

MUTUAL ELEVEN

**BOARD OF DIRECTORS
MONTHLY REPORTS FOR**

February 2020

(See information attached.)

Mutual Eleven

February 20, 2020

Presidents Report

We are still working on the Laundry Room Bids and hope to be talking soon to the prospective companies. We are one of only a handful of mutual that still take care of our own laundry room's. When we have a selected company, we will have them come to a board meeting and talk to everyone.

March 9th will begin our bi-annual fire inspections and will conclude on March 26th. Please have a copy of your current \$300,000 liability insurance and LW I.D. available for this inspection. If you plan to be gone, leave a copy on your counter. You will receive a 3-day notice prior to the inspection and dates and times will be posted in the laundry rooms.

Very soon, Security will be conducting parking enforcement activities in our mutual. The program will start at 5:00 a.m., when Interim Security Manager Larry Norlander and Victor Rocha will go around the carport parking lot and street to enforce parking regulations. The goal of this operation is not to be punitive – it is to address residents' concerns regarding parking.

Shareholders are to call their Building Director for Service Maintenance Monday thru Friday 8 a.m. to 4:30 p.m. and on weekends, call Security only for emergency request like water leaks, or toilet stoppages, and back-back-sink stoppages. Your outside water hose not working is not an emergency.

Election time is fast approaching and we need candidates for this board and GRF Board. I will be happy to talk to anyone interested and help them understand the job. If anyone is interested in helping with the luncheon for the annual meeting, please give me a call at 559-760-4153.

At the last meeting, it was reported by a concerned shareholder that the board had placed the Restated Bylaws on our web page as though they were adopted. This is not the case and should be noted that on our web page under policies, you will find our old outdated bylaws. If you scroll down under Bulletin Board, you will find under 3/25/2019, we placed the Restated Bylaws for easy access of shareholders prior to voting on them in May 2019; it clearly says "Unofficial Restated Bylaws". Also, stated by a concerned shareholder, that the board could not revisit the bylaws for one year, is not true. As Davis Stirling 4365 states that the board may not readopt a "rule change" approved by the shareholders within one year, but does not preclude the board from adopting a different rule on the same subject as the rule change that has been revised. Since the bylaws were not adopted by the shareholders, we can submit them again.

If you have access to our web page, please take a look at the March 13, 2015 Fire Slide Show. It is quite the eye opener. I found this slide show on Mutual 14's web page about our Mutual, go figure, so I had it put on our web page. We should all see it.

Thank you to Phil Mandeville and Pete Whelan for starting our generators. Pete and Phil will be adding 4 more 55 gal. drums of water storage to a couple of laundry rooms very shortly.

Brenda Hemry

LANDSCAPE COMMITTEE REPORT FOR THE MEETING HELD ON

11th. FEBRUARY 2020 at 2PM.

Members Present, in alphabetical order.

Jackie Clarkson, Geoff Davies (Chair), Daphne Guertin, Ed Jablonski, Susan Shaver, Pam Sich, and Jerry Thomas.

An application was reviewed from 265 D for an Entrance Wall and our recommendation will be presented to the Board at the next meeting on February 20th.

General topics discussed were as follows.

- a) Tree trimming to our larger ^{trees} has been carried out throughout the Mutual and we have had several comments from Shareholders complimenting the contractors on their work, trimming of the Bottle Brush trees adjacent to Buildings 262 and 284 will be carried out shortly.
- b) Members of the Garden and Carport Compliance committee again brought their reports on the state of the Mutual, and the issues raised will be discussed either with the Shareholders or TLM as appropriate.

The meeting closed at 3:15 and the next Meeting will be held on March 10th. at 2:00pm in the Physical Properties Conference Room.

Geoff Davies.

Mutual Administration Director's Report

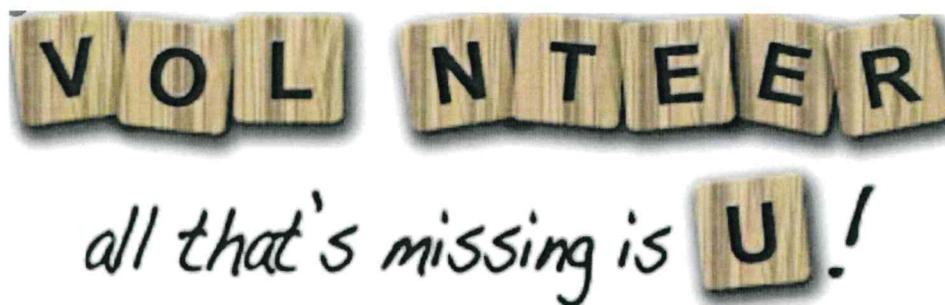
February 2020

Election time is here!



If you wish to run for a Director's position on the Mutual Board and be included on the ballot for your Mutual election, please see the staff in the Stock Transfer Office in the Administration Building on the first floor for a candidate's application form.

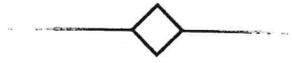
Please see the 2020 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly.



Save the Date!



**GRF & Mutual Board
Training Seminar**



When: **MONDAY, MARCH 2, 2020**
8:30 a.m. - 12:30 p.m.

Where: **CLUBHOUSE 4**



Coffee, tea, doughnuts & fruit will be served.

