MUTUAL ADMINISTRATION COMMITTEE

Committee Meeting Agenda
Monday, November 14, 2022 - 1:00 P.M.
Administration Conference Room A / Via Zoom / Live Steam

This meeting may also be live streamed at www.lwsb.com.
The tab will be active 15 minutes prior to the start of the meeting
The live streaming uses YouTube live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**

2. **Roll Call/Notice of Quorum**

3. **Chairs Announcements**
   A. Introduction of Guests, Staff, and New Committee Member
      Marsha Gerber, GRF President
      Jessica Sedgwick, Executive Director
      Jodi Hopkins, Mutual Administration Director
      Ruben Gonzalez, Facilities Manager
      Kevin Black, Physical Property Manager
      Aaron Hensley, Service Maintenance Supervisor
      Rosie Estrada, Stock Transfer Manager
      Robann Arshat, Member Resource Liaison
      Ripa Barua, Recording Secretary
   B. Rules of Order
   C. Chair's Report

4. **Member Comments** *(Limited to 3 minutes per person)*

5. **Approval of Minutes**
   A. Minutes of Regular Meeting, October 10, 2022 **(pp. 1-6)**

6. **Correspondence (n/a)**

7. **Staff Reports**

A. Mutual Administration Director **(pp. 7-11)**	**Ms. Jodi Hopkins**
B. Stock Transfer **(pp. 12-19)**	**Ms. Rosie Estrada**
C. Member Resources & Assistant Liaison **(pp. 20-22)**	**Ms. Robann Arshat**
D. Facilities Manager **(pp. 23-25)**	**Mr. Ruben Gonzalez**
E. Service Maintenance Supervisor **(pp. 26-28)**	**Mr. Aaron Hensley**
F. Physical Property Manager **(pp. 29-31)**	**Mr. Kevin Black**

8. Unfinished Business

A. Update on Security in Service Maintenance **Mr. Ruben Gonzalez**

B. Update on Director Training from Mutual Boards regarding Boardline proposal (**p. 32)** **Ms. Jodi Hopkins / Ms. Jessica Sedgwick**

9. New Business

A. Discuss Stock Transfer Monthly Reports Re: List of people no longer in the Community

10. Governing Document (n/a)

11. Future Agenda Items

A. Review changes on 50-5165-3 Mutual Administration & Service Maintenance Charter

B. Update on Electronic Delivery Consent Form

12. President's Comments

13. Next Meeting Date

- Monday, December 12, 2022, at 1:00 p.m. - Administration Building, Conference Room A/Via Zoom

14. Adjournment

Please be courteous and respectful to other members, the Board of Directors, and representatives from Management at all times. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**

MUTUAL ADMINISTRATION COMMITTEE MINUTES
Administration Conference Room A / Zoom
Monday, October 10, 2022, 1:00 p.m.

The regular meeting of the Mutual Administration Committee was called to order by Chair Geffner at 1:00 p.m. on Monday, October 10, 2022, in Administration Conference Room A and via Zoom, followed by the Pledge of Allegiance, led by Camille Thompson.

ROLL CALL

Present: Mr. S. Geffner, Chair
Ms. S. Jacquelin
Mr. E. Jablonski
Ms. C. Thompson

Also Present: Ms. M. Gerber, GRF President
Ms. J. Sedgwick, Executive Director
Ms. J. Hopkins, Mutual Administration Director
Mr. R. Gonzalez, Facilities Manager
Mr. K. Black, Physical Property Manager
Ms. A. Hensley, Service Maintenance Supervisor (**via zoom)**
Ms. R. Estrada, Stock Transfer Manager **(entered at 1:03 p.m.)**
Ms. R. Arshat, Member Resource Liaison (**via zoom)**
Ms. R. Barua, Recording Secretary
Mr. N. Massetti, GRF Representative, Mutual Seventeen
Mr. L. Melody, GRF Representative, Mutual Fourteen (**via zoom)**
Five shareholders In-Person
Three shareholders via Zoom

Absent: Ms. C. Levine

CHAIR'S ANNOUNCEMENTS

Chair Geffner welcomed the Committee Members, guests, and staff, GRF President Marsha Gerber, Executive Director Jessica Sedgwick, Mutual Administration Director Jodi Hopkins, Facilities Manager Ruben Gonzalez, Physical Property Manager Kevin Black, Service Maintenance Supervisor Aaron Hensley, Stock Transfer Manager Rosie Estrada, Member Resource Liaison Robann Arshat, and Recording Secretary Ripa Barua.

RULES OF ORDER

Chair Geffner requested that members exhibit an appropriate amount of decorum and turn off cell phones.

CHAIR'S REPORT

The Chair advised that all shareholders are welcome to make comments, introduced the Mutual Administration Committee, and what is expected of staff and committee members.

SHAREHOLDER/MEMBER COMMENTS

No shareholders made comments.

APPROVAL OF MINUTES

The minutes of the September 12, 2022, meeting were approved, as presented.

CORRESPONDENCE (n/a)

STAFF REPORTS

Mutual Administration Director

The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.

Stock Transfer Manager

The Stock Transfer Manager and Mutual Administration Director presented the Budget Variance report, Budget Comparison Report, and numbers report for Stock Transfer.

Member Resources & Assistant Liaison

The Member Resources Liaison presented the Member Resources Liaison report and provided an update on the AlzOC's grant.

Facilities Manager

The Facilities Manager presented the Budget Variance Report, Budget Comparison Report for Service Maintenance.

Service Maintenance Supervisor

The Service Maintenance Supervisor presented the Open Service Repair Orders (SROs), and the Year to Date (YTD) Service Repair Orders.

Following questions, the Service Maintenance Supervisor left at 1:28 p.m.

Physical Property Manager

The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.

UNFINISHED BUSINESS (n/a)

NEW BUSINESS

Update on Security in Service Maintenance

The Facilities Manager provided an update on Security in Service Maintenance. It was a consensus of the committee to bring item back to next committee meeting.

