Equity	116,787	0
(3,340)	0	Infrastructure Reserve	56,532	0
15,417	**0**	**Total Restricted Reserves**	**844,153**	**0**

Mutual Administration Director's Report NOVEMBER 2020
Candle Fire Safety

Don't let this turn into this

With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies.

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

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

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

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

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

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

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

October 27, 2020

GRF

BOARD NEWSLETTER

Approved Consent Agenda
MOVED and duly approved the Committee/Board meeting minutes for the month of September 2020, the minutes of the September 29, 2020 Board meeting, the minutes of the October 5, 2020 Special Board meeting, the October GRF Board Report, dated October 27, 2020, and acceptance of the Financial Statements, September 2020, for Audit.

General – Approve 70-1448-3D, Emergency Operational Procedures – Amphitheater, Phase One
MOVED and duly approved to reconsider approval of 70-1448-3D, Emergency Operational Procedures – Amphitheater, Phase One, based on information provided by the Orange County Health Authority, which will allow the use of the Amphitheater for religious services provided that hand sanitizer is provided or attendees bring their own individual hand sanitizer.

MOVED and duly approved to reopen the Amphitheater for religious services as soon as staff can accommodate the terms of the Emergency Operational Procedure.

General – Establishment of Ad hoc Committees

MOVED and duly approved and thereby established the AB 3182 Ad hoc Committee and granted to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy, pursuant to state statute (Corp. Code §7210**;** Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation.

MOVED and duly approved the appointment of Carole Damoci, Chair, Marsha Gerber, Kathy Rapp, Paul Pratt, and Paula Snowden to the AB 3182 Ad hoc Committee.

MOVED and duly approved and thereby established the Bulk Cable Ad hoc Committee and granted to the Ad hoc Committee limited authority specifically stated within the GRF governing documents, and policies or other authority as granted by the BOD or as stated within this policy, pursuant to state statute (Corp. Code §7210**;** Corp. Code §7212(c)) and Article VII of the Bylaws of the Golden Rain Foundation.

MOVED and duly approved the appointment of Nick Massetti, Chair, Lee Melody, Carole Damoci, Paul Pratt, Larry Slutsky, and Paula Snowden to the Bulk Cable Ad hoc Committee.

General – Approve 30-5095-4, Fitness Center Release/Waiver
MOVED and duly approved the newly revised Release of Future Claims/Hazardous Activity document (governing document # 30-5095-4), for the use in the Fitness Center.

Architectural Design & Review Committee – Reserve Funding Request – Carwash/Service Maintenance Area, Replace Landscaping
MOVED and duly approved the replacement of landscaping at the Carwash and Service Maintenance areas per Exhibit A in the agenda packet, at a cost not to exceed $5,690, Reserve Funding, and authorize the President to sign the contract.

Communications/IT Committee – Capital Funding Request – Paramount WorkPlace Solutions
MOVED and duly approved the purchase of the Paramount WorkPlace software, in the amount not to exceed $41,220, Capital funds and $3,780, Operating funds and to authorize the President to sign the purchase agreement.

Approved Consent Agenda
MOVED and duly approved to 70-1448-1, Emergency Operational Rule, 70-1448-3E, Emergency Operational Procedures – Pool and Spa, Phase One, 70-1448-3F, Emergency Operational Procedures – Fitness Center, Phase One, 70-1448-3G, Emergency Operational Procedures – Friends of the Library, Phase One, 70-1448-3H, Emergency Operational Procedures – Leisure World Library, Phase One, 70-1448-3J, Emergency Operational Procedures – Clubhouse One and Two, Poolrooms, Phase One, 70-1448-3K,– Clubhouse One and Two, Woodshops, Phase One, 70-1448-3L, Emergency Operational Procedures – Clubhouse Three, Sewing Room, Phase One, 70-1448-3M, Emergency Operational Procedures – Clubhouse Four, Art Studio, Phase One, 70-1448-3N, Emergency Operational Procedures – Clubhouse Four, Ceramics Studio, Phase One, 70-1448-3O, Phase One and 70-1448-3P, Emergency Operational Procedures – Veterans' Plaza, Religious and Vocal Groups, Phase Two.

