A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL THREE
January 14, 2022
Meeting begins at 9:00 a.m.
Zoom/Video Conference Call Meeting and Conference Rm A

TO ATTEND VIA ZOOM: The Shareholder will be provided with instructions on how to access the call via telephone upon the Shareholder contacting Mutual Administration and requesting the call-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must (i) notify their parcel director 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, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. SHAREHOLDER COMMENTS **(2-3 minutes per shareholder)**

3. ROLL CALL

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

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

5. APPROVAL OF MINUTES:
   a. **Regular Monthly Meeting Minutes of December 10, 2021.**

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

7. CONSENT CALENDAR
   Discuss and vote to authorize transfers of funds for Mutual Three **(p.7)**

8. GRF REPRESENTATIVE Mr. Geffner

9. **UNFINISHED BUSINESS**
   a. Discuss and vote to ratify resolution date on 12/10/2021 – GRF Management Agreement.**(pp.8-41)**

10. **NEW BUSINESS**
    a. Approval of Mutual Monthly Finances **(p.42)**
    b. Discuss and vote to authorize Mutual Administration to mail out Opt-Out Notices. **(pp.43-44)**
    c. Discuss and vote to amend Mutual 03 Rules and Regulations to include Section 16.18 – Returned Payment Fees. **(pp.45-46)**
    d. Discuss and vote to authorize Mutual 03 Building Inspector to begin the process for securing bids for the painting of all Mutual 03 Buildings. **(p.47)**
    e. Discuss and vote to authorize Mutual 03 Building Inspector to go out for bids for termite and dry rot work for all Mutual 03 Buildings. **(p.48)**

STAFF BREAK BY 11:00 a.m.

11. SECRETARY / CORRESPONDENCE — Ms. Garduno

12. CHIEF FINANCIAL OFFICER'S REPORT — Ms. Ledbetter

13. PRESIDENT'S REPORT — Ms. Ginthner

14. PORTFOLIO SPECIALIST'S REPORT — Ms. Barua

15. ANNOUNCEMENTS

    a. **MONTHLY MEETING: Friday, February 11, 2021, at 9:00 a.m., via Zoom/Video Conference Call Meeting and Conference Rm A**

16. COMMITTEE REPORTS
    a. Emergency Information
    b. Laundry Rooms
    c. Service Maintenance
    d. Landscape

17. DIRECTORS' COMMENTS

18. SHAREHOLDERS' COMMENTS **(2-3 minutes)**

19. ADJOURNMENT

20. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (03) THREE **INSPECTOR:** Dave Van Horn

MUTUAL BOARD MEETING DATE: JANUARY 14,2022

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
28 D	STORAGE CAB/DOOR	BOTH	11/15/21	01/15/22	NO	SIGNED OFF	ALPHA MASTER 12/21/21
19 H	KIKT/BTH REMODEL	BOTH	07/25/21	09/25/21	NO	SIGNED OFF	CA KITCHEN,BATH,FLOORS 10/26/21
27 I	CENTERAL HEAT/AIR	BOTH	08/10/21	11/10/21	NO	SIGNED OFF	GREENWOOD 11/1/21
27 I	KITCHEN REMODEL	BOTH	10/01/21	12/30/21	NO	SIGNED OFF	ALPHA MASTER 12/17/21
14 C	ADA SHOWER CUT DOWN	BOTH	10/25/21	11/25/21	NO	SIGNED OFF	NUKOTE 11/1/21
36 A	COUNTERTOPS KIT/BTH	BOTH	06/17/21	08/30/21	NO	SIGNED OFF	KRESS 1/3/22
27 I	NEW SHOWER W/ TILE	BOTH	11/25/21	02/25/22	NO	NA	ALPHA MASTER
9 J	FLOORING	GRF	09/01/21	10/01/21	NO	NA	KARYS
34 J	ADA SHOWER CUT DOWN	GRF	11/22/21	12/22/21	NO	SIGNED OFF	NUKOTE 12/22/21
35 D	HEAT PUMP	BOTH	09/17/21	12/17/21	NO	SIGNED OFF	GREENWOOD 12/15/21
29 H	PATIO TILE	GRF	11/10/21	12/15/21	NO	SIGNED OFF	MAMUSCIA 11/30/21
36 D	DISHWASHER	BOTH	09/24/21	10/30/21	NO	SIGNED OFF	KRESS 1/3/22
21 I	WINDOWS/SLIDER	BOTH	08/01/21	12/21/21	NO	SIGNED OFF	RS BUILT CON. 12/15/21
25 A	C/P CABINET	GRF	01/15/22	01/31/22	NO	NA	JURADO
24 C	FLOORING	GRF	09/30/21	10/30/21	NO	SIGNED OFF	KARYS 11/1/21
26 D	LVRM RETROFIT WIN	BOTH	12/10/21	03/30/22	NO	NA	MP CON
29 L	HEAT PUMP	BOTH	12/21/21	03/21/22	NO	NA	GREENWOOD
18 H	HEATPUMP	BOTH	08/25/21	11/25/21	NO	SIGNED OFF	GREENWOOD 11/3/21
22 A	3/4 BATH/FLOORING	BOTH	11/15/21	03/31/22	NO	NA	MP CON.
4 A	ADDITION	BOTH	06/18/21	01/21/22	YES	FRAME/LATH	LOS AL 10/15/21
12 I	FLOORING	GRF	12/25/21	01/30/22	NO	SIGNED OFF	KARY'S 1/5/22
16 H	KITCHEN REMODEL	BOTH	01/17/02	03/31/22	NO	NA	KONRAD KONSTRUCTION
16 J	WASHER/DRYER	BOTH	10/10/21	12/30/21	NO	SIGNED OFF	LOS AL 12/28/21
31 B	WINDOWS/SHOWER	BOTH	01/31/22	03/31/22	NO	NA	KONRAD KONSTRUCTION
21 A	MICROWAVE/CABINET	BOTH	10/31/21	12/31/21	NO	SIGNED OFF	M&M CON 1/3/22

