

MUTUAL NINE

**BOARD OF DIRECTORS
MONTHLY REPORTS FOR**

March 2020

(See information attached.)

Mutual 9 President Report

In February a petition went around to shareholders that signed to rescind three policies which the board approved. The petitioner did not show the petition, share the policies, or gave all the facts with the shareholders what the 3 policies were all about. Petitioner only shared one policy and without all the information as to the policy revision.

A requirement of only 5% of the 384 shareholders is needed to call a special election vote. Interesting the petitioner knew about the Davis Sterling requirement, how to author an authentic petition and knew the time frame of submitting the petition ??????? In a special meeting on Dec 20, 2019, open session, a director threatened that a petition of 5% signatures could create a special election ----- interesting, the threat was carried out!

This special election would cost the mutual approx. \$11,500 for the election. Then the policies would need 51% yes votes to rescind the policies. Fortunately, a few directors and a shareholder went to these individuals to give the facts as why the board approved these 3 policies and the cost of the special election. Once the explanation was given 37 out of 39 shareholders that were contacted signed the sheet revoking their signatures on the petition.

The board does NOT have to proceed with a special election. The special meeting Feb 22, 2020 of the three petitioners not one showed up at the meeting. There were still legal fees \$\$ to combat this initiative, but far less than going forward with an election.

The board would like to give a special thank you to Beverly Demoray and her husband Scott for spending their day collecting the signatures from shareholders to revoke their signatures on the petition. Mutual 9 is fortunate to have shareholders that are concerned enough and will go out of their way to help out the mutual. Please note it is not the shareholder's fault when they are not presented with all the facts. Thank you to those folks who did revoke their signature once they understood all the facts and the truth. Just hopefully in the future, shareholders will be sure that signing any petition; it is the right thing to do.

Remember, all policies will be posted in the laundry rooms for your comments before the final approval of the policies. Please read and give your comments so the board has this information and will always share the comments.

Mutual 9 President Report

Flood – Building 223. Thanksgiving day a hose bib broke off and water flowed into 5 units. Unfortunately, the damage was fairly significant. Philadelphia Insurance covers the mutual for this type of damage but it is a \$50,000 deductible. The incident cost the mutual \$51,000 which will have to be taken out of our reserve account.

The situation: the unit was vacant and it was a holiday and raining quite hard. The shareholder who was behind the vacant unit accumulated water in her kitchen. She called as an emergency situation to Security. She stated twice and communicated there is water in her kitchen. It took Maintenance 1 hour 42 minutes to arrive at the unit.

The board asked Randy Ankeny, GRF Executive Director to investigate why it took so long on an emergency call for Maintenance to arrive. GRF stated that the damage caused by the hose bib was already a major damage to the units so taking this long would have not caused any more damage than was already done.

M9 board is requesting Security to report on how emergency calls are handled.

All shareholders when calling should explain the situation thoroughly and if it is an EMERGENCY be assertive and if necessary call back again and again to be clear that they need someone to come out immediately. If there is a safety, concern call the Fire Dept.

March report from Marge Dodero...Director..Mutual 9

February was a volatile time in Mutual Nine. Many residents were approached at their doors and asked to sign a petition to rescind decisions that the majority of the board had voted on. Within a few days directors and other shareholders were knocking on their doors asking if they really knew what they had signed and asking them to remove their signature. Lots of movement, lots of talking...lots of confusion.

I am sure that each side was working with good intentions but there was a lot of questionable (from my viewpoint) activities that occurred.

1st. If a shareholder questions a decision that the board makes...go to the next meeting and ask about it. If a policy was voted on by the majority of the shareholders it does not become an actual policy until it has been displayed in the area where shareholders can read it for 28 days. After it is voted on, it is displayed in the laundry room by the secretary and if there is no objections noted after 28 days, it is voted upon again and it becomes a policy. This occurred with the three new policies that were on the petition that was circulated. NO ONE COMPLAINED. And suddenly a petition was circulated. A petition requires a vote to be called for all the residents if enough names are signed. All elections must be done by an independent election company (Davis Sterling law) and that costs \$3000. All ballots must be mailed to all 384 shareholders explaining why the vote is being held. This is an unusual circumstance and the lawyer must be notified so everything is done correctly. The lawyer and the postage can up the ante by more thousands.

Our mutual is checked off in Sacramento as a for profit company. That means we must run it under all the 'for profit' rules put out by Sacramento as well as the Davis Sterling rules for condominium living. When the mutual requested a corporation status in Sacramento, they presented a paper describing that it was intended to be an organization for senior living that would be run in a 'non profit' manner. That paper saved us with the income tax preparation. Now let me explain all that. The only persons who can make a profit are the shareholders. Your directors of this corporation work AT ALL times to try and increase the value of your share of stock. The residence you live in denotes the price of your stock at all times. When your residence is sold....you will receive the current price of your stock.

As directors we are always trying to efficiently manage the buildings our shareholders live in. We also manage the surrounding property owned by the mutual. In practical terms that means we fix your plumbing, paint your building, reroof your roofs, kill the termites attacking your building, take care of the sidewalks, carports, driving areas within the mutual, take care of the greenbelts and trees that enhance your living experience etc. We must do this always keeping an eye on ever increasing prices for goods and payrolls of persons who we hire to do the work. We cannot put our head in the sand and pretend prices are not going up. We try very hard to check all alternatives when we realize we must make an increase either in the goods we must purchase or the price to do the work. We live here too and we don't want to pay any extra on a monthly bill. If you go to the monthly meetings you could hear the reasons presented when we feel a change must be made...changes that affect us all and we sincerely hope will keep our expenses at a minimum.

