A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIX
Friday, January 28, 2022
Meeting begins at 10:00 a.m.
NOTICE: Executive Session: 8:30 a.m. - 10:00 a.m.
Regular Meeting: 10:00 a.m. -12:00 p.m.
Zoom Video/Conference Call and Conference Rm A

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting the Mutual Directors or mutualsecretaries@lwsb.com and requesting the call-in or login information.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify the President or Secretary of their intent to speak during Shareholder open forum, or (ii) submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, not later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER /PLEDGE OF ALLEGIANCE

2. SHAREHOLDERS' COMMENTS **(limited to 2-3 minutes, agenda items only)**

3. ROLL CALL

4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

   Ms. Hopewell, GRF Representative
   Mr. Van Horn, Building Inspector
   Ms. Barua, Portfolio Specialist
   Ms. Vasquez, Recording Secretary

5. APPROVAL OF MINUTES
   a. Regular Meeting Minutes of November 30, 2021.

6. **BUILDING INSPECTOR'S REPORT** Mr. Van Horn
   Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(pp.3-6)**

7. **GRF REPRESENTATIVE** Ms. Hopewell

8. **CONSENT CALENDAR**
   a. Discuss and vote to authorize Transfers of Funds for Mutual Six **(pp.7-8)**

9. **UNFINISHED BUSINESS**
   a. Discuss and vote to ratify rescinded Section 10.19 – Pet Sitters. **(pp.9-11)**
   b. Discuss and vote to approve Tree Trimming proposal from Anguiano Lawn Care. **(pp.12-14)**

10. **NEW BUSINESS**
    a. Discuss and vote to approve Mutual Monthly Finances **(p.15)**

(12/30/2021 KV)

b. Discuss and vote ratify resolution dated on 12/6/2021 to authorize Roseman Law APC to review the new GRF Management Agreement. **(pp.16-49)**
c. Discuss and vote to ratify emergency action item dated on December 07, 2021 – Trimming of Palm Tree. **(pp.50-52)**
d. Discuss and vote to authorize Mutual Administration to mail out Opt-Out Notices to Mutual 06 Shareholders.**(pp.53-54)**
e. Discuss and vote to extend Anguiano Lawn Care Landscape contract for fiscal year 2022-2025 **(pp.55-56)**
f. Discuss and vote to proceed with revising 50-1645-4 - Qualified Permanent Resident Agreement/ Application and 50-XXXX-X - Approval Co – Occupant Application. **(pp.57-66)**
g. Discuss and vote to ratify emergency action item dated on dated on December 07, 2021 – Trimming of Brazilian Pepper Tree. **(pp.67-68)**

STAFF BREAK BY 11:00 a.m.

11. SECRETARY/CORRESPONDENCE — Ms. Boggs

12. CHIEF FINANCIAL OFFICERS REPORT — Ms. Dyke

13. PRESIDENT'S REPORT — Ms. Baidack

14. VICE PRESIDENT'S REPORT — Ms. Boardman

15. PORTFOLIO SPECIALIST — Ms. Barua

16. ANNOUNCEMENTS
    a. **NEXT MEETING:** Friday, February 25, 2022, via Conference Room A / Zoom at 10:00 a.m.

17. COMMITTEE REPORTS
    a. Emergency Committee

18. DIRECTORS' COMMENTS
    a. Physical Property
    b. Landscaping
    c. Advisory Director's Report

19. SHAREHOLDERS' COMMENTS **(limited to 2-3 minutes)**

20. ADJOURNMENT`

21. EXECUTIVE SESSION **(held at 8:30 a.m. prior to general session)**

STAFF WILL LEAVE THE MEETING BY 12:00 P.M.

(12/30/21 KV)

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (06) SIX **INSPECTOR:** Dave Van Horn

MUTUAL BOARD MEETING DATE: January 28, 2022

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
134 C	R/R DOME	GRF	12/10/21	12/31/21	NO	SIGNED OFF	M&M 12/28/21
59 J	SKYLIGHT @ DEN	BOTH	1/12/31/21	02/28/22	NO	SIGNED OFF	M&M 12/28/21
60 E	WASHER/DRYER	BOTH	10/11/21	12/31/21	NO	SIGNED OFF	BA CON. 12/28/21
59 J	HEAT PUMP	BOTH	12/28/21	03/28/22	NO	NA	GREENWOOD
65 E	R/R DOME	GRF	12/20/21	01/31/22	NO	NA	M&M
131 E	ADA CUT DOWN	BOTH	01/19/22	02/19/22	NO	NA	NUKOTE
58 F	DOORS/MICROWAVE	BOTH	11/29/21	12/17/21	NO	SIGNED OFF	OGAN 12/16/21
64 B	REMODEL	BOTH	08/15/21	09/30/21	NO	SIGNED OFF	LOS AL 9/23/21
58 E	TUB/SKYLIGHT/LIGHTS	BOTH	11/1/21	02/28/22	NO	NA	M&M
64 F	REMODEL	BOTH	09/20/21	12/16/21	NO	SIGNED OFF	OGAN 1/4/22
68 G	KITCHEN COUNTER	BOTH	10/25/21	12/17/21	NO	SIGNED OFF	MARCO 12/18/21
138 L	ADA CUT DOWN	BOTH	12/07/21	01/07/22	NO	NA	NUKOTE
138 F	HEAT PUMP	GRF	10/18/21	01/18/22	NO	NA	GREENWOOD
57 E	SLIDERS/WIND SCREEN	BOTH	12/24/21	02/28/22	NO	NA	BROTHERS GLASS
57 K	BATH REMODEL	BOTH	09/06/21	11/28/21	YES	SIGNED OFF	LOS AL 1/3/22
140 D	PATIO TILE/FAN/DOOR	BOTH	11/01/21	12/30/21	NO	SIGNED OFF	MARCO 11/30/21
128 J	WASHER/DRYER	BOTH	08/15/21	11/15/21	NO	GROUND PLUMB	MARCO
130 C	SOLO TUBES	BOTH	10/29/21	11/25/21	NO	SIGNED OFF	SOLO TUBE HOME 1/5/22
59 D	TRI ZONE HEAT PUMP	BOTH	01/18/22	04/18/22	NO	NA	GREENWOOD
60 E	KIT/BTH REMODEL	BOTH	01/20/22	04/22/22	NO	NA	MARCO CON
61 D	PATIO W/ TILE 14'X7'6"	BOTH	11/15/21	03/01/22	NO	NA	MAMUSCIA
61 D	NEW SHOWER	BOTH	11/08/21	12/28/21	NO	NA	REBORN CABINETS
132 B	HEAT PUMP	BOTH	01/21/22	04/21/22	NO	SIGNED OFF	GREENWOOD 1/18/22
68 B	ADDITION	BOTH	10/04/21	4/21/22	YES	FRAME/ELEC/D.W	HADI CON. 11/31/21
68 B	PATIO 7X14	GRF	10/04/21	4/21/22	YES	NA	HADI CON.
58 B	WINDOWS	BOTH	11/15/21	1/30/22	NO	NA	MAMUSCIA

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (06) SIX **INSPECTOR:** Dave Van Horn

MUTUAL BOARD MEETING DATE: January 28, 2022

129 C	PATIO TILE	GRF	11/30/21	12/30/21	NO	SIGNED OFF	KARY'S 12/28/21
53 J	HEAT PUMP	BOTH	02/03/22	05/03/22	NO	NA	GREENWOOD
58 K	PAINT/LIGHTS	BOTH	09/14/21	11/30/21	NO	SIGNED OFF	LOS AL 11/1/21
66 H	CART PAD	GRF	11/30/21	01/20/22	NO	NA	ANGUIANO
137 K	SKYLIGHT	GRF	11/30/21	12/10/21	NO	SIGNED OFF	KRESS 12/7/21

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (06) SIX **INSPECTOR:** Dave Van Horn

MUTUAL BOARD MEETING DATE: January 28, 2022

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
130 K		11/02/21	01/07/22	01/10/22	01/19/22		
129 F		11/05/21					
136 G		11/08/21	12/28/21	12/28/21	01/12/22		

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (06) SIX **INSPECTOR:** Dave Van Horn

MUTUAL BOARD MEETING DATE: January 28, 2022

CONTRACTS

CONTRACTOR	PROJECT
JOHNS LANDSCAPE	4/30/19 - 4/30/21
OC RESERVE STUDY	MUTUAL HAS THE CONTRACT
FENN TERMITE & PEST CONTROL	6/1/2020 - 6/30/2023

SITE VISITS

UNIT NUMBER	REASONS
140 F, METING1/19/22	ANGUIANO LAWN CARE CHANGE ORDER NUMBER 1
140F, MEETING 1/12/22	TO APPROVE ANGUIANO CONTRACT FOR 2022 NO PRICE CHANGE
130 K, OPEN DOR 1/7/22	OPEN & DICUSS TREE INVENTORY BIDS DATED 12/20/21
140 F, SIDEWALK SURVEY 1/7/22	
57 E, CHECKED HEAT PUMP FOR OPERATION 1/5/22	
62 F, MEETING 1/5/22	
66 F, CHECKED SKYLIGHT & ROOF 1/4/22	
140 F, MEETING 12/2/21	

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL SIX (CONSENT CALENDAR, ITEM A)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
11/14/2021	$36,860.00	Invoice # M-6-B-139 Check # 11366 – John Nelson Plumbing
11/16/2021	$24,522.00	Invoice # Multiple Check # 11376 – M&M Skylights
11/16/2021	$120,000.00	US Bank Non-Restricted Money Market to US Bank Checking
11/23/2021	$42,433.34	US Bank Checking to US Bank Restricted Money Market
11/23/2021	$62,860.00	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
11/24/2021	$35,000.00	US Bank Non-Restricted Money Market to US Bank Checking
11/29/2021	$37,825.00	US Bank Non-Restricted Money Market to US Bank Restricted Money Market
12/06/2021	$20,400.00	Invoice # Multiple Check # 11379 – ERC, Inc
12/06/2021	$168,214.89	ACH-Direct Debit from Multiple Shareholders to US Bank Checking
12/06/2021	$156,480.78	US Bank Checking to GRF - US Bank Checking
12/07/2021	$71,723.19	US Bank Checking to US Bank Impound
12/14/2021	$34,266.88	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
12/16/2021	$13,000.00	Invoice # Sale of 60L Check # 039440 – Castlehead, Inc. Escrows

12/21/2021	$70,000.00	US Bank Non-Restricted Money Market to US Bank Checking
12/21/2021	$34,355.00	US Bank Restricted Money Market to US Bank Non-Restricted Money Market
12/22/2021	$42,433.34	US Bank Checking to US Bank Restricted Money Market
12/23/2021	$13,955.00	Invoice # Multiple Check # 11380 – JC Kress
12/30/2021	$13,000.00	Invoice # Sale of 55K Check # 3533 – Januszka Group

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE RATIFY RESCINDED SECTION 10.19 – PET SITTERS. (UNFINISHED BUSINESS, ITEM A)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to ratify proposed rule change by rescinding Section 10.19 – Pet Sitters of the Rules and Regulations; 28-day posting requirement has been met.

owner is able to assume responsibility for the pet, but not for longer than thirty (30) days. The cost of the animal care shall be borne by the Shareholder pet owner. In the event that no resolution, as related to the care of the pet under and pursuant to the above is made within thirty (30) days, the Mutual and/or GRF are authorized to deliver the pet to any local humane society or association, either private, state, federal, or county.

