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## Mutual Administration Committee

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### **Agenda**

Administration Conference Room

Tuesday, December 8, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes
  - a. Minutes of November 10, 2015 (pp. 1-7)
5. Shareholder/Member Comments – Agenda Items Only  
*(Limited to 3 minutes per person)*
6. Correspondence  
*(None received)*
7. Sub-committee Report (Document Sub-committee)
8. Old Business
  - a. Pet Policy-Update: City Rules and Regulations
  - b. Disclosures on Pre-Listing Review - Update
  - c. Physicians Certification-Disclaimer Notice for the Physician
  - d. Fee Schedule for Stock Transfer Services/Attorney Services-Update
9. New Business
  - a. Review draft GRF Membership Approval document (pp.8-9)
10. Policies
  - a. Adopt/Revise (not applicable)
  - b. Rescind (not applicable)
11. Staff Reports
  - c. Mutual Administration Director Carol Weller
  - d. Executive Director Randy Ankeny
12. President's Comments

13. Shareholder/Member Comments  
*(Limited to 3 minutes per person)*

14. Committee Member Comments

Next Meeting/Adjournment

- a. Tuesday, January 12, 2015 - Next Committee meeting
- b. Tuesday, December 15, 2015 - Minutes distributed and posted on the Portal
- c. Wednesday, December 23, 2015 – Agenda items due to Recording Secretary
- d. Tuesday, January 5, 2015 – Agenda packets distributed and posted on the website



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room  
Tuesday, November 10, 2015  
1:00 PM

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 1:00 p.m., on Tuesday, November 10, 2015, in the Administration Conference Room. Ms. Rapp led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. K. Rapp, Chair	Mr. P. Moore
	Mr. P. Hood	Mrs. L. Perrotti
	Mr. B. Lukoff	Mr. R. Stone
		Ms. R. Winkler, Ex-Officio
Absent:	Mrs. Wood	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. C. Weller, Mutual Administration Director	
	Ms. J. Hopkins, Mutual Administration Assistant Manager	
	Mr. M. Weaver, Facilities Director	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Ms. C. Tostado, Member Resource & Assistance Liaison	
	Mrs. M. McAuley, Recording Secretary	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Mrs. J. Reed, GRF Representative, Mutual Four	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Ten Shareholder/Members	

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration Committee will be conducted in accordance with the agenda. As a quorum of the board if present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by

Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in December.

### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including the GRF President, the Executive Director, The Mutual Administration Director, the Assistant Mutual Administration Director and the Recording Secretary and she requested that members exhibit an appropriate amount of decorum.

### **MINUTES**

The Chair declared the regular meeting minutes of October 13, 2015 approved, as written.

### **SHAREHOLDER/MEMBER COMMENTS**

No shareholder/members commented on items on the agenda.

### **CORRESPONDENCE**

No correspondence was received by the Committee.

### **SUB-COMMITTEE REPORT**

No report was presented.

### **OLD BUSINESS**

#### **Legal Review of Stock Transfer Documents – Pet Policy, Liability Insurance, Physician's Certification**

The extremely complex Pet Policy issue was discussed. The Executive Director shared the City of Seal Beach's policy of a maximum of four animals, per household, that must be licensed in Orange County. It is possible that Long Beach Animal Control would do a "sweep" within the community, inquiring about animal licenses door-to-door. It was resolved that an invitation to the City Expo, on May 21, 2016, will be extended to Long Beach Animal Control.

#### **Disclosures on Pre-Listing**

The draft is currently with the ITS department for formatting; the document will still need to be reviewed by the Facilities Director and the Physical Properties Committee.

#### **Policy 1110-33, New Resident Information**

The Committee recommended that the policy be updated from August 2000 by incorporating the procedures into the Welcome Book, which is reviewed annually in January.



Mr. Hood MOVED, seconded by Mr. Moore and carried unanimously –

**TO** recommend the Golden Rain Foundation Board of Directors

amend Policy 1110-33, New Resident Information.

#### Member Resource & Assistance Liaison – Scope of Services Provided

The Member Resource & Assistance Liaison discussed the scope of services provided. The Committee recognized the limitations of services that can be offered and the resultant difficulty interfacing with State, Federal and City organizations.

#### Physicians Certification – Disclaimer Notice for the Physician

The Committee discussed language to be used in the draft if the Physicians Certification, agreeing that the final product will need to be vetted by an attorney.

#### Fee Schedule for Stock Transfer/Attorney Services

The Committee discussed a possible Stock Transfer Department fee schedule encompassing attorney review and staff time for the preparation of the transfer or escrow packets. The Committee agreed to send the schedule to the Finance Committee.

#### Bylaw Project – Update

The separation of the Mutual and GRF bylaws is considered complete. Copies of the individual Mutual bylaws have been forwarded to each Mutual Director and the Presidents' Council.

