



Mutual Administration Committee

Agenda

Administration Conference Room

July 14, 2015

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chairs Announcements
 - a. Introduction of Guests and Staff
 - b. Rules of Order
 - c. Chairs Report
4. Approval of Minutes
 - a. Mutual Administration Sub-Committee Meeting of May 29, 2015
5. Shareholder/Member Comments – Agenda Items Only
(Limited to 4 minutes per person)
6. Correspondence
7. Old Business
 - a. Welcome Book Draft – Pending Final Approval
8. New Business
 - a. Election of Vice Chair
 - b. 2016 Budget for Cost Center 33 - Preliminary
 - c. Mutual Pet Policy – Emotional Support Animals (ESA) - Discussion Only
 - d. Physician's Certification (pp. 2-3)
 - e. Disclosures- Terms and Conditions of Pre-Listing Site Visit Report (pp. 4-7)
 - f. Welcome Kit
 - g. New Resident Information Policy 1110-33 (pp. 8-9)
9. Policies
 - a. Adopt/Revise
 - b. Rescind
10. Staff Reports
 - a. Departmental Head
 - b. Executive Director
11. President's Comments

12. Shareholder Member Comments

13. Committee Member Comments

(Limited to 4 minutes per person)

14. Next Meeting/Adjournment

- a. Mutual Committee Meeting – Tuesday, August 11, 2015 at 1:00 p.m.
Administration Conference Room



Seal Beach Leisure World

An Active Senior Citizen Lifestyles Community

Seal Beach Leisure World is an "Active Senior Citizen Retirement Community" offering the best in co-op and condominium housing for senior citizens fifty-five years of age or older. This style of active senior housing should not to be confused with an assisted living or a skilled nursing facility.

Today, Senior Citizens have many types of affordable housing to choose from. You need only to determine what your personal needs are. It is always prudent to consult with your family, personal physician or legal advisor, prior to determining what type of senior-housing best fits your specific needs.

Assisted Living: Assisted Living facilities offer personalized supportive services and assistance with day-to-day living needs. Meals, snacks, housekeeping, physical fitness, laundry and 24-hour trained staff members are all provided under the umbrella of assisted-living services. These **are not** services provided at Seal Beach Leisure World.

Active Senior Citizen Community: In Seal Beach Leisure World you can be as active as you choose to be, or reside in contentment and comfort with the knowledge that your peace and privacy are assured. Although there are many recreational opportunities and an on-site medical facility in Leisure World, this is much like any other housing community. Members who purchase an apartment here, direct their own lives; and are independent and able to handle their own affairs.

Listed below are some suggestions developed to guide you in determining if this Active Senior Lifestyle fits your expectations and needs:

Are you able to.....

- ☐ Dress yourself independently with weather-appropriate clothing.
- ☐ Routinely bath (shower), shave and dress without assistance.
- ☐ Eat by shopping and preparing meals, or eat out without assistance.
- ☐ Able to take care of your finances; pay bills; and make legal decisions.
- ☐ Medicate yourself properly under your doctor's supervision.

Choosing a senior retirement-living community is a important decision and should be made with much forethought and assistance from loved ones and others. Please allow us to answer any questions you might have regarding qualification for residency in this community. You may call Seal Beach Leisure World, Stock Transfer Office: (562) 431-6586, ex. 346, 347 or 348.



Seal Beach Leisure World
An Active Senior Citizen Lifestyle Community
Physician's Certification

To: Applicant's Healthcare Provider:

Seal Beach Leisure World is an "Active Senior Citizen Retirement Community" for persons fifty-five years of age or older. Shareholder/members who purchase an apartment in Leisure World, direct their own lives, and are independent and able to handle their own affairs.

Seal Beach Policy 7510 – Eligibility Requirements for Membership, Item (3) states that an applicant for ownership of a Leisure World apartment "must have reasonably good health for a person of his or her age, as evidenced by a letter from his/her medical doctor, so that the shareholder can take care of normal living needs without calling on other members for an undue amount of assistance.