31 D	C/P CABINET	GRF	11/21/21	02/18/22	NO	SIGNED OFF	LOS AL BUILDERS 1/5/22

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
27 F		01/04/22					
15 G		08/19/21					

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

CONTRACTS	
CONTRACTOR	**PROJECT**
TOTAL LANDSCAPE MAINTENANCE	SIGNED 3 YEAR CONTRACT 11/1/21 - 10/31/24
FENN TERMITE & PEST CONTROL	SIGNED 3 YEAR CONTRACT - 2020 WITH CHANGE ORDER START IN JUNE 2020
ANDRE LANDSCAPE SERVICE INC.	SIGNED 3 YEAR CONTRACT 11/8/21 - 12/31/23

SITE VISITS	
UNIT NUMBER	**UNIT NUMBER**
FIRE SAFETY HEALTH INSPECTIONS BLDG 1 - 36	START 11/29/21 - 1/31/22 6 BUILDINGS REMAIN NOT DONE
34 I CHECKED PATIO CONCRETE 1/6/22	
31 A CHECKED BUMP AT DEN WALL 1/6/22	
21 C CHECKED BATH FAN SMOKE W.O. TO S.M. 12/20/21	
8 I SPECIAL INSPECTION 12/17/21	

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL THREE (CONSENT CALENDAR, ITEM A)
DATE: JANUARY 14, 2022,
CC: MUTUAL FILE

I move that the board authorizes the following transfers of funds per detailed resolutions.

Transfer/ Invoice Date	Amount	Originating/Destination Accounts or Payee
10/24/2021	$15,500.00	Invoice # 7335 Check # 11504 – Total Landscape
11/16/2021	$17,908.00	Invoice # Multiple Check # 11510 – M&M Skylights
12/06/2021	$179,327.36	ACH-Direct Debit from Multiple Shareholders to US Bank Checking
12/06/2021	$162,402.35	Us Bank Checking to GRF - US Bank Checking
12/07/2021	$68,186.54	US Bank Checking to US Bank Impound
12/14/2021	$17,914.58	Us Bank Restricted Money Market to US Bank Non-Restricted Money Market
12/21/2021	$45,000.00	US Bank Non-Restricted Money Market to US Bank Checking
12/22/2021	$43,562.34	US Bank Checking to US Bank Restricted Money Market
01/04/2022	$15,000.00	Invoice # Sale of 11G Check # 374187 – Cardinal Escrow
01/05/2022	$190,802.00	ACH-Direct Debit from Multiple Shareholders to US Bank Checking
01/06/2022	$69,366.82	US Bank Checking to US Bank Impound (Property Taxes)

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RESOLUTION DATED ON 12/10/2021-GRF MANAGEMENT AGREEMENT (UNFINISHED BUSINESS, ITEM A)
DATE: JANUARY 14, 2021
CC: MUTUAL FILE

On Friday, December 10, 2021, the Mutual 03 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 $3,000.00. Funds to come from Legal and authorize the President to sign any necessary documentation.