Section 10.16 – Pet Owner Liability.
The Shareholder pet owner or Shareholder pet owner's estate shall remain responsible for any and all damages, injuries and related expenses caused by the pet, which may include the payment of any legal expenses incurred by the Mutual and GRF in the enforcement of these Rules and Regulations.

Section 10.17 – Violation of this Article IX.
In the event of a determination of a violation of these Rules and Regulations, the Mutual shall serve a written Notice of Violation pursuant to Article XV of the pet rule violation on the Shareholder pet owner. The written notice shall contain a statement of the factual basis for determining which violation has occurred to constitute alleged violation of these pet Rules and Regulations. The Notice of Violation shall state that the Shareholder pet owner has ten (10) days from the effective date of service of the notice to: (i) Correct the violation (including, in appropriate circumstances, removal of the pet); or (ii) Make a written request to hold a meeting with the Mutual Board to discuss the alleged violation. The Shareholder pet owner is entitled to be accompanied by another person of his/her choice at a meeting, if a meeting is requested. The Shareholder pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting, may result in an initiation of procedures to terminate the Shareholder pet owner's occupancy in the Mutual.

Section 10.18 – Service Pets.
These Rules and Regulations concerning pets, including without limitation, Section 10.2 and 10.3 related to number of pets, and Section 10.5 related to weight restrictions, shall have no application to a Shareholder with a bona fide service animal or animal required because of a physical disability of the Shareholder, who requires a service animal specifically trained to assist the Shareholder or to a Shareholder who is otherwise entitled to a reasonable accommodation from complying with these Rules and Regulations under applicable State or Federal law. Such Shareholder may make such request for reasonable accommodation to the Mutual, which will consider each request on a case-by-case basis.

~~**Section 10.19 – Pet Sitters.**~~
~~As stated in Section 13.2 of these Rules and Regulations, a Shareholder may allow a visitor to remain in the Unit during brief and temporary absences of the Shareholder. However, in the case of a Shareholder pet owner with duly registered and licensed pet, a Shareholder may request a waiver from the Mutual Board for a temporary pet sitter. Such request must be submitted to the Mutual Board thirty (30) days prior to the proposed pet sitting. In the event of an emergency wherein Shareholder cannot give thirty (30) days notice, Shareholder shall request an emergency~~

~~waiver of the Mutual President. The request for waiver and emergency waiver shall include the following information: (i) A copy of the current GRF Pet Ownership Registration Form; (ii) Current proof of liability insurance; (iii) Dates and proof of travel; (iv) Pet sitter's name, address, phone number, and vehicle registration; (v) Emergency plans in event of travel delays; (vi) Pet sitter's signed written statement to abide by all the Rules and Regulations of the Mutual during his or her temporary residence.~~

Article XI - ELECTION AND VOTING RULES AND REGULATIONS

The Board of Directors of the Mutual has adopted these Election and Voting Rules and Regulations ("Election Rules"), in accordance with Civil Code §5105, et seq., to establish certain procedural rules for the successful management of meetings of the Mutual's shareholders ("Shareholders") and the implementation of the relevant provisions of the Mutual's Bylaws concerning elections and voting. These Election Rules are not intended to replace or supersede the provisions of the Mutual's Bylaws. Notwithstanding the foregoing, these Election Rules were revised and adopted by the Mutual Board to comply with the changes to California Civil Code §§ 5100; 5105; 5110; 5115; 5125; and 5145 which take effect on January 1, 2020, pursuant to California Senate Bill 323. As such, any inconsistency between these Election Rules and the Bylaws shall be governed in accordance with the Civil Code.

These Election Rules shall not be amended less than ninety (90) days prior to an election.

Section 11.1 – Qualifications of Candidates and Directors/Elected Positions

a. Candidates for election to the Mutual Board shall be Shareholders of the Mutual, and the Mutual Board shall be composed of seven (7) persons who shall, at all times, be Shareholders of the Mutual.

b. In order to be a candidate for election for Director or any other elected position, such Shareholder, as of the date ballots are distributed: (a) must be current in the payment of Regular and Special assessments ; (b) must not have a joint ownership interest, either directly or indirectly, in the same separate interest as another candidate or incumbent Director; (c) must have been a Shareholder of the Mutual for not less than one (1) year; (d) must not have a past criminal conviction that, if elected, would either prevent the Mutual from purchasing the fidelity bond coverage required by Civil Code §5806, or terminate the Mutual's existing fidelity bond coverage. If title to a separate interest is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Shareholder for purposes of running for and serving on the Mutual Board. Notwithstanding the foregoing, the candidate shall not be disqualified for election for Director for failure to be current in payment of Regular and Special assessments if either of the following circumstances is true:

(i) The candidate has paid the Regular or Special assessment under protest pursuant to Civil Code §5658;

(ii) The candidate has entered into a payment plan pursuant to Civil Code §5665.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE TREE TRIMMING PROPOSAL (UNFINISHED BUSINESS, ITEM B)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to approve tree trimming proposal from Anguiano Lawn Care for tree trimming, at a cost not to exceed $12,200. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

MUTUAL TREES TO BE TRIMMED/THINNED (per B. BROADMAN)
from Q4 2021 revised on 1/13/2022
Add $140 per hour if the mutual wants our arborist to oversee the trimming

UNIT	***TREE TYPE***	***COST***
	OCTOBER 2021	
58D	TRIM/THIN BOTTLEBRUSH	$200.00
62H	TRIM/THIN BOTTLEBRUSH	$200.00
64A	TRIM/THIN BOTTLEBRUSH	$200.00
64F	TRIM/THIN BOTTLEBRUSH	$200.00
65L/B	REMOVE BOTTLEBRUSH/STUMP/ROOTS	$1,100.00
66J	TRIM/THIN BOTTLEBRUSH	$200.00
68C	TRIM/THIN BOTTLEBRUSH	$200.00
132C	REMOVE BOTTLEBRUSH/STUMP/ROOTS	$1,100.00
135J	TRIM/THIN BOTTLEBRUSH	$200.00
135K	TRIM/THIN BOTTLEBRUSH	$200.00
137J	TRIM/THIN BOTTLEBRUSH	$200.00
138D	TRIM/THIN BOTTLEBRUSH	$200.00
		$4,200.00
	NOVEMBER 2021	
138E	TRIM/THIN BOTTLEBRUSH	$200.00
139D	TRIM/THIN BOTTLEBRUSH	$200.00
139G	TRIM/THIN BOTTLEBRUSH	$200.00
139i	TRIM/THIN BOTTLEBRUSH	$200.00
141G	TRIM/THIN BOTTLEBRUSH	$200.00
142G	TRIM/THIN PEAR	$200.00
143i	TRIM/THIN BOTTLEBRUSH	$200.00
143J	TRIM/THIN BOTTLEBRUSH	$200.00
59A/B	TRIM/THIN BOTTLEBRUSH	$200.00
62J PLA	THIN/TRIM LIQUID AMBER	$300.00
62 PLA	TRIM/THIN PINE	$450.00
136D	TRIM/THIN BOTTLEBRUSH	$200.00
131G	TRIM/THIN BOTTLEBRUSH	$200.00
57B	TRIM/THIN BOTTLEBRUSH	$200.00
53J	TRIM/THIN GOLDEN RAIN	$300.00
54L	TRIM/THIN PEAR	$250.00
56i	TRIM/THIN PEAR	$350.00
		$4,050.00

	DECEMBER 2021	
59E	TRIM/THIN MAGNOLIA	$450.00
62C	TRIM/THIN PEPPER	$80.00
62 PLA	TRIM/THIN WEEPING BOTTLEBRUSH	$400.00
67 PLA	TRIM/THIN WEEPING BOTTLEBRUSH	$400.00
63G	TRIM/THIN PEPPER	$400.00
68A	TRIM/THIN PEPPER	$400.00
68B	TRIM/THIN PEPPER	$400.00
129A	TRIM/THIN PEPPER	$100.00
131A	TRIM/THIN MOORO	$180.00
134C/D	TRIM/THIN PEAR	$250.00
138LR	TRIM/THIN TWO CARROTWOODS ($250 EACH)	$500.00
139C	TRIM/THIN BOTTLEBRUSH	$200.00
141A	TRIM/THIN POPCARPUS	$200.00
		$3,960.00
	OCT/NOV/DEC: 43 TOTAL TREES	**$12,210.00**

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to acknowledge that, per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the Mutual's reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, income and expense statement for the Mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports, for the months of November and December 2021.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RESOLUTION DATED ON 12/06/2021 TO AUTHORIZE ROSEMAN LAW, APC TO REVIEW THE NEW GRF MANAGEMENT AGREEMENT (NEW BUSINESS, ITEM B)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

On December 06, 2021, the Mutual 06 Board of Directors “RESOLVED to authorize Roseman Law, APC to review and provide an opinion on the new GRF Management Agreement at a cost not to exceed $3,000. Funds to come from Legal and authorize the President to sign any necessary documentation.”.

I move to ratify resolution dated on December 06, 2021 “RESOLVED to authorize Roseman Law, APC to review and provide an opinion on the new GRF Management Agreement at a cost not to exceed $3,000. Funds to come from Legal and authorize the President to sign any necessary documentation.”.

MANAGEMENT AGREEMENT

Agreement made this ___ day of _____, 20___, by and between GOLDEN RAIN FOUNDATION, a California not-for-profit corporation, having its principal office at Seal Beach, California, hereinafter called "GRF" and Seal Beach Mutual No. _____, a non-profit corporation, who's offices are listed in Article VIII of this Agreement entitled Delivery of Notices, hereinafter called the "Mutual". GRF and Mutual are sometimes referred to individually as the "Party" or collectively as the "Parties." GRF and Mutual enter into this Management Agreement ("Agreement") and agree as follows:

I APPOINTMENT OF GRF

(a) Mutual hereby appoints GRF, and GRF hereby accepts said appointment, as the exclusive managing agent for Mutual. This Agreement will refer to Mutual's property as the "Property".