MOVED and duly approved to refer 70-1449-1, Emergency Operational Rule – Face Mask to the COVID-19 Ad hoc Committee for review.

MOVED and duly approved to amend 70-1448-3O, Emergency Operational Procedures – Clubhouse Four, Lapidary Studio, amending the maximum number of members to six.

Finance Committee – Approve RV Lot Lease
MOVED and duly approved to refer Leisure World Trailer Club lease, for the period of August 1, 2020 through December 31, 2021, for $1.00 to the Recreation Committee for review.

Adopt 40-5523-2, Accounts Receivable Collections - Fees
MOVED and duly approved to adopt 40-5523-2, Accounts Receivable Collections – Fees, as presented, removing the fees from 40-5523-1, Accounts Receivable Collections.

Finance Committee – Amend 40-2920-3, Budget Controls
MOVED and duly approved to amend 40-2920-3, Budget Controls, restructuring the document language in a more concise form, as presented.

Finance Committee – TENTATIVE VOTE - Amend 40-5061-2, Fees
CONCURRED to remove this item from the agenda packet and refer to the Finance Committee for review.

Finance Committee – Amend 40-5115-3, Finance Committee Charter
MOVED and duly approved to amend 40-5115-3, Finance Committee Charter, revising the procedure to appoint a Vice Chair and clarifying the duty of the Committee regarding review and analysis of funding requests, as presented.

Finance Committee – Amend 40-5523-1, Accounts Receivable Collections
MOVED and duly approved to amend 40-5523-1, Accounts Receivable Collections, updating GRF Committee name (Communications/IT) and referencing governing document 40-5523-2, Accounts Receivable Collections – Fees, for returned check fees, as presented.

Physical Property Committee – Capital Funding Request – Amphitheater Loft Location
MOVED and duly approved to award contracts to Schlick Services, $12,522, Custom Glass, $2,935, Cornerstone Flooring, $6,543 and Projector Screen Store (material, shipping, and tax) $2,000, adding a project contingency of $6,000, for a total cost not to exceed $30,000, for the upgrades to the Amphitheater Loft, Capital funding, and authorize the President sign the required contracts and/or the Executive Director to initiate the purchases.

Physical Property Committee – Capital Funding Request – Clubhouse Three, Storage Closet Addition
MOVED and duly approved to award a contract to Bruno Alvarez, General Contractor, for the addition of approximately 190 to 200 square feet to Clubhouse Three, for the purpose of storage of Trust property, in the amount of $37,000, and add a $3,000 contingency, for a total cost not to exceed $40,000, Capital funding, and authorize the President sign the contract.

Physical Property Committee – Reserve Funding Request – Paving Project, Foxburg Road
MOVED and duly approved a change order to MJ Jurado, for the complete grind and overlay of Foxburg Road, the removal of roots, and the replacement of flow lines and gutter, in the amount of $96,225 and a $10,000 contingency, for a total cost not to exceed $106,225, Reserve funding, and authorize the Physical Property Chairperson to sign the change order.

Physical Property Committee – Reserve Funding Request – Trust Property Improvement, Safety Fence Replacement
MOVED and duly approved to award a contract to MJ Jurado, for the replacement of Trust Property pedestrian safety fences, located at St Andrews and Clubhouse Three, in an amount not to exceed $21,465, Reserve funding, and authorize the President sign the contract.

Recreation Committee – Cancellation of Scheduled and Budgeted 2020 Recreation Programs Due to COVID-19
MOVED and duly approved the cancellation of all Recreation Department events for the remainder of 2020, including the Amphitheater season, as well as GRF and Library events and excursions, Exhibit A in the agenda packet, as amended (excepting the Veterans' Honor Banners).

Recreation Committee – Approve Naming of Golf Course
MOVED and duly approved the naming of the Trust property known as the Golf Course to Turtle Lake Golf Course and further approve awarding a $250 gift card to the shareholder/member who submitted the winning name.

