

PLEASE DO NOT DROP INTO THE MAIL SLOTS

**MINUTES OF THE REGULAR MONTHLY MEETING
BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIVE
October 18, 2017**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Five was called to order by President Coven on Wednesday, October 18, 2017, at 9:00 a.m. in Building Five, Conference Room B, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Coven, Vice President Van Wyk, Secretary Boryta, CFO Tran, Directors Cude, Deady, and Powell, and Advisory Director Walters

GRF Representative: Mr. Gould

Guests: Mr. Rosenberger, WASH Multi-Family Laundry Systems
Five shareholders of Mutual Five

Staff: Ms. Hopkins, Mutual Administration Director
Ms. Miller, Finance Director
Mr. Alvarez, Building Inspector
Ms. Day Recording Secretary

MINUTES

President Coven asked if there were any corrections to the September 20, 2017, Regular Meeting minutes. There being no corrections, the minutes are approved by acclamation.

NOTE: The Special Meeting minutes of October 11, 2017, was inadvertently approved and should have been identified as Executive Session minutes to be approved in an Executive Session.

PRESIDENT'S ANNOUNCEMENTS

President Coven said have a long agenda today.

SHAREHOLDERS' COMMENTS

No shareholders made a comment.

BUILDING INSPECTOR'S REPORT

Inspector Alvarez presented his activity report (attached).

Following questions, Inspector Alvarez left the meeting at 9:05 a.m.

GUEST SPEAKER – Mr. Rosenberger

Mr. Rosenberger distributed and discussed a proposal for WASH Multi-Family Laundry Systems to provide the Mutual with laundry room appliances.

Following questions, Mr. Rosenberger left the meeting at 9:20 a.m.

GUEST SPEAKER – Ms. Miller

Ms. Miller presented the proposed 2018 Mutual budget.

Following a discussion, and upon a MOTION duly made by CFO Tran and seconded by Director Cude, it was

RESOLVED, To accept the 2018 Operating Budget for Mutual Five of \$2,014,898, resulting in a regular monthly assessment of \$341.28 per apartment per month, for an increase of \$17.26 per month over the total regular assessment of 2017, as presented, and to adopt this budget forthwith.

The MOTION passed.

Ms. Miller left the meeting at 9:40 a.m.

GRF REPRESENTATIVE'S REPORT

GRF Representative Gould presented his report on the GRF activity (attached).

CORRESPONDENCE

Secretary Boryta received no correspondence.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Tran presented her financial report (attached).

OFFICER'S REPORTS

President Coven presented her report (attached).

COMMITTEE REPORTS

Physical Properties

Director Cude presented his report (attached).

COMMITTEE REPORTS (continued)

Laundry Rooms

Director Powell presented his report (attached).

President Coven called a break at 10:19 a.m. to 10:34 a.m.

Emergency Preparedness

Director Powell discussed the California Shakeout scheduled for October 19.

Carports

Secretary Boryta presented her report (attached).

Landscaping

Director Deady presented her report (attached).

Building Captains/Caregivers/Pets

Secretary Boryta had no report.

Policy Committee

President Coven discussed what the committee is working on.

Architectural Review Committee

President Coven had no report.

Special Events

President Coven stated the California Shakeout is on October 19 at 10:19 a.m.

On Saturday, October 28, 2017, is the National Prescription Drug Take Back Day, at the Main Gate, from 10:00 a.m. to 2:00 p.m. (flyer attached).

UNFINISHED BUSINESS

The Board members discussed Policy 7510 – Eligibility Requirements Presidents' Council version. It was the consensus of the Board to postpone action until next month.

Director Cude discussed the postponement of the asphalt project at this time.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by President Coven and seconded by Secretary Boryta, it was

RESOLVED, That Mutual Five grant permission to Purple Air to install their equipment to monitor the air quality at no risk to the Mutual or any shareholder.

The MOTION passed.

Following a discussion, it was the consensus of the Board concerning additional Guest Passes, that no change is needed for 2018-2019.

Following a discussion, and upon a MOTION duly made by President Coven and seconded by Director Powell, it was

RESOLVED, To accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Boryta and seconded by Director Deady, it was

RESOLVED, That Mutual Five will use the ID Card Sign Sheet to track the pickup of ID cards from the Stock Transfer Office, drop-off the ID cards to the shareholder, and return the ID cards to the Stock Transfer Office allowing the staff and the Mutual to keep an account of the ID cards released to the Directors. Each Director of Mutual Five will be responsible for their buildings cards.

The MOTION passed.