Review cost on keychains, folders, pens, and bags and update on Advertising for Welcome Packet

The Mutual Administration Director and Stock Transfer Manager presented the cost of keychains, folders, pens, and bags for the Welcome Packet and provided an update on advertising.

Ms. Jacquelin MOVED, seconded by Mr. Geffner, and failed with two "yes" (Geffner and Jacquelin) and three "no" (Thompson, Jablonski, and Gerber).

> **TO** purchase 500 bags from Advertising Design Solutions Inc. for $2,185.00 for new residents as of January 1, 2023.

It was the consensus of the committee to not proceed with keychains, folders, bags, and pens and to review all the Welcome Pack items and advertising in the next MAC Committee term.

The Physical Property Manager left at 2:07 p.m. and returned at 2:09 p.m.

Discuss Director Training Proposal from Boardline

The Mutual Administration Director and Executive Director provided an update on the Director Training Proposal from Boardline. It was the consensus of the committee to bring item back to next committee meeting.

GOVERNING DOCUMENTS (n/a)

FUTURE AGENDA ITEMS

It was the consensus of the committee to include the below listed items on the next Committee meeting agenda:

1. December Committee Meeting - Review 50-51653 Mutual Administration & Service Maintenance Charter
2. Update on Security in Service Maintenance
3. Update on Director Training – Proposal from Boardline

4. Update on Welcome Packet
5. December Committee Meeting – Update on “Electronic Delivery Consent Form”

PRESIDENT’S COMMENTS

The President commented on various items pertaining to the agenda throughout the meeting.

NEXT MEETING

A. Monday, November 14, 2022, at 1:00 p.m. Administration Conference Room A / Zoom

ADJOURNMENT

Chair Geffner adjourned the meeting at 2:48 p.m.

_____
Sandy Geffner, Chair
MUTUAL ADMINISTRATION COMMITTEE
rb 10/10/22

GRF
Golden Rain Foundation

MUTUAL ADMINISTRATION COMMITTEE

SUMMARY REPORT
Monday, October 10, 2022
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
1. APPROVAL OF MINUTES The minutes of the September 12, 2022, meeting was approved, as presented.	Recording Secretary				
2. STAFF REPORTS: <u>MUTUAL ADMINISTRATION DIRECTOR</u> The Mutual Administration Director presented the Budget Variance Report, Budget Comparison Report, and numbers report for Mutual Administration.	Mutual Administration Director				
3. STAFF REPORTS: <u>STOCK TRANSFER MANAGER</u> The Stock Transfer Manager and Mutual Administration Director presented the Budget Variance report, Budget Comparison Report, and numbers report for Stock Transfer.	Mutual Administration Director Stock Transfer Manager				
4. STAFF REPORTS: <u>MEMBER RESOURCES & ASSISTANT LIAISON</u> The Member Resources Liaison presented the Member Resources Liaison report and provided an update on the AlzOC's grant.	Member Resources & Assistance Liaison				
5. STAFF REPORTS: <u>FACILITIES MANAGER</u> The Facilities Manager presented the Budget Variance Report and Budget Comparison Report for Service Maintenance.	Facilities Manager				
6. STAFF REPORTS: <u>SERVICE MAINTENANCE SUPERVISOR</u> The Service Maintenance Supervisor presented the Open Service Repair Orders (SROs), and the Year to Date (YTD) Service Repair Orders.	Service Maintenance Supervisor				
7. STAFF REPORTS: <u>PHYSICAL PROPERTY MANAGER</u> The Physical Property Manager presented the Physical Property Activity report, the Permit Report, and the Fire Inspections Report.	Physical Property Manager				

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
8. NEW BUSINESS: <u>UPDATE ON SECURITY IN SERVICE MAINTENANCE</u> The Facilities Manager provided an update on Security in Service Maintenance. It was a consensus of the committee to bring item back to the next committee meeting.	Facilities Manager				
9. NEW BUSINESS: <u>REVIEW COST ON KEYCHAINS, FOLDERS, PENS, AND BAGS AND UPDATE ON ADVERTISING FOR WELCOME PACKET</u> The Mutual Administration Director and Stock Transfer Manager presented the cost of keychains, folders, pens, and bags for the Welcome Packet and provided an update on advertising. It was the consensus of the committee to not proceed with keychains, folders, bags, and pens and to review all the Welcome Pack items and advertising in the next MAC Committee term.	Mutual Administration Director Stock Transfer Manager				
10. NEW BUSINESS<u>: DISCUSS DIRECTOR TRAINING PROPOSAL FROM BOARDLINE</u> The Mutual Administration Director and Executive Director provided an update on the Director Training Proposal from Boardline. It was the consensus of the committee to bring item back to the next committee meeting.	Mutual Administration Director Executive Director				
FUTURE AGENDA ITEMS: The Committee concurred to add future agenda items: 1. December Committee Meeting - Review 50-5165-3 Mutual Administration & Service Maintenance Charter 2. Update on Security in Service Maintenance 3. Update on Director Training – Proposal from Boardline 4. Update on Welcome Packet 5. December Committee Meeting – Update on “Electronic Delivery Consent Form					

Budget Variance Report - September 2022
Mutual Administration - CC 545

GL Code	Account Description		Variance	Explanation
6100000	Salaries & Wages	$	22,747	Favorable - staffing shortage, resulting in wage & benefit costs being lower than budgeted
6140000	Employment taxes	$	2,432	Favorable - same as Salaries & Wages
6142000	Worker's Compensation	$	1,559	Favorable - same as Salaries & Wages
6143000	Group Ins-Medical	$	2,701	Favorable - same as Salaries & Wages
6144000	401(k) Match	$	2,807	Favorable - less participation than budgeted at this time
6213100	Agency/Independent Contractor	$	(44,833)	Unfavorable - due to staffing needs, temps in place
6410030	Printer/Copier Supplies	$	(1,193)	Unfavorable - Ink cartridges and drums needed for printers
6434120	Legal/Fair Housing - Mutual Admin	$	19,000	Favorable - no legal expenses relating to compliance with fair housing, (DEFH) and laws, training to take place soon
6438000	Other Professional Services	$	5,385	Favorable - Educational-based training scheduled for end of June funds will be used at that time
6481000	Computer Maintenance & Software	$	1,779	Favorable - Department is charged $32.97 each month for one Zoom license. Beginning in March, will be charged $10 per month for Hello Sign. $4,886.83 for Power DMS all charged as budgeted
	Total Explained Variances	$	12,384	of $13,370

