

MUTUAL FIVE

**BOARD OF DIRECTORS
MONTHLY REPORTS FOR**

November 2016

(See information attached.)

SEAL BEACH MUTUAL NUMBER FIVE

BOARD OF DIRECTORS MEETING

GRF DIRECTORS REPORT

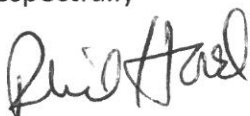
OCTOBER 19, 2016

The Globe is exposed in all its glory and we now await the landscaping that will enhance our front entrance!! Meanwhile, Mutual Administration Committee is continuing its work on a pet policy along with possible fee recommendations on various items such as: replacement passes, realtor passes, lost passes, etc. Executive Committee is working on policy renumbering which will be included on the Leisure World website and in discussing a chairperson's role description and term length. The Leisure World library received a wonderful donation of \$2,000 from a generous and grateful Shareholder. A report from the Emergency Council liaison that only two Mutual's are not represented on the council, was shared with information regarding the successful workshop providing hands-on practice using radios in representing the opportunities existing in these learning situations. Parking can be a definite problem in our community and Urban Crossroads is a company that will be utilizing its experience and ability in identifying opportunities to increase parking supply and circulation within the Clubhouse Six, Administration, and Amphitheater parking lots. Clubhouse Four completions of upgrade determinations are being finalized for the start date of renovations to occur mid-January, with approximate six week time frame for re-opening! A sidewalk adjacent to the Medical Building next to the alley is undergoing evaluation to improve safety and access for those traveling along that corridor. Architectural design for Clubhouse Two outdoor multi-use area where former lawn bowling took place is being developed to provide additional recreational possibilities.

Weeburn and Homewood Roads have been added as options for improvement on the road re-surfacing project. Spectrum Landscaping suddenly closed its doors and John's Landscaping has agreed to handle the GRF Trust properties at the same costs. This will represent a six month trial period as we develop a relationship and experience with the company.

Development of a ten-year practical plan of the projects to be done for the GRF Committees will include the Standing Committee Chairs, including Advisory Committee members, to attend meetings of the Strategic Planning Ad Hoc Committee in the development of visions of what needs to be done and define where the Committee will be in ten years in terms of its projects.

Respectfully

A handwritten signature in black ink, appearing to read "Phil Hood".

Phil Hood, Treasurer

President's Report
Mutual 5 Board Meeting
November 15, 2016

People ask me questions about how things work in Mutual 5. Although we all got to hear what is included in our carrying charges during our original Orientation I'm sure you would like a reminder. So here it is. Article 1 of the Occupancy agreement lays it out for us. Our Carrying charge or HOA payment includes:

- a. The cost of all operating expenses
- b. The cost of necessary management and administration.
- c. The amount of all taxes
- d. The cost of fire and extended insurance.
- e. The cost of furnishing water . . . electricity, garbage and trash collection . . .
- f. All reserves set up by the Board of Directors
- g. The estimated cost of repairs, maintenance and replacement of the project property
- h. Any other expenses of the Corporation approved by the Board of Directors, including operating deficiencies, if any, for prior periods.

That is a pretty comprehensive list of costs that are covered by your carrying charges. One big item that is missing is the cost of all the tasks handled by the volunteer Directors that make up each Board. If people didn't volunteer we would have to hire administrative personnel. An educated guess suggests that it would triple the cost of carrying each unit. Be kind to your hard working Directors.

Speaking of which, we need people to volunteer to serve on the Board.

Right now we need you to volunteer.

Contact me so we can talk about it.

We are into the holiday season and candle fires are of concern. Please take a look at the flyer inserted in this month's minutes for tips to safe candle usage. **NEVER LEAVE BURNING CANDLES UNATTENDED!**

For those of you that require a new stovetop. The plan is to start the process of buying and installing these early next year. For those of you with glass top stoves we will be working on a fire prevention system for you early next year as well.

Roofing is scheduled to start December 5th. This means there will be big construction trucks and equipment in the area. The schedule calls for the roofing job of each building to take two weeks. Please be patient.

Respectfully submitted,

Betty Coven Ph.D.
President, Mutual 5

November 16, 2016

CARPORT REPORT

I received the list with the letters of non-compliance which were dated October 3 and October 6 2016. I have followed up on each of them and ALL are in compliance but one. This person is working on getting her picture ID license so she can get the LW sticker. The car is registered and insured. One other person has an oil leak problem which he cannot afford to repair as the car is very old, so he is keeping kitty litter under the car and cleaning it up often.

Two or three cars were removed by the owners; some owners choosing not to drive again. This will leave us with empty rentable spaces should anyone request one.

Generally speaking, the carports are in good shape with most people being in compliance.

Respectfully submitted,

Joan Boryta, Carport Chair

November 16, 2016

Emergency Response Committee Report

The Shakeout on October 20 was a huge success! There were about twice as many people as were expected, and our committee is proud to have had such a turnout. There was a bit on confusion with so many volunteers in a small space, but in the end all worked out fine. The day also proved to be hot.

We met at Shed 112 which seemed to be the most central location. Wayne Gould, co-chair, walked everyone through the procedures taking half the group at a time. Our directors continue to have radio problems, something that we need to work on perhaps calling each other monthly to get used to using the walkies. Wayne and Joan will work out a time frame. Quite a few new shareholders didn't know anything about our Emergency Response program or the Shakout; therefore our Team is anxious to get the ER Manuals out to new shareholders in the past year and to future shareholders.

Socially when all was done, the Mutual served lovely sandwiches and great ice cream bars. Our Team looks forward to holding another preparation day. Thank you, all of you, for your wonderful contribution of support!