The Board members discussed amending Policy 7510.05 – Eligibility Requirements. It was the consensus of the Board to leave the policy as passed and ratified effective September 2017, and not consider any further amendments to this Mutual policy.

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins discussed Mutual Administration activity. Also, she discussed candle safety in the Mutual (attached).

DIRECTOR'S COMMENT

No Directors made any comments.

SHAREHOLDERS' COMMENTS

No shareholders made any comments.

ADJOURNMENT

There being no further business to conduct, President Coven adjourned the meeting at 11:50 a.m. and stated an Executive Session would follow to discuss member issues.


Attest
Joan Boryta, Secretary
SEAL BEACH MUTUAL FIVE
cd:10/19/17
Attachments

NEXT REGULAR BOARD MEETING: November 15, 2017, 9:00 a.m.
BUILDING FIVE CONFERENCE ROOM B

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OCTOBER 18, 2017**

10/18/17 RESOLVED, To accept the 2018 Operating Budget for Mutual Five of \$2,014,898, resulting in a regular monthly assessment of \$341.28 per apartment per month, for an increase of \$17.26 per month over the total regular assessment of 2017, as presented, and to adopt this budget forthwith.

RESOLVED, That Mutual Five grant permission to Purple Air to install their equipment to monitor the air quality at no risk to the Mutual or any shareholder.

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RESOLVED, That Mutual Five will use the ID Card Sign Sheet to track the pickup of ID cards from the Stock Transfer Office, drop-off the ID cards to the shareholder, and return the ID cards to the Stock Transfer Office allowing the staff and the Mutual to keep an account of the ID cards released to the Directors. Each Director of Mutual Five will be responsible for their buildings cards.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL (05) FIVE

INSPECTOR: BRUNO ALVAREZ

MUTUAL BOARD MEETING

DATE: OCTOBER 18, 17

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
69-G	CARPORT CABINET	GRF	06/13/17	07/20/17	NO	NONE	HANDYMAN
69-H	FLOORING	GRF	09/01/17	10/10/17	NO	NONE	CORNERSTONE FLOORS
72-K	HEAT PUMP	BOTH	07/12/17	08/22/17	NO	NONE	ALPINE
90-I	INSTALL TILE	GRF	05/30/17	07/20/17	NO	NONE	BERGKVIST
90-I	LIGHT FIXTURE	GRF	05/30/17	07/20/17	NO	NONE	BERGKVIST
91-E	HEAT PUMP	BOTH	10/09/17	01/20/18	NO	NONE	GREENWOOD
91-L	KITCHEN REMODEL	BOTH	08/22/17	02/09/18	NO	NONE	BERGKVIST
91-L	WASHER AND DRYER	BOTH	08/22/17	01/12/18	NO	NONE	BERGKVIST
92-L	INSTALL TILE	GRF	06/28/17	09/20/18	NO	NONE	LW DÉCOR
93-H	WALKWAY	GRF	08/15/17	09/30/17	NO	NONE	LOS AL BLDRS
93-H	INSTALL CARPORT CABINET	GR	08/20/17	09/20/17	NO	NONE	HANDYMAN
94-A	KITCHEN REMODEL	BOTH	08/25/17	10/25/17	NO	NONE	LW DÉCOR
95-L	COUNTER TOP	BOTH	10/02/17	02/02/18	NO	NONE	WESTBY4HOMES
95-L	CARPORT CABINET	GRF	10/09/17	11/20/17	NO	NONE	HANDYMAN
96-H	HVAC	BOTH	06/12/17	09/30/17	NO	NONE	GREENWOOD
97-H	HEAT PUMP	BOTH	08/21/17	12/07/17	NO	NONE	GREENWOOD
100-C	EZ ACCESS TUB	BOTH	10/10/17	12/07/17	NO	NONE	NUKOTE
100-I	HEAT PUMP	BOTH	08/09/17	10/12/17	NO	FINAL 09/27/17	GREENWOOD
107-K	AC	BOTH	05/30/17	08/30/17	NO	NONE	GREENWOOD
108-K	KITCHEN REMODEL	BOTH	07/28/17	10/16/17	NO	NONE	GREAT WEST CONSTRUCT.
110-A	REMODEL	BOTH	08/28/17	12/04/17	NO	NONE	TOM JEAN CONSTRUCTION
110-D	REMODEL	BOTH	09/11/17	12/18/17	NO	NONE	ROBERTS CONSTRUCTION
110-D	LOWER CARPORT STORAGE	GRF	07/14/17	08/20/17	NO	NONE	HANDYMAN
111-F	EZ ACCESS TUB	BOTH	10/10/17	12/13/17	NO	NONE	NUKOTE
112-F	LOWER CARPORT STORAGE	GRF	10/05/17	11/15/17	NO	NONE	HANDYMAN
113-I	REMODEL	BOTH	06/28/17	11/30/17	NO	NONE	LW DÉCOR
113-G	EZ ACCESS TUB	BOTH	08/24/17	10/18/17	NO	NONE	NUKOTE
116-C	WASHER AND DRYER	BOTH	07/28/17	09/08/17	NO	NONE	JC KRESS
118-I	HVAC	BOTH	08/23/17	11/23/17	NO	NONE	GREENWOOD
119-F	DISHWASHER	BOTH	10/11/17	11/30/17	NO	NONE	LOS AL BLDRS
121-K	BATHROOM REMODEL	BOTH	10/02/17	12/15/17	NO	NONE	BERGKVIST
123-I	REMODEL	BOTH	06/13/17	11/13/17	NO	08/17/17 ROUGH.	LOS AL BLDRS
124-G	HVAC	BOTH	09/08/17	12/20/17	NO	NONE	GREENWOOD