I hope that helps to explain some of the knocks on your doors by good intentioned but I believe not really knowledgeable persons. I truly suggest that persons who could manage better, go to stock transfer before March 16th and sign up to become a director. The pay is nothing but the satisfaction of trying to do a good job and meeting some great neighbors is worth it.

George Doctus - Secretary for Mutual Mine

Directors Training – March 2, 2020

Mutual 9: Five (5) directors attended a training session with various lawyers
Training Subjects:

- Sexual Harassment and Harassment in the work place
- Executive Sessions
- Department of Fair Housing
- You are a Board member 24/7

Board directors are held to a high standards and are responsible for being fiduciary responsible and loyal to the board.

What does that mean:

When there is a vote for any board decision and it is approved by a majority of the board members, that director is to be loyal to the board for that decision whether they agree or not. The director should not frustrate the board or cause dissention over the board's decision. Even if a director feels that the board's decision is not unanimous, as his fiduciary duty, it requires him to be loyal to the corporation and the corporation has decided.

What is executive session: board discussions of; legal matters, formation of contracts, disciplinary hearings, personnel issues, payment plan and attorney client privilege such as by-laws, rules/regulations discussions that are considered privileged by legal counsel.

Open sessions/board meetings are where mutual business is conducted. Shareholders are always given opportunities to speak but within a short limited time of 2 to 3 minutes.

Emails with directors is for sharing or distributing information purposes only.

Overall the training was good to remind us directors to be good stewards of the corporation and make difficult cost/benefit decisions.

Reported by:

Beth Mayer, Bob Walz, Margie Doderer, Diane McFadden, Pam Turner

Mutual Administration Director's Report

MARCH 2020



If an overabundance of personal belongings gets in the way of living your life comfortably, speak to your healthcare professional. It can be difficult to let go of personal items, but there is help!

Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

Large items:

Furniture, mattresses, tables, chairs and all other large items must be taken to the North-West corner of Seal Beach Leisure World.

DO NOT leave any large items around the waste bin areas.

If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.

Reminder:
Mutual and GRF elections will be beginning soon. Please see the 2020 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly.

Rpt March 2020

Physical Property Committee: moved to recommend the GRF BOD award a contract to Greenwood Heating and Air to replace the heat pump in CH#1 Men's Billiards room for a total cost not to exceed \$7,775 Reserve Funding. Library flooring replacement. The consensus of the committee to discuss the topic at the next Month's committee meeting.

Recreation Committee: The committee moved to desolve the Restaurant/Bar Subcommittee Reports. The entertainment subcommittee. The committee moved to approve the 2020 Amphitheater Schedule as presented. New Business- The committee moved to approve use of designated space at the Pickleball courts for the use of the pickleball Club for training by Barry Chitem. And to allow the Recreation Department to oversee the details. New Business: The committee moved to approve the concept of an additional Bocce Ball court at Mission Park or alternate locations and send concept to the Physical Property Committee for cost estimates. And the Recreation Committee will review the proposed expense against current and future community recreational needs. A commemorative/Donation wall at the Pool. The committee will review this topic at the next Months meeting.

These are just a few of the items that are being discussed at GRF Board meetings. I'm also attaching the Spa and Pool replacement diagram and Locker room Replacement and General Fitness Center Expansion and Enhancement Design Concept for your review. Hope this is to your liking.

Antonio Dodero Mutual Nine GRF Rep.