Recreation Committee – Approve Mini Farm Lease/Plan
MOVED and duly approved the Mini Farm Lease Agreement, as amended (increasing the Annual Plot Lease Fee to $100).

Recreation Committee – TENTATIVE VOTE – Adopt 70-1451-1, Fitness Center Rules
MOVED and duly approved to refer 70-1451-1, Fitness Center Rules to the Recreation Committee and to corporate counsel for review.

Recreation Committee – TENTATIVE VOTE – Amend 70-1406-1, Limitations on Use of Trust Property – Rules
MOVED and duly approved to refer 70-1406-1, Limitations on Use of Trust Property - Rules, to the Recreation Committee for review.

Recreation Committee – TENTATIVE VOTE – Amend 70-1412-2-1, Smoking Prohibition
MOVED and duly approved to amend 70-1412.02-1, Smoking Prohibition, expanding the smoking prohibition to all GRF amenities and including "vaping" to products prohibited at all GRF amenities, pending a 28-day notification to the members, and a final decision by the GRF Board of Directors on November 24, 2020.

Recreation Committee – Amend 70-1422-3, Marquee Usage
MOVED and duly approved to refer 70-1422-3, Marquee Usage, to the Recreation Committee for review.

Recreation Committee – Amend 70-1423-3, Bulletin Board Usage
MOVED and duly approved to amend 70-1423-3, Bulletin Board Usage, updating the bulletin board locations and advising that any additional bulletin board locations will be determined by the Recreation Committee, as presented.

Recreation Committee – Amend 70-1447-1, Use of Community Facilities, Mini Farm - Rules
MOVED and duly approved to amend 70-1447-1, Use of Community Facilities, Mini Farm – Rules, establishing that Mini Farm plots holders must be GRF Members in good standing, adding a prohibition against alcoholic beverages, animals (excepting Qualified Service Animals), firearms, and radios, establishing rules for the length of leases, plot abandonment, lessee responsibilities of the plots, lessee guests, establishing plot maintenance expectations, establishing conditions for vacating a plot, establishing lease non-compliance actions, and informing plot holders that the Recreation Department has the right to review and adjust operating rules and to enter any plot at any time, as amended.

Recreation Committee – Amend 70-2609-1, GRF Equipment
MOVED and duly approved to amend 70-2609-1, GRF Equipment, establishing that custodial staff will monitor and document GRF equipment usage and establishing the conditions of loss of Clubhouse privileges, as presented.

Security, Bus & Traffic Committee – Adopt 80-1930-1, Traffic – Rules
MOVED and duly approved to refer the following governing documents to the Security, Bus & Traffic Committee for review: 80-1930-1, Traffic – Rules, 80-1930-3, Traffic – Procedures, 80-1937-1, Traffic – Rules, 80-1920-1, Traffic Rules and Regulations, 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property, 80-1925-1, Parking Rules for Trust Property, and 80-1928-1, Golf Cart and Low Speed Vehicles Rules.

Website Ad hoc Committee – Capital Funding Request – Approve Contract with StormBrain
MOVED and duly approved the service proposal from Storm Brain, for the website redesign project, in an amount not to exceed $57,930, Capital funding, with an initial contingency reduction of $1,500 for ADA Compliance, and authorize the President to sign the proposal.

GRF Board of Directors' Recap 10/05/20

General – 2021 Operating Budget
MOVED and duly approved the proposed 2021 Operating Budget, as presented.