(b) GRF's management responsibility for the Property under this Agreement is separate and distinguished from any responsibility of GRF as Trustee of the Trust Property under that certain Declaration of Trust recorded in the Official Records of Orange County as Document Number 6402, in Book 6172, Page 617, on July 10, 1962 and amended by that certain Amendment of Trust recorded in the Official Records of Orange County as Document Number 2014000074212 on February 26, 2014, and that certain Declaration of Trust recorded in the Official Records of Orange County as Document Number 21718, in Book 14326, Pages 118-137, on December 16, 1981 and amended by that certain Amendment of Trust recorded in the Official Records of Orange County as Document Number 2014000074213 on February 26, 2014 (collectively referred to as the "Declaration of Trust").

(c) GRF, as Trustee of the Trust Property, shall perform services to Mutual under the Declaration of Trust, for compensation pursuant to GRF's approved budget, irrespective of GRF serving as managing agent for Mutual under this or any other Agreement.

(d) GRF fully understands that Mutual is a non-profit cooperative housing corporation providing housing in the community identified as Seal Beach Leisure World ("Development") principally for residential use by the Mutual's stockholders, hereinafter referred to as "Shareholders".

FOLLOWING SECTION IS FOR M17

(d) GRF fully understands that Mutual is a non-profit mutual benefit corporation, consisting of a condominium project as defined by Civil Code Section 4125, with each owner of a condominium unit also referred to herein as "Members."

(e) GRF shall hire in its own name all personnel necessary for the efficient discharge of the duties of GRF hereunder. Compensation for the services of such employees shall be the sole responsibility of GRF. Those employees of GRF who handle or are responsible for the handling of Mutual's monies shall be bonded by a fidelity bond as required by Civil Code Section 5806.

II TERM AND TERMINATION OF THE AGREEMENT

(a) This Agreement shall be in effect from March 1, 2022, to June 30, 2023, and automatically renews for successive one-year terms.

(b) Notwithstanding anything to the contrary, this Agreement may be terminated at any time by either Party by providing the non-terminating Party with no less than sixty (60) day's written notice of termination. Unless otherwise agreed by the Parties, in writing, said termination shall occur at 11:59 PM on the sixtieth (60^{th}) day.

(c) Upon termination the Parties shall account to each other with respect to all matters outstanding as of the date of termination, and Mutual shall furnish GRF reasonable security, in an amount satisfactory to GRF, against any outstanding obligations or liabilities which GRF may have incurred on behalf of Mutual pursuant to this Agreement.

III GRF SERVICES

(a) GRF Services. GRF shall assist Mutual, through its Board of Directors ("Board"), in the management of the Mutual as set forth in this Agreement. GRF shall perform those services required to be performed to fulfill Mutual's obligations under its approved budget, and as reflected in **Exhibit "A"**. GRF agrees to confer with Mutual, through its Board, in the performance of its duties and shall facilitate administration and fiscal management at the direction of the Board of Directors. Every action taken by GRF under the terms of this Agreement shall be on behalf of Mutual.

(b) GRF's Services as Trustee. GRF performs services for Mutual, as Trustee of the Declaration of Trust and Trust Property, outside the scope of this Agreement. GRF's services, and Mutual's payment for such services, are identified in GRF's approved budget and paid by Mutual irrespective of Mutual terminating this Agreement.

(c) Modifying Services. Mutual, through its Board of Directors, by taking action in a duly noticed meeting, reflected in meeting minutes, may change the services performed by GRF upon thirty (30) days prior written notice to GRF, which such change of service must be approved by GRF, in writing, within thirty (30) to ninety (90) days from receipt of Mutual's request.

(d) Notwithstanding anything herein to the contrary, GRF may, without Mutual's prior approval, perform those services necessary to prevent or address danger to life or property, or when necessary for the preservation and safety of property, belonging to Mutual.

IV COMPENSATION

GRF shall be compensated by Mutual for all services provided in Article III(a) of this Agreement, and **Exhibit "A"**, at the monthly rate reflected in Mutual's budget. The foregoing compensation is exclusive of the billable services as reflected in **Exhibit "A"**. To the extent approved by Mutual and GRF, Mutual agrees to pay GRF the hourly rates reflected in **Exhibit "B"** for those billable services listed in **Exhibit "A";** such rates are subject to annual increases upon no less than thirty (30) days written notice to Mutual.

Exhibits "A" & **"B"** are attached hereto and incorporated into the Agreement by this reference.

V INDEMNIFICATION

Mutual shall indemnify and hold harmless GRF, its directors, officers, agents and employees, from any and all claims for damages or liability resulting from claims of bodily injury, damage or destruction of property, including the loss or use thereof, and any other claim based upon acts performed by GRF in the normal course of performing its duties under this Agreement, including any cause or claim arising directly or indirectly from the terms of this Agreement or from any error, omission, judgment or mistake of fact of law, or for anything which it may do or refrain from doing hereunder, except in cases of willful misconduct or gross negligence by GRF, its directors, officers, agents or employees. Mutual shall name GRF as an additional insured on all of Mutual's applicable insurance policies, including, but not limited to, liability, fidelity, directors and officers, and worker's compensation.

VI ARBITRATION

Any controversy or claim arising out of, or related to, this Agreement shall be settled by binding arbitration in the County of Orange, State of California. The Parties shall select a mutually agreeable arbitrator. If the Parties cannot agree on an arbitrator within thirty (30) days of the initial request for arbitration by a Party, the dispute shall be submitted to JAMS, Orange County, and an arbitrator shall be designated by JAMS. Judgment on the arbitration award may be entered in any court having competent jurisdiction over the subject matter in the controversy. The prevailing Party shall be awarded reasonable attorney's fees and costs.

VII GENERAL TERMS

(a) Entire Agreement. The Parties intend this writing as a full expression of their agreement and all negotiations and representations between the parties having been incorporated in this Agreement and supersede any and all prior and existing agreements. No variation, modification, or changes of this Agreement shall be binding or effective unless made in writing and executed by both parties hereto.

(b) Governing Law. This Agreement shall be constructed and interpreted in accordance with the laws of the State of California.

(c) Severability. Each paragraph of this Agreement shall be considered as separate and divisible. In the event any paragraph of this Agreement is held to be invalid, void, or unenforceable by a court of competent jurisdiction, the remaining paragraphs shall continue in full force and effect without being impaired or otherwise invalidated.

(d) Counterparts. This agreement may be executed in counterparts.

VIII DELIVERY OF NOTICES

Notices under this Agreement shall be delivered by certified mail as follows:

GOLDEN RAIN FOUNDATION, a California mutual benefit corporation

PO Box 2069, Seal Beach, CA 90740

SEAL BEACH MUTUAL NO. ONE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 844 dwelling units, which property is also designated as FHA Project Nos. 122-30163-M through 122-30178-M

SEAL BEACH MUTUAL NO. TWO, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 864 dwelling units, which property is also designated as FHA Project Nos. 122-30196-M through 122-30203-M

SEAL BEACH MUTUAL NO. THREE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 432 dwelling units, which property is also designated as FHA Project Nos. 122-30204-M through 122-30209-M

SEAL BEACH MUTUAL NO. FOUR, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 396 dwelling units, which property is also designated as FHA Project Nos. 122-30210-M through 122-30215-M

SEAL BEACH MUTUAL NO. FIVE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 492 dwelling units, which property is also designated as FHA Project Nos. 122-30216-M through 122-30223-M

SEAL BEACH MUTUAL NO. SIX, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 408 dwelling units, which property is also designated as FHA Project Nos. 122-30224-M through 122-30230-M

SEAL BEACH MUTUAL NO. SEVEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 334 dwelling units, which property is also designated as FHA Project Nos. 122-30231-M through 122-30235-M

SEAL BEACH MUTUAL NO. EIGHT, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 348 dwelling units, which property is also designated as FHA Project Nos. 122-30271-M through 122-30276-M

SEAL BEACH MUTUAL NO. NINE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 384 dwelling units, which property is also designated as FHA Project Nos. 122-30242-M through 122-30248-M

SEAL BEACH MUTUAL NO. TEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 376 dwelling units, which property is also designated as FHA Project Nos. 122-30249-M through 122-30252-M

SEAL BEACH MUTUAL NO. ELEVEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 312 dwelling units, which property is also designated as FHA Project Nos. 122-30253-M through 122-30257-M

SEAL BEACH MUTUAL NO. TWELVE, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 452 dwelling units, which property is also designated as FHA Project Nos. 122-30277-M through 122-30283-M

SEAL BEACH MUTUAL NO. FOURTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 328 dwelling units, which property is also designated as FHA Project Nos. 122-30207-M and 122-30288-M through 122-30291-M

SEAL BEACH MUTUAL NO. FIFTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 502 dwelling units, which property is also designated as FHA Project Nos. 122-30298-M and 122-30340-M through 122-30241-M

SEAL BEACH MUTUAL NO. SIXTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 60 dwelling units, which property is also designated as FHA Project Nos. _____ through _____

SEAL BEACH MUTUAL NO. SEVENTEEN, a California non-profit corporation

13531 St. Andrews Drive, Seal Beach, CA 90740

Located in the County of Orange, State of California, and consisting of 126 dwelling units, which property is also designated as FHA Project Nos. _____ through _____

[*Signatures to Follow*]

IN WITNESS THEREOF, the Parties to this Agreement do hereby agree to the aforementioned conditions and agreements as stated and acknowledge said Agreement by setting forth their signatures below.