Also we passed out Mutual Assessment forms about 2 months ago and have received some back, but not nearly as many as there are shareholders. Please fill out the form and take it to your building captain or drop off at 113G. This will help us to analyze what skills we have available in our Mutual.

Respectfully submitted,

Joan Boryta and Wayne Gould, Co-Chairs Emergency Response

Wednesday, November 16, 2016

Updates

Andre Landscaping

- Turf Update. The original schedule of completion (October 21st) was hampered by equipment problems. During the last month, Andre Landscaping has scalped, aerated and over-seeded the turf. Seeding is not finished. It is expected to be completed by this Friday, November 18th. We ask that you stay off the grass as much as possible to give the seeds a fair chance of germinating.
- To aid roofing start date of December 6th, sprinklers will be turned off in areas surrounding buildings 90, 91 and 95 by November 21st and will remain off until buildings are completed.

Trees

- New trees will be delivered this afternoon with a goal of getting all trees planted by Andre Landscaping by the middle of next week. **Again, no flowers are to be planted in tree wells.**
- In preparation for the roofing project, a tree at 95I needs to be pruned. Tentative date of December 2nd for completion, if not sooner.
- The 2017 Tree Maintenance Proposal contract with Andre Landscaping has been signed. Specific dates/trees will be confirmed sometime in January for the winter pruning.

Roses

Rose pruning is scheduled to commence mid-December with completion scheduled for the end of January. **AGAIN, IF YOU DON'T WANT ANDRE TO DO THIS, YOU MUST CALL ME BY DECEMBER 5th.**

Miscellaneous

For those of you who have or are considering succulent plantings in your gardens, it is strongly suggested that you plant these six inches behind the scallops. We try very hard to make sure the turf is watered, but this is not an exact science to balance turf with overwatering your garden.

As always, please contact me (562/446-0749) if you have questions or issues. Wishing you all a Happy Thanksgiving!

Respectfully submitted,
Susan Trembly, Chair, Landscape Committee

Physical Properties Report November 2016
Wayne R. Gould
Director Mutual 5

Pre roofing inspections have been completed on the first four buildings. Eric K and E 2 inspect for any cracks or obvious defects prior to roofing so if any problems are reported during or post roofing we will know if it was a roofer caused defect. For those directors that have roofs to be done I encourage you to take part. I will be doing as many as possible but welcome other board members to participate.

Construction permits are seasonally declining as winter approaches.

Look for sidewalk repairs to begin soon as we tackle the most serious defects first. Due to limited budgetary funds some areas will have to wait till the next budgetary year.

Arrangements have been made to limit watering in the area adjacent to building 90 in anticipation of roofing trucks accessing our one land locked building.

Lastly I want to remind our Mutual 5 shareholders not to place oversize objects in the dumpster areas. Please take them to the Mini Farm Area giant dumpsters. They are there for you and are free. If we have to call our service maintenance to do that it costs the mutual money. If you have oversize items YOU can call them and they will do it for you at a very modest cost.

End

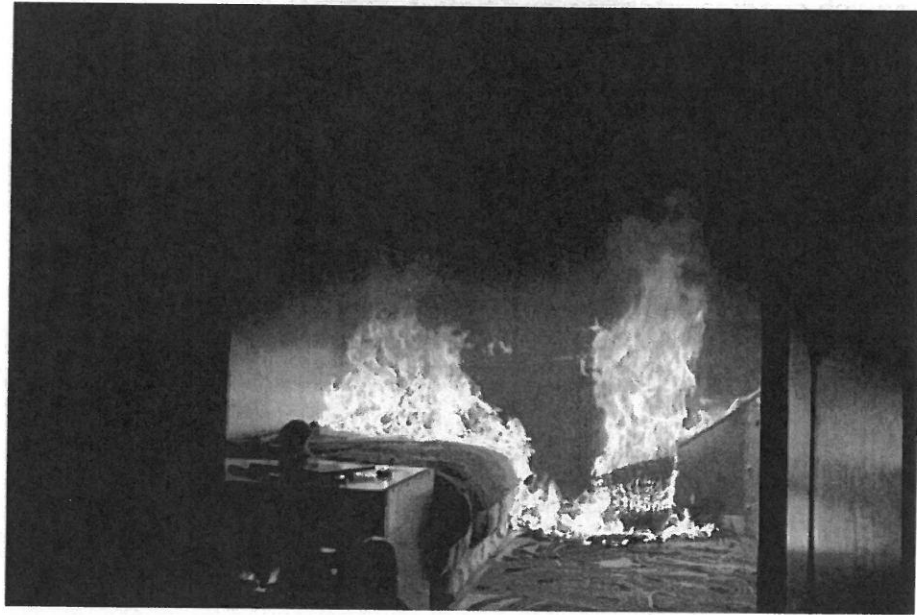
Respectfully Submitted
Wayne

Candle Fire Safety

Don't let this



Turn into this



With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

- On average, 42 home candle fires are reported every day.

- More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations are too close to the candle.
- In one-fifth (20%) of candle fires, the candles are unattended or abandoned.
- Over one-third (36%) of home candle fires begin in the bedroom.
- Falling asleep is a factor in 12% of home candle fires and 36% of the associated deaths.
- December is the peak time of year for home candle fires. In December, 13% of home candle fires begin with decorations compared to 4% the rest of the year.
- One-half of home candle fire deaths occur between midnight and 6:00 a.m.
- Young children and older adults have the highest death risk from candle fires.
- The risk of fatal candle fires appears higher when candles are used for light.

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

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

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

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

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

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