Golden Rain Foundation
Budget Comparison - GRF
09/30/2022

P.O. Box 2069
Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Mutual Administration				
37,384	37,487	103		Salaries & Wages Mutual Administration	309,524	332,271	22,747	444,732
2,843	2,828	(15)		Employment Taxes Mutual Administration	24,314	26,746	2,432	35,230
372	795	423	6142000 545	Workers' Compensation - Mutual Admin	5,596	7,155	1,559	7,402
3,722	3,762	40		Group Ins - Medical Mutual Administratio	31,157	33,858	2,701	45,144
57	60	3	6143300 545	Group Insurance - Dental - Mutual Admin	445	540	95	720
46	42	(4)	6143500 545	Group Insurance - Vision - Mutual Admin	338	378	40	504
662	911	249	6144000 545	401(k) Match - Mutual Admin	5,270	8,077	2,807	10,811
283	160	(123)	6145000 545	Group Insurance - Life - Mutual Admin	1,220	1,440	220	1,920
198	187	(11)	6146000 545	Long Term Disability Insurance - Mutual	1,043	1,683	640	2,244
0	400	400	6211000 545	Continuing Education - Mutual Admin	579	800	221	800
8,022	0	(8,022)	6213100 545	Agency / Independent Contractor Fees - M	44,833	0	(44,833)	0
369	0	(369)	6214000 545	Meals & Special Events - Mutual Admin	1,361	1,500	139	5,250
0	13	13	6215000 545	Mileage - Mutual Admin	0	143	143	170
357	300	(57)	6410000 545	Materials & Supplies - Mutual Admin	3,096	2,700	(396)	3,600
0	0	0	6410010 545	Hospitality - Mutual Admin	44	0	(44)	0
489	0	(489)	6410015 545	Computer Supplies - Mutual Admin	1,222	700	(522)	700
780	0	(780)	6410030 545	Printer / Copier Supplies - Mutual Admin	1,973	780	(1,193)	780
0	2,000	2,000	6434120 545	Legal/Fair Housing - Mutual Admin	0	19,000	19,000	25,000
0	0	0	6438000 545	Other Professional Services - Mutual Adm	0	5,385	5,385	7,385
27	130	103	6481000 545	Computer Maintenance & Software - Mutual	5,173	6,952	1,779	7,737
259	130	(129)	6481500 545	Community Entertainment - Mutual Admin	268	520	252	910
217	70	(147)	6482000 545	Dues, Memberships & Books - Mutual Admin	432	630	198	840
56,086	49,275	(6,811)		Total Expenses	437,888	451,258	13,370	601,879
50,157	50,157	0	5330000 545	Income / Refund from Mutuals - Mutual Ad	451,413	451,413	0	601,879
50,157	50,157	0		Total Cost Recovery	451,413	451,413	0	601,879
				Off Budget Items				
(5,929)	882	(6,811)		Net Income / (Expense)	13,525	155	13,370	0

Mutual Administration

October 2022 - Monthly Reports

CALLS TO RECEPTION

DEPARTMENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ADMINISTRATION	10	36	17	12	30	2	14	54	10	7			192
DESK VISIT	87	42	107	74	88	130	85	71	115	108			907
DISTRIBUTION	1	4	2	4	4	8	1	1	2	1			28
FINANCE	7	14	25	18	13	20	29	31	18	23			198
GOLDEN AGE FOUNDATION	2	6	10	7	2	6	2	3	2	4			44
HEALTH CARE CENTER	10	4	5	2	6	3	0	2	3	2			37
HUMAN RESOURCES	3	15	30	12	9	18	14	14	11	9			135
IT	10	7	3	3	2	4	7	6	5	4			51
LIBRARY	6	3	0	1	0	7	2	1	0	0			20
LW NEWS	11	5	5	5	6	14	5	7	5	8			71
MUTUAL ADMINISTRATION	90	122	125	102	90	52	71	95	66	62			875
MEMBER RESOURCES	9	14	11	6	6	16	7	15	5	4			93
MISCELLANEOUS	10	19	19	16	18	9	10	15	6	8			130
PHYSICAL PROPERTY	12	11	19	20	11	14	17	21	21	16			162
PURCHASING	4	3	0	0	2	1	2	11	2	2			27
ON SITE SALES	1	0	3	1	1	2	1	0	4	0			13
RECREATION	9	14	10	6	9	19	7	12	6	7			99
RV	0	1	4	4	4	2	0	1	2	0			18
SECURITY	14	6	9	3	9	13	7	7	17	2			87
SERVICE MAINTENANCE	5	4	7	4	6	7	2	5	4	5			49
STOCK TRANSFER OFFICE	114	126	83	73	92	77	47	56	50	43			761
SUPERWIRE	3	5	6	1	5	4	0	4	2	3			33
TRANSPORTATION	6	4	4	1	5	4	3	5	3	1			36
2022 Totals:	**424**	**465**	**504**	**375**	**418**	**432**	**333**	**437**	**359**	**319**	**0**	**0**	**4,066**
2021 Totals:	**569**	**902**	**781**	**699**	**690**	**1011**	**905**	**1158**	**1171**	**1045**	**400**	**403**	**9,734**