Exhibit A

Spa and Pool replacement

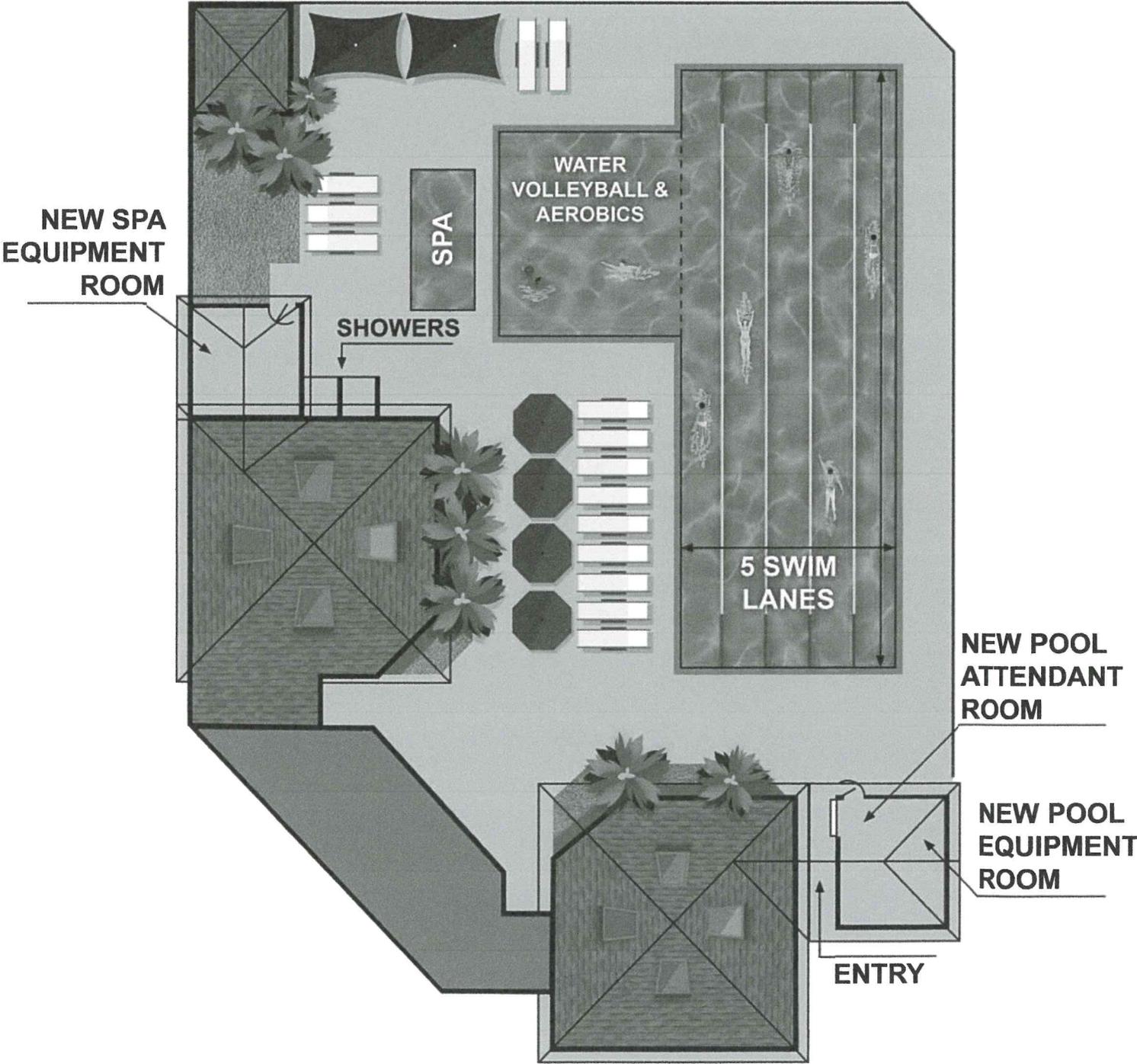


Exhibit B

Locker Room replacement

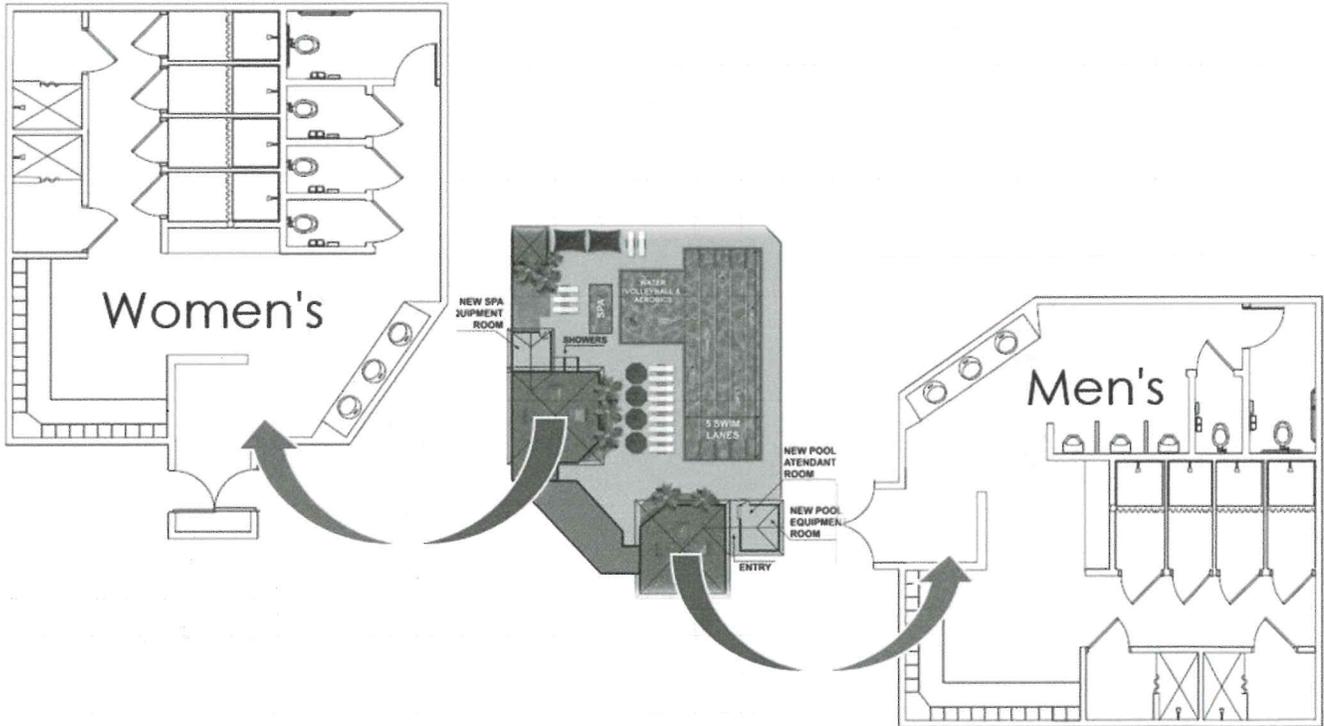
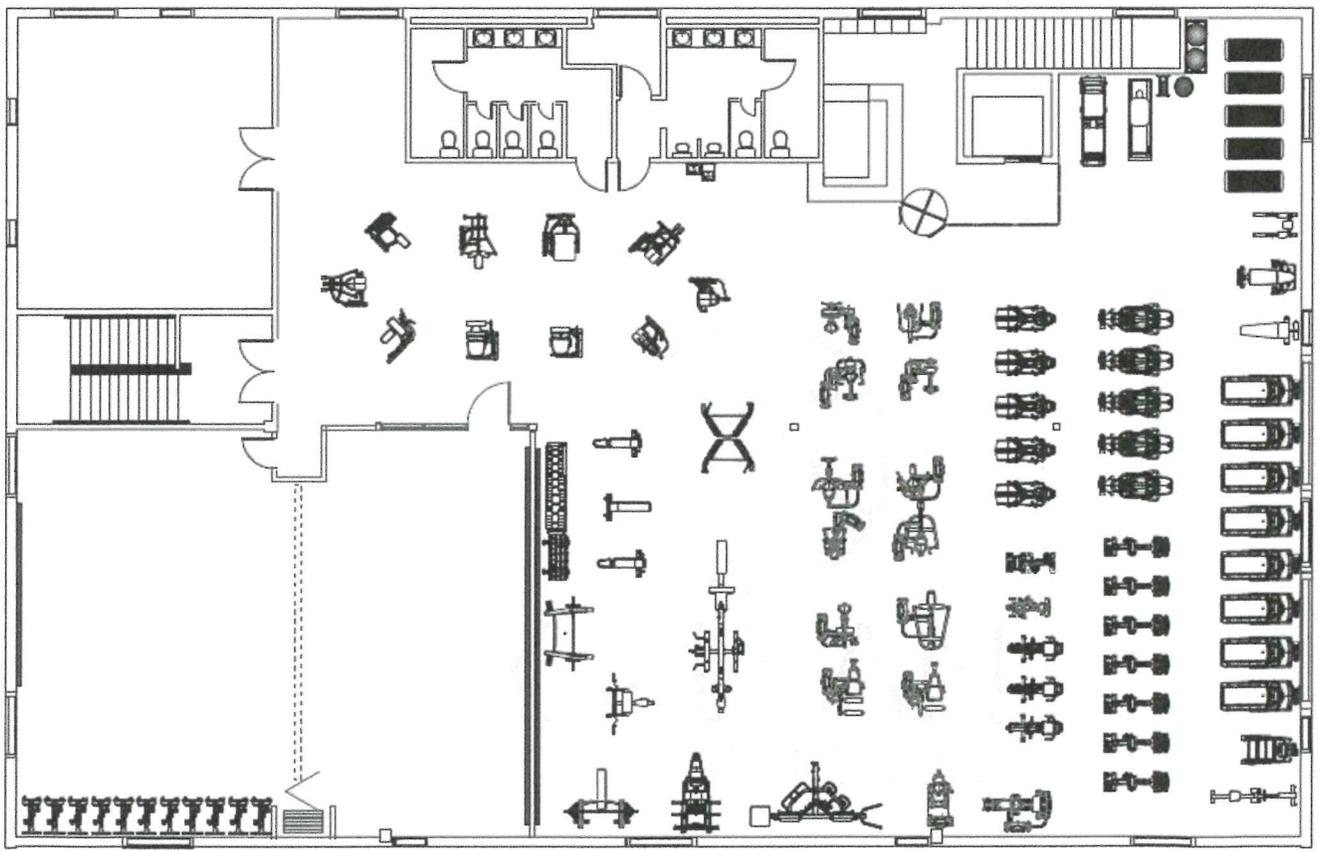