I move ratify resolution dated on 12/10/2021, " RESOLVED to authorize Roseman Law, APC to review and provide an opinion on the new GRF Management Agreement at a cost not to exceed $3,000.00. 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 (60th) 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.

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	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		

	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.

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	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.

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	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)

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	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.

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	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.

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	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		

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	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. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JANUARY 14, 2022
CC: MUTUAL FILE

I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the 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, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of December 2021.

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL ADMINISTRATION TO SEND OUT OPT-OUT NOTICES TO MUTUAL 03 SHAREHOLDERS (NEW BUSINESS, ITEM B)
DATE: JANUARY 14, 2022
CC: MUTUAL FILE

I move to authorize Mutual Administration to mail out an Opt-Out Notice to Mutual 03 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.

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 to me and my Unit _____ from the Association'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. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND MUTUAL 03 RULES & REGULATIONS TO INCLUDE SECTION 16.18 – RETURNED PAYMENT FEES (NEW BUSINESS, ITEM C)
DATE: JANUARY 14, 2022
CC: MUTUAL FILE

I move to propose a rule change adopting Section 16.18 – Returned Payment Fees of the Rules and Regulations and approve the 28-day posting notice of the proposed rule change. The proposed rule change will be considered by the Board at the next scheduled meeting following review of any shareholder comments received.

Section 16.18 – Returned Payment Fees. For payments remitted to the Mutual that are returned by the bank or payment processing center for any reason, a returned payment fee in an amount not to exceed twenty-five ($25.00) for the first returned payment, and in the amount not to exceed thirty-five dollars ($35.00) for each subsequent returned payment, will be automatically assessed to the Shareholder. The fee assessed shall not exceed the actual cost incurred by the Mutual as a result of the returned payment.

ARTICLE XVII – LEASING RULES AND REGULATIONS

The Board of Directors ("Board") of Seal Beach Mutual No. Three ("Mutual") has adopted the following Leasing Rules and Regulations ("Leasing Rules") in accordance with Civil Code §4740, et seq., to establish certain procedural rules for the rental of Units within the Mutual. To the extent that these Leasing Rules conflict with the Governing Documents of the Mutual, these Leasing Rules are intended to replace and supersede the provisions of the Mutual's Governing Documents, including without limitation, the Occupancy Agreement, Rules and Regulations and Policies, that discuss the rental or lease of a Unit. These Leasing Rules were revised and adopted by the Board to comply with the changes to California Civil Code §§ 4740 and 4741 which take effect on January 1, 2021, pursuant to California Assembly Bill 3182.

DEFINITIONS

For the purposes of these Leasing Rules the definitions set forth below shall apply. To the extent any term is capitalized herein but not defined, the definition set forth in the Mutual's Bylaws shall apply.

Lease: a lease or rental agreement, whether or not in writing and regardless of whether any consideration is paid, entered into between a Shareholder and a Tenant for the Tenant's occupancy of the Shareholder's Unit.

Tenant: any person who: (i) meets the age requirements set forth in California Civil Code Section 51.3, et seq.; and (ii) occupies any portion of a Unit at the Development pursuant to a Lease, irrespective of any rent paid or compensation given to the Shareholder of the Unit for such occupancy. All Tenants must sign the Addendum as further described in these Leasing Rules. Only persons who have signed the Addendum may reside in the Unit.

RULES AND REGULATIONS

Section 17.1 - Leasing of Units. The rental or leasing of any Unit shall be subject to the provisions set forth herein. When the term "rent" is used herein, it shall be deemed to mean and include the rental and/or leasing of a Unit.

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE MUTUAL 03 BUILDING INSPECTOR TO BEGIN THE PROCESS FOR SECURING BIDS FOR THE PAINTING OF ALL MUTUAL 03 BUILDINGS (NEW BUSINESS, ITEM D)
DATE: JANUARY 14, 2022
CC: MUTUAL FILE

I move to authorize Mutual 03 Building Inspector to go out for bids for the painting of all Mutual 03 buildings.

Mutual Corporation No. Three

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE MUTUAL 03 BUILDING INSPECTOR TO GO OUT FOR BIDS FOR TERMITE AND DRY ROT WORK FOR ALL MUTUAL 03 BUILDINGS (NEW BUSINESS, ITEM E)
DATE: JANUARY 14, 2022
CC: MUTUAL FILE

I move to authorize Mutual 03 Building Inspector to go out for bids for termite and dry rot work for all Mutual 03 buildings to be done prior to painting the buildings.