Mutual Administration

October 2022 - Monthly Reports

LETTERS

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	0	7	21	10	15	85	10	13	15	5			181
2	Two	3	18	13	14	10	2	0	5	7	3			75
3	Three	25	6	3	6	9	3	14	11	11	12			100
4	Four	3	2	6	2	6	7	2	8	6	4			46
5	Five	1	16	70	9	8	9	7	6	30	6			162
6	Six	2	7	3	8	1	13	2	7	1	0			44
7	Seven	0	2	8	11	9	5	3	2	8	4			52
8	Eight	2	3	0	6	4	7	7	7	5	3			44
9	Nine	6	14	11	5	6	8	9	7	13	3			82
10	Ten	2	17	6	2	3	10	3	2	3	2			50
11	Eleven	3	4	5	4	3	2	2	3	4	1			31
12	Twelve	1	8	12	8	4	1	40	31	9	16			130
14	Fourteen	3	4	4	4	2	8	7	6	0	10			48
15	Fifteen	3	1	0	8	3	2	5	1	17	4			44
16	Sixteen	0	4	0	1	0	2	1	2	13	0			23
17	Seventeen	4	14	0	7	2	0	3	2	1	2			35
2022 Totals:		**58**	**127**	**162**	**105**	**85**	**164**	**115**	**113**	**143**	**75**			**1,147**
2021 Totals:		**101**	**63**	**59**	**77**	**75**	**64**	**69**	**82**	**260**	**106**	**212**	**153**	**1,321**
Legal		64	62	70	78	79	62	70	75	75	75	37		747
Insurance		6	7	10	12	12	12	7	7	8	9	5		95

Mutual Administration
October 2022 - Monthly Reports

COLLECTIONS (Delinquent Accounts, Legal Fees)

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	$1,293	$1,293	$8,946	$6,771	$6,641	$6,232	$1,116	$2,330	$1,785	$1,776			$38,183
Two	$5,376	$3,991	$3,881	$3,695	$3,398	$3,653	$3,217	$11,454	$12,972	$20,331			$71,969
Three	$6,012	$3,045	$1,941	$3,328	$1,879	$4,948	$9,208	$4,030	$5,308	$9,478			$49,178
Four	$3,311	$691	$2,383	$0	$1,131	$1,176	$3,096	$2,140	$1,067	$687			$15,682
Five	$4,691	$4,819	$1,756	$1,675	$2,333	$5,805	$1,245	$6,496	$584	$1,139			$30,541
Six	$2,355	$2,547	$1,170	$3,078	$500	$2,690	$2,380	$4,524	$3,523	$2,998			$25,764
Seven	$646	$0	$0	$5,003	$1,853	$3,406	$1,270	$1,249	$1,078	$1,078			$15,582
Eight	$6,834	$5,285	$2,349	$3,178	$3,361	$3,755	$5,239	$4,292	$8,323	$8,120			$50,735
Nine	$1,367	$569	$1,117	$1,988	$1,650	$1,775	$1,079	$1,933	$1,157	$1,157			$13,792
Ten	$2,054	$1,158	$1,258	$1,158	$1,158	$3,332	$3,232	$4,383	$378	$378			$18,490
Eleven	$1,250	$504	$0	$654	$719	$0	$0	$0	$0	$1,613			$4,740
Twelve	$3,581	$2,661	$3,025	$2,651	$1,302	$2,452	$2,522	$3,501	$3,398	$3,747			$28,841
Fourteen	$1,230	$0	$0	$0	$0	$0	$1,226	$0	$0	$1,855			$4,310
Fifteen	$6,571	$4,628	$894	$1,740	$0	$607	$19,802	$1,219	$59	$12			$35,531
Sixteen	$0	$1,586	$1,204	$0	$1,033	$544	$1,014	$4,266	$0	$0			$9,647
Seventeen	$2,918	$885	$873	$885	$1,328	$1,328	$1,128	$885	$350	$700			$11,281
COLLECTED	**$49,488**	**$33,661**	**$30,797**	**$35,805**	**$28,286**	**$41,703**	**$56,774**	**$52,701**	**$39,983**	**$55,068**	**$0**	**$0**	**$424,266**
2021 Collections	**$26,000**	**$40,561**	**$23,396**	**$21,506**	**$41,743**	**$270,032**	**$27,363**	**$26,958**	**$39,411**	**$31,577**	**$19,456**	**$43,674**	$611,677

Collections through '22	**$424,265.69**

Budget Variance Report - September 2022
Stock Transfer - Cost Center #533

GL Code	Account Description	Variance	Explanation
6100000	Salaries & Wages	117,637	Favorable - staffing shortage, resulting in wage & benefit costs being lower than budgeted
6140000	Employment Taxes	9,577	Favorable - same as Salaries & Wages
6143000	Group Ins-Medical	12,741	Favorable - same as Salaries & Wages
6144000	401(k) Match	3,953	Favorable - less participation than budgeted at this time
6213100	Agency/Independent Conractor Fees	(113,210)	Unfavorable - same as Salaries & Wages - Temps needs
6410032	Photo ID Printing	(3,516)	Unfavorable due to Kee Company costs have skyrocketed to $5-6 range per card, cost of $100-$125K for 20k cards. Restocked the caregiver passholder, reordered the hologram stickers for realitor/caregiver passes for the year
6434115	Legal Fees/Trust Review	(16,638)	Unfavorable due to more trust reviews than budgeted. This is offset by the Trust Processing Fees below.
6435100	Bank Service Fees	(2,488)	Unfavorable due to more credit cards as payment than budgeted
6482500	Election Expense	(31,122)	Unfavorable due to elections being completed, cost more than budgeted.
5345000	Certificate Preparation Fee - Escrow	32,625	Favorable- budgeted average of 32.75 Escrows per month @ $500 exceeded budgeted average
5345001	Certificate Preparation Fee-Non-Escrow	20,814	Favorable - budgeted average of 9.4 transfers per month @ $250 exceeded budgeted average
5380332	Trust Processing Fee	9,500	Favorable - offsets the expense Legal Fees - Trust Review above-budgeted average of 21.4 trust reviews per month.
5380335	Realtor's Service Pass	(2,150)	Unfavorable - no cost per policy 40-5580-2 Entry Passes - Fees
5380336	Non-Surrendered ID Card - Escrow/Transfer	22,000	Favorable - due to an estimated zero budget as assessing the charge to encourage most to surrender ID card
5385000	Other Income	6,425	Favorable - at this time, more than the four co-occupancy set up fees each month than were expected
	Total Explained Variances	$66,148	of $69,799

