MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
via Zoom Video – Teleconference call
June 16, 2021

The regular monthly board meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter at 1:02 p.m. on Wednesday, June 16, 2021.

SHAREHOLDERS' COMMENTS

No shareholders made a comment.

ROLL CALL

Present:	President Rotter; Vice President Bennett **(arrived at 1:11 p.m.)**; Secretary Repasi; Chief Financial Officer Stevens
Absent:	Director Vroon
Guest:	No shareholders from Mutual Seven in attendance.
GRF Representative:	Ms. Ableser, GRF Representative **(absent)**
Staff:	Ms. Gamboa, Portfolio Specialist Mr. Monroy, Recording Secretary Mr. Hurtado, Building Inspector **(arrived at 1:06 p.m.)**

MINUTES

The Regular Meeting Minutes of April 21, 2021 were approved by general consent of the board as printed.

The Organizational Meeting Minutes of May 21, 2021 were approved by general consent of the board as printed.

The Special Meeting Minutes of April 05, 2021 were approved by general consent of the board as printed.

The Special Meeting Minutes of April 12, 2021 were approved by general consent of the board as printed.

The Special Meeting Minutes of April 19, 2021 were approved by general consent of the board as printed.

The Special Meeting Minutes of April 26, 2021 were approved by general consent of the board as corrected.

The Special Meeting Minutes of May 03, 2021 were approved by general consent of the

board as corrected.

BUILDING INSPECTOR'S REPORT

Building Inspector Mr. Hurtado presented his report (attached).

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

> RESOLVED to approve the patio for unit 146-L. Work to be completed by MP Construction, at the shareholder's expense.

Following questions, Building Inspector Mr. Hurtado left the meeting at 1:13 p.m.

CHIEF FINANCIAL OFFICER'S REPORT

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

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

The MOTION passed unanimously.

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

> RESOLVED that the board authorizes the following transfers of funds per detailed resolutions.

Transfer/ Invoice Date	*Amount*	*Originating/Destination Accounts or Payee*
03/05/21	$87,642.69	Transfer from US Bank Checking to GRF-US Bank Checking
03/05/21	$183,262.58	Transfer from ACH-Direct Debit from Multiple Shareholders to US Bank Checking
03/08/21	$66,287.93	Transfer from US Bank Checking to US Bank Impound
04/05/21	$59,292.77	Transfer from US Bank Checking to GRF-US Bank Checking
04/05/21	$182,894.52	Transfer from ACH-Direct Debit from Multiple Shareholders to US Bank Checking
04/06/21	$66,461.48	Transfer from US Bank Checking to US Bank Impound
04/15/21	$50,833.33	Transfer from US Bank Checking to US Bank Restricted Money Mkt
04/19/21	$34,160.42	Transfer from US Bank Impound to US Bank Checking
05/01/21	$14,872.00	Check#11417 Invoice# 7353 Payee Total Landscape Maintenance
05/05/21	$89,925.74	Transfer from US Bank Checking to GRF-US Bank Checking
05/06/21	$66,790.43	Transfer from US Bank Checking to US Bank Impound
05/06/21	$181,435.19	Transfer from ACH-Direct Debit from Multiple Shareholders to US Bank Checking
05/10/21	$56,730.00	Check#11421 Invoice#14982 & 14983 Payee Jordan Roof
05/13/21	$50,833.33	Transfer from US Bank Checking to US Bank Restricted Money Mkt
05/25/21	$56,731.74	Transfer from US Bank Restricted Money Mkt to US Bank Non-Restricted Money Mkt
05/28/21	$13,000.00 ($10,000 Inspection Deposit + $3,000 Escape tax deposit)	Check#2348 Sale of 165L Payor The Januszka Group Inc.

The MOTION passed unanimously.

UNFINISHED BUSINESS

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

> RESOLVED to ratify the action taken at the Special Meeting of May 03, 2021, to cancel the Monthly Board Meeting on May 19, 2021, due to the Annual Shareholder's Meeting.

The MOTION passed unanimously.

NEW BUSINESS

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

> RESOLVED to approve that Mutual Seven authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw, effective 2021-2022.

The MOTION passed unanimously.

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

> RESOLVED to deny that Mutual Seven will receive one hard copy of the various Mutual's' monthly minutes in their mailbox in the Stock Transfer Office.

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 deny that the Mutual Seven Board of Directors reflect a "no" vote, a "yes" vote or an abstention in the meeting minutes effective June 2021.