Exhibit A

General Fitness Center Expansion and Enhancement

Design Concept



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



February 25, 2020

Approved Consent Agenda

MOVED and duly approved to adopt the Consent Agenda: Committee/Board meeting minutes for the month of January, as presented; minutes of the January 28, 2020 Golden Rain Foundation (GRF) Board of Directors (BOD), as presented; the February 2020 GRF Board Report as presented; the financial statements, January 2020, for audit; and approved Reserve Funds Investment Purchase.

General - Reserve Funding Request – Roof Replacement Administration Building, Latent Construction Defects

MOVED and duly approved an additional \$37,573 Reserve funding, in contingencies for Roof Project #927-19, resulting in a total of \$93,086 (\$55,513 BOD approved funding) for contingencies for the project, and authorize the Physical Property Chair to approve the change orders.

General – Fitness Center Expansion and Enhancement, Design Approval

MOVED and duly approved to conceptually approve the design concept (Exhibit A in the agenda packet) for the expansion and enhancement of the Fitness Center and authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project. Upon securing all required costs, request the availability of Reserve and Capital funds from the Finance Committee. With the Finance Committee's determination of available funding, recommend the GRF Board review and approve the design concept.

General – Design Approval – Pool, Spa, and Locker Room Replacement

MOVED and duly approved the design concepts (Exhibits A and B in the agenda packet) for the replacement of the Pool, Spa and Lockers Room, required by the uncovered presence of numerous critical latent construction defects and authorize the Physical Properties, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the Board, to complete the replacement of the Pool, Spa and Locker Rooms, as quickly as reasonably possible.

Executive Committee – GRF Healthcare Benefits Renewal

MOVED and duly approved the renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2020, and ending March 31, 2021: Anthem Blue Cross Medical Low and High HMO Plans, Guardian Dental HMO and PPO Plans, Guardian VSP Vision Plan, Guardian Basic Life and AD&D Insurance Plan, Guardian Long Term Disability Plan, Guardian Accident and Critical Illness Plan, Guardian Employee Assistance Plan, and Guardian Voluntary Life Plan.