October 5, 2020, Recreation Committee

- MOVED to cancel the Recreation Department Events included in the 2021 Operating Budget;
- MOVED to direct the Recreation Department to produce a 45-minute Toys for Tots Amphitheater show, both live and virtual, limited seating by lottery, and no funding required;
- MOVED to direct the Recreation Department to proceed with the Veterans' Food Drive for the entire month of November, to benefit local veterans, and no funding required;
- MOVED to approve a virtual Menorah Lighting program, to be produced by the Recreation Department, and approving funding not to exceed $1,000;
- MOVED to approve a virtual Christmas Tree Lighting program, to be produced by the Recreation Department, and contingent upon securing a vendor with sufficient required insurance;
- NO ACTION was taken on the Weight Watchers Meetings;
- MOVED to recommend the GRF Board of Directors approve renaming of Trust Property, commonly known as the golf course, to be known as Turtle Lake Golf Course;
- NO ACTION was taken on the North Orange Continuing Education Classes for Fall 2020 and Spring 2021;
- MOVED to recommend the GRF Board of Directors to approve the Mini Farm lease agreement, as amended (citing the governing document number, pending its approval). Recreation Director and Library Operations Supervisor to present new governing document to the Power DMS Administrator for formatting the document number;
- CONCURRED to direct the Recreation Director and Library Operations Supervisor to draft emergency governing documents for the Knowledge and Learning Center Reopening to refer to the COVID Ad hoc Committee for review;
- MOVED to accept the donation of the residential pool table and send a thank you letter;
- NO ACTION was taken for the Silver Sneakers;
- MOVED to approve the winners of the Smize Contest, as presented by the Assistant Recreation Manager, and to award suitable prizes;
- MOVED to recommend the GRF Board to adopt 70-1451-1, Fitness Center Rules, as presented;
- CONCURRED to mark as reviewed the following governing documents: 70-1428-3, Clubhouse Artworks Display; 70-1431-1, Caterers – Liability Insurance; and 70-1485-1, Prohibition of Radio- or Remote- Controlled Vehicles;
- MOVED to recommend the GRF Board of Directors amend 70-1406-1, Limitations on Use of Trust Property – Rules; 70-1412-2-1, Smoking Prohibition, 70-1423-2, Bulletin Board Usage; and 70-2609-1, GRF Equipment Use;
- CONCURRED to review 70-1447-1, Use of Community Facilities, Mini Farms-Rules at a work study meeting;
- CONCURRED to review 70-1445-1, Mission Park and 70-1487-1, Recreation Vehicle lot (RVL) Rules and Regulations.

October 7, 2020, Physical Property Committee

- MOVED to recommend the BOD award contracts to the following: Schlick Services for $12,522, Custom Glass for $2,935, Cornerstone Flooring for $6,543, Projector Screen Store (Material shipping & tax) for $2,000, and Contingency for $6,000, Capital Funding,

- as approved by the Finance Committee, for a total cost of $30,000 for the upgrades to the Amphitheater Loft, and authorize the President sign the required contracts;
- MOVED to direct staff to investigate the contracting of a professional engineering service for sewer system inspection;
- MOVED to refer the street sweeping issue to the Security, Bus & Traffic Committee;
- MOVED to recommend the BOD award a change order to MJ Jurado, to make repairs, as called out in Exhibit A in the agenda packet, at a cost of $96,225, adding a $10,000 contingency, for a total cost not to exceed $101,225, Reserve funding, as approved by the Finance Committee, and authorize the Physical Property Chairperson approve the change order;
- CONCURRED to direct staff to request a new scope of work to remove/replace the RV Lot entry with concrete and for the addition of a streetlight, with separate costs for each, to be reviewed at the November meeting;
- MOVED to recommend the BOD award a contract to Bruno Alvarez General Contractor for the addition of appropriately 190 - 200 square feet to Clubhouse Three, for the purpose of storage of Trust property, in the amount of $37,000, adding a $3,000 contingency, for a total cost not to exceed $40,000 funding, as approved by the Finance Committee;
- CONCURRED to invite A J Perkins to make a presentation to the Physical Property Committee at a future meeting;
- MOVED to recommend to the Board the replacement of the Trust property pedestrian safety fences, located at St. Andrews and Clubhouse Three, using MJ Jurado, in the amount of $21,456, funding as approved by the Finance Committee;
- CONCURRED to direct staff to bring costs for foot-operated hands-free faucets to the next meeting;
- MOVED to direct staff to request a professional opinion from Urban Crossroads of whether the installation of a stop sign at St. Andrews and Oakmont Road would invalidate our CAMUTCD certification;
- MOVED to add two additional parking space markers at Sunningdale Circle.