*To RSVP, contact Ginni Houck at:
(562) 431-6586 ext. 374
or email: ginnih@lwsb.com*



GRF & Mutual Board Training Seminar Agenda

8:30-8:45 a.m. **Meet & Greet**
Coffee, Tea, Doughnuts, & Fruit will be served

8:45 a.m. **Pledge of Allegiance**
Led by Rich Carson, Mutual 12 President

Introduction of Speakers
Randy Ankeny - Executive Director

9:00 a.m.-12:30 p.m. **Training Sessions**

9:00-10:00 a.m. **Sexual Harassment in the Workplace**
Attorney - Adam Bouayad

10:00-10:30 a.m. **Executive Sessions 101**
Attorney - Lisa Tashjian

10:30-11:00 a.m. **Department of Fair Housing**
General info - Lisa Tashjian

11:00 a.m.-12:00 p.m. **You Are a Board Member 24/7**
Mutual Attorney - Ray Kaiser

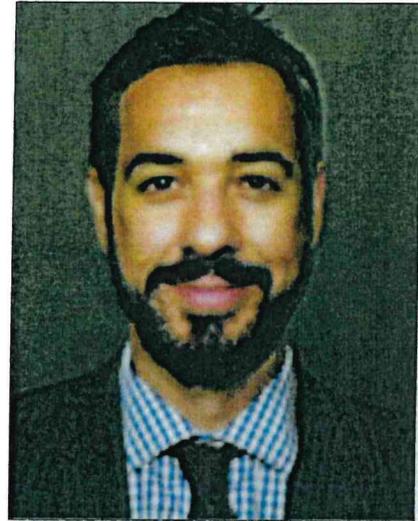


Adam Bouayad

**WOLFLICK, SIMPSON,
KHACHATURIAN & BOUAYAD**

Adam is an associate attorney at Wolflick, Simpson, Khachaturian & Bouayad. Mr. Bouayad represents employers in all aspects of labor and employment law, including discrimination, retaliation, harassment, wage and hour issues, collective bargaining matters, personnel law advice, and in both single-plaintiff and class-action litigation.

He has served as lead trial counsel or second chair, prevailing in jury trials alleging: discrimination, harassment, retaliation, wrongful discharge, and wage/hour violations. Adam has also successfully defended employers in administrative proceedings before the EEOC, DFEH and Labor Commissioner.



Adam traveled extensively throughout the world before attending UCLA and receiving his B.A. in Political Science (cum laude) in 2002. He received his J.D. from California Western School of Law in 2006, where he served as an Honors Instructor for the legal skills program. Before joining Wolflick, Simpson, Khachaturian & Bouayad, Adam successfully represented school districts in labor and employment law matters at the firm of Walsh & Associates.

Adam also practices with, and is a partner in, the Workplace Rights Law Group, LLP.

Adam is a member of the California Bar, and is also admitted to practice in all U.S. District Courts in the State. When not practicing law, Mr. Bouayad enjoys international travel, running, surfing and spending time with his wife, daughter and rescue Mutts.

Lisa A. Tashjian

BEAUMONT TASHJIAN

Lisa A. Tashjian, Esq. is a partner with Beaumont Tashjian and has devoted her career to representing community associations. Ms. Tashjian focuses her practice on litigation including dispute resolution, arbitration and trial work and supervises the firm's attorney-managed assessment collections department.

In addition to her practice, Ms. Tashjian is active in various community association organizations, such as CAI and CACM.

She is past President of the CAI-Channel Islands Chapter and is past President of the CAI-Greater Los Angeles Chapter. She is also a member of the College of Community Association Lawyers, and is among fewer than 200 attorneys that have been granted membership in the College.



Raymond T. Kaiser

THE LAW FIRM OF KAISER & SWINDELLS

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Long Beach, California 90803
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Raymond T. Kaiser is the founding partner of the Law Firm of Kaiser & Swindells, established thirty five years ago. He has practiced law in the area of complex civil litigation over his entire forty year career. Mr. Kaiser is a Board Certified Civil Trial Specialist by the National Board of Trial Advocacy, and a Certified Legal Specialist in Admiralty and Maritime Law by the California Board of Legal Specialization of the State Bar of California. He holds the rank of Advocate as a member of the American Board of Trial Advocates (ABOTA).

He actively represents clients involving breach of contract, real estate litigation, transportation, admiralty and maritime litigation (as a proctor in admiralty), bodily injury and business litigation, and common interest development matters, including homeowner associations.

Mr. Kaiser has been rated "AV" by the Martindale-Hubbell Law Directory, its most prestigious rating, since 1991. He also has been selected as a Southern California "Super Lawyer" each year since 2007.

Mr. Kaiser received his Juris Doctorate, cum laude, from Loyola University School of Law in 1976. He was awarded the American Jurisprudence Award in Constitutional Law and was a member of the St. Thomas More Law Honor Society. He received his Bachelor of Arts degree, cum laude, with a major in physiological psychology from the University of Southern California in 1973.

Mr. Kaiser was admitted to practice law in the state courts of the State of California in 1976. He was also subsequently admitted to the United States District Courts for the Central, Northern and Southern Districts of California, as well as to the United States Court of Appeals, Ninth Circuit. In 1980, Mr. Kaiser was admitted to the United States Supreme Court on motion by former California Chief Justice Malcolm Lucas.

Raymond T. Kaiser is an active member of the California Association of Community Managers (CACM), the Maritime Law Association of the United States, Transportation Lawyers Association, Association of Business Trial Lawyers, the Propeller Club of Los Angeles-Long Beach and the Long Beach Bar Association.

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.