SHADED AREAS HAVE BEEN SIGNED OFF

UNIT #	ESCROW ACTIVITY						DOCUMENTS/COMMENTS
	NMI	PLI	NBO	FI	FCOEI	ROF	
72-D		07/10/17	07/17/17	07/25/17	08/08/17	08/29/17	
72-E		09/14/17	10/10/17	10/10/17	10/24/17		
93-E		06/15/17	07/05/17	07/06/17	07/20/17	08/25/17	
95-L		06/15/17	08/28/17	09/05/17	09/19/17		
97-C		07/10/17	10/03/17	10/11/17	10/25/17		
99-J				05/12/17	05/26/17		
100-A		08/23/17	10/12/17	10/12/17	10/26/17		

100-D			05/08/17	05/16/17	0526/17	08/29/17	
104-E	07/27/17	08/08/17	08/14/17	08/22/17	0927/17		
105-C	09/25/17						
106-L	06/15/17						
109-F	05/05/17						
110-F	08/23/17						
113-C	03/30/17	06/06/17	06/14/17			08/21/17	
113-F	07/10/17						
115-L	10/09/17						
116-C	05/31/17	06/19/17	06/21/17				
119-C	09/14/17	10/17/17	10/18/17	11/01/17			
121-D	09/25/17						
121-F	08/18/17	08/29/17	08/31/17	09/15/17			
123-B	08/07/17	09/19/17	09/18/17	10/02/17			
124-F	09/01/17						

SHADED AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS

Wayne R. Gould
GRF Director
Mutual 5

OCTOBER REPORT

Your GRF continues to work hard for you in many ways. This report will begin with the most important task the budget. After many hours it is complete and passed. Yesterdays Town Hall Meeting was very informative for those that attended.

Recreation: Clubhouse renovations continue as Clubhouse 6 is completed. The floors are beautiful if you haven't seen them. We will be starting on Clubhouse 3 next. Note that the costs for the combined Clubhouse Renovations are being paid thru incoming resident stock certificate transfer fees and not from monthly dues.

The flu clinic was a terrific success. For those patients that are served by the health care center it was free. For those that were no patients of the HCC shots were available for a fee.

Finbar's entry into LW got off to a rough start with an overwhelming crowd. By the second week a system was in place to maximize effectiveness and each week the first 200 callers will be served.

Physical Properties: GRF is looking the grassy/swampy area between the library and clubhouse 3 for a new outdoor meeting area with a raised bandstand. More to come as this concept is developed.

Communications: Out newspaper Editor has resigned to further her career and we are now looking at resumes for the position. Laura has been named acting as a replacement. The last phase of the GRF computer system upgrade is in progress and is going well. We will go from maxed out to 12% full as soon as we are done.

Respectfully Submitted
Wayne R. Gould

Mutual 5 Financial Report

OCT 18, 2017

BANKING ACCOUNT

DEPOSIT 268,748.44

WITHDRAWAL 246,395.13

ENDING BALANCE 28,900.37

MINUS OUTSTANDING CHECK 7,893.88

ADJUSTED BALANCE 21,006.49

SAVINGS ENDING BALANCE AS OF 9/30/2017:

US BANK: MONEY MARKET SAVINGS 239,229.10

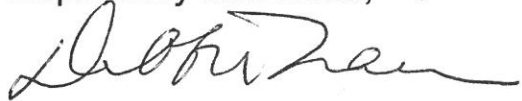
US BANK MONEY MARKET SAVINGS 384,896.45

US BANK CD: 1,046,575.05

MORGAN STANLEY ENDING BALANCE 1,693,796.15 INCLUDING
INTEREST EARNED FOR SEPTEMBER 2,430.36

ASSETS AND LIABILITIES 7,077,063.14

Respectfully submitted, ✓



Debbie Tran - CFO

Mutual 5
President's Report
October 18, 2017

Now that we have completed three quarters of the year, I thought you would like some fun figures. Our resales numbers are in record breaking territory as we have sold 29 units for a total of \$6,964,000.