GOLDEN RAIN FOUNDATION

By: _____ Dated: _____

SEAL BEACH MUTUAL NO. ONE

By: _____ Dated: _____

EXHIBIT "A"

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	Grandfathered	GRF Services Billable or Non-billable	Mutual Shareholder	Committee Comments	Staff Description
1	NLP	Security Patrol Officer/Coin counting 2 officers, two days per month.	Patrol officer, plus a Manager, collect laundry coins, count and delivery to the Finance Dept.	Grand-fathered Non-billable	Mutual	M-1, M-3, M-11 and M-15	We will not add any new Mutuals. When these 4 mutuals end coin collection, this service will end.
2	NLP	Finance Cash Management and Payment Processing	Adjust bank accounts for coin deposit bank adjustments. Prepare deposit slips for laundry coin deposits by Mutual.	Grand-fathered Non-billable	Mutual	M-1, M-3, M-11 and M-15	We will not add any new Mutuals. When these 4 Mutuals end coin collection, this service will end.
3	NLP	Finance Mutual Electrical Outlet Rentals (MEO)	Annual billing - create and mail out invoices. Maintain the files of rental agreements.	Grand-fathered Non-billable	Mutual	No new ones for any reason will be added and when the current Shareholders moves this service will end.	Mutual (s) - M2 (2ea) 32B & 58I, M6 (1ea) 131D, M7 (2ea) 147D & 151G, M8 (1ea) 185L, M12 (2ea) 34H & 44E, and M17 (7ea) 10A, 28B, 29B, 32C, 43C, 58B and 83C.
4	NLP	Finance Mutual 15 carport Rentals	They are billed on a yearly basis, Jan to Dec. No monthly billing. The collection every year is the responsibility of the Mutual to follow up.	Grand-fathered Non-billable	Mutual		4 carports rented out. No new ones will be added to this service.
5	NLP	Finance Mutual 9 Garage & Cabinet Rentals	Direct Deposit. Additional reporting on annual income tax filling.	Grand-fathered Non-billable	Mutual	The collection every year is the responsibility of the mutual to follow up.	GRF sets up the direct deposit and handles tax filling only. All other services will be handled by Mutual 9.
6	NLP	Purchasing - Appliances	Laundry Warranty Repair Service Requests. If not under warranty then will provide cost of parts, age of machine versus cost of new machine replacement when requesting Mutual officer Laundry Repair Part purchase authorization. Track all costs associated with the repair of laundry machines, including freight to correctly charge all costs.	Grand-fathered Non-billable	Mutual	Mutuals 5, 11 and 12.	Will not add any new Mutuals to this service

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Recreation Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1		Janitorial services	Carport cleaning	Non-billable	Mutual		
2		Janitorial services	Dead animal pick up	Non-billable	Mutual		
3		Community Facilities services	Mutual meeting, Social event and election setup and AV services. Mutual Meeting and Election AV services.	Non-billable	Mutual		Including Presidents Council Meetings
4		Janitorial services	Laundry room cleaning	See Comments	Mutual / Shareholder	Once a month cleaning of laundry room is standard.	Anything outside of contracted scope of work will be Billable. Hourly rate (per person) - Subject to change of Janitorial Contract.
5		Janitorial services	Oil spot clean up, Carport and streets.	See Comments	Mutual / Shareholder		First time is free, any additional clean-ups are Billable. Hourly rate - Subject to change per the Janitorial Contract.
6	NLP	Janitorial services	Mutual Apartment cleaning	Billable	Mutual / Shareholder	If a Mutual opts out they would need to contact the Janitorial Company and pay them directly.	Hourly rate - per hour, per person. Subject to change per the Janitorial Contract.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Purchasing Dept. - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Purchasing - Special Materials Requests	Special Quote requests - meet with requester to gather information about their needs. Research productucts to find suitable materials - follow up with requester for approval of material options. Research suppliers to find suitable partner. Secure W-9 & set up new vender. Negotiate pricing / payment terms for purchase. Create and send purchase order to place order. Follow purchase order status through to delivery. Process receiving of materials, verifying accuracy of item and quantity - providing accounting with documentation to support payment to supplier. Contact Mutual regarding receipt of delivery. Facilitate storage of non-inventory items if delivery to Mutual is delayed.	Billable	Mutual		
2	NLP	Purchasing - Special Materials Requests	Special Non-inventory purchase requests (generators, storage sheds, skylights, etc.). Returns of special non-inventory purchase requests, either due to defective merchandise, or change of plans.	Billable	Mutual		
3	NLP	Purchasing - Special Materials Requests	Special Non-inventory purchase requests for ongoing items (i.e. skylights)	Billable	Mutual / Shareholder		
4	NLP	Purchasing - Appliances	Facilitate SRO split billings on upgrade items, i.e. bottom freezer refrigerators	Non-billable	Mutual		
5	NLP	Purchasing - Appliances	Refrigerator Warranty Repair Requests.	Non-billable	Mutual		Calls to warranty repair company and shareholder, both to schedule and follow up that service was completed.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Incident Reports - daily review and dissimilate reports to each mutual president	Director	Non-billable	Mutual		Review reports every morning and forward to mutual presidents as draft, answer and possibly research any inquiries that are generated from those reports. Reports are changed to reflect the needs of the Mutuals, such as adding areas to DOA reports. Over 200 reports a month.
2	NLP	Document member vs Mutual disputes or member vs member disputes	Investigations	Non-billable	Mutual / Shareholder		There are instances between residents, and Mutual Boards and residents, that require additional investigation and detailed documentation.
3	NLP	Standby duty for Admin/Mutual meetings		Non-billable	Mutual		
4	NLP	Vehicle Towing	Patrol officer	Non-billable	Mutual		Meet Mutual Director for vehicle tows, take picture and write reports.
5	NLP	Paramedic calls	patrol officer	Non-billable	Mutual / Shareholder		Security stands by at the location to learn if the Shareholder will be transported to a hospital. If transported, Security will ensure the unit is secured and any animals present will be cared for. Writes report.
6	NLP	Lockouts	Patrol officer	Non-billable	Mutual		Lockout services are provided to all Mutuals, 24 hours a day, 7 days a week.
7	NLP	Traffic incidents	Patrol officer	Non-billable	Mutual / Shareholder		All traffic incidents are documented on our traffice report. There is no opinion regarding fault on the report. Security ensures that identifications are exchanged, and paramedics and/or SBPD called if necessary.
8	NLP	Injuries	Security / patrol office	Non-billable	Mutual		Any type of fall outside of a person's unit, is documented on an injury report. It is noted on the report whether the injured person was transported to a hospital for medical treatment.

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
14	NLP	Death Investigations	If next of kin is at the scene but no legal authority exists, Security asks the occupants of the unit to leave. If necessary, the police will be called to ensure the interests of the deceased and minimize the liability to the Mutual regarding unauthorized people to stay in the unit.	Non-billable	Mutual		Security responds to all death investigations. If Security discovers the deceased during a welfare check, the police and paramedics are called immediately. If the deceased is unattended by anyone else in the unit, the coroner is called to the scene. If the coroner cannot find the next of kin, the coroner will take the deceased and seal the door with a Coroners seal. Security ensures the unit is secure. Mutual rules and policies will be followed.
15	NLP	Noise Check		Non-billable	Mutual		Security documents these types of incidents.
16	NLP	Welfare Checks		Non-billable	Mutual / Shareholder		Security will go to the unit to ensure the resident is safe. Security will contact the person reporting of the status of the resident. If there is any medical or other immediate issue, Security will notify the proper authorities.
17	NLP	Lost Residents		Non-billable	Mutual / Shareholder		Security responds to lost resident calls, along with observing lost residents while on patrol. If there is an issue with identifying the lost resident, the police are called for assistance.
18	NLP	Fire		Non-billable	Mutual		Security ensures that the fire department has been notified of any smoke or fire detected. Security at the scene will assist with the evacuation of residents and preserving the scene for investigators.
19	NLP	Resident Verbal Altercations		Non-billable	Mutual / Shareholder		Patrol officers will be sent when requested by a resident or a witness to DE-escalate verbal altercations between residents. If there is a crime involved, Security will call for police assistance.

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Security Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
30	NLP	Hazardous Issues		Non-billable	Mutual		When a hazardous issue occurs the Mutual will contact Security. Security will place cones and tape when required to ensure resident's safety and will report the issue to be remedied by the appropriate department.
31	NLP	Smoking / Other Offensive Odors		Non-billable	Mutual		Security will investigate the issue and refer any Mutual violations to the Mutual President.
32		Moving In / Moving Out Assistance		Non-billable	Shareholder		Security is called to assist residents who are moving either in or out of the community by saving spaces for a moving van to pick up and deliver property. Pod style storage units used for moving in or out are also saved spaces but must be removed in 72 hours.
33		Bus Service Reservations		Non-billable	Shareholder		Residents may call the Security office where all bus service, including disabled bus requests and reservations, are made 7 days a week.
34	NLP	Injured / Dead Animals		Non-billable	Mutual		Residents may call Security when they observe an injured or dead animal.
35	NLP	Service Maintenance Requests		Non-billable	Mutual		After regular business hours (Monday through Friday after 4:30PM and all day Saturday and Sunday), residents call Security to report a service maintenance issue.
36	NLP	Laundry Room Violations		Non-billable	Mutual		Mutual can call Security when violations of their laundry room facilities are occurring.
37		RV Parking Requests		Non-billable	Mutual		There are no parking spaces inside a Mutual to accommodate either a resident's or resident's guest's recreational vehicle. Security offers RV parking on GRF property to alleviate this issue.

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Physical Property Department Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
15	NLP	Coordination and the city of Seal Beach Building Department approval (Unit flooding, fire. etc.)		Non-billable	Mutual / Shareholder		
16	NLP	Coordination of repairs with Mutuals, contractors, and insurance companies.		Non-billable	Mutual / Shareholder		
17	NLP	Escrow corrective work liaison		Non-billable	Mutual / Shareholder		
18	NLP	Final inspections and escrow		Non-billable	Mutual / Shareholder		
19	NLP	Follow-up escrow inspections and associated documentation		Non-billable	Mutual / Shareholder		
20	NLP	Monthly BOD report		Non-billable	Mutual		
21	NLP	Mutual Director Liaison		Non-billable	Mutual		
22	NLP	Mutual job walks		Non-billable	Mutual / Shareholder		
23	NLP	Contractor orientation		Non-billable	Mutual / Shareholder		
24	NLP	Mutual policy review and updates		Non-billable	Mutual / Shareholder		
25	NLP	New buyer interviews (orientations)		Non-billable	Mutual		
26	NLP	New resident inspections		Non-billable	Mutual / Shareholder		
27	NLP	Permit review		Non-billable	Mutual / Shareholder		
28	NLP	Plan review for code compliance to support city of Seal Beach		Non-billable	Mutual / Shareholder		
29	NLP	Plan review for policy compliance - Shareholder		Non-billable	Mutual / Shareholder		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Physical Property Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
41	NLP	Requests from Service maintenance.		See comments	Mutual / Shareholder		The service becomes Billable when the inspector is called in and a damage report needs to be filed. If the call is due to shareholder's negligence they will be billed for inspector's time.
42	NLP	Water and fire damage inspection and reports; claims and all other associated paperwork. Water/Fire damage project management.		See comments	Mutual / Shareholder		Billing is per Mutual policy
43	NLP	Water/Fire damage project management		See comments	Mutual / Shareholder		The service becomes Billable when the inspector is called and a damage report needs to be filed. If the call is due to shareholders negligence they will be billed for inspector's time.
44	NLP	Contract management (RFP for landscaping and pest management)		Non-Billable	Mutual		
45	NLP	Roof inspections (non-destructive)		Non-billable	Mutual		
46	NLP	Roof repair service		Billable	Mutual		Can be outsourced
47	NLP	Termite inspections and associated documentation		Non-billable	Mutual		
48	NLP	Vendor invoice processing		Non-Billable	Mutual		
49	NLP	Annual Inspection	Includes: -Annual inspections follow up letters -Annual inspection follow-up inspections (in addition to initial follow up)	See comments	Mutual / Shareholder	The annual inspection that has been done accompanied by the Physical Property Inspector, issuing follow-up walk- through will be considered standard non-billable.	Additional follow-up walk-throughs that occurs due to violation of safety/fire inspection will be considered Billable and charged to the shareholder.
50	NLP	Overseeing concrete pours from beginning to end		Billable See comments	Mutual		This service is considered Billable if it takes over an hour of inspectors time.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1	NLP	Ice Maker	Will not install in any new refrigerators.	See comments Billable	Shareholder		Will only service existing ones that GRF installed. GRF won't install any new ones.
2	NLP	Garbage Disposal	Service, install and repair	Billable	Mutual / Shareholder		Billing is per Mutual policy
3	NLP	Water Heater	Service, install and repair (30 gal & 40 gal)	Billable	Mutual / Shareholder		Billing is per Mutual policy
4	NLP	Laundry Room Water Heater	Service, install and repair (50 gal)	Billable	Mutual		
5	NLP	Shower Hose/Head	Service, install and repair	Billable	Mutual / Shareholder		Billing is per Mutual policy
6	NLP	Supply Valve at Water Heater	Service, install and repair	Billable	Mutual		
7	NLP	Supply Valves to Buildings	Service, install, repair and rebuild	Billable	Mutual		
8	NLP	Backflow Water Supply Valve	Service, repair and rebuild	Billable	Mutual		
9	NLP	Building Water Supply	Repair and replace water lines in walls and attics	Billable	Mutual		
10	NLP	Hose Bibbs/Water lines	Repair, replace, and relocate water lines to hose bibs	Billable	Mutual		
11	NLP	Hose Bibbs	Replace and repair hose Bibb (outdoor faucet)	Billable	Mutual / Shareholder		Only applies to approved, architecturally permitted hose bibbs. Others can be billable to the Shareholder.
12	NLP	Outside Water Supply	Repair and replace water mains to bldg. - repair and replace water lines to irrigation systems	Billable	Mutual		SM can outsource.
13	NLP	Bypass Waterlines	Connect temporary water lines to feed buildings	Billable	Mutual		
14	NLP	Kennedy Valves	Exercise kennedy valves in the street - Shut- off valves for contractors when needed	Billable	Mutual		
15	NLP	Commercial Water heaters/boilers. Emergency service	Service and repair lines to boilers (mutual 17)	Billable	Mutual		