The MOTION passed unanimously.

NEW BUSINESS (continued)

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

> RESOLVED to approve that the Mutual Seven Board of Directors will not authorize the Mutual Administration Department to release all contact information as requested.

The MOTION passed unanimously.

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

> RESOLVED to approve that Mutual Seven does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax statement.

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 approve, a commitment, by the Board of Directors of Mutual Seven, to help support the unified mission of the collective Mutual's of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

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 approve that the Directors of Mutual Seven accept and sign the Code of Conduct and Code of Ethics.

The MOTION passed unanimously.

NEW BUSINESS (continued)

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

> RESOLVED to approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2021-2022, and authorize the President to sign the agreement.

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 ratify the phone poll conducted on May 07, 2021 to approve Mike Banfield Handyman permit to operate as a contractor without GRF insurance for secondary carport storage cabinet work.

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 approve expenses up to $500.00 for the Mutual Seven Annual Picnic on July 10, 2021 at Clubhouse One.

The MOTION passed unanimously.

SECRETARY/CORRESPONDENCE

Secretary Repasi received three correspondences.

GRF REPRESENTATIVE

GRF Representative Ableser was absent her report (attached).

PORTFOLIO SPECIALIST REPORT

Portfolio Specialist Gamboa presented her report (attached).

ANNOUNCEMENTS

MUTUAL SEVEN ANNUAL PICNIC: Saturday, July 10, 2021, at 11:30 a.m. at Clubhouse One

NEXT MONTHLY BOARD MEETING: Wednesday, July 21, 2021, at 1:00 p.m. Admin Bldg. Conference Room A and via Zoom Video and Call Conference Meeting

COMMITTEE REPORTS

Landscape Committee

a. Vice President Bennett provided his report.

DIRECTORS' COMMENTS

No Directors made comments.

SHAREHOLDERS' COMMENTS

No shareholders in attendance.

ADJOURNMENT

President Rotter adjourned the meeting at 1:46 p.m. and announced there would be an executive session following to discuss member issues.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on June 16, 2021, at 2:37 p.m., and took the following actions:

1. Legal Matters
    a. Several legal matters were discussed.
2. Contracts
    a. No contracts were discussed.
3. Assessments / Delinquencies
    a. Several delinquencies were discussed.
4. Disciplinary Hearings
    a. No disciplinary hearings were discussed.

BOARD OF DIRECTORS
MUTUAL SEVEN

June 16, 2021

Attest, Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
jm 06/16/2021

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
MAY 21, 2021

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by Acting Chairperson Ms. Gamboa at 10:54 a.m.

Those Directors present were Sue Rotter, Patricia Repasi, Roger Bennett, Lena Stevens and Beth Vroon. The Portfolio Specialist, Ms. Gamboa and Mutual Administration Recording Secretary, Mr. Monroy were also present.

Ms. Gamboa announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2021-2022 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Gamboa called for nominations for the office of President. Roger Bennett nominated Sue Rotter for President. There being no further nominations, Sue Rotter was elected to the office of President for the 2021-2022 term of office.

The chair was turned over to newly elected President Sue Rotter, who then called for nominations for the office of Vice President. Pat Repasi nominated Roger Bennett for Vice President. There being no further nominations, Roger Bennett was elected to the office of Vice President for the 2021-2022 term of office.

President Rotter called for nominations for the office of Secretary. Lena Stevens nominated Pat Repasi for Secretary. There being no further nominations, Pat Repasi was elected to the office of Secretary for the 2021-2022 term of office.

President Rotter called for nominations for the office of Chief Financial Officer. Pat Repasi nominated Lena Stevens for Chief Financial Officer. There being no further nominations, Lena Stevens was elected to the office of Chief Financial Officer for the 2021-2022 term of office.

President Rotter stated that the 2020 organizational meeting minutes have already been approved.

President Rotter stated that they do not have advisory panel assignments.

The Board discussed the monthly meeting location, date, and time. Upon a MOTION duly made by Sue Rotter and seconded by Roger Bennett, it was

> RESOLVED that the Mutual Seven regular monthly board meeting be held on the third Wednesday of the month, in the Administration Building Conference Room A, at 1:00 p.m.

The MOTION passed.

There being no further business, President Rotter adjourned the meeting at 10:57 a.m.

Sue Rotter

Attest, Patricia Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
JM:05/21/21

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
April 5, 2021

The Special Meeting of the Board of Directors of Seal Beach Mutual Seven was called to order by President Rotter on Monday, April 5, 2021 at 1:10 p.m. in 13210 Southport LN Unit 169J.