As always, October is Budget month. Here are some things you might like to know when you look it over.

Your HOA payment is comprised of three parts:

1. Mutual 5
2. GRF
3. Property Taxes

The Budget is a combination of the first two – the Mutual 5 part and the GRF part. Your Board only has discretion over the Mutual part. The GRF Board approves their part and Orange County decides on the Property taxes.

The Mutual 5 part of the Budget is comprised of two parts:

1. Operating Expenses: which has an increase of 2.67 over last year and
2. Reserves which has an increase of \$6.58 over last year – because of the failure of three sewer line that cost \$100,000 each to repair we have added this to our reserves funding.

Among the operating expenses are two very large bills that the Board has no control over: The Water bill and the Insurance bill.

For the Budget year 2018 there will be an increase of \$9.25 a month in the Mutual portion of your HOA payment This is an increase of 5.16. %.

Since most of the items in the Reserve portion involve construction, I found a comparison online that sort of gives us an idea of how things are going in the broader picture. **Turner's Building Cost Index predicts** a 4.96% yearly increase from the Second Quarter 2016. As you can see, we are in line with overall building costs.

What worries me is that with all of the hurricanes and wild fires this year, there will be a huge demand for construction materials across the country. And costs are bound to go up. I want to reassure you that your Board will consider adjusting our plans if necessary.

Respectfully submitted,

Betty Coven Ph.D.

President, Mutual 5

Physical Properties Committee Report 10-18-17

The 2017 Phase of the Reroofing Program consisting of nine buildings will be completed in a couple of weeks when Building 114 is expected to be completed. New rain gutters have been installed on two of the new roofs, three more buildings are under construction and the remaining four buildings with new roofs will have new rain gutters installed over the next several months. As the new roofs are completed, repairs to the inside of the building caused by the roofing contractor will be completed by the Mutual's painting contractor.

The Board, at the September meeting discussed the overall M-5 Roofing Plan 2017-2023 and a Table was presented that shows that Buildings 113, 115, 116, 118, 119 and 120 will be included in the 2018 Phase of the Reroofing Program. The Board over the next several months will be discussing and finalizing the plan for 2018 that will include the best time of year to start the work; and, new contracts will be advertised, bids received, and contracts awarded for 2018 construction.

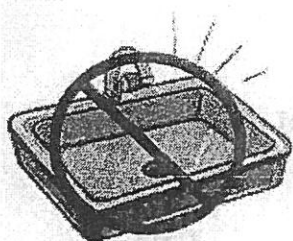
The Sewer Camera Maintenance Program consists of Service Maintenance running a SeaSnake® video camera down the sewer line under each building and the laterals leading to those lines from the main sewer system. The videos are reviewed by trained personnel for signs of broken or damaged pipes, root intrusion and deposits that could cause stoppages due to inappropriate items flushed into the sewer system. A full set of videos were completed in 2011-12 and all but 10 buildings again in 2016. The remaining 10 buildings will be completed this year. There were many reports of a buildup of grease deposits and tree roots in the sewer pipes that could lead to stoppages in the future. There were also many reports that a plumber's hand snake or in some cases a larger snake with cutter blades was used to clear the pipes. The presence of grease deposits prompted the redistribution of the attached flyers that reminds us all of the precautions we all have to take to keep our sewer lines open and clear because if something interferes with one section of the sewer under a building, the whole Building is adversely affected. We will continue to run the SeeSnake® in all buildings about every three or four years. Please see the two Flyers about Proper Garbage Disposal usage and items to avoid flushing down the toilet.

The area around each of the Mutual's 17 trash bin locations was inspected on Monday, 10/16/17 and every area except one was clear of large items or debris. This was not the case a couple of weeks ago where a large old TV set that was too heavy for one person to move, seven old paint cans full of paint, a microwave oven, two market shopping carts and many small miscellaneous items were littered around several locations. The people that put these items out should remember the following notice that was included in the August Board Minutes:

PLEASE DO NOT LEAVE LARGE TRASH ITEMS ON THE CONCRETE AREA OUTSIDE OR BEHIND THE DUMSTERS, OUR TRASH COMPANY DOES NOT PICK-UP THOSE ITEMS. ANYTHING THAT WON'T FIT IN THE DUMSTERS CAN BE TAKEN TO THE LARGE TRASH BINS AT THE 1.8 ACRES MIMI FARM AREA FOR DISPOSAL. THE MUTUAL MUST PAY MONEY TO HAVE LARGE ITEMS HAULED AWAY!