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
32	NLP	Angle stops	Service and replace angle stops under sinks, and at toilet	Billable	Mutual / Shareholder		Per Mutual policy
33	NLP	Sewer Laterals	a. Inspect broken sewer laterals	Billable	Mutual		
34	NLP	Ceilings	Service, repair and patch	Billable	Mutual / Shareholder		Ceiling bath heater/fans, M15 wall heaters and M15 sewer laterals in the kitchens; anything outside of those noted will be determined by Management and/or PP Inspectors.
35	NLP	Walls	b. Emergency service, small (reasonable) repair	Billable	Mutual / Shareholder		All will be determined case-by-case depending on the size and extent of the work. We will secure any unsafe issues.
36	NLP	Window Glass	Replace standard glass ONLY (mutual)	Billable	Mutual / Shareholder		Per Mutual Policy
37	NLP	Mirror. Standard mirrors	Service, remove and install	Billable	Mutual / Shareholder		Per Mutual Policy
38	NLP	Doors	Service, repair and install	Billable	Mutual / Shareholder		Per Mutual Policy
39	NLP	Rolling Doors for closets. Standard doors	Service, repair and install	Billable	Mutual / Shareholder		Per Mutual Policy
40	NLP	Weather Stripping (around standrad doors and windows)	Install around doors and windows	Billable	Mutual		
41	NLP	Insulation (incl. water heater area)	Remove and install	Billable	Mutual		
42	NLP	Standard screens	Assemble, rescreen, install and repair	Billable	Mutual / Shareholder		Per Mutual Policy
43	NLP	Standard Kitchen Counter	Service, modify, install and repair (see above)	Billable	Mutual		
44	NLP	Standard Basin Counter	Service, modify, install and repair	Billable	Mutual		
45	NLP	Cabinets	Service, modify, and install mutual standard cabinets	Billable	Mutual		

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
63	NLP	Dry rot (up to 100 sq. ft.)	Replace rafters, beams, joist, plywood, etc. - rebuild framing in units and at carports	Billable	Mutual		Becomes non-standard beyond 100 sq. ft., at SM discretion. Outsourcing also at SM discretion.
64	NLP	Paint	SM is capable of painting all parking spaces, stops, curbs, ect.	Billable	Mutual		Primer and treat lumber ONLY
65	NLP	Roof Leaks	Locate and cover with plastic	Billable	Mutual		
66	NLP	Attic Vent Screen	Service and reinstall	Billable	Mutual		
67	NLP	Carport		Billable	Mutual		Lights, dry rot and termite (small repairs), paint parking spaces, small repairs on storage cabinets, ect.
68	NLP	Signs	Install building/carport signs	Billable	Mutual		
69	NLP	Solar Panels	Clean solar panels ONLY	Billable	Mutual		
70	NLP	Concrete (Small repairs only)	Remove, install, patch and grind	Billable	Mutual Only Service	**NO** work done for Shareholders.	Mutual work of 6ft., not to exceed 24 sq ft only. All others will be outsourced.
71	NLP	Street Painting (Limited or outsourced)	Paint curbs and parking spaces (mutual)	Billable	Mutual		SM can outsource.
72	NLP	Asphalt (Limited or outsourced)	Patch holes	Billable	Mutual		SM can outsource.
73	NLP	Block Walls (Limited or outsourced)	Service, install and rebuild	Billable	Mutual		SM can outsource.
74	NLP	Stucco (Limited or outsourced)	Service, repair and patch	Billable	Mutual		SM can outsource.
75	NLP	Delineators	Setup cones and flashers for Mutual	Billable	Mutual		
76	NLP	Steel Plates (Limited or outsourced)	Remove, reinstall and paint	Billable	Mutual		Steel cover plates over transformers. Mutual pays for outsourced service.
77	NLP	Delivery	Deliver materials for special projects	Billable	Mutual		
78	NLP	Illegal Dumping	Pick-up large items left around trashbins, carports and units.	Billable	Mutual		

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Service Maintenance - Mutual Property (Misc)	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
96	NLP	Switches, Outlets & GFCI	Install, service, troubleshoot and repair	Billable	Mutual / Shareholder		
97	NLP	Electrical Bill "Too High"	Troubleshoot and monitor electricity	Billable	Mutual / Shareholder		Shareholder charge if determined to be at fault
98	NLP	Demand Controllers	Troubleshoot, install, service and repair	Billable	Mutual		
99	NLP	Laundry Rooms	Repair and replace sensor switches - repair and replace outlets & lights	Billable	Mutual		
100	NLP	Laundry Rooms - Preventative Maintenance		Billable	Mutual		
101	NLP	Bath/Kitchen Lights	Replace bulbs, ballasts and retrofit LED upgrades	Billable	Mutual / Shareholder		Charge based off Mutual policy
102	NLP	Bedroom/Living Room Lights	Replace bulbs, ballasts and retrofit LED upgrades	Billable	Mutual / Shareholder		Charge based off Mutual policy
103	NLP	Porch Lights	Replace bulbs and fixtures	Billable	Mutual / Shareholder		Charge based off Mutual policy
104	NLP	Walk Lights	Repair, weld and replace polls - change bulbs - repair conduit and run new wire	Billable	Mutual		Large jobs are outsourced
105	NLP	Main Breakers	Exercise and replace main breakers at building ends.	Billable	Mutual		
106	NLP	Wiring	Troubleshoot, run new wiring, conduit, etc.	Billable	Mutual		
107	NLP	No Hot Water	Troubleshoot and replace elements and thermostats - turn up temp.	Billable	Mutual		
108	NLP	Salvage of Standard Items		Billable	Shareholder		Shareholders charged to pick-up, dispose of and/or salvage any standard item removed from the unit.
109	NLP	Windows	Service and repair for proper function (mutual/shareholder)	Billable	Mutual / Shareholder		Standard Windows. If Shareholder fault then Shareholder is charged.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Mutual Administration - Community Manager	GRF Services Billable or Non-billable	Mutual, Shareholder Service	Committee comments	Staff Description
1	NLP	Keep track of special requests of 16 mutuals (presidents/directors)	Recording Secretary	Non-Billable See Comments	Mutual	No non-governance assistance	The Mutual Ad-Min team has a "playbook" for each Mutual with their requests each month so they do not forget and ease of training.
2	NLP	Insurance claims (as needed)	GRF or Portfolio Specialist	See Comments	Mutual	Bill time to insurance or responsible party, no compensation for meals. Will be billing time for personal party.	Depending on whether claim is on GRF or mutual property, dictates GRF or Mutual responsibility; Extra charges for claims assistance and follow-through.
3	NLP	Executive session	Director or Portfolio Specialist	Non-Billable	Mutual		16 meetings a month
4	NLP	Legal cases (30 day notice, posting, follow-up)	Director or Mgr	Non-Billable	Mutual		Department follows up on all legal cases before each monthly meeting for the most current information to give to the Board in ES.
5	NLP	Set up and attend meetings/ conference calls with the Mutual board and attorney	Director or Portfolio Specialist, with R/S	Non-Billable	Mutual		
6	NLP	Monthly meetings with Mutual presidents or directors	Director or Portfolio Specialist w/R.S.	Non-Billable	Mutual		
7	NLP	Review mutual meeting in Leisure World newspaper (weekly)	R.S.	Non-Billable	Mutual		
8	NLP	Produce 16 Mutual agendas per month	Recording Secretary	Non-Billable	Mutual		
9	NLP	Produce one presidents' council meeting agenda per month	Recording Secretary	Non-Billable	Mutual		President's Council
10	NLP	Create policy posting sheets for 16 Mutuals	Recording Secretary	Non-Billable	Mutual		
11	NLP	Schedule and attend agenda prep meetings	Recording Secretary	Non-Billable	Mutual		
12	NLP	Research (policies/legal rules and regulations)	Director/Portfolio Specialist	Non-Billable	Mutual		
13	NLP	Update 16 Mutual rosters	Recording Secretary	Non-Billable	Mutual		As needed (as least annually)