Executive Committee – Capital Funding Request – Administration Building, Vacant Office Repurpose

MOVED and duly approved the office rehabilitation expenses for technology purchases and office furniture for the repurposing of the vacant office on the second floor of the Administration Building, Capital Funding, not to exceed \$2,000.

Executive Committee – Appoint Inspector of Elections for GRF and Mutual Board Elections
MOVED and duly approved to appoint Accurate Voting Services as the Inspectors of Election for the 2020 GRF and Mutual Board elections.

Finance Committee – Approve Reserve Study Proposal

MOVED and duly approved to accept the Loyalty Plan pricing, as presented in the proposal submitted by Association Reserves (Exhibit A in the agenda packet) for the preparation of a reserve study update with site visit for the budget year 2021, followed by two updates with no site visits for budget years 2022 and 2023, totaling \$9,600 per year, to be charged to each respective year's operating budget.

Physical Property Committee –Reserve Funding Request– Pool/Golf Course Project

MOVED and duly approved additional Reserve funding, not to exceed \$750,000, to replace both pools, equipment and rooms, refurbish the locker rooms, as needed, and replace all needed utilities as called out in Exhibit A in the agenda packet, and authorize the President sign the required contracts for the project.

Physical Property Committee – Capital Funding Request – Clubhouse Three, Knowledge and Learning Center, Rooms Nine and Ten

MOVED and duly approved Capital Funding, in an amount not to exceed \$315,000, for the upgrades and betterments for the Knowledge and Learning Center at Clubhouse Three: Room Nine for the purpose of creating a Knowledge and Learning Center based on the scope of work presented (Exhibit A in the agenda packet), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000, and Room Ten for the purpose of creating a Knowledge and Learning Center based on the scope of work presented (Exhibit A in the agenda packet), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, and to authorize the President sign the contracts and Physical the Property Chairperson authorize any contingency funds.

Physical Property Committee –Capital Funding Request– 1.8 Area, Electrical

MOVED and duly approved to award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$ 43,677, Capital funding, and to authorize the President sign the contracts and Physical Property Chairperson authorize any contingency funds.

Physical Property Committee – Operating Funding Request– Fire Protection Contract

MOVED and duly approved to award a contract to National Fire Protection, to service and maintain Trust Property fire protection equipment, for a three-year period, at a total cost of \$15,246, Operating funding, and authorize the President to sign the contract.

Physical Property Committee –Reserve Funding Request – Painting Projects -Clubhouse Four, Service Maintenance and Library

MOVED and duly approved to award a contract to Certa Pro Painters, for the exterior painting of Clubhouse Four and the Service Maintenance buildings, as well as the interior painting of the Library and Friends of the Library buildings, for a total cost not to exceed \$34,388, including a 5% contingency (\$1,638), Reserve funding, and authorize the President sign the contract and Physical Property Chairperson authorize any contingency funds.

Physical Property Committee – Capital Funding Request – Main Gate Improvements (Exit Area, Break Room and Kitchen Area)

MOVED and duly approved improvements at the Security Main Gate (break room, kitchen area and exit office), to be carried out by the Service Maintenance Department as called out in Exhibit A in the agenda packet, for a cost not to exceed \$17,440, Capital funding, and authorize the Executive Director to issue the work order.

Physical Property Committee – Reserve Funding Request – Clubhouse Four, Replace Flooring, Lapidary Room

MOVED and duly approved to award a contract to Cornerstone Flooring, to replace the flooring in the Lapidary Room of Clubhouse Four, for a cost not to exceed \$8,684, and add contingencies of \$1,316, for a total project cost not to exceed \$10,000, Reserve funding, and to authorize the President to sign the contracts and Physical Property Chairperson authorize any contingency funds.

Physical Property Committee – Reserve Funding Request– Administration Building, Replacement of HVAC Unit One

MOVED and duly approved the replacement of the rooftop HVAC, unit #1, at the Administration Building, for a cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director to initiate the request and authorize the President to approve the agreement.

Recap of GRF Committees' Activity

February 2020

February 3, 2020, Recreation Committee

- MOVED to approve the general specifications of the upper Amphitheater Loft, as presented, and to forward the specifications to the Physical Property Committee to fully develop the scope of work and seek proposals as needed to fulfill the scope of work;
- CONCURRED to take no action on the concessions review until closer to the contract end date;
- CONCURRED to establish a Mini Farm Subcommittee. The following members and staff were appointed: Ms. K. Rapp, Ms. P. Snowden, Ms. I. Heinrichs, Mr. B. Lukoff, Lynn Baidack, and Vanessa Morris;
- CONCURRED to support the idea of holding Alzheimer screenings through the Alzheimer's Family Center and recommend the Member Resources and Assistant Liaison work with the Assistant Recreation Manager to reserve a meeting space;
- CONCURRED to request the Assistant Recreation Manager address the topic of event approval with the American Legion;
- MOVED to conceptually approve a commemorative/donation support wall at the pool and request the Executive Director work with Lynn Baidack to draft a formal proposal for review at the next committee meeting;
- CONCURRED to request the Assistant Recreation Manager draft a contest to name the Golf Course, for Committee Review, at the next meeting;
- CONCURRED to discuss 70-1406-1, Limitations on Use, at the next Committee meeting.