Directors Present: President Rotter, Vice President Bennett, CFO Fellows, Secretary Repasi, Director Stevens

No shareholders attended the meeting.

The purpose of this meeting was to review Rules and Regulations

ADJOURNMENT

President Rotter adjourned the meeting at 4:15 p.m.

Sue Rotter

Attest
Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
ag: 05/10 /2021

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
April 12, 2021

The special meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter on Monday, April 12, 2021 at 1:05 p.m. in 13210 Southport LN Unit 169J

Directors Present: President Rotter, Vice President Bennett, Secretary Repasi, Director Stevens

Directors Absent: Chief Financial Officer Fellows,

The purpose of this meeting was to review Rules and Regulations

ADJOURNMENT

President Rotter adjourned the meeting at 4:15 p.m.

Sue Rotter

Attest
Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
jm: 04/16/2021

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
April 19, 2021

The special meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter on Monday, April 19, 2021 at 1:05 p.m. in 13210 Southport LN Unit 169J

Directors Present: President Rotter, Vice President Bennett, Secretary Repasi, Director Stevens

Directors Absent: Chief Financial Officer Fellows,

The purpose of this meeting was to review Rules and Regulations

ADJOURNMENT

President Rotter adjourned the meeting at 3:55 p.m.

Sue Rotter

Attest
Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
jm: 04/20/2021

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
April 26, 2021

The special meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter on Monday, April 26, 2021 at 1:10 p.m. in 13210 Southport LN Unit 169J

Directors Present: President Rotter, Vice President Bennett, Secretary Repasi, Director Stevens

The purpose of this meeting was to review Rules and Regulations

ADJOURNMENT

President Rotter adjourned the meeting at 2:35 p.m.

Sue Rotter

Attest
Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
jm: 05/05/2021

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL SEVEN
May 03, 2021

The special meeting of the board of directors of Seal Beach Mutual Seven was called to order by President Rotter on Monday, May 03, 2021 at 1:05 p.m. in 13210 Southport LN Unit 169J

Directors Present: President Rotter, Vice President Bennett, Secretary Repasi, Director Stevens

The purpose of this meeting was to review Rules and Regulations and to cancel the Monthly Board Meeting of May 19, 2021, due to the Annual Shareholder's Meeting.

President Rotter made the following phone poll on May 03, 2021.

Directors	Yes/No
President Rotter	Yes
Vice President Bennett	Yes
Secretary Repasi	Yes
CFO Stevens	Yes

ADJOURNMENT

President Rotter adjourned the meeting at 3:45 p.m.

Steve Rotter

Attest
Pat Repasi, Secretary
SEAL BEACH MUTUAL SEVEN
jm: 05/05/2021

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: June 16, 2021

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
145L	vinyl plank flooring	yes	05/06/21	06/15/21	no		Karys Carpet
150A	windows	yes	04/20/21	07/28/21	no		Cunningham
150F	heat pump	yes	04/14/21	05/27/21	yes		Alpine
153J	flare skylights	yes	04/05/21	06/30/21	no		M&M Skylights
155A	remove decco blocks	yes	04/27/21	07/23/21	no		Bregkvist
156H	vinyl planks	yes	05/26/21	06/30/21	no		Karys Carpet
158F	Greenwood	yes	03/04/21	06/11/21	no		Greenwood`
159A	windows	yes	03/03/21	05/30/21	no	final 4/22/21	Mamuscia
159E	windows, countertops, lights	yes	05/13/21	09/30/21	no		Bergkvist
161D	skylights, countertops	yes	05/14/21	09/01/21	yes		Ogan
161F	awning, patio cover	yes	11/02/20	06/20/21	no		AAA Awnings
163D	heat pump	yes	05/04/21	08/17/21	no		Greenwood A/C
164F	lights, flooring	yes	04/30/21	08/01/21	no	framing 6/2/21	Los Al Builders
168A	flooring	yes	04/20/21	05/20/21	no		Karys Carpet
169A	washer/dryer - closet	yes	02/25/21	04/23/21	no		Marco Construction
171C	countertops, lights, patio tile	yes	04/27/21	05/27/21	yes		Nationwide Construction
171J	remodel throughout unit	yes	01/14/21	07/04/21	no	insulation 4/22/21	MP Construction
173G	slider, windows	yes	05/20/21	10/10/21	no		Los Al Builders
175E	light switch	yes	05/11/12	05/21/21	no		Ogan
175D	washer/dryer	yes	05/26/21	08/31/21	no		Bruno Alvarez Construction
175J	lvt flooring	yes	04/08/21	05/31/21	no		B&B Carpets
175F	awning, patio cover	yes	03/17/21	06/13/21	no		AAA Awnings