Important to Note: Seal Beach Leisure World is not an assisted living or skilled nursing home facility".

To assist your patient in being considered for membership in Seal Beach Leisure World, please complete below by placing a (✓) one or all of the following on behalf of your patient: Patient is able to.....

✓	
<input type="radio"/>	Dress self independently with weather-appropriate clothing
<input type="radio"/>	Routinely bath (shower), shave and dress without assistance
<input type="radio"/>	Eat by shopping and preparing meals, or eat out without assistance
<input type="radio"/>	Able to take care of finances by paying bills; and make legal decisions
<input type="radio"/>	Medicate self properly under doctor's supervision.

I certify and declare that this patient is able to live independently.

Dr. John Smith

Date: _____

For any questions regarding this, you may contact the Stock Transfer Office, (562) 431-6586, ex 346.



The Terms and Conditions of Pre-Listing Site Visit Report

Important Notice to Seller and Buyer

- Items noted in section (A) are additions to the original structure.
- Items noted in section (A) are the responsibility of the **BUYER** at the close of escrow.
- Seller is responsible for the cost of repairs and removals noted in Section B.
- Temporary patio covers will be removed during any Mutual's re-roofing program.
- Future remodeling may require all not-to-code items to be brought up-to-code.

The Seller and Buyer understands that this site visit is not a home/apartment warranty, guarantee, insurance policy or substitute for real estate transfer disclosures. Further, it is understood that a final site visit will be made within ten working days on interior and exterior of the apartment to order all necessary repairs and replacements on all noted items which have not been completed by the Seller within the allotted ten working days before the close of escrow.

This Site Visit is in addition to the pre-listing site visit. Any cost for additional repairs or to correct incomplete or substandard work by the Seller, will be deducted from the Seller's Repair Deposit that is withheld at the close of escrow. The work will then be completed by GRF employees and/or outside vendors as needed. Reminder: The Seller only has up to the ten working days before Escrow closes to complete any and all repairs to the unit noted in Item (B) on this Pre-Listing Site Visit Report.

SELLER

Name: Jane Smith
Signature: _____
Date: 1-31-14

SELLER

Name: _____
Signature: _____
Date: _____

BUYER

Name: Harold J. Jones
Signature: _____
Date: 1-31-14

BUYER

Name: _____
Signature: _____
Date: _____

Physical Property Inspector

Name: _____
Signature: _____
Date: _____

Mutual Director

Name: _____
Signature: _____
Date: _____

THIS WRITTEN REPORT IS THE PROPERTY OF THE MUTUAL AND THE GOLDEN RAIN FOUNDATION AND SHALL NOT BE USED BY OR TRANSFERRED TO ANY OTHER PERSON OR COMPANY WITHOUT BOTH THE MUTUALS AND GOLDEN RAIN FOUNDATIONS' WRITTEN CONSENT.

Golden Rain Foundation

Mutual Unit Pre-Listing Site Visit

Physical Property staff of the Golden Rain Foundation will conduct a limited visual site visit of the mutual apartment for the purpose of informing the mutual shareholder (**SELLER**), and any prospective **BUYER**, their assignees or agents, of the apartment and any deficiencies found in the condition of the property before escrow or during a membership transfer change of ownership.

Date:	March 1, 2014		
Mutual/Apt. No.	15-045E	Carport No. 144	Carport Space: 34
Physical Property Staff:	Joe Smith		

Seller's Name:	James Jones
Seller's Name:	Sara Jones
Telephone #:	(715) 882-5667
Seller's Agent	Charlene Haider – Prudential
Agent's Telephone:	(719) 999-3344

All items noted in section **(A)** below are additions to the original structure.
All items noted in section **(A)** below become the responsibility of the buyer @ close of escrow.