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Mutual Administration - Community Manager	GRF Services Billable or Non-billable	Mutual, Shareholder Service	Committee comments	Staff Description
25	NLP	Update primary resolutions for 16 Mutuals	Recording Secretary	Non-Billable	Mutual		
26	NLP	Produce special meeting posting sheets for 16 Mutuals (special/executive)	Recording Secretary	Non-Billable	Mutual		
27	NLP	Attend 16 mutual meetings per month	Recording Secretary	Non-Billable	Mutual		
28	NLP	Attend one council meeting per month	Director or Portfolio Specialist w/R.S.	Non-Billable	Mutual		President's Council
29	NLP	Produce various training documents for new Directors?	Recording Secretary	Non-Billable	Mutual		Seminars
30	NLP	Emails	Director or Mgr's discretion	Non-Billable	Mutual		Review and respond, if necessary, to email/security reports.
31	NLP	SH file review	Director; Portfolio Specialist; or R.S.	Non-Billable	Mutual		
32	NLP	Phone calls	Mutual department secry	Non-Billable	Mutual		
33	NLP	Office visit/Mutual director	Director or Portfolio Specialist	Non-Billable	Mutual		By apppointment only
34	NLP	Maintain copies at desk for board member pick-up		Non-Billable	Mutual		
35	NLP	Mutual board mtgs (exec session)	Portfolio Specialist	Non-Billable	Mutual		Prepare manager/director with files
36	NLP	Shareholder's delinquent accounts	Portfolio Specialist/Office Secry	Non-Billable	Mutual		Track accounts over $1,500/prepare for letters, follow-up and track monies collected.
37	NLP	Closed files	Portfolio Specialist/Office Secry	Non-Billable	Mutual		Maintain closed files in case they are re-opened.
38	NLP	Shareholder's with concerns/issues	Portfolio Specialist	Non-Billable	Shareholder / Mutual	By appointment only.	Assist Shareholders with concerns/issues only with Portfolio Specialist/director's approval or direction, and follow-up with mutual presidents.
39	NLP	Emails	Recpt, Office Secry, R.S., Portfolio Specialist	Non-Billable	Mutual		

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Escrow Related Processes	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
1		Notice of Intent Review	Review the NOI for accurate ownership/legal authority to sell the unit; Mutual 9 & 12 require presale clean up form with the NOI	Non-Billable	Mutual		
2		Legal Authority - Successor Trustee	Successor Trustee(s) brings Trust and all Amendments to Stock Transfer; and proof of death or incapacity and provides copies of both GRF and Stock certificates and assignment to the trust. If the Trust and the Certificate assignments match, and the person is named the Successor Trustee, input the Successor Trustee in the system.	Non-Billable	Mutual		
3		Legal Authority - Successor Trustee	Issue a quarterly inheritor's pass. Notify the Mutual and Security as needed.	Non-Billable	Mutual		
4		Trust Review by Counsel, List and Sell the Unit OR transfer ownership	Successor Trustee(s) brings Trust and all Amendments to Stock Transfer; and proof of death or incapacity; OR all the documents are submitted through the escrow agent	See Comments	Mutual / Shareholder		$75.00 charge for Power of Attorney (P.O.A) and Court Orders and $125.00 for Trust review per 40-5061-2 Fees
5		Financial Review	When the seller and buyer have reached an agreement, the buyer, realtor and escrow agent prepare and submit a Financial Worksheet	Non-Billable	Mutual		Different qualifications per Mutual
6		Financial Review	The Financial Worksheet submission includes all required supporting documents per the Mutual Eligibility Requirements. All calculations and documents are validated with the appropriate Mutual policy. If all information is validated, and the buyer(s) qualify, a Financial Review Form is completed. One copy is provided to escrow, one is provided to the Mutual President and one is kept with the packet in the unit file.	Non-Billable	Mutual		Mutual gets documents prior to orientation

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - New Buyer Escrows	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Rush Escrows - under 10 days	Stock transfer is given 10 business days to process an escrow, from the date that it is received. Seller and buyer is confirmed through paperwork submitted from an escrow company - seller's legal authority, seller and buyer's signed escrow instructions, notices, disclosures, membership application and age verifications.	Billable See Comments			Requesting Party pays
2		Escrows	These documents and forms include (if applicable): Approval and demands, co-occupancy application and qualified permanent resident agreement, restrictions of rights and waiver of occupancy and registration form for a nonresident co-owner, Golden Rain Foundation membership application, doctor's letter, active adult community disclosure, financial approval sheet, physical properties pre-listing inspection report, escape tax form, escrow instructions, buyer emergency contact form, notice of disclosures, homeowner's insurance disclosure, and the dual-occupancy form. Along with documents and forms, we receive ID and birth certificate, or Passport to verify age of buyer(s).	See Comments	Mutual / Shareholder		Co-occupants if in Escrow, Escrow does the paperwork and collects the fees in the Escrow Instructions, amenities fee and $100.00 set up fee per 40-5060-2 Fees.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Membership Transfer Process	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Shareholder-Member (s)	Request to add a prospective member on title. Verify legal authority for title change by GRF identification card. Prospective member must meet Mutual Eligibility Requirements.	See Comments	Shareholder / Mutual	Pay fees	Schedule appointment to sign documents and pay required fees.
2		Nonresident Co-Owner	Request to transfer stock upon the death of a Shareholder- Member(s). Verify legal authority for title change by government issued identification. prospective member must meet Mutual Eligibility Requirements.	Billable	Mutual / Shareholder		Nonresidents do not financially qualify. Different qualifications per Mutual.
3		Financial Verifcation - for all transfers except Nonresident Co-Owner	The Financial Worksheet submission includes all required supporting documents per the Mutual Eligibility Requirements.	Non-Billable See Comments	Mutual		The Mutuals Requirements and policies are not identical.
4		Financial Verifcation - for all transfers except Nonresident Co-Owner	All calculations and documents are validated with the appropriate Mutual policy.	Non-Billable	Mutual		
5		Financial Verifcation - for all transfers except Nonresident Co-Owner	If all information is validated, and the prospective member(s) qualify, an appointment is schedule to sign transfer documents.	Non-Billable	Mutual		
6		Transfer documents	Prepare documents: Occupancy Agreement, Request to Transfer, Change of Ownership, Mutual Stock Certificate, GRF Certificate, Inspection Request, Obtain Account Balance, notify the Mutual President that documents are ready.	Billable See Comments	Mutual		$250.00 per policy 40-5061-2 Fees
7	**NLP**	Annual Mail-out & Returned Mail	Near the end of each December property taxes, annual passes are mailed to each unit. Coupon books are mailed separately. Annual passes will be mailed out until GRF no longer issues them.	Non-Billable	Mutual / Shareholder	STO reproduces the 4 missing annual passes. Note: The replacement of passes are recorded in the computer to avoid possible duplicate issuing.	Envelopes that are not deliverable (for various reasons) are returned to STO for members to claim. If a member comes in (with their ID card), and their mail has not been returned to us, we submit a request for a duplicate tax statement from the finance department.
8	**NLP**	Renters	To follow the established rules for the use of Trust Property by M/O and R/L. Follow the established rules for Mutual as well.	Billable See Comments	Mutual, Shareholders		Collect the required fees and update the systems accordingly.

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	GRF Stock Transfer - Counter Processes	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1		Passes: Service - NRCO, POA, Inheritor, Trustee, Administrator, Court Ordered Executor	To receive one of these passes a Service Pass Request form must be completed. The file is pulled so as to confirm authority. Any necessary paperwork is copied and attached to the fly sheet. 2 passes are issued with a small punch in the lower right corner allowing access to the community before/after hours and on weekends, as the regular gate passes are limited on their hours of entry.	Non-Billable	Mutual		
2	NLP	Caregiver	ALL caregivers MUST register with EACH client they are assisting per Mutual Policies.	Non-Billable	Mutual / Shareholder		

DATE: NOVEMBER 10, 2021

	If a Mutual opt outs this service will no longer be provided.	Item	Copy Center	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee comments	Staff Description
1	NLP	Mutual Audit Financial Statements and Annual Budget copies	Carolyn Miller request copies of mutual (1-17) financial statement annually. There are 6,608 units for Mutual financials.	Non-Billable	Mutual	Budgets	
2	NLP	Monthly agendas and Minutes for Mutuals	Monthly agendas and minutes for the mutuals, the request is sent by administration (Mutual Administration).	Non-Billable	Mutual		
3	NLP	End-of-the-year mail-outs	Year-end envelopes included are passes/ Monthly-payment vouchers and deliver to post office. (6,608)	Non-Billable	Mutual	Passes will be included as long as GRF issues them.	Done by the copy center
4	NLP	Mutual copy orders	Copies ordered by Mutuals at the copy center	See Comments	Mutual		Mutuals billed for the copies at cost

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
15	NLP	Accounts Receivable	Reverse late fees per Mutual instructions	Non-Billable	Mutual		Accounting services provided to the Mutual
16	NLP	Audits	Present annual financial statements to each board at their board meetings. Prepare and review financial statement templates with disclosure notes. Initiate bank confirmation letters to all banks created and follow-up on non-responses.	Non-Billable	Mutual		Accounting services provided to the Mutual
17	NLP	Budgets	One-on-One budget meetings to compile budget information into template	Non-Billable	Mutual		Accounting services provided to the Mutual
18	NLP	Budgets	Finalize budget reports, update reserve study information, follow up on pending items. Present standardized budget reports to each board at their board meetings. Compile financial data to assist Mutuals with their budget planning.	Non-Billable	Mutual		Accounting services provided to the Mutual
19	NLP	Cable Billing	Review data from Spectrum and from Superwire; add or remove cable charges as instructed. Answer questions and explain cable billing to shareholders.	Non-Billable	Mutual		Accounting services provided to the Mutual for billing cable charges to shareholders.
20	NLP	Cash Management	Research and process lockbox exceptions	Non-Billable	Mutual		Accounting services provided to the Mutual
21	NLP	Cash Management	Review prior day bank activity for all Mutual bank accounts	Non-Billable	Mutual		Accounting services provided to the Mutual
22	NLP	Cash Management	Follow up with payees on stale-dated checks	Non-Billable	Mutual		Accounting services provided to the Mutual
23	NLP	Cash Management	Perform bank reconciliations for 31 checking account	Non-Billable	Mutual		Accounting services provided to the Mutual
24	NLP	Cash Management	Send positive pay file to bank on a daily basis	Non-Billable	Mutual		Accounting services provided to the Mutual
25	NLP	Cash Management	Reconcile and post daily lockbox file from bank	Non-Billable	Mutual		Accounting services provided to the Mutual
26	NLP	Escrow	Prepare pink demand listing all outstanding balances and summarizing recurring monthly charges	Non-Billable	Mutual		Accounting services provided to the Mutual

