

MUTUAL ONE

BOARD OF DIRECTORS
MONTHLY REPORTS FOR

NOVEMBER 2016

(See information attached.)

President's Report

November 28, 2016

Welcome shareholders, board members, Grf Representatives and staff of Mutual One. I hope everyone enjoyed their Thanksgiving, as I did and spent time to count our many blessings.

Report from President's council: Due to recent changes in tv\cable Mr. Heil, President of Superwire, explained their goal is to obtain the lowest price possible for all sixteen Mutual's. He also explained the current floating bulk rate agreement is the most competitive rate in the US.

Mark Weaver discussed the replacement of SCE light bulbs as there was a 2 year warranty when installed last summer.

Mr. Ankeny suggest that each Mutual pass a Board Resolution on the number of passes each unit will be allowed starting in 2017.

Policy Books: Mutual Administration has reduced to have Mutual One Policies alone. However, no board resolutions or policy changes from 2008 have been included. That will be a slow process, as I have already had Jason update ours for the past two years. I will be asking Ruben, for his help, to updating policy's and Board Resolutions from 2008 to 2014. After this is completed the new policy book must be sent to our attorney. During this time we will need to be diligent for any changes.

The next update will be our By Laws. Our goal is to have everything on line and easy access for all shareholders.

Landscape: In my area last week sprinkler heads were changes and the lawn has been reduced by inches.... Preparing for the scraping later on.

Kudos to Security, for properly checking of parked vehicles for current LW stickers and removing outdated ones.

Christmas is the most blessed holiday, enjoy with family\friends.

Respectfully submitted, Sandra Luther Stark

The Mutual Administration Director's Report

November, 2016

Happy Thanksgiving

Please be mindful of others when you smoke.
There are smokeless ashtrays and air purifiers which may lessen the affects of your secondhand smoke to others.

There is a chill in the air. Also, please be mindful of space heaters and electric blankets. Check that all cords are in good working order.

If you have any questions or concerns, please contact the Safety/Emergency Coordinator, Eloy Gomez at (562) 431-6586 extension 356, or Member Resources and Assistance Liaison, Cindy Tostado at (562) 431-6586 extension 317.

Are you doing a little Fall clean up?

Are your floor surfaces clear of debris and furniture assuring a safe passage?

IMPORTANT: In an emergency can a gurney navigate through your front door?

Collecting and keeping too many things in your unit may have the possibility of creating a fire hazard.

It can be difficult to let go of personal items thought to be very important.

- ❖ You can rent an off-site storage unit
- ❖ Pass on memorabilia to family members or loved ones
- ❖ Donate extra furnishings, clothing, and items to a charitable organization of your choice
- ❖ Ask for the assistance of a professional organizer

Please remember that large items such as furniture, mattresses, and other large items must be taken to the north-west corner of Leisure World dumpsters.

An assessment per item maybe brought against a unit for leaving these items in or around the Mutual dumpster areas.

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

November 28, 2016

Hello Mutual One Shareholders and Members,

I hope you had an enjoyable Thanksgiving holiday, ate a lot of turkey and made some wonderful memories!

The month of November was very busy for the Golden Rain Foundation Board of Directors (BOD). I have included a summary of the meetings for this month.

Community Access Ad Hoc Committee

The Committee concurred to review the services of DwellingLive and its effectiveness at Leisure World Laguna Woods. The Committee also agreed to modify the Realtor Pass Application and 2017 guest pass request form. The Stock Transfer Department will use Excel to control pass distribution prior to utilizing Jenark. A computer was purchased for the Stock Transfer Department to accomplish this task. The Committee brainstormed solutions to prevent Passes from being shared and counterfeited. The committee will discuss the topic of renewable ID cards at the next scheduled meeting.

Strategic Planning Ad Hoc Committee

The Committee decided to postpone the Rebranding/Community Marketing discussion until the next meeting. The Committee agreed to send a draft of the created seven year plan to the Finance Committee and the Board of Directors for approval.

Security, Bus and Traffic Committee

The committee moved to adopt Policies 1927-37—Parking Rules for Trust Property, with recommended changes and 1927.2-37, Parking Rules Violation Panel (PRV), as presented and forward to the Board for approval. Furthermore, the Committee moved to adopt Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property as presented and forward to the Finance Committee and Board for final approval.

The Committee approved the non-budgeted expense to repair two of the four inoperable A/C units in the 1994 buses, at a cost not to exceed \$8,200. No action was taken to purchase surveillance equipment for the Security Department.

ITS Committee

The ITS Systems Analyst and Publications Manager developed a six step Constant Contact marketing plan. The plan includes publishing an editorial in the Golden Rain News throughout November and December of 2016 explaining the practical uses, value and convenience of Constant Contact. Shareholders will have an option to opt-out of certain e-mail groups. The Committee requested that the Executive Director present a draft of the Constant Contact data plan including costs and implementation process at the next

scheduled meeting, and forward it to the Board of Directors upon approval by the Committee. The Executive Director informed the Committee members of a successful launch and operation of Axxerion as of November 1, 2016. The Committee agreed to request the Executive Director present the pictures and prices on projects to be done in Clubhouse Four including the monitors, podiums, dimmable LED lights, relocation of the AV, and adding power and USB charging outlets to the desks.