### **NEW BUSINESS**

#### Fire/Safety Inspections – “Collector” Protocol

Requests from the Mutual Presidents for the fire inspectors to document cases of “collectors” have been received, specifically to develop a protocol to define the combustible amount of materials and the amount of walk area accessibility. It was agreed that this is a sensitive matter with a high degree of subjectivity.

### **STAFF REPORTS**

The Mutual Administration Director presented her report, as attached. She reminded the Committee of the GRF and Mutual Directors' Holiday appreciation luncheon scheduled on Friday, December 18, in Clubhouse Four, beginning at 11:30 a.m. Also announced was a realtor's conference on January 29, 2016, in Clubhouse Two, at 9:00 a.m.

The Executive Director spoke on licensing of dogs, offered a reminder of the December 7 training seminar for Mutual and Golden Rain Foundation Directors, and announced a possible presentation from a member of the Alzheimer's Council.

**PRESIDENT'S COMMENTS**

The President spoke on various items related to the purview of the Committee.

**MEMBER COMMENTS**

Two shareholder/members spoke on various items related to the purview of the Committee.

**COMMITTEE MEMBER COMMENTS**

Five Committee members spoke on the proceedings of the Committee meeting.

**CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending and participating in the Meeting. The next scheduled meeting of the Mutual Administration Committee will be held on Tuesday, December 8, at 1:00 p.m., in the Administration Conference Room.

**ADJOURNMENT**

The Chair adjourned the meeting at 2:50 p.m.

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Ms. K. Rapp, Chair  
Mutual Administration Sub-Committee  
MM/11.10.15

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL  
ADMINISTRATION COMMITTEE MEETING ON NOVEMBER 10, 2015**

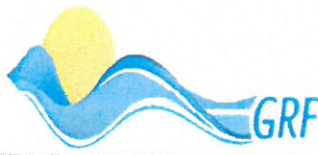
**ACTIONS:**

- Long Beach Animal Control will be invited to participate in the City Expo on May 21, 2016.

**MOTIONS:**

- **TO** recommend the GRF BOD amend Policy 1110-33, New Resident Information





## Mutual Administration Director's Report Inclusive Through October, 2015

Mutual Administration Committee – November 10, 2015

R e c a p		
Mutuals 1 Through 17		
• Rules Compliance Letters	1687	↑ 50.9% over 2014 @ (1002 letters)
• Escrows Closed	417	↑ 15.5% over 2014 @ 357 sales
• Escrow Sales Prices	\$85,470,837.00	↑ 20.1% over 2014 @ \$69,846,638.00
• Aging receivables Collected	\$ 202,008.86	↑ 30.9% over 2014 @ \$147,830.00
• Membership fees Collected	\$ 102,358.00	
• ID Cards & Passes sold	\$ 22,007.00	
• Distribution Copy Ctr. Collections	\$ 3,350.00	
• Trust Review Fees collected	\$ 875.00	
• Registered Caregivers	267	
• Total Open Social Services Cases	151	
• Trust Reviews sent to attorney	265	
• Total Legal Cases 2015	14	
• Total Insurance Claims 2015	1	
• Pets Registered	Dogs 600	Cats 307 other/18 Total Pets: 925

Mutual Administration Committee	
• Mutual Attorney's Opinions re: Liability Insurance	Complete-Heading to Mutual Boards
• Review and Update of Welcome to Leisure World Book	In progress Mutual Admin Sub Com.
• Prepare for Review POA/Trustees & Inheritance Guide	In Progress Mutual Admin Sub Com.
• Review of Pet Policy & ESA Federal Requirements	Complete-Heading to Mutuals & MAC
• Review of Eligibility Dr. Note	Draft Policy - finished-Going to Muts.
• Scope of Duties for Member Resource and Assistance Liaison	Complete going to Mac

Aging Receivables								
Mutuals →	1	2	3	4	5	6	7	8
	\$18,806.54	\$32,716.90	\$8,371.00	\$14,226.00	\$11,331.00	\$7,743.42	\$21,898.00	\$2,906.00
Mutuals →	9	10	11	12	14	15	16	17
	\$11,786.00		\$6,370.00	\$8,501.00	\$1,242.00	\$53,591.00		\$2,520.00
								<b>Total \$202,009.86</b>



## Escrow Recap

MUTUALS →	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	Total
Escrows Closed Through Oct. 2015	40	58	22	25	32	28	21	24	31	10	13	23	26	50	2	12	417

## Unit Sales Price Recap

Total Money and Sales through October 2015	\$85,470,837.00	Total Sales 417
Total Money and Sales through October 2014	\$69,846,638.00	Total Sales 357
Total Money and Sales through October 2013	\$81,280,326.00	Total Sales 555
Total Money and Sales through October 2012	\$47,673,156.00	Total Sales 404