MUTUAL: (07) SEVEN

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: June 16, 2021

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
166H		02/03/21					
163I		04/02/21		05/18/21			
154L		06/09/21					
146B		05/26/21					
157E		03/22/21	05/11/21	05/18/21			
165I		01/21/20					
165L		04/01/21		04/30/21			
160B		08/07/20					
171I		06/02/21					
158G		04/13/21					
158K		05/12/21					

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
Fenn	termites and pests
Total Landscape	gardening
Empire Pipe	sewer cleaning
Southern Property Fire Protection	service and refill laundry extinguisher
Innovative Cleaning Services	laundry rooms / partitions
Bruno Alvarez	termite and dry rot repairs
National Service	washer dryer maintenance for laundry rooms
Jordan Roofing	roofing project

BOARD OF DIRECTORS MEETING – MUTUAL 7
June 16, 2021

FINANCIALS for the Month ending May 31, 2021:

	Monthly Actual	Mo. Budget	YTD Actual	YTD Budget
Income:	$ 166,769	$ 168,146	$ 838,944	$ 840,730
Expenses:	(167,245)	(168,147)	(789,500)	(840,735)
Income (Expense): Prior to Depreciation	$ (476)	$ (1)	$ 49,444	$ (5)

Our unrestricted cash for month end is $277,281. Restricted Reserve accounts total $1,095,544 at the end of May 2021:

Project Fund Reserve	$ 696,461 (Paint $303,264 - Roofing $190,852 & Infrastructure $202,345)
Appliance Fund Reserve	$ 48,922
Emergency Reserve	$ 115,767
Project Commitments Reserve	$ 234,392

We have re-invested our Merrill Lynch money market funds into 6 month and 12 month CDs.

To date our mutual is in good financial standing.

Thank you,
Lena Stevens, CFO – Mutual 7

Portfolio Specialist Report

June 2021

Water Conservation Tips

Per Davis-Stirling, Due to cyclical droughts in California and the escalating cost of water, condominium associations need to conserve water. According to recent estimates, an average household's leaks can account for more than 10,000 gallons of water wasted every year. Common leaks are from worn toilet flappers and leaky faucets. A faucet that drips at the rate of one drip per second can waste more than 3,000 gallons per year. Water conservation is particularly difficult for master metered developments because they have no control over water usage by members inside their units.

Kitchen & Bathroom

- When cooking, peel, and clean vegetables in a large bowl of water instead of under running water.
- Fill your sink or basin when washing and rinsing dishes.
- Only run the dishwasher when it is full.
- When buying a dishwasher, select one with a "light-wash" option.
- Only use the garbage disposal when necessary (composting is a great alternative).
- Install faucet aerators.
- Take short showers instead of baths.
- Turn off the water to brush teeth, shave and soap up in the shower.
- Repair leaky toilets. Add small drops of food coloring into the tank, and if color appears in the bowl one hour later, your toilet is leaking. In case of a leak or a problem, call your Mutual Director.

Outside:

- Use a broom before a garden hose to wash off the patio or sidewalk.
- Problem with the sprinklers? Contact your Mutual Director.
- Use recycled water at Clubhouse 2 to wash the car.
- Comply with State/City regulations and limit outdoor watering to early mornings or late evenings.

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

April 27, 2021

GRF **BOARD NEWSLETTER**

Approved Consent Agenda
MOVED and duly approved the Committee/Board meeting minutes for the month of March 2021: the minutes of the March 1, 2021 Recreation Committee Board meeting, the minutes of the March 3, 2021 Physical Property Committee Board meeting, the minutes of the March 11, 2021 Communications/IT Committee Board meeting, the minutes of the March 12, 2021 Executive Committee Board meeting, the minutes of the GRF Board of Directors meeting, dated March 23, 2021, the minutes of the Special GRF Board of Directors meeting, dated April 5, 2021, the minutes of the Special GRF Board of Directors meeting, dated April 13, 2021, GRF Board Report, dated April 27, 2021, and the acceptance of the Financial Statements, March 2021, for Audit.