P.O. Box 2069
Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Stock Transfer				
13,836	22,299	8,463		Salaries & Wages Stock Transfer	80,015	197,652	117,637	264,550
1,108	1,695	587		Employment Taxes Stock Transfer	6,495	16,072	9,577	21,156
50	107	57	6142000 533	Workers' Compensation - Stock Transfer	789	963	174	1,000
1,129	2,508	1,379		Group Ins - Medical Stock Transfer	9,831	22,572	12,741	30,096
(6)	36	42	6143300 533	Group Insurance - Dental - Stock Transfe	(54)	324	378	432
(4)	27	31	6143500 533	Group Insurance - Vision - Stock Transfe	(31)	243	274	324
0	446	446	6144000 533	401(k) Match - Stock Transfer	0	3,953	3,953	5,291
38	95	57	6145000 533	Group Insurance - Life - Stock Transfer	272	855	583	1,140
34	111	77	6146000 533	Long Term Disability Insurance - Stock T	239	999	760	1,332
0	0	0	6211000 533	Continuing Education - Stock Transfer	549	800	251	800
14,039	0	(14,039)	6213100 533	Agency / Independent Contractor Fees - S	123,210	10,000	(113,210)	10,000
0	0	0	6214000 533	Meals & Special Events - Stock Transfer	58	0	(58)	0
435	292	(143)	6410000 533	Materials & Supplies - Stock Transfer	3,212	2,628	(584)	3,500
170	10	(160)	6410010 533	Hospitality - Stock Transfer	283	90	(193)	120
0	50	50	6410015 533	Computer Supplies - Stock Transfer	179	450	271	600
0	0	0	6410025 533	Lunch Room Supplies - Stock Transfer	41	0	(41)	0
17	165	148	6410030 533	Printer / Copier Supplies - Stock Transf	1,099	1,500	401	2,000
0	175	175	6410032 533	Photo ID Printing - Stock Transfer	5,091	1,575	(3,516)	2,100
0	0	0	6410033 533	Guest Pass Printing - Stock Transfer	0	0	0	10,319
4,056	2,000	(2,056)	6434115 533	Legal Fees - Trust Review - Stock Transf	38,638	22,000	(16,638)	29,500
364	225	(139)	6435100 533	Bank Service Fees - Stock Transfer	4,513	2,025	(2,488)	2,700
198	198	0	6444000 533	Equipment Rental - Stock Transfer	1,750	1,755	5	2,349
0	0	0	6472000 533	Equipment Repair & Maintenance - Stock T	0	400	400	500
0	150	150	6478000 533	Service Contracts - Stock Transfer	0	450	450	600
8	100	92	6481000 533	Computer Maintenance & Software - Stock	233	900	667	1,200
0	200	200	6482000 533	Dues, Memberships & Books - Stock Transf	0	200	200	200
2,662	0	(2,662)	6482500 533	Election Expense - Stock Transfer	71,253	40,131	(31,122)	40,131
38,135	30,889	(7,246)		Total Expenses	347,666	328,537	(19,129)	431,940
				Other Cost Recovery				
18,000	16,375	1,625	5345000 533	Certificate Preparation Fee - Escrow - S	180,000	147,375	32,625	196,500
3,500	2,354	1,146	5345001 533	Certificate Preparation Fee - Non-Escrow	42,000	21,186	20,814	28,248
2,400	2,675	(275)	5380332 533	Trust Processing Fee - Stock Transfer	33,575	24,075	9,500	32,100
380	250	130	5380333 533	Member ID Card Replacement Income - Stoc	2,165	2,250	(85)	3,000
3	25	(22)	5380334 533	Map Sales Income - Stock Transfer	24	225	(201)	300
0	200	(200)	5380335 533	Realtor's Service Pass - Stock Transfer	100	2,250	(2,150)	2,850
3,000	0	3,000	5380336 533	Lost Member ID Card - Escrow - Stock Tra	22,000	0	22,000	0
700	450	250	5385000 533	Other Income - Stock Transfer	10,475	4,050	6,425	5,400
27,983	22,329	5,654		Total Other Cost Recovery	290,339	201,411	88,928	268,398

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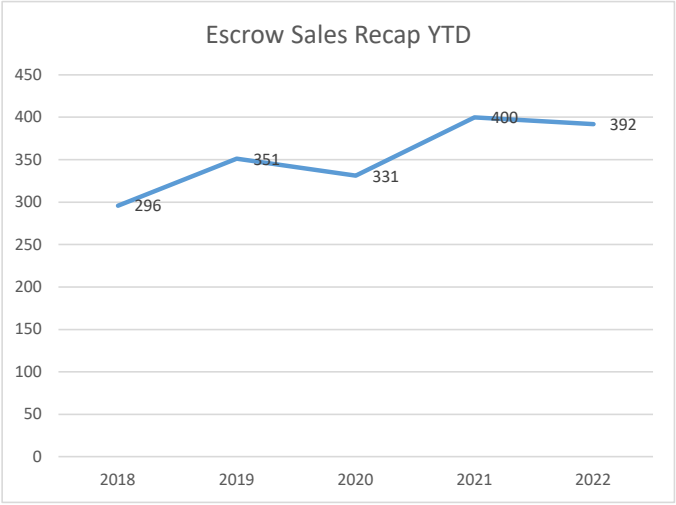
Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
13,629	13,629	0	5330000 533	Income / Refund from Mutuals - Stock Tra	122,661	122,661	0	163,542
41,612	35,958	5,654		Total Cost Recovery	413,000	324,072	88,928	431,940
				Off Budget Items				
3,477	5,069	(1,592)		Net Income / (Expense)	65,334	(4,465)	69,799	0