February 5, 2020, Governing Documents Committee

- MOVED to add the word fees to the title of any document pertaining to fees;
- MOVED that it is each GRF Committee's responsibility to ensure that any GRF governing document cite the appropriate cross-reference(s) to any other related GRF governing

- documents (rules, fees, procedures, etc.) when the governing document comes before the GRF Committee for action;
- CONCURRED to approve the launch of the new GRF governing document website page, upon re-sorting of the department sections;
- MOVED to amend 40-3326-1, Purchasing Warehouse Guidelines for Mutual Inventory and Non-Inventory Purchases, by making the Non-substantial changes and approved, as final;
- MOVED to amend 40-2920-3, Budget Controls, by accepting the suggested red line amendments as well as clarifying the highlighted sections and forward to the Finance Committee for approval;
- MOVED to amend 40-5340-1, Capital Improvement Fund, by making the Non-substantial changes and approved, as final;
- MOVED to approve 40-5528-1, Refund of Excess Income, as reviewed;
- CONCURRED to review at the next meeting Amend 40-5520-1, Reserves, Amend 40-5540-1, Contingency Operating Fund, Amend 40-5516-3, Committee Non-Budgeted Expense, and amend 40-5061-2, Fees.

February 5, 2020, Physical Property Committee

- MOVED to recommend the GRF Board approve an additional \$750,000 reserve funding to make the needed replacement and repairs of deficiencies at the Pool/Golf Course Facility, pending Finance Committee review;
- MOVED to approve the completion of #931-19m 1.8 Acres – Gate Replacement and #936-19, Clubhouse Three-Automatic Door Replacements;
- MOVED to allow MJ Jurado to continue with previously approved demolition work prior to the additional funds being approved at the GRF Board meeting to avoid holding up the Pool Project by three weeks;
- CONCURRED to discuss Alternative Energy-Microgrids at the next meeting;
- MOVED to recommend the GRF Board approve the renovation of Clubhouse Three room 9 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000, pending Finance Committee review;
- MOVED to recommend the GRF Board approve the renovation of Clubhouse Three room 10 for the purpose of creating Knowledge and Learning Center based on the scope of work presented, including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, pending Finance Committee review;
- CONCURRED to decline CARE's request to install laminate flooring in place of carpet and to have the floors professionally cleaned by Innovative Cleaning Services;
- MOVED to accept the donation of a park bench from the Sunshine Club and place it at Clubhouse Two, and send a letter of thanks to the Sunshine Club;
- CONCURRED to discuss alternative energy at an upcoming meeting;
- CONCURRED to approve the scope of Upper Amphitheater Loft work at the February 3 meeting to be presented at the March Physical Property Committee to review costs;
- MOVED to recommend the GRF Board award a contract to Schlick Services to install a 400-amp electric panel at the 1.8 area with seven new light poles and fixtures including conduit for video surveillance and adding \$4,000 in contingencies for permits and any unforeseen needs, for a total cost not to exceed \$ 43,677, Capital Funding, pending Finance Committee review;
- MOVED to recommend the GRF Board award a contract to National Fire Protection to service and maintain Trust Property Fire Protection Equipment ,for a three-year period, at a total cost not to exceed \$15,246, Operating funding;

- MOVED to conceptually approve the donation for the purpose of installing a new ramp or lift to the top of the Amphitheater, pending review by an engineer;
- MOVED to recommend the GRF Board approve the exterior painting of Clubhouse Four and the Service Maintenance buildings and interior painting of the Library and Friends of the Library buildings, including a 5% contingency, for a total cost not to exceed \$34,388, Reserve Funding;
- MOVED to recommend the GRF Board approve the Service Maintenance Department to make improvements at the Security Main Gate; Break Room, Kitchen Area and Exit Office for a total cost not to exceed \$17,440 Capital funding, pending Finance Committee review;
- MOVED to recommend the GRF Board approve the replacement of flooring in the Lapidary room of Clubhouse Four ,for a cost not to exceed \$10,000, Reserve funding, pending review by the Finance Committee;
- MOVED to recommend the GRF Board approve the replacement of HVAC unit #1 by Greenwood Heating & Air for a total cost not to exceed \$4,200, Reserve funding, and authorize the Executive Director initiate the contract prior to the Board meeting to avoid holding up the roofing project.

February 6, 2020, Architecture and Design Review Committee

- CONCURRED to take no action pending presentation of a sample of a recycle/waste bin at the next scheduled meeting;
- CONCURRED to request the Facilities Director bring back additional pot and plant samples for Veteran's Plaza to the next scheduled meeting;
- MOVED to accept the donation of a Sculpture, from the Perrotti Family, and to include, at GRF cost, a plaque recognizing the Perrotti Family's donation;
- MOVED to approve the design change of the resource rack, located in the lower lobby of Building Five, to a wall-mounted unit, approved by ADRC standards and authorize the Recreation Manager to place the order;
- CONCURRED to request the Facilities Director bring back additional flooring samples for Clubhouse Three, Room Nine, Learning Center, to the next scheduled meeting;
- MOVED to approve the Heavy-Duty Stacking Chair, in Navy, with the silver mist frame, as part of the approved furniture for general use;
- MOVED to approve and inform Optum Care that the donation of the furniture from the lobby of the Health Care Center (HCC) would be welcomed and authorize the Executive Director to work with the HCC in finalizing the arrangements for the possible donation;
- MOVED conceptually approve, in addition to the approved exterior finishes of the Pool area, the finishes for a wall, with similar finishes as the donation wall located at the Amphitheater; with the Architectural Design and Review Committee's conceptual approval, the Executive Director will present the approved concept to the Recreation Committee, for formulation of plans to actualize the pool wall.