Architectural Design & Review Committee

The Committee moved to approve John's Landscaping to remove the Bird of Paradise, plants and rocks from the planter area at the Onsite Sales Office Parking lot and install a 5" cement border around the planter area and dispose all materials for a cost not to exceed \$1560. The signage for the GRF News Buildings and Amphitheater are on order and should be installed within the next 30 days. The Committee moved and approved the purchase of 32 holiday banners and stainless steel bands to replace current bands in an amount not to exceed \$4000. The tree lighting ceremony will take place on Monday, 11/28/16 at 5:30 pm. The Facilities Director reports that he is expecting a quote for the Globe lighting project.

Mutual Administration Committee

The Pet Policy is still a work in progress and the Committee anticipates further action in January. There was a discussion about a legal review of Stock Transfer documents. The attorney's findings will be discussed at a future meeting. The attorney is reviewing Policies 1400-33, Co-Occupants and Qualified Permanent Residents, 1801-33, Qualified Permanent Resident Agreement and 1804-33, Request for Additional Occupancy Entry. The Chair is still reviewing Counsel's recommendations and the policies will be on the December agenda.

Publications Committee

The Committee moved to publish Profiles once a month in the Leisure World Newsletter and compile articles at the end of the year. The Committee moved to forward policy 2851-36, Advertising and Policy 5585-36, Advertising Policy to the Policy Re-Write Sub-Committee to be reworked.

Recreation Committee

The Committee moved to accept the donation from the Sunday Night Ballroom Dance Group to purchase and place a five foot bench by the entrance of Clubhouse Four, and a plaque reading "The Sunday Night Ballroom Dance Group 1974 to 2016." The Recreation Manager presented updates on the kitchen modification in room 8, Clubhouse Three which will be completed by November 18th. The Executive Director presented a draft of the scope of work for the multipurpose court at Clubhouse Two. The Committee moved to *the next*

send Policy 1403-50, Use of Community Facilities-Reservations, to the Policy Re-Write Committee. The Committee moved to approve the purchase of a new events trailer from Big Tex Trailers including tax and license in the amount of \$6000, or purchase a used trailer if available. The Committee moved to approved the purchase and installation of the Circulation Counter and Clerk's desk from Talimar Systems Inc. in an amount not to exceed \$15,000 and send the request to the Finance Committee to allocate the funds for this project. The Committee moved to approve the Leisure World Service Maintenance Department to install a new sound system for the library in the amount not to exceed \$2600. The request was sent to the Finance Committee. The Swimming Pool Sub-Committee reported that the pool will undergo major renovations as scheduled, in the year 2022. The Golf Course Sub-Committee reported that the issues will be addressed in the year 2020.

Physical Properties Committee

The Paving Project, Year One was discussed and the Project Coordinator will present a revised plan that will reflect the costs of the work to be done, in an amount not to exceed \$600,000 at the next scheduled meeting. The Facilities Director informed the Committee the RFP for St. Andrews Gate and the Movement Study projects will be sent out next week. The Facilities Director will bring a complete scope of work from MJ Jurado Inc. on the replacement of concrete at South entry, Building Five, including trees, irrigation, and lighting to the next scheduled Committee meeting.

Finance Committee

The Committee moved to recommend the GRF BOD to accept the October 2016 Financial Statements for audit. The Committee moved to recommend to the GRF BOD to approve the renewal of the leases between GRF and the Golden Age Foundation, and Video Producers Club. The Committee moved to approve the replacement of the Library Circulation Counter and Clerk's desk in the amount of \$15,000. The Committee moved to approve the purchase and installation of a new Public Announcement (PA) System in the Library not to exceed \$2545.40. The Committee moved to approve the installation of carpet in half of the room occupied by the Video Producers Club in Clubhouse Three in an amount not to exceed \$2995. The Committee moved to approve the replacement of the Wood Shop Equipment and Electrical Panel in an amount not to exceed \$42,000. The Committee moved to approve a donation of \$1000 from the Committee's Discretionary Funds to assist with the purchase of CERT Equipment and Backpacks for participants of the CERT Training. The Committee moved to recommend to the BOD the approval of Policy 1927.1-37, Fees (Fines) for Parking Rules Violations on Trust Property.

Executive Committee

The Committee moved to accept the 2017 Election materials as presented by the Stock Transfer Supervisor. The Committee Chair requested that a work study meeting be

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scheduled in January 2017 for the Committee to review all Committee charters. The Committee moved to approve that a Shareholder-Employee should not issue parking tickets to fellow Shareholders that involve monetary fines. The Executive Director will provide a list of possible Trust attorneys at the next scheduled Committee meeting. The Committee moved to approve a donation of \$1000 from Discretionary Funds to the Emergency Planning Sub-Committee for the purchase of CERT training kits and equipment.

If you have any comments, suggestions or questions, please let me know and I will forward your communication to the appropriate committee.

I look forward to seeing you at our Mutual One and Golden Rain Foundation meetings. Check the LW News for the meeting dates.

Best regards,

A handwritten signature in cursive script, appearing to read "L Perrotti", with a long horizontal flourish extending to the right.

Leah J. Perrotti
GRF Director for Mutual One