October 8, 2020, Communications & IT Committee

- NO ACTION took place on the topic of CH 3 Multipurpose Kitchen Update;
- CONCURRED to make changes to presented draft of LW map (yellow streets) and review a revised version of it at the next scheduled Committee meeting;
- CONCURRED to cut the list of presented domains in a half, change the title to Social media domains owned by GRF, and further review it at the next scheduled Committee meeting;
- CONCURRED to concurred to further the use of trademark at the next scheduled Committee meeting;
- CONCURRED to further discuss Tecnavia at a work study and bring it back for Committee's review in November;
- CONCURRED with Chair Isom on Ms. M. Gerber's appointment as a Vice Chair;
- MOVED to recommend the GRF Board approve the purchase of the Paramount WorkPlace software to manage the purchasing cycle, as described in the attached proposal for a first-year cost not to exceed $45,000 of capital funds that include a contingency of $8,420 and the first year annual maintenance of $3,780, pending Finance Committee review, and to authorize the GRF President to sign the agreement. The motion passed with one abstention (L. Slutsky);
- CONCURRED to further discuss Surveillance Camera Audit at the next scheduled committee meeting;

- CONCURRED to have Chair Isom and C. Levine review and approve revised option A for the calendar formatting;
- CONCURRED to mark Policy 20-5125-3, Communications/ITS Committee Charter, reviewed and corrected;
- CONCURRED to postpone the revision of Policy 20-5585-1, Advertising Policy until next scheduled Committee meeting;
- AMEND the following policies: 20-2806-2, Community Procedures, 20-5046-3, Records Management Procedures, 20-2860-1, Establishing Advertising Rates, and 20-5585-1, Advertising Policy;
- RESCIND the following policies: 20-2850-3, Advertising Commissions, 20-2861-1, Advertising for Estate and Patio Sales, 20-2866-1 Bilingual Advertising, 20-5581-1, Communications Department Advertising Policy, and 20-5583-3, Minibus Advertising.

October 12, 2020, Mutual Administration Committee

- CONCURRED to send the Notice of Disclaimer regarding Dual Ownership to each Mutual and include on the November Committee agenda;
- CONCURRED to send the Guidebook to each Mutual for review and include on the January Committee agenda;
- AUTHORIZE the Executive Director to present to all Mutuals, at Presidents' Council, a revised Stock Transfer procedure wherein escrow companies are responsible for all financial packages.

October 13, 2020, Website Redesign Ad hoc Committee

- MOVED to accept the Storm Brain bid in the amount of $48,000 with 20% contingency, to update Leisure World Seal Beach website, forward it to Finance Committee to secure a Capital funding and recommend the Board of Directors approve the contract, the motion passed unanimously.

October 19, 2020, Finance Committee

- MOVED and recommended the GRF Board accept for audit and forward to the GRF Board the financial statements for period ending September 30, 2020, as presented by the Director of Finance and as reviewed by the Finance Committee;
- CONCURRED discuss the indexed CD's at the next Finance meeting, pending the Finance Director request proposals from US Bank and the Shadden Group;
- Moved to inform the Board, the Finance Committee has determined Capital funds in the amount of $41,220, and operating funds in the amount of $3,780, are available and have placed a temporary hold on these funds, pending Board action on the proposed Paramount WorkPlace software application, for automating and managing purchase requisitions, as being recommended to the Board by the Communications & IT Committee, per the Committee's action request of October 8, 2020, Paramount WorkPlace Software Proposal;
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of $30,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, identified as Trust property Amphitheater Loft modification as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Loft Modifications to Amphitheater;
- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of $40,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for Clubhouse Three storage closet addition, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Clubhouse Three Storage Closet Addition;