Stock Transfer
October 2022 - Monthly Reports

ESCROW

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	4	3	7	5	3	10	5	6	4	3			50
2	Two	4	3	3	8	9	5	5	6	6	1			50
3	Three	1	1	1	3	4	5	4	2	1	2			24
4	Four	6	0	5	3	4	3	1	1	2	2			27
5	Five	2	4	1	4	3	3	5	1	1	2			26
6	Six	2	1	3	2	2	4	2	2	1	5			24
7	Seven	1	2	0	3	0	3	0	1	1	3			14
8	Eight	4	0	2	1	1	2	4	4	1	6			25
9	Nine	0	0	2	0	2	0	1	1	2	2			10
10	Ten	0	1	3	2	3	2	3	4	4	0			22
11	Eleven	2	1	2	2	3	3	0	1	3	0			17
12	Twelve	1	5	1	8	4	4	3	5	1	0			32
14	Fourteen	2	6	3	3	2	0	2	2	0	3			23
15	Fifteen	1	1	5	3	8	1	3	4	6	2			34
16	Sixteen	0	0	1	0	1	0	0	0	0	0			2
17	Seventeen	0	1	2	1	2	1	3	0	1	1			12
	TOTALS:	**30**	**29**	**41**	**48**	**51**	**46**	**41**	**40**	**34**	**32**	**0**	**0**	**392**
	MLS Active Listings at time of report	33	30	25	16	23	26	39	46	41	48			



ESCROW RECAP	SALES		YTD Percentage Comparisons					
	Sales	Total		Sales		Prices	Avg Price Per Home	Price % Change Per Year
Total through October 2022	392	$ 138,648,250	2022				$ 353,695	42.55%
Total Through October 2021	400	$ 112,188,746	2021	-2%		24%	$ 248,111	6.01%
Total through October 2020	331	$ 83,321,458	2020	21%		35%	$ 234,052	-11.29%
Total through October 2019	351	$ 81,833,978	2019	-6%		2%	$ 263,832	2.40%
Total through October 2018	296	$ 78,668,989	2018	19%		4%	$ 257,655	

ATTORNEY TRUST REVIEWS

	MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	8	1	1	3	1	2	1	5	1	2			25
2	Two	3	3	5	2	1	4	5	2	3	0			28
3	Three	2	1	2	1	1	1	1	0	1	0			10
4	Four	1	1	2	1	0	0	1	0	0	0			6
5	Five	4	1	4	3	1	0	0	1	3	1			18
6	Six	0	3	2	1	0	0	2	2	0	1			11
7	Seven	1	0	1	0	3	1	1	1	1	1			10
8	Eight	0	2	4	1	2	2	0	1	0	0			12
9	Nine	1	2	1	1	1	2	0	0	2	1			11
10	Ten	1	2	0	3	1	3	0	2	0	1			13
11	Eleven	0	2	1	2	3	0	0	1	1	1			11
12	Twelve	2	1	3	2	1	1	2	2	1	2			17
14	Fourteen	0	0	1	0	1	1	0	0	2	0			5
15	Fifteen	1	1	4	2	2	3	4	3	1	2			23
16	Sixteen	0	0	0	0	0	0	0	0	0	0			0
17	Seventeen	1	0	2	1	1	2	0	0	1	0			8
	Totals:	**25**	**20**	**33**	**23**	**19**	**22**	**17**	**20**	**17**	**12**	**0**	**0**	**208**

Trust Reviews through Octotber 2022:	208	**6.67%**
Trust Reviews through October 2021:	195	

Stock Transfer
As of October 2022 - Monthly Reports

REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE	ESA
1	One	38	84	40	4	1	16
2	Two	53	99	56	4	1	9
3	Three	53	77	25	2	1	8
4	Four	23	46	28	0	1	5
5	Five	26	51	20	1	0	14
6	Six	35	76	28	0	0	6
7	Seven	24	60	29	0	0	8
8	Eight	12	48	17	0	0	10
9	Nine	51	68	19	2	1	6
10	Ten	10	42	14	1	0	3
11	Eleven	16	32	10	0	0	1
12	Twelve	40	59	33	0	1	15
14	Fourteen	34	45	17	2	0	2
15	Fifteen	50	72	30	7	0	8
16	Sixteen	1	4	9	0	0	1
17	Seventeen	9	11	2	2	0	1
Totals:		475	874	377	25	6	113

Total Pets & Animals: 1,395

Stock Transfer
October 2022 - Monthly Reports

TRANSFERS

TYPE OF TRANSFER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
SIMPLE TRANSFERS	19	14	14	11	5	8	2	16	23	10			122
MEMBERSHIP TRANSFERS	2	1	2	6	4	9	2	3	5	1			35
Totals:	**21**	**15**	**16**	**17**	**9**	**17**	**4**	**19**	**28**	**11**	**0**	**0**	**157**
2021 Totals:	**16**	**37**	**22**	**0**	**6**	**13**	**40**	**25**	**0**	**0**	**0**	**0**	**159**

Simple Transfers include name changes, adding or removing of nonresident co-owners, and removal of owner members.

Membership Transfers are the addition of new owner members on title.