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
42	NLP	Income Tax Returns	Pay quarterly estimated Federal and State income taxes	Non-Billable	Mutual		Accounting services provided to the Mutual
43	NLP	Misc. Violations	Follow up on delinquent accounts, send second notices or statements each month, provide aging receivable report to Mutual.	Non-Billable	Mutual		Accounting services provided to the Mutual. Except where noted.
44	NLP	Mutual Fires	Additional invoice processing. Process insurance claims proceeds. Track expenses for insurance reporting.	Non-Billable	Mutual		Additional invoices due to contractors / vendors repairing the damage.
45	NLP	Mutual Fires		See Comments	Mutual		May be billable to the responsible person for GRF services such as security.
46	NLP	Mutual Unit Acquisitions	Compile acquisition costs including court-defined exchange, Transfer utility account to Mutual. Track expenses, including property taxes, during Mutual possession for gain/loss calculation. Record gain/loss on sale of unit and report on annual income tax filings.	Non-Billable	Mutual		Additional accounting services provided to the Mutual
47	NLP	Payment Processing	Add or update shareholder bank information for direct debits	Non-Billable	Mutual		Accounting services provided to the Mutual
48	NLP	Payment Processing	Verify input of shareholder bank information for accuracy	Non-Billable	Mutual		Accounting services provided to the Mutual
49	NLP	Payment Processing	Post payments for SROs, carrying charges and other miscellaneous charges to shareholder accounts receivable accounts.	Non-Billable	Mutual		Accounting services provided to the Mutual
50	NLP	Payment Processing	Record miscellaneous cash receipts by Mutual (Green sheets)	Non-Billable	Mutual		Accounting services provided to the Mutual
51	NLP	Payment Processing	Prepare bank deposits and scan checks to the bank by Mutual	Non-Billable	Mutual		Accounting services provided to the Mutual
52	NLP	Payment Processing	Process lockbox exception payments	Non-Billable	Mutual		Accounting services provided to the Mutual
53	NLP	Payment Processing	Batch mail monthly assessment payments to the lockbox payment processing center	Non-Billable	Mutual		Accounting services provided to the Mutual

	If a Mutual opt outs this service will no longer be provided.	ITEM	Finance Department - Management Services	GRF Services Billable or Non-billable	Mutual Shareholder Service	Committee Comments	Staff Description
65	NLP	Regulatory	TIN match all new vendors to mitigate B notices and improper 1099 reporting.	Non-Billable	Mutual		Accounting services provided to the Mutual
66	NLP	Regulatory	Maintain vendor database including Form W9 for 1099 reporting	Non-Billable	Mutual		Accounting services provided to the Mutual
67	NLP	Regulatory	Process 1099s for qualifying vendors at year-end	Non-Billable	Mutual		Accounting services provided to the Mutual
68	NLP	Reporting/Copying	Tracking all legal expenses by Mutual by case, maintain copies of all legal bills in respective files	Non-Billable	Mutual		Accounting services provided to the Mutual
69	NLP	Special Requests	Create performance reports for Mutuals recapping the year to be presented at Mutuals' annual meetings.	Non-Billable	Mutual		Accounting services provided to the Mutual
70	NLP	Special Requests	New CFOs requiring additional individual training over and above the training provided at the CFO council. Some directors require a significant amount of additional one-on-one time.	Non-Billable	Mutual	Cases of over usage of staff time will be handled on an individual basis with Mutual.	Accounting services provided to the Mutual. Well trained CFO's are in the best intrest of both the Mutuals and GRF.
71	NLP	Perform reconciliations for all investment portfolios and money market accounts	The Standard number of bank accounts is 2 checking (general and tax & repair) and 3 money market accounts (restricted, non-restricted and property tax impounds). An additional 2 investment accounts would be acceptable.	See Comments	Mutual		Accounts over the standard amount will be Billable.
72	NLP	Budgets (Deleting this item and adding it to Mutual Administration Line #46)	Coordinate the copying of annual budgets and disclosure statements (M12) (will be deleted)	Billable	Mutual	Fees should match copy center fees. Plus hourly rate TBD.	M12 budget contains additional pages (disclosures and policies) that are not included in other Mutual budget reports.
73	NLP	Reporting/Copying	Provide additional copies of CFO packets that have already been provided	See Comments	Mutual		1 to a Mutual CFO a month is standard. Extras may be Billable for copy cost.
74	NLP	Insurance renewal (yearly)	GRF and Mutual	Non-Billable	All		
75	NLP	Charging Stations		Non-Billable	Mutual		GRF will not be involved in the charging of Shareholders but will handle payments received from Companies.

EXHIBIT "B"

Exhibit "B"

Hourly billing rates based on average full-time staff using 2022 budgeted wages, subject to increases pursuant to the terms and conditions of the Agreement.

Dept.		
Finance	$	48.00
Mutual Admin	$	28.00
PP Inspectors	$	44.00
Purchasing	$	45.00
Recreation	$	38.00
Security	$	20.00
Stock Transfer	$	28.00
HR	$	35.00
Admin	$	27.00
Service Maintenance	$	47.20

Hourly Rate will be charged in ¼ hour segments.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY EMERGENCY ACTION ITEM DATED ON DECEMBER 7, 2021 (NEW BUSINESS, ITEM C)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to ratify emergency action item dated on December 7, 2021, from Anguiano Lawn Care for trimming and thinning a Pine Tree between buildings 62 and 63, at a cost not to exceed $450. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

Anguiano Lawn Care
(562) 244-1113

INVOICE FOR SERVICES

INVOICE #165

December 8, 2021
LYNN BAIDACK PRESIDENT, BUNNY BROADMAN LANDSCAPE DIRECTOR
Tree trimming

This is an invoice for the following job at the given location as described:

	DESCRIPTION	RATE	AMOUNT
1	TRIM PINE TREE BETWEEN BLDGS 62 AND 63 APPROVED BY BUNNY ON 11/30/21		$450.00
	INCLUDES LABOR		
		TOTAL:	**$450.00**

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL ADMINISTRATION TO MAIL OUT OPT-OUT NOTICES TO MUTUAL 06 SHAREHOLDERS (NEW BUSINESS, ITEM D)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to approve to authorize Mutual Administration to mail out an Opt-Out Notice to Mutual 06 shareholders, allowing the shareholder to remove their name, property address, mailing address, and/or email address from the membership list, per Civil Code §5220 Membership List Opt-Out.

Mutual Corporation No. Six

Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose. **NOTE: If filed in previous years, you are not required to submit this notice again**.

Pursuant to Civil Code Section 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration
PO Box 2069, Seal Beach, CA 90740

OR

In-Person to
Stock Transfer
Administration Building A, 1st Floor at the Windows

Email to
MutualSecretaries@lwsb.com

To Whom It May Concern,

Please **REMOVE** the following information related my Unit _____ from the Mutual's membership list in accordance with Civil Code Section 5220 until further written notice from me:

(Check all that are applicable)

☐ Name

☐ Property Address

☐ Mailing Address

☐ Email Address

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO EXTEND ANGUIANO LAWN CARE PROPOSAL (NEW BUSINESS, ITEM F)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to approve the change order to extend the lawn care contract from Anguiano Lawn Care for the fiscal year of 2022-2025 for landscape at a cost not to exceed $13,036. Start date May 01, 2022, to April 30, 2025. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

GOLDEN RAIN FOUNDATION
PHYSICAL PROPERTY DEPARTMENT
POST OFFICE BOX 2069
SEAL BEACH, CA 90740

CHANGE ORDER # 1

PROPOSAL SUBMITTED BY:

Anguiano Lawn Care
P O Box 2849
Seal Beach, CA 90740

JOB ADDRESS:

Seal Beach Mutual No. Six

WE PROPOSE TO PERFORM THE FOLLOWING WORK, CHANGES OR DELETIONS:

Continue to provide monthly landscaping services in Seal Beach Mutual No. Six for a cost of:

$12,736 + $300 green waste disposal fee = $13,036

Start date: May 1, 2022 End Date: April 30, 2025 (approximately 3 years)

PAYMENT WILL BE MADE BY:

LUMP SUM: $_____ TOTAL AMOUNT TO BE ADDED TO THE CONTRACT PRICE FOR THE COST OF THE EXTRA WORK.

DELETION: $_____ TOTAL AMOUNT TO BE DELETED FROM THE CONTRACT PRICE FOR THE ABOVE NOTED DELETION.

YOUR SIGNATURE BELOW SIGNIFIED YOUR ACCEPTANCE

CONTRACTOR'S SIGNATURE **DATE**

COMMUNITY FACILTIES DIRECTOR'S SIGNATURE **DATE**

MUTUAL DIRECTOR'S SIGNATURE **DATE**

INSPECTOR'S SIGNATURE **DATE**

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS

FROM: MUTUAL ADMINISTRATION

SUBJECT: DISCUSS AND VOTE TO PROCEED WITH REVISING 50-1645-4 - QUALIFIED PERMANENT RESIDENT AGREEMENT/ APPLICATION AND 50-XXXX-X - APPROVAL CO – OCCUPANT APPLICATION (NEW BUSINESS, ITEM G)

DATE: JANUARY 28, 2022

CC: MUTUAL FILE

I move to authorize Roseman Law APC to proceed with revising 50-1645-4 - Qualified Permanent Resident Agreement/ Application and 50-XXXX-X - Approval Co – Occupant Application. Funds to come from Legal and authorize the President to sign any necessary documentation.

Application & Approval
Co-Occupant

Mu. / Unit # _____

The following signed documents pertain to an application by a Shareholder-Members to seek approval by the Mutual Board to include a Co-Occupant in the residency of their unit. Note: A Co-Occupant has no ownership rights in the Leisure World unit. Please fill out the following attached documents:

□ Sign Cover Sheet Disclosure	Pages 1-2
□ Co-Occupant Application Form	Pages 3-4
□ Co-Occupant Agreement	Pages 5-7

Shareholder-Member Name: _____

Shareholder-Member Name: _____

Co-Occupant's Name: _____

Amenities Fee $4,127 and Setup Fee $100.00 is paid: Receipt # _____

ID Card Received: _____ Date: _____ Staff: _____

Important! Please Sign: The Proposed Co-Occupant understands and agrees that the Shareholder-Members must be residing in the Unit full-time with the Co-Occupant and that the Co-Occupant has no rights of residency unless the Shareholder-Members are residing in the Unit full-time.

x _____ Date: _____
Co-Occupant Signature

x _____ Date: _____
Shareholder-Member Signature

x _____ Date: _____
Shareholder-Member Signature

Co-Occupant Initials: _____

APPROVED BY SEAL BEACH MUTUAL NO _____

By: _____

Title: _____

Date: _____

RECEIVED BY GOLDEN RAIN FOUNDATION

By: _____

Title: _____

Date: _____

TERMS USED IN THIS FORM:

Shareholder – A person who owns one share of Mutual Corporation stock in Leisure Worlds Seal Beach, Mutuals 1 to 16, and lives in the Mutual as a resident. This form does not apply to Mutual 17. This term was originally defined in the Mutual Bylaws. "ARTICLE X. FISCAL MANAGEMENT. Section 7. Miscellaneous. That in the By-Laws of this corporation, the term "member" and "Shareholder" are used interchangeably and shall have the same meaning and refer to those individuals owning the shares of stock of this corporation."