AB 3182 Ad hoc Committee- FINAL VOTE: Amend 70-1400-1, Use of GRF (Trust) Facilities
MOVED to amend 70-1400-1, Use of GRF (Trust) Facilities, as presented.

Consent Agenda: Communications/IT Committee
MOVED to adopt 20-5585-3, Advertising Procedures, amend 20-5585-1 Advertising Policy, amend 20-5585-2 Advertising Policy-Fees, amend 20-2806-1 Community Publications, rescind 20-2806-2 Community Publication – Fees, rescind 20-2850-3 Advertising Commissions, rescind 20-2860-1 Establishing Advertising Rates, rescind 20-2861-1 Advertising for Estate and Patio Sales, rescind 20-2866-1 Bilingual Advertising, rescind 20-5581-1 Communications Department Advertising, and rescind 20-5583-3 Minibus Advertising. The consent calendar was adopted, as presented.

COVID-19 Ad hoc Committee – Approve Reopening Table Tennis, Clubhouse Six
MOVED to approve the limited reopening of Trust Property known as Clubhouse Six, Table Tennis area operations under State and County guidelines with oversite by the Recreation Department.

COVID-19 Ad hoc Committee – Approve Reopening Picnic Area, Clubhouse One
MOVED to approve the limited reopening of Trust Property known as Clubhouse One, Picnic area operations under State and County guidelines with oversite by the Recreation Department.

COVID-19 Ad hoc Committee – Rescind 70-1448-3 Golf Course – Emergency Operational Procedure
MOVED to rescind the Emergency Operational Procedure 70-1448-3 of Trust Property known as the Turtle Lake Golf Course and to continue operations under State and County guidelines with oversite by the Recreation Department.

COVID-19 Ad hoc Committee – Rescind 70-1448-3F Fitness Center – Emergency Operational Procedure
MOVED to rescind the Emergency Operational Procedure 70-1448-3F of Trust Property known as the Fitness Center and to continue operations under State and County guidelines with oversite by the Recreation Department.

Executive Committee – Amend 50-1610-3 GRF Membership Eligibility Criteria
MOVED to amend 50-1610-3 GRF Membership Eligibility Criteria, accepting revisions suggested by corporate counsel, as presented.

Executive Committee – Capital & Reserve Funding Requests – Administration Office and Workstation Improvements, Phase Two
MOVED to approve Phase Two, Administration Offices, ergonomic process improvements and the addition of a training/flex workstation, in an amount not to exceed $6,700, funding sources: Reserves $3,800, Capital $2,150 and non-budgeted operations $600.

Finance Committee – Approve Release of Spreadsheet of Services Provided to the Mutual Corporations
MOVED to approve the release of the list created by Management Services Review Ad hoc committee and cover letter to all Mutual Boards and authorize the President to sign the letter.

Finance Committee – Operating Funds Request – Prepaid Dynamic Support Hours
MOVED to approve the purchase of a prepaid block of 100 support hours from Boyer & Associates, in the amount of $9,750, from operating funds.

Mutual Administration – Amend 50-1023-1 GRF Pet Ownership Rules
MOVED to amend 50-1023-1 GRF Pet Ownership Rules, updating document language and the area pets are not allowed, as presented.

Mutual Administration – Amend 50-5165-3 Mutual Administration & Service Maintenance Charter
MOVED to amend 50-5165-3 Mutual Administration & Service Maintenance Charter, updating the Committee's name, as presented.

Physical Property Committee - Emergency Action: Replacement of HVAC Unit Four, Clubhouse Six

MOVED to ratify the Executive Director's Emergency Action to award a contract to Greenwood Heating and Air to replace the heat pump, Clubhouse Six, unit #4, for a cost not to exceed $9,500, Reserve funding.

Physical Property Committee – Approve Cancellation of Contract – Storage Closet, Clubhouse Three
MOVED to cancel the contract with BA construction for the Storage Closet, Clubhouse Three project.

Physical Property Committee – Capital Funding Request – Fireplace Renovation, Clubhouse Three
MOVED to authorize the Executive Director to issue work orders to the Service Maintenance Department for the following tasks, not to exceed $10,000, including $1,000 in contingency funds: remove the fireplace surround, add an 18" tall block wall at steel columns, add LED lighting to illuminate the new planter area; patch the flooring with suitable flooring and face the new surround and existing brick with ADRC-approved stacked stone.

Physical Property Committee – Reserve Funding Request – Contract for Elevator Service, Building Five
MOVED to award a contract to Elite Elevator Service, for a modernization upgrade to the elevator located at Building Five, for a cost of $47,097 and adding $3,000 contingency funding, for a total cost not to exceed $50,097, Reserve funding, and authorize the President to sign the contracts.