February 10, 2020, Mutual Administration Committee

- MOVED to amend 50-1023-1, GRF Pet Ownership Rules, accepting the keywords assigned by the Governing Document Committee (Pet, ESA, and Service Animals);
- CONCURRED to refer Mutual Permission Temporary Carport and Mutual Street Parking Permit to President's Council for review and send revised pages five and six of the Application & Approval, Co-Occupant to the President of Mutual Seventeen.

February 11, 2020, Facilities and Amenities Review Ad hoc Committee

- CONCURRED to take no action regarding Clubhouse One – Storage, pending a determination from the Restaurant/Bar Sub-committee;

- CONCURRED to take no action regarding Woodshop Space Designer/Architect, pending a determination from the Restaurant/Bar Sub-committee;
- CONCURRED to amend the draft kitchen use survey, as discussed and request the Assistant Recreation Manager distribute the survey to Clubs that regularly met in Clubhouse Three.

February 12, 2020, Security, Bus & Traffic Committee

- CONCURRED to take no action and bring back to the next scheduled meeting the following governing documents: 80-1920-1, Traffic Rules and Regulations, 80-1925-1, Traffic Rules and Regulations – Enforcement on Trust Property, 80-1927-1, Trust Property Parking Rules and Enforcement, 80-1927-2, Trust Property Parking Rules and Enforcement, Fees, 80-1927-3;
- Trust Property Parking Rules and Enforcement, Procedures, 80-1928-1, Golf Carts Parking Rules and Regulations, 80-5536.01-1, Guest Passes.

February 13, 2020, Communications & IT Committee

- MOVED to support the Executive Director's decision on upgrading internet services in Clubhouses Two and Three in the amount not to exceed \$1,500, pending proper documentation from the IT Supervisor;
- CONCURRED to move production date of the Community Guide to the second week of July. The Committee also concurred to invite LW Weekly advertising person, Sylvia King, to the next scheduled Committee meeting to discuss the advertising;
- CONCURRED to request staff to obtain and present information on the most frequent fits pertaining to the sections of LW Weekly;
- CONCURRED to request the IT Supervisor present more detailed list of the bids for the phone system at the next scheduled meeting;
- CONCURRED to request the Director of Communication and Technology summarize gathered feedback on LW map and present the updated map at the next scheduled Committee meeting;
- MOVED to forward a funding request to the Finance Committee and Board of Directors for Tecnavia standard package for \$5,800, with the exact dollar amount to be provided by the Executive Director;
- CONCURRED to request the GRF attorney review the section 2.2. Limitations Related to Coverage of Election Candidates of Policy 20-2806-1, Community Publications, for possible revisions.

February 14, 2020, Finance Committee

- CONCURRED to authorize the Purchasing Manager, to process the lockers received through the approved surplus equipment procedure;
- MOVED and recommended the GRF Board accept for audit and forward to the GRF Board the financial statements for period ending January 2020, as presented by the Director of Finance and as reviewed by the Finance Committee;
- MOVED and recommended the GRF Board authorize the purchase of brokered CDs through Morgan Stanley (\$735,000) and US Bancorp (\$1,265,000) totaling \$2,000,000 of reserve funds, with terms ranging from six (6) months to eighteen (18) months at the prevailing interest rates at the time of purchase and at the discretion of the financial advisor;
- MOVED to recommend the GRF Board accept the Loyalty Update Plan pricing, as presented in the proposal submitted by Association Reserves, for the preparation of a reserve study update with site visit for the budget year 2021 followed by two updates with no site visits for budget years 2022 and 2023;

- MOVED to deny the refund of the first installment of the promissory note and certificate preparation fee, totaling \$1,013.50 and to forgive the remaining balance due on the promissory note;
- MOVED to deny the refund of the Co-Occupant fee, in the amount of \$1,678, as presented on the agenda;
- DETERMINED that Capital Funds, in the amount of \$315,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for clubhouse three learning center: Room Nine, for the purpose of creating a Knowledge and Learning Center, based on the scope of work (Exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$110,000 and Room Ten, for the purpose of creating a Knowledge and Learning Center, based on the scope of work (see exhibit A), including contingencies for assistive listening devices and unforeseen items, for a total cost not to exceed \$205,000, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, Clubhouse Three, Learning Center;
- DETERMINED that Capital Funds, in the amount of \$43,677, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the installation of electrical and lighting, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, 1.8 acres electrical and lighting;
- DETERMINED that Capital Funds, in the amount of \$17,440, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, for the revisions at the main gate and approve the Service Maintenance Department to make improvements (break room, kitchen area and exit office), as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, revisions at the main gate;
- ALLOCATED Capital Funding, for office rehabilitation expenses for technology purchases and office furniture for the repurposing of the vacant office, on the second floor of the Administration Building, not to exceed \$2,000, and forward this request to the GRF Board of Directors;
- DETERMINED that Reserve Funds, in the amount of \$750,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, to complete the replacement of the swimming pool, hot pool shower room refurbishment, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, pool/golf course project, for a total cost of \$1,550,000;
- DETERMINED that Reserve Funds, in the amount of \$10,000, are available and have placed a temporary hold on these funds, pending Board action on the proposed project, to replace existing flooring in the Lapidary room of Clubhouse Four, as being recommended to the Board by the Physical Property Committee, per the Committees action request of February 6, 2020, Clubhouse four, lapidary room flooring;
- CONCURRED to review Amend 40-2920-3, Budget Controls and Amend 40-5523-1, Accounts Receivable Collections at the next scheduled meeting.