- MOVED to inform the Board, the Finance Committee has determined Capital Funds in the amount of $57,930, are available and have placed a temporary hold on these funds, pending Board action on the proposed Website Redesign project, for web development services from Storm Brain, as being recommended to the Board by the Website Redesign Committee, per the Committees action request on October 13, 2020, Website Redesign;
- MOVED to inform the Board, the Finance Committee has determined Reserve Funds in the amount of $106,225, are available and have placed a temporary hold on these funds, pending Board action on the proposed project to make repairs to Foxburg Road, with a change order to the 2020 Paving Project Contract, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, Paving Project, Foxburg;
- MOVED to inform the Board, the Finance Committee has determined Reserve Funds in the amount of $21,456, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the purpose of the replacement of Trust Property, identified as the Pedestrian Safety Fences located at St. Andrews Gate and Clubhouse Three, as being recommended to the Board by the Physical Property Committee, per the Committees action request of October 7, 2020, replacement of safety fencing;
- MOVED to recommend the GRF Board approve the renewal of the RV Club Lease, for the period from August 1, 2020 thru December 31, 2021, at the amount of one ($1) dollar, as presented;
- MOVED and recommended the GRF BOD adopt 40-5523-2, Accounts Receivable Collections – Fees, as amended;
- MOVED and recommended the GRF BOD accept 40-5115-3, Finance Committee Charter, as amended;
- MOVED and recommended the GRF BOD amend 40-5523-1, Accounts Receivable Collections, as presented;
- MOVED and recommended the GRF BOD amend 40-2920-3, Budget Controls, as presented;
- MOVED to forward 80-5580-2, Gate Passes – Fees, back to the Security Bus and Traffic Committee, for further review on the fees for Real Estate representatives, quarterly service passes;
- CONCURRED to review 40-5061-2, Fees and 40-5522-3, Safe Deposit Boxes at a work study meeting;
- MOVED to accept as reviewed, the following governing documents: 40-2115-1, Copy and Supply Center Services, 40-5340-1, Capital Improvement Fund, 40-5540-1, Contingency Operating Fund, 40-3325-1, Purchase of Non-Standard Items, 40-3326-1, Purchasing Warehouse, Guidelines for Mutual Inventory and Non-Inventory Purchases, 40-5516-1, Committee Non-Budgeted Expenses, 40-5520-1, Reserves, 40-5528-1, Refund of Excess Income, 40-2115-2, Copy and Supply Center – Fees , 40-3324-2, Purchasing Fees, 40-2230-3, Authorized Signatories, 40-2244-3, Reconciliation of Annual Financial Statements, 40-3323-3, Disposition of Surplus Equipment and 40-5506-3, Request for Proposal Requirements.

Financial Recap – September 2020

As of the nine-month period ended September 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of $496,607.

Major variances are:

Wages, Taxes & Benefits	1,114,301	Favorable: Wages $875K; P/R Taxes $84K; Workers' Comp $41K; Group Ins $114K; average FTE < budget by 33.1 due to furloughs and reorganization
Temporary Agency Fees	(580,150)	Unfavorable: Temporary help for key positions.
Utilities	85,083	Favorable: Electricity $77K; Gas $16K
Community Entertainment	281,899	Favorable: Cancelled events due to COVID-19
Newspaper Printing	51,972	Favorable: No anticipated price increase; Telephone Book, Annual Report, Spotlight publications not printed.
Rental Income	26,164	Favorable: Increase in unit sales
News Advertising	(201,157)	Unfavorable: Less demand for display ads
SRO Labor Cost Recovery	(233,200)	Unfavorable: Less billable hours due to assignment of GRF projects and less demand from Mutuals due to COVID-19.
Other Income	(54,503)	Unfavorable: Income from guest passes, permits, parking rental, parking fines, show sponsorships

Reserve Funds	**Fund Balance**	**Allocated For Current Projects**	**Allocated For Future Projects**	**For details, see page**
Repairs & Replacements	$10,894,823	$1,633,468	$9,261,355	7

Capital Funds	**Fund Balance**	**Allocated Funds**	**Unallocated Funds**	**For details, see page**
Capital Improvements	$2,792,481	$852,940	$1,939,541	8

Total year-to-date approved unbudgeted operating expenses are $61,762.