Member – A person who is a member of the Golden Rain Foundation (GRF). Only resident Shareholders can become members of the GRF. Non-resident co-owners (NRCO) are NOT members of the GRF and cannot request co-occupant approval for the unit. This term is defined in the GRF-BYLAWS ARTICLE II. Membership, SECTION III.

Shareholder-Member – A person who is a Shareholder and a Member of the GRF.

Co-Occupant Application

Golden Rain Foundation
Stock Transfer Office

Mutual/Unit: _____

Confidential Information
Maintained in GRF Corporate File

Last Name	**First Name**	**Middle Initial**
Date of Birth	**City and State of Birth**	**Male □ Female □ Other □**
Married □ Divorced □ Single □ Widow □ Widower □ Domestic Partner □		**Retired: Yes □ No □**
	If not retired, Current Occupation	**Relationship to Shareholder- Members**

Home Phone ( )	**E-Mail Address**
Cell Phone ( )	

IMPORTANT: NEXT-OF-KIN OR EMERGENCY CONTACT INFORMATION		
Name	**Address**	**Relationship**
Home Phone ( )	**Work Phone ( )**	**Cell Phone ( )**

PLEASE ATTACH A COPY OF GOVERNMENT ISSUED PHOTO ID FOR PROOF OF AGE

Does the Co-Occupant have an expectation of ownership interest in the Shareholder-Members' Unit? _____

If yes, please describe your inheritance interest and attach any legal documents which support your future right of inheritance such as a Certification of Trust, Court Order or other.

_____

_____

We hereby certify and declare under penalty of perjury, that the foregoing information is true and correct.

Date this ___ day of _____, 20__, at Leisure World Seal Beach.

_____ _____
Shareholder-Member Signature date

_____ _____
Shareholder-Member Signature date

_____ _____
Co-Occupant's Signature date

Co-Occupant Initials: _____

Co-Occupant Agreement

Mutual & Unit: _____

This **"AGREEMENT"** made and entered into this ___ day of ___, 20___ by and between Seal Beach Mutual No. ___ (hereinafter referred to as the **"CORPORATION"**, a Corporation having its principle office and place of business in Orange County, CA, and the Shareholder-Member: _____
Shareholder-Member: _____ and the Co-Occupant: _____.

WHEREAS, the corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Leisure World Seal Beach, Seal Beach, Orange County, California, with the intent that its stockholders (Shareholder-Members) shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the Shareholder-Members are the owner and holder of one share of common capital stock, Series ____ of the Corporation and have a bona fide intention to reside in the project, and the Co-Occupant is qualified as a senior citizen pursuant to Civil Code 51.3 (C) (2).

NOW THEREFORE, in consideration of the Mutual, promises contained herein, the Corporation hereby consents to the Co-Occupant residing with the Shareholder-Members in Unit No. ___, Seal Beach Mutual No. ___, located at Leisure World.

ARTICLE 1. CHARGES

The Shareholder-Members hereby covenant and agrees to pay the Golden Rain Foundation an amount equal to the then current Amenities Fee payable in the same amount as is required of all Shareholder-Members at Leisure World.

ARTICLE 2. CARRYING CHARGES

The Co-Occupant acknowledges, covenants and agrees that in order to maintain residence with the Shareholder-Members that it is necessary that all monthly carrying charges as set forth in Article 1 of the Occupancy Agreement between the Corporation and the Shareholder-Members be paid.

ARTICLE 3. OCCUPANCY AGREEMENT

The Co-Occupant acknowledges reading the Occupancy Agreement existent between the Corporation and the Shareholder-Members and agrees to be bound by all of the terms and provisions therein contained as to residency, and the fact that said apartment is to be used for residential purposes only.

The Co-Occupant agrees and acknowledges that the Co-Occupant, in order to maintain residence, is jointly liable with the Shareholder-Members for all such charges related to the Seal Beach Mutual unit being occupied.

ARTICLE 4.

The Co-Occupant agrees that no right held by the Co-Occupant to reside with the Shareholder-Members may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Co-Occupant will be allowed to reside with the Co-Occupant.

ARTICLE 5.

The Co-Occupant is entitled to use any and all of the facilities furnished and provided for Members of the Foundation at Leisure World and the Co-Occupant shall be entitled to enjoy said facilities together with the right of Occupancy with the Shareholder-Members.

ARTICLE 6.

The Co-Occupant covenants and agrees that he/she will comply with any and all pertinent corporate regulations, bylaws, and rules of the Corporation and Foundation related to occupancy and will endeavor with the Shareholder-Members to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the apartment is located, a high standard of home and community conditions. The Co-Occupant acknowledges, that by his/her acts and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the Seal Beach Leisure World community, that the same may result in the eviction of the Shareholder-Members and the Co-Occupant, and that there exists between the Shareholder-Members and the Corporation, a Landlord-Tenant relationship. The Co-Occupant acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be qualified pursuant to the provisions of California Civil Code 51.3 (2) (B).

FURTHER: The Co-Occupant covenants and agrees that he/she has, pursuant to Civil Code, **NO RIGHT** to continue residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Shareholder-Members.

Qualified Permanent Resident Agreement

Mutual No. _____ Unit No. _____

This AGREEMENT made and entered into this _____ day of _____, 20_____ by and between SEAL BEACH MUTUAL No. _____ (hereinafter referred to as the "Corporation"), a Corporation having its principal office and place of business in Orange County, California, and _____ (hereinafter referred to as "Shareholder-Member") and _____ (hereinafter referred to as "Shareholder-Member") and _____ (hereinafter referred to as "Qualified Permanent Resident");

WHEREAS, the Corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World (hereinafter called "Leisure World"), Seal Beach, Orange County, California, with the intent that its stockholders (hereinafter called "Shareholder-Member(s)") shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the "Shareholder-Member(s)" is the owner and holder of one share of common capital stock, Series _____ of the Corporation and has a bona fide intention to reside in the project, and the Qualified Permanent Resident is qualified pursuant to Civil Code §51.3 to reside with the Shareholder-Member(s);

NOW THEREFORE, in consideration of the Mutual promises contained herein, the Corporation hereby consents to the Qualified Permanent Resident residing with the "Shareholder-Member(s)" in Dwelling Unit NO. _____, Seal Beach Mutual No. _____, located at Leisure World.

ARTICLE 1. CHARGES

The "Shareholder-Member(s)" hereby covenant and agrees to pay to the Golden Rain Foundation (GRF) an amount equal to the then current Amenities Fee in the same amount as is required of all Shareholder-Members at Leisure World.

ARTICLE 2. OCCUPANCY AGREEMENT

The Qualified Permanent Resident acknowledges reading the Occupancy Agreement existent between the Corporation and the "Shareholder-Member(s)" and agrees to be bound by all the terms and provisions therein contained as to residency, and the fact that said unit is to be used for residential purposes only. The Qualified Permanent Resident agrees and acknowledges that the Qualified Permanent Resident, in order to maintain residence, is jointly liable with the Shareholder-Members for all such charges related to the Seal Beach Mutual unit being occupied.

ARTICLE 3.

The Qualified Permanent Resident agrees that no right held by the Qualified Permanent Resident to reside with the Shareholder-Members may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Qualified Permanent Resident will be allowed to reside with the Qualified Permanent Resident.

ARTICLE 4.

The Qualified Permanent Resident is entitled to use any and all of the facilities furnished and provided for Shareholder-Members of the Golden Rain Foundation at Leisure World and the Qualified Permanent Resident shall be entitled to enjoy said facilities together with the right of occupancy with the Shareholder-Members.

ARTICLE 5.

The Qualified Permanent Resident covenants and agrees that he/she will comply with any and all pertinent regulations, bylaws, and rules of Corporation and Foundation related to occupancy, and will endeavor with the Shareholder-Members to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the unit is located, a high standard of home and community conditions. The Qualified Permanent Resident acknowledges, that by his/her act and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the Seal Beach Leisure World community, that the same may result in the eviction of the Member and the Qualified Permanent Resident, and that there exists between the Shareholder-Members and the Corporation a Landlord-Tenant relationship. The Qualified Permanent Resident acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be a Qualified Permanent Resident pursuant to the provisions of California Civil Code §51.3.

SEAL BEACH MUTUAL NO. _____ UNIT _____ SHAREHOLDER-MEMBER(S)

By: _____ Date: _____
(Authorized Signature)

By: _____ Date: _____
(Authorized Signature)

RECEIVED BY GOLDEN RAIN FOUNDATION

By: _____ Date: _____
(Authorized Signature)

QUALIFIED PERMANENT RESIDENT

By: _____ Date: _____
(Authorized Signature or Legal Guardian)

Return this form to the Stock Transfer Office.
If you require additional forms, contact Stock Transfer at (562) 431-6586, ext. 339, 346, 347, 348, or 400.
Golden Rain Foundation Seal Beach, California

Co-Occupant Initials: _____

ARTICLE 7.

Co-Occupant understands that though they have an ID card for use of the community facilities, Co-Occupant may not attend monthly or Annual Mutual Shareholder-Member Meetings, or hold office, or participate in any governing process of the Mutual Corporation in which they reside or of the Golden Rain Foundation

_____ _____
Shareholder-Member Signature date

_____ _____
Shareholder-Member Signature date

_____ _____
Co-Occupant's Signature date

Co-Occupant Initials: _____

Return this form to the Stock Transfer Office.
If you require additional forms, contact Stock Transfer at (562) 431-6586, ext. 339, 347, or 348.
Golden Rain Foundation Seal Beach, California

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY EMERGENCY ITEM DATED ON DECEMBER 07,2021 (NEW BUSINESS, ITEM H)
DATE: JANUARY 28, 2022
CC: MUTUAL FILE

I move to ratify emergency action item dated on December 7, 2021 from Anguiano Lawn Care for trimming a Brazilian Pepper Tree located at building 62, at a cost not to exceed $300. Funds to come from Landscape Extras and authorize the President to sign any necessary documentation.

Anguiano Lawn Care
(562) 244-1113

INVOICE FOR SERVICES

INVOICE #166

December 8, 2021
LYNN BAIDACK PRESIDENT, BUNNY BROADMAN LANDSCAPE DIRECTOR
M6 62 PLA (Work Approved by Bunny Broadman)

This is an invoice for the following job at the given location as described:

	DESCRIPTION	RATE	AMOUNT
	TRIM AND THIN BRAZILIAN PEPPER		$300.00
		TOTAL:	**$300.00**