Recreation Committee – Approve Non-Scheduled Amphitheater Events (Movies and Shows), Summer 2021

MOVED to approve four (4) Amphitheater shows and six (6) movies with funds approved by the Finance Committee, in an amount not to exceed $46,000, with the following stipulations: Public Health and Safety Orders would allow for reasonable occupancy within the Amphitheater to justify the expense associated with the event.

MOVED to authorize the Recreation Director be given the authority to make any necessary revisions needed for occupancy and scheduling of the events as Public Health and Safety Orders may change.

Recap of GRF Committees' Activity March 2021

March 25, 2021, Architectural Design and Review Committee

- CONCURRED to request Committee members Heinrichs, Rapp and President Hopewell visit the nursey to review potted plants for the entrance of Clubhouse Two;
- MOVED to forward the Channel Fencing agenda item to the Strategic Planning Ad Hoc Committee (SPAH), for further review;
- CONCURRED to request have the Executive Director bring additional samples of the Mini Farm LW Logo, based on the Committee's feedback, to the next scheduled meeting;
- MOVED to approve the wall art for the Clubhouse Two Pool Room, as presented on the agenda and to request the Executive Director bring additional information on the Game Room;
- MOVED to recommend the GRF Board of Directors award a contract to J&J Landscaping, to replace the plants around the Perimeter Wall of the Medical Center and Clubhouse Six parking lots, for a cost not to exceed $9,575, Reserve funding, after Finance review and remove the New Zealand Flax from the suggested planting list;
- MOVED to relocate the statue located at Golden Rain and St Andrews, to Trust property identified as the library;
- MOVED to authorize the Executive Director to remove and store the statue as soon as reasonably possible, pending Board action on relocation.

CANCELLED: April 1, 2020, COVID-19 Ad hoc Committee

April 5, 2021, Recreation Committee

- MOVED to recommend to the GRF Board of Directors use of the Amphitheater for four (4) Amphitheater shows, six (6) movies, with the following stipulations: public health and safety orders would allow for reasonable occupancy within the Amphitheater to justify the expense associated with the event and the Finance Committee determination of funding, in an amount not to exceed $46,000;
- MOVED to recommend to the GRF Board of Directors grant the Recreation Director authority to make any necessary revisions needed for occupancy and scheduling of the events as public health and safety orders may change;

- CONCURRED to request the Mini Farm lease be reviewed at the next scheduled meeting;
- CONCURRED to request the Executive Director meet with the sewing room users; the Committee will discuss the enhancements at the next scheduled meeting;
- CONCURRED to schedule a meeting with the NOCE representative and the Library Operations Supervisor, before the end of April, to discuss the fall class schedule;
- CONCURRED to review the proposed community drive thru car show route and involvement of GRF Security at the next scheduled meeting;
- CONCURRED to review 70-1487-1, Recreational Vehicle Lot (RVL) Rules and Regulations and Amend 70-1487-2, Recreational Vehicle Lot (RVL) Schedule of Fees and Monetary Fines documents in a work study meeting.

- **CANCELLED: April 7, 2020, Governing Documents Committee**

April 7, 2020, Physical Property Committee

- MOVED to recommend the GRF Board of Directors authorize cancellation of the contract with Bruno construction for the Clubhouse Three Storage Closet;
- CONCURRED to review the ADA Engineer report on handrails at the Administration Building at the next scheduled Committee meeting;
- MOVED to recommend the GRF Board of Directors approve $60,000, in non-budgeted Capital Funding, to the City of Seal Beach for the retrofitting and construction of storm drain catch basins and authorize the GRF President to sign the Memorandum of Understanding;
- CONCURRED to request a legal opinion from corporate counsel and then schedule a Special GRF Board meeting to review;
- MOVED to recommend the GRF Board of Directors to authorize the Executive Director issue work orders to the Service Maintenance Department for the following tasks, not to exceed $10,000, Capital Funding, including $1,000 in contingency funds, pending Finance Committee review: remove the fireplace surround, add an 18" tall block wall at steel columns, add LED lighting to illuminate the new planter area, patch the flooring with suitable flooring, and face the new surround and existing brick with ADRC approve stacked stone;
- MOVED to recommend the GRF Board award a contract to Elite Elevator Service for a modernization upgrade to the elevator located at Building 5 for a cost of $ 47,097 and adding $3,000 contingency funding for a total cost not to exceed $50,097, Reserve Funding, pending Finance Committee review;
- MOVED to direct staff to provide proposals for a full survey of Trust Property commonly identified as the 1.8 acres, provide proposals to develop and present a new mini farm plot plan, provide proposals to completely clear all plots, remove soil as needed and regrade at a suitable slope for drainage from the Nassau wall to the sidewalk, and present proposals at the May meeting of the Physical Properties Committee.