Ken Cude, Chair Physical Properties Committee

KEC:



PROPER USE OF GARBAGE DISPOSAL

When using the garbage disposal be sure to run plenty of water!

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

REMINDER

Please do not grind these items

Bones
Carrot peelings
Celery & Rhubarb Stalks
Coffee Grounds
Corn Cobs—Husks or Silks
Egg Shells

Onion Skins
Pea Pods
Potato Peelings
Grease
Pills
Glass
Rice
Any fibrous materials



THIS IS WHAT GREASE
DOES TO THE SEWER PIPE

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades.

To deodorize the disposal grind some lemon, lime or orange rinds.

HOW TO PREVENT TOILET STOPPAGES

HERE ARE SOME USEFUL TIPS TO HELP
PREVENT TOILET STOPPAGES WHICH CAN
AFFECT YOU AND/OR YOUR WHOLE
BUILDING.

****ONLY FLUSH TOILET PAPER****

WHAT SHOULD NOT BE FLUSHED????

- WIPES (BABY WIPES, CLEANING WIPES, ETC)
 - PAPER TOWELS
 - DIAPERS
 - KLEENEX TISSUES
 - RAGS
 - FEMININE PRODUCTS
- MESSAGE FROM SERVICE MAINTENANCE DEPARTMENT-

Laundry room report

October 18, 2017

We have been having extreme difficulties getting our washers and dryers repaired in a timely manner. It has been taking upward of two months to get repairs done. The situation at laundry room 104 has gone past the point of intolerable. All we have is Edgar to do washer/dryer repairs for all of Leisure World. I attended the Physical Properties committee earlier this month and learned that they have a new person to do washer/dryer repairs. Now I hear that he will be mostly fixing refrigerators. That puts us right back to the same old problem. That's why I invited Wash Co. here today for a presentation. It's a way out of our lack of repair situation. Great things have been said about the service at the Presidents Council. We need to take a good look at their proposal.

Kevin Powell

Laundry Rooms

October 18, 2017

Carport Report Mutual 5

Many carport violations were discovered as I checked the spaces this month. I attached a ticket on whatever needs to be removed. saving a letter to be written to each of you. Thank you to all who have complied immediately when they saw the ticket. Let's get ourselves back to the regulations for our carports. No storage other than a **bicycle, ladder, or shopping cart** (some people have too many carts and have tons of shopping bags as well in the cart), allowed per our carport regulations.

REMINDER: If you are leaving for vacation or long period of time and you have no carport space for your car, please be sure to get a temporary parking permit from me allowing you to park on the street for that extended time. You will place this paper on your dashboard which will exempt you from the violation of using more than 72 hours in one space and the possibility of being towed as per Mutual 5 carport policy.

If you need an extra car space, please get your name on the list with me so I can be looking for something for you. I would need to know if you need just the car space or storage as well. Anyone with an open carport space, please call me at 714-842-0674 and I will find you a renter and some extra cash.

As we find ourselves pinched for space because of roofing projects and contractor's renovations, **please park in your carport.**

Respectfully submitted,

Joan Boryta, Carport Chair

LANDSCAPE REPORT FOR OCTOBER 2017

WE ARE CURRENTLY LOOKING AT 3 BIDS AND WILL INTERVIEW THE PERSPECTIVE COMPANIES NEXT FRIDAY.

WE WILL ALSO BE BIDDING ON A SEPARATE TREE TRIMMING AND MAINTENANCE CONTRACT.

CURRENTLY THE HOTLINE SYSTEM IS STILL WORKING WELL AND WE CONTINUE TO WORK WITH ANDRE AS THINGS COME UP.

THE KEY THING IM FINDING IS YOU MUST STAY ON TOP OF EVERYTHING THEY DO AND UNFORTUNATELY HAVE TO CONSTANTLY MONITOR IF THEY ARE DOING WHAT THEY ARE SUPPOSED TO DO.

THE NEW SPRINKLERS ARE SUPPOSED TO BE COMPLETED BY NEXT WEEK.

Mutual Administration Director's Report October 2017

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 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 12:00 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 over.
- 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.

National Prescription Drug TAKE BACK DAY



Saturday, October 28th
Main Gate | 10 a.m. - 2 p.m.