February 14, 2020, Executive Committee

- CONCURRED to discuss the correspondence in Executive Session;
- MOVED to recommend the GRF BOD appoint Accurate Voting Services as the Inspectors of Election for the 2020 GRF and Mutual BOD elections, as set forth in 30-5025-3;
- MOVED to recommend to the GRF Board of Directors renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2020, ending March 31, 2021: Anthem Blue Cross Medical Low and High HMO plans, Guardian Dental HMO and PPO plans, Guardian VSP Vision plan, Guardian Basic Life and AD&D Insurance plan, Guardian Long Term Disability plan, Guardian Accident and Critical Illness Plan, Guardian Voluntary Life plan, VPI Voluntary Pet

- Insurance plan, reimbursement of up to \$500 hospitalization cost, annually, per employee, and Flexible Spending Account plan;
- CONCURRED to authorize the Executive Director to request labor counsel provide a legal opinion, pertaining to Mutual and/or GRF Board members experiencing a conflict of interest if also an employee of GRF;
- MOVED to authorize a pop-up voting site, easily accessible by bus;
- MOVED to forward a request to the Finance Committee in February 2020 to review the availability of Capital Funding, not to exceed \$2,000, for office rehabilitation expenses for technology purchases and office furniture, for the repurposing of the vacant office on the second floor of the Administration Building and recommend the GRF BOD approve the rehabilitation expenses;
- CONCURRED to review the following GRF Governing Documents at the March meeting: 30-1021-1, Posting of Signs on Trust Property, 30-1220-1, Sub-committee Resident Specialist, 30-5020-1, Organization of the Board, 30-5092-1, Code of Ethics 30-5092.01-1, BOD Censure Procedure.

February 18, 2020, Special Recreation Committee

- MOVED to recommend the GRF Board conceptually approve the proposed design concept for the expansion and enhancement of the Fitness Center, and authorize the Physical Property, Recreation, and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project and forward a request to the Finance Committee to determine if funding is available. Upon securing funding bring the completed project plan back to the GRF Board for final approval;
- MOVED to recommend the GRF Board approve the design concepts, as presented, for the replacement of the Pool, Spa, and Locker Rooms, required by the uncovered presence of numerous critical latent construction defects and then authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the GRF Board, to complete the replacement of the Pool, Spa, and Locker Rooms as quickly as reasonably possible.

February 18, 2020, Special Physical Property Committee

- MOVED to recommend the GRF Board conceptually approve the proposed design concept for the expansion and enhancement of the Fitness Center, and authorize the Physical Property, Recreation, and Architectural Design Review Committees to take all required actions to finalize all plans and specifications and to fully develop all costs for the proposed project and forward a request to the Finance Committee to determine if funding is available. Upon securing funding bring the completed project plan back to the GRF Board for final approval;
- MOVED to recommend the GRF Board approve the design concepts, as presented, for the replacement of the Pool, Spa, and Locker Rooms, required by the uncovered presence of numerous critical latent construction defects and then authorize the Physical Property, Recreation and Architectural Design Review Committees to take all required actions under a budget, as approved by the GRF Board, to complete the replacement of the Pool, Spa, and Locker Rooms as quickly as reasonably possible.

February 18, 2020, Website Redesign Committee

- CONCURRED to request the IT Supervisor follow-up on the “Revize” proposal, contacting its current customers for feedback and request a demo system for the new LWSB website.

February 19, 2020, Strategic Planning Ad hoc Committee

- CONCURRED to accept the newly formatted future visions spreadsheet, as presented;
- CONCURRED to remove the following line items (listed by row number): 10. Maximizing use of Trust Property; 12. Move On-site Sales Office outside the gate; 13. Parking Garage; 19. On-site hazardous waste disposal and collection service; 29. A giant display screen on the wall next to the Amphitheater; 40. GRF credit card (VISA/MC); 41. Innovations/Technology.
- CONCURRED to amend the following line items (listed by row number): 7. Add “(by 2044)”, 8. Change “legal” to “paralegal”; 16. Break into four line items for clubhouses 1, 2, 3, and 4; 22. Change “reduction to “conservation”; 23. Change to “Implement environmental programs”; 31. Change “of long term use” to “and enhancement”.
- CONCURRED to review the priority levels at the next meeting.

Financial Recap – January 2020

As of the one-month period ended January 2020, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$101,692.

Major variances are:

| | | |
|-------------------------|----------|--|
| Wages, Taxes & Benefits | 50,622 | Favorable: Wages \$33K; P/R Taxes \$5K; Workers' Comp \$4K; Group Ins \$9K |
| Temporary Agency Fees | (12,614) | Unfavorable: Temporary help for key positions. |
| Supplies | 17,815 | Favorable: Timing of expenditures for later months |
| Professional Services | 11,636 | Favorable: Timing of expenditures for later months |
| Rental Income | 9,293 | Favorable: Actual unit sales exceeded budget |

| | Fund Balance | Allocated For Current Projects | Allocated For Future Projects | For details, see page |
|------------------------|--------------|--------------------------------|-------------------------------|-----------------------|
| Reserve Funds | | | | |
| Repairs & Replacements | \$10,653,033 | \$1,815,777 | \$8,837,256 | 7 |

| | Fund Balance | Allocated Funds | Unallocated Funds | For details, see page |
|----------------------|--------------|-----------------|-------------------|-----------------------|
| Capital Funds | | | | |
| Capital Improvements | \$2,527,790 | \$174,099 | \$2,353,691 | 8 |

Total year-to-date approved unbudgeted operating expenses are \$0.