April 8, 2021, Communications/ITS Committee

- CONCURRED to keep LW Weekly in a PDF format on LWSB website and upload the Tecnavia version (www.lwweekly.com) simultaneously for a period of thirty days, following Tecnavia's official launch;
- CONCURRED to direct the IT Supervisor provide Committee members with more information on presented proposals and schedule a demonstration of the services with Board members present, prior to making final decision on a vendor;
- CONCURRED to direct the IT Supervisor present a LW Live text alerts survey to the residents in a two-step process: first – if the residents are interested, second – if they'd like to opt-in;

- MOVED to adopt 20-5585-2, Advertising Policy-Fees, 20-5585-3, Advertising Procedures, 20-5585-1 Advertising, amend 20-2806-1, Community Publications, and rescind 20-2806-2, Community Publications – Fees, 20-2850-3, Advertising Commissions, 20-2860-1, Establishing Advertising Rates, 20-2861-1, Advertising for Estate and Patio Sales, 20-2866-1, Bilingual Advertising, 20-5581-1, Communications Department Advertising, and 20-5583-3, Minibus Advertising.

April 9, 2021, Executive Committee

- CONCURRED to review the Rental Specialist position description at the next scheduled Committee meeting;
- CONCURRED to review the newly formatted version of the "On Your Own" project at the next scheduled Committee meeting;
- CONCURRED to discuss the Stock Transfer Office Reorganization at the next scheduled Committee meeting;
- CONCURRED to review to the Information Technology position description, amended to include network security duties, at the next scheduled Committee meeting;
- CONCURRED to review the Exercise Room Attendant position description at the next scheduled Committee meeting;
- CONCURRED to review the Member Resources & Assistance Liaison position description at the next scheduled Committee meeting;
- MOVED to recommend the GRF BOD amend 50-1610-3, GRF Membership Eligibility, as amended;
- CONCURRED to request corporate counsel review 50-1640-4, Active Membership Certificate and return to Committee for review at the next scheduled meeting.

April 12, 2021, Mutual Administration Committee

- CONCURRED to accept information provided by the Executive Director and consider the topic resolved;
- MOVED to include the Optum Health brochure in the Welcome Packet for new buyers;
- CONCURRED to review the Pet Brochure at the May meeting; the Executive Director will request the IT department to forward the online document to the Committee for editing;
- MOVED to approve the removal of the wall and door in the Stock Transfer Manager's office, work to be performed by Service Maintenance, at a cost not to exceed $500, from the Building Repairs and Maintenance Budget, work to be performed by the Service Maintenance department;
- MOVED to recommend the GRF BOD amend 50-1023-1 GRF Pet Ownership Rules, as presented;
- MOVED to recommend the GRF BOD amend 50-5165-3 Mutual Admin & Service Maintenance Committee Charter, as presented.

April 14, 2021, Security, Bus & Traffic Committee

- CONCURRED to request the Executive Director and the Fleet Manager provide additional information on the contracted/off-Site bus service at the next scheduled meeting;
- CONCURRED to request the Security Services Director provide additional information on the RFID Phase II at the next scheduled meeting;
- MOVED to recommend the GRF BOD consider community access to the King's Crew dispensary, contingent upon hours of operation and riding regulations during COVID-19 restrictions.

April 16, 2021, Strategic Planning Ad hoc Committee

- CONCURRED to refer the reconfiguration of St. Andrews at Northwood Road to the Physical Property Committee to prepare an RVP and seek bids from a traffic engineer to also include the Main Gate/North Gate and the Point;
- CONCURRED to refer #27, Evaluation and Enhancement of 1.8 Acres to the Physical Property Committee to obtain a price to clear and grade and replace irrigation, where needed, at 1.8 Acres;
- CONCURRED to change the priority level of #27, Evaluation and Enhancement of 1.8 acres from level One to level Nine;
- CONCURRED to request additional information regarding the establishment of a 501c3 non-profit company from the Executive Director;
- CONCURRED to remove #35, Entry Pass for Non-resident Amenity Use from the Future Vision list;
- CONCURRED to refer Move the Bus Station Away from the Main Gate to the Security, Bus & Traffic Committee for review.