Golden Rain Foundation

PO Box 2069

SEAL BEACH, CA 90740

Item Sales

Saturday, October 1, 2022 - Monday, October 31, 2022

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
STO	Certificate Prep Fee		$250.00	$250.00	29.00		$7,250.00	$0.00	100.00 %
	Co-Occupant		$4,301.00	$3,440.80	5.00		$17,204.00	$0.00	100.00 %
	Co-Occupant Setup Fee		$100.00	$100.00	5.00		$500.00	$0.00	100.00 %
	Legal Review of PACO Fee		$75.00	$75.00	7.00		$525.00	$0.00	100.00 %
	Legal Review Trust Fee		$125.00	$125.00	12.00		$1,500.00	$0.00	100.00 %
	Lost ID Card Fee		$20.00	$20.00	20.00		$400.00	$0.00	100.00 %
	Map Non-Shareholders		$1.00	$1.00	1.00		$1.00	$0.00	100.00 %
	Membership		$4,301.00	$3,741.41	5.00		$18,707.03	$0.00	100.00 %
	Mutual 15 Buyer Premium Fee		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	Mutual 9 Buyer Premium Fee		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	NBO Fee M5		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	NBO Fee M10		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	NBO Fee M11		$750.00	$750.00	2.00		$1,500.00	$0.00	100.00 %
	NBO Fee M14		$500.00	$500.00	1.00		$500.00	$0.00	100.00 %
	NBO Fee M15		$750.00	$750.00	2.00		$1,500.00	$0.00	100.00 %
	NBO Fee M2		$750.00	$750.00	7.00		$5,250.00	$0.00	100.00 %
	NBO Fee M3		$500.00	$500.00	2.00		$1,000.00	$0.00	100.00 %
	NBO Fee M6		$750.00	$750.00	1.00		$750.00	$0.00	100.00 %
	Transfer Inspection Fee M12		$250.00	$250.00	1.00		$250.00	$0.00	100.00 %
	Transfer Inspection Fee M2		$250.00	$250.00	2.00		$500.00	$0.00	100.00 %
	Transfer Inspection Fee M6		$1,000.00	$750.00	1.00		$750.00	$0.00	100.00 %
	Transfer Inspection Fee M8		$250.00	$250.00	1.00		$250.00	$0.00	100.00 %
	Transfer Mutual 02 Escape Tax		$5,000.00	$5,000.00	1.00		$5,000.00	$0.00	100.00 %
	Transfer Mutual 08 Escape Tax		$3,000.00	$3,000.00	1.00		$3,000.00	$0.00	100.00 %
	Transfer Mutual 12 Escape Tax		$3,000.00	$3,000.00	1.00		$3,000.00	$0.00	100.00 %
	Total				**111.00**		**$71,837.03**	**$0.00**	
Total					**111.00**		**$71,837.03**	**$0.00**	

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MEMBER RESOURCES & ASSISTANCE LIAISON

October 2022

MUTUAL		NEW Files	CLOSED Files	HOME VISITS BY COA	OFFICE VISITS	CALLS	COUNTY REPORTS	RESOURCE INFORMATION	REFERRALS to SS Team	MUTUAL REFERRAL
1	One	3	2	2	7	33	1	34	4	2
2	Two	1	3	4	1	22	0	10	3	1
3	Three	0	5	4	1	8	0	3	3	1
4	Four	1	3	5	0	12	0	7	5	1
5	Five	4	3	0	13	30	4	21	2	3
6	Six	1	1	0	0	6	0	3	1	1
7	Seven	4	0	1	3	12	2	10	5	4
8	Eight	0	0	0	2	4	0	5	0	0
9	Nine	0	1	1	5	9	0	11	1	0
10	Ten	0	0	1	0	7	0	5	0	0
11	Eleven	1	1	0	3	10	1	7	0	1
12	Twelve	2	4	1	2	8	3	5	0	3
14	Fourteen	1	1	3	1	3	2	1	0	1
15	Fifteen	0	0	0	0	9	0	7	0	0
16	Sixteen	0	0	0	0	0	0	0	0	0
17	Seventeen	0	0	0	0	2	0	2	1	0
Totals 2022:		**18**	**24**	**22**	**38**	**175**	**13**	**131**	**25**	**18**
Totals 2021:		**10**	**13**	**1**	**53**	**167**	**5**	**82**	**1**	**12**

Cases of Food Delivered: 233

Projects:

- Note: There are more files closed then opened - these are file that have been referred to COA and enrolled in programs

- 60 Shuttle Bus Applications submitted
- Pathways - Friendly visitor program recruiting and training
- Silverado Memory Care & Hospice – Teri Siplivy – Virtual Dementia Tour -educating staff & community event. Coming in 2023
- Alzheimer's OC Demential Care Consultations began this month every Tue & Wed in social services office
- Alzheimer's OC and Optum HCC. New program: Family Caregiver support group starting in January.
- Alzheimer's OC meeting to discuss development of the Care Ecosystem program in conjunction with the awarded grant.
- Alzheimer's OC Classes & Presentations & Screening:
    - Living Well with Memory Loss
    - Help! My neighbor has memory loss
    - October Memory Screening event
- Office on Aging – Frank Hernandez - A Matter of Balance program, in the works -bringing this program back

Resources Development:

- Council on Aging – Carolina Gutierez-Richau Monthly meeting
- Brightstarr Home Care – Becky Update of fees & services
- Attentive Home Care – Fredy Domingez Update of fees & services
- Successful Aging Resources AL Placement Agent interview – Tim Patrick
- Care Access – Sharon Ferguson – Prevention Study opportunities. I have flyers in the display case
- Home Care Providers – Lisa Pittman; update of fees & services
- Sunshine Club Presentation about Member Resources
- Chefs for Seniors – Jackie Nabong – introduction of services offered and fees – maybe a cooking presentation?
- Sunrise Assisted Living Networking Mixer and class on diabetic health
- Seniors Helping Seniors, Mary McFadden – brochures & updated pricing scale
- Angel Connection Home Care, Olive – New brochures, possible community education presentations.
- OC Task Force on Hoarding- Zoom Meeting
- HB Senior Service Providers Networking Meeting – collected new vendor information
- Traditions Health Hospice – Tracy Greenberg – talks about planning a Veteran's Honoring event.
- Care Works Home Care – Lisa Palmer – update on services & pricing
- Care Choices Hospice – Odette Cervantes – update on services, pricing and new programs.
- Patricia Grajera – new assisted living placement agent - interview

Continued county and Agency Referrals:

- APS

- Public Guardian
- Alzheimer's OC
- Council on Aging
- Pathways
- Cal-Fresh & Food Bank
- Meals On Wheels LB
- City of SB Shuttle Bus