## Actions Recap

Rules Letters		Trust Reviews		Total Pets		Registered Caregivers		Resource Liaison	
Mutual 1	270	Mutual 1	22	Mutual 1	111	Mutual 1	39	Mutual 1	22
Mutual 2	388	Mutual 2	28	Mutual 2	106	Mutual 2	23	Mutual 2	19
Mutual 3	37	Mutual 3	13	Mutual 3	67	Mutual 3	29	Mutual 3	9
Mutual 4	51	Mutual 4	25	Mutual 4	61	Mutual 4	20	Mutual 4	8
Mutual 5	119	Mutual 5	18	Mutual 5	59	Mutual 5	26	Mutual 5	13
Mutual 6	121	Mutual 6	20	Mutual 6	63	Mutual 6	14	Mutual 6	5
Mutual 7	30	Mutual 7	11	Mutual 7	49	Mutual 7	19	Mutual 7	14
Mutual 8	173	Mutual 8	20	Mutual 8	43	Mutual 8	11	Mutual 8	8
Mutual 9	106	Mutual 9	17	Mutual 9	75	Mutual 9	21	Mutual 9	7
Mutual 10	112	Mutual 10	6	Mutual 10	50	Mutual 10	22	Mutual 10	12
Mutual 11	18	Mutual 11	5	Mutual 11	39	Mutual 11	9	Mutual 11	5
Mutual 12	54	Mutual 12	17	Mutual 12	49	Mutual 12	30	Mutual 12	5
Mutual 14	40	Mutual 14	20	Mutual 14	56	Mutual 14	31	Mutual 14	6
Mutual 15	86	Mutual 15	31	Mutual 15	77	Mutual 15	27	Mutual 15	14
Mutual 16	15	Mutual 16	-0-	Mutual 16	5	Mutual 16	2	Mutual 16	2
Mutual 17	67	Mutual 17	12	Mutual 17	16	Mutual 17	3	Mutual 17	2
	1687		265		926		326		151

Report as presented by:  
Carol Weller, Mutual Administration Director  
Prepared on November 1, 2015





**DRAFT**

## Golden Rain Foundation Membership Approval

### Escrow – In-House Transfer

Mut./Apt.	14-022C		
To:	Stock Transfer	Escrow Co:	Unit Move: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date:		Escrow #:	From Unit:
		1 Bedroom <input type="checkbox"/> or 2 Bedrooms <input type="checkbox"/>	Sales Price: \$

Ownership Title	
New Buyer(s)	

GRF Certificate No. Issued:	
GRF Membership Fee Paid:	

The Golden Rain Foundation is in receipt of a notification through escrow advising that there has been a sale of a MUTUAL COMMON CAPITAL STOCK and an "appurtenant" GOLDEN RAIN FOUNDATION ACTIVE MEMBERSHIP CERTIFICATE.

The office of the President of the Board of Directors of the Golden Rain Foundation has reviewed the presented escrow documents; and the notice of approval by the Mutual Corporation of the prospective Buyer(s), as well as verified the payment of the required Membership fee.

Pursuant to Article II, Section (3) of the Bylaws of the Golden Rain Foundation, the above prospective buyer(s) are approved for Membership in the Golden Rain Foundation.

GRF President's Approval Signature	Date

# Mutual Approval & Demands Escrow

<b>Mut./Apt.</b>	14-022C		
<b>To:</b>	Stock Transfer	<b>Escrow Co:</b>	<b>Unit Move:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date:</b>		<b>Escrow #:</b>	<b>From Unit:</b>
			<b>Sales Price:</b> \$

Ownership Title	
<b>From Seller:</b>	
<b>To Buyer:</b>	

Collect From Seller		Collect From Buyer	
Previous Years' Balance	\$		
Carrying Charges Owed	\$	Carrying Charges Owed	\$
Date Paid To:		Date Paid To:	
Cable Charges	\$	Membership Fee(s)	\$
Additional Charges GRF	\$	Co-Occupant Fee	\$
Additional Charges Mutual	\$	Co-Occupant Setup Fee	\$
Escape Tax Deposit	\$	Membership Promissory Amt. Paid	\$
Inspection Deposit	\$		
W/O Mutual	\$		
GRF Transfer Fee	\$		
Legal Fees	\$		
<b>Other</b>	\$		
<b>Property &amp; Supplemental Taxes Due</b>			
Seller		Buyer	
In the Amount of:	\$	In the Amount of:	\$
For period From:	To:	For period From:	To:
Date of Death: (if applicable)			
Comments:			

Seal Beach Mutual Corporation is in receipt of your notification advising that there has been a sale of a MUTUAL COMMON CAPITAL AND APPURTENENT GOLDEN RAIN FOUNDATION ACTIVE MEMBERSHIP CERTIFICATE. After review of the presented escrow documents; a proper Mutual orientation, financial qualification approval of the Buyer, the follow escrow has been accepted and approved:

<b>Mutual President's Approval Signature</b>	<b>Date</b>