April 19, 2021, Finance Committee

- MOVED to recommend the GRF Board accept for audit and forward to the GRF Board the draft interim financial statements for period ending March 31, 2021, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED to recommend the GRF Board authorize the purchase investments using reserve funds as follows: brokered CDs through Morgan Stanley totaling $200,000; brokered CDs through US Bancorp totaling $1,100,000, with terms ranging from twelve (12) months to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisors; indexed CD(s) totaling $200,000 using the established guidelines approved by the Finance Committee on March 15, 2021;
- MOVED to recommend the GRF Board authorize the purchase of brokered CD's through US Bancorp, totaling $300,000 of Capital funds, with terms ranging from six (6) to twelve (12) at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor;
- MOVED to inform the GRF Board that the Finance Committee has determined Capital Funds in the amount of $10,000, are available and have placed a temporary hold, pending Board action on the proposed project of Cluhouse Three fireplace renovation, per the scope of work submited from the Sevice Maintenance Department, as being recommended to the Board by the Physical Property Committee, per the Committees action request of April 7, 2021, Clubhouse three fireplace renovation;
- MOVED to inform the GRF Board, the Finance Committee has determined Non-budgeted funds, in an amount not to exceed $46,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project 2021 Amphitheater events, as being recommended to the Board by the Recreation Committee, per the Committees action request of April 5, Amphitheater events;
- MOVED to inform the GRF Board, the Finance Committee has determined Operating funds in the amount of $19,500, are available and have placed a temporary hold, pending Board action on the proposed purchase of a block of 100 prepaid support hours from Boyer & Associates, as being recommended to the Board by the Finance Committee, per this Committee's action request;
- MOVED to inform the GRF Board, the Finance Committee has determined Reserve funds in an amount not to exceed $50,097, are available and have placed a temporary hold, pending Board action on the proposed project for the modernization of the elevator at Building Five, as being

recommended to the Board by the Physical Property Committee, per the Committees action request of April 7, 2021, building five – elevator modernization;

- MOVED to inform the GRF Board, the Finance Committee has determined Non-Scheduled Reserve Funds in the amount of $4,000 and Capital Funds in the amount of $2,150 are available are available and have placed a temporary hold on these funds pending Board action on the proposed to replace Trust Property asset identified as Administration Building, 2nd Floor Assistant to the Executive Directors workstation and general workspace improvement and modifications as recommended to the Board by the Executive Committee on March 12, 2021;
- MOVED to request the GRF Board release the list created by Management Services Review Ad Hoc Committee and distributed to all Mutual Boards with a cover letter, drafted by the Executive Director and approve by the GRF President;
- CONCURRED to request the Physical Property Committee add LW Maps to their agenda.

April 20, 2021, Website Redesign Ad hoc Committee

- CONCURRED to CONCURRED to schedule a work study meeting, **in** May, to review **current** website verbiage;
- CONCURRED to request Chair Janet Isom obtain feedback from the Historical Society for committee review at the next scheduled meeting.

Financial Recap March 2021

Financial Recap – March 2021

As of the three-month period ended March 2021, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of $389,296

Major variances are:

Wages, Taxes & Benefits	$305,653	Favorable: Wages $191; P/R Taxes $22K; Workers' Comp $15K; 401(k) ER Match $12K; Group Ins $66K; average FTE < budget by 23 FTE
Agency Fees	(42,069)	Temporary help to fill key positions
Facilities Maintenance	19,458	Favorable: Maintenance scheduled for later in the year
Publication Printing	24,299	Favorable: Decrease in printing rates
Certificate Prep Fees	18,100	Favorable: Unit sales exceeds budget
Rental Income	23,449	Favorable: Unit sales exceeds budget
News Advertising Income	12,433	Favorable: Display, Front Footer & Classified ads
SRO Labor Cost Recovery	(22,078)	Unfavorable: Invoicing is behind due to staffing changes

Reserve Funds	Fund Balance	Allocated For Current Projects	Allocated For Future Projects	For details, see page
Repairs & Replacements	$11,581,627	$1,150,985	$10,430,642	7

Capital Funds	Fund Balance	Allocated Funds	Unallocated Funds	For details, see page
Capital Improvements	$3,304,364	$847,461	$2,456,903	8

Total year-to-date approved unbudgeted operating expenses are $37,310.