A	Permit on File ►	▼	
1.	Garden	()	
2.	Patio Cover	()	
3.	Patio Enclosures	()	
4.	Patio Cabinets	()	
5.	Patio Concrete	()	
6.	Skylight 1	()	Location:
	Skylight 2	()	Location:
	Skylight 3	()	Location:
	Skylight 4	()	Location:
7.	TV Antenna	()	
8.	Screen Door	()	
9.	Sliding Glass Door 1	()	Location:
	Sliding Glass Door 2	()	Location:
10.	End Window	()	
11.	Ceiling Fan	()	
12.	Lights	()	

A	NON-STANDARD ITEMS Cont'd Permit on file	▼
	Appliances	
13.	Mirrors	()
14.	Painted Cabinets	()
15.	Temporary Patio Roof	()
16.	Air Conditioner	()
17.	Heat Pump	()
18.	Clothes Washer	()
19.	Clothes Dryer	()
20.	Microwave	()
21.	Dishwasher	()
	OTHER NON-STANDARD ITEMS	
23.		()
24.		()
25.		()
26.		()
27.		()
28.		()
29.		()
30.		()
31.		()
32.		()
33.		()
34.		()
35.		()

All items in section (B) are the responsibility of the Seller to repair or remove as noted and checked.

B		Comments
	CARPORT & PATIO	
()	Repair and Paint Stucco at Carport	
()	Cleanout Carport Storage Cabinets	
()	Repair and Paint Stucco at Patio	
()	Cleanout Storage Cabinets at Patio	
()	Install Porch Light (Required by Code)	
()	Install Door Bell (Required by Code)	
()	Electrical Outlet for Carts	
	KITCHEN	
()	Remove Towel Bars by Refrigerator	
()	Remove Towel Bars by Stove Top	
()	Remove Hooks/Nails from Stained Cabinets	
()	Putty and Stain to Match Existing Cabinets	
()	Sand Chopping Block	
()	Sand Breadboard	
()	Replace Boiler Pan	
()	Replace Boiler Cover	
()	Replace Round or Flat Filer in Stove Hood	
()	Replace Reflector Pans	
()	Refinish or Replace Formica Countertop	
	BATHROOM	
()	Acid Bath Toilet	
()	Replace Toilet Seat w/Mut. Standard Color	
()	Replace Hamper Front, paint to Match	
()	Replace Shower Doors Due to Cracks	
()	Replace End Panel Due to Cracks	
()	Replace Shower Head to Mutual Standard	
()	Refinish or Replace Formica Countertop	
	MISC. LIVING AREAS	
()	Replace Door Bumpers in Bath	
()	Remove Hooks, Nails From all Unit Walls	
()	Spackle, Sand, Touch-up Paint to match	
()	Replace Door Bumpers in Living Room	
()	Replace Door Bumpers in Den	
()	Replace Door Bumpers in Bedroom	

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

The procedure to be used to provide each new member of the Golden Rain Foundation with a "Welcome Kit" consists of two envelopes: one containing "official" information and the other containing "unofficial" information, as follows:

1. The official envelope is marked "Welcome to Leisure World. This envelope contains important documents for your assistance in various details connected with your becoming a resident in the community."

The contents will include:

Bus schedules

Service and Facilities Directory

Golden Age Foundation Brochure

History of Seal Beach Leisure World Pamphlet

Voter Registration Information

Map of Leisure World

GTE Lineskeeper Option Service Information

Leisure World Recycle S.O.R.T. Program Information

Orientation Meeting Schedule

Tax Assessment Information

Physical Property Information

Resales Information

Religious Directory

(Aug 00)

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

List of Approved Organizations

Other Board Approved Information

2. The unofficial envelope is marked "This envelope contains information from various business concerns who wish to acquaint you with their goods and services and which you may wish to investigate."

Inasmuch as the businesses represented in this envelope are neither endorsed nor recommended by the Foundation as to their reliability, inclusion of material will be at the discretion of the Manager of Administrative Services, after reasonable assurance that the merchant or firm has a reputation for integrity in their business.

Procedure

Approved: 19 Oct 74

Amended: 11 Mar 85

Amended: 01 Jan 86

Amended: 09 Aug 00

Executive Director

Golden Rain Foundation

(Aug 00)