Budget Variance Report - September 2022
Service Maintenance - CC 574

For Cost Center **574** (Service Maintenance Department) there is a Unfavorable variance of **$83,275** through the month of September 2022. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
574	6100000	Salaries & Wages	45,264	Favorable - 3 open positions
574	6140000	Employment Taxes	4,179	Favorable - Same as Salaries
574	6142000	Workers' Compensation	13,031	Favorable - Actual Premiums < Budget
574	6143000	Group Insurance - Medical	2,674	Favorable - Actual Premiums < Budget
574	6144000	401(k) Match	11,090	Favorable - Actual cost < Budget / 5 New hires unable to contribute during their first year with GRF.
574	6146000	Long Term Disability	2,186	Favorable - Actual cost < Budget
574	6211000	Continuing Education	2,720	Favorable - CAI Classes to be scheduled later in the year & reimbursement for Building Inspector Certificate.
574	6217000	Uniforms & Laundry	770	Favorable - Actual cost < Budget; Open positions
574	6410021	Field Supplies	2,280	Favorable - Actual cost < Budget
574	6410022	Tool Expense	(17,708)	Unfavorable - Actual cost > Budget Replace worn out tools for new techs; the purchase of a new pressure washer; replace stolen tools
574	6420100	Electricity	(3,855)	Unfavorable - Usage > Budget
574	6472000	Equipment Repair & Maint.	8,674	Favorable - Actual cost < Budget / Repairs needed for dept. tractor & preventive maintenance expected to be done on technician's cushmans.
574	6491000	Miscellaneous Writeoffs	(1,786)	Unfavorable - Replace damaged flooring (wtr damage)
574	6911500	Inventory Over / Short	15,904	Favorable - Inventory adjustments to Technician Cushmans.
574	5891000	SRO Labor Cost Recovery	(171,571)	Unfavorable - GRF SROs / Employee turn over resulting in nonbillable training periods.
		Total Explained Variances	(86,148)	of (83,275)

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Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Service Maintenance				
158,634	158,308	(326)		Salaries & Wages Service Maintenance	1,357,921	1,403,184	45,264	1,878,108
11,752	11,565	(187)		Employment Taxes Service Maintenance	105,469	109,648	4,179	144,343
3,155	6,745	3,590	6142000 574	Workers' Compensation - Service Maintena	47,674	60,705	13,031	62,841
19,374	18,769	(605)		Group Ins - Medical Service Maintenance	166,247	168,921	2,674	225,228
321	314	(7)	6143300 574	Group Insurance - Dental - Service Maint	2,566	2,826	260	3,768
193	195	2	6143500 574	Group Insurance - Vision - Service Maint	1,696	1,755	59	2,340
3,618	4,905	1,287	6144000 574	401(k) Match - Service Maintenance	32,385	43,475	11,090	58,189
827	668	(159)	6145000 574	Group Insurance - Life - Service Mainten	5,501	6,012	511	8,016
742	780	38	6146000 574	Long Term Disability Insurance - Service	4,834	7,020	2,186	9,360
0	800	800	6211000 574	Continuing Education - Service Maintenan	150	2,870	2,720	3,570
15	0	(15)	6212000 574	Employee Exams - Service Maintenance	194	0	(194)	0
0	10	10	6214000 574	Meals & Special Events - Service Mainten	597	90	(507)	120
148	80	(68)	6215000 574	Mileage - Service Maintenance	372	720	348	960
1,164	873	(291)	6217000 574	Uniforms & Laundry - Service Maintenance	7,087	7,857	770	10,480
221	125	(96)	6410000 574	Materials & Supplies - Service Maintenan	1,319	1,000	(319)	1,250
311	65	(246)	6410005 574	Building Supplies - Service Maintenance	627	585	(42)	780
161	167	6	6410010 574	Hospitality - Service Maintenance	2,342	1,503	(839)	2,000
0	100	100	6410015 574	Computer Supplies - Service Maintenance	0	900	900	1,200
59	124	65	6410020 574	Equipment Expense - Service Maintenance	200	1,116	916	1,483
2,676	2,916	240	6410021 574	Field Supplies - Service Maintenance	23,968	26,248	2,280	35,000
4,502	1,250	(3,252)	6410022 574	Tool Expense - Service Maintenance	28,958	11,250	(17,708)	15,000
0	10	10	6410025 574	Lunch Room Supplies - Service Maintenanc	34	90	56	120
60	120	60	6410030 574	Printer / Copier Supplies - Service Main	571	1,080	509	1,440
2,161	1,310	(851)	6420100 574	Electricity - Service Maintenance	15,645	11,790	(3,855)	15,717
10	110	100	6422000 574	Telephone - Service Maintenance	80	990	910	1,320
244	244	0	6444000 574	Equipment Rental - Service Maintenance	2,158	2,160	2	2,892
11	100	89	6471000 574	Building Repair & Maintenance - Service	552	900	348	1,200
1,688	2,000	312	6472000 574	Equipment Repair & Maintenance - Service	9,326	18,000	8,674	24,000
82	100	18	6477210 574	Pest Control - Service Maintenance	738	900	162	1,200
0	0	0	6478000 574	Service Contracts - Service Maintenance	280	237	(43)	474
0	0	0	6482000 574	Dues, Memberships & Books - Service Main	115	150	35	150
165	33	(132)	6483110 574	Diesel Fuel - Service Maintenance	626	297	(329)	396
0	0	0	6484000 574	Permits & Licenses - Service Maintenance	168	300	132	620
57	0	(57)	6491000 574	Miscellaneous Writeoffs - Service Mainte	1,786	0	(1,786)	0
(1,187)	0	1,187	6911500 574	Inventory Over / Short - Service Mainten	(15,904)	0	15,904	0
211,164	212,786	1,622		Total Expenses	1,806,283	1,894,579	88,296	2,513,565
				Other Cost Recovery				
87,397	121,582	(34,185)	5891000 574	SRO Labor Cost Recovery - Service Mainte	976,268	1,147,839	(171,571)	1,535,736

P.O. Box 2069
Seal Beach CA 90740

Sep Actuals	Sep Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
87,397	121,582	(34,185)		Total Other Cost Recovery	976,268	1,147,839	(171,571)	1,535,736
81,486	81,486	0	5330000 574	Income / Refund from Mutuals - Service M	733,374	733,374	0	977,829
168,883	203,068	(34,185)		Total Cost Recovery	1,709,642	1,881,213	(171,571)	2,513,565
(42,281)	(9,718)	(32,563)		Net Income / (Expense) Before Off Budget	(96,641)	(13,366)	(83,275)	0
				Off Budget Items				
88,560	0	88,560		Material Recovery	918,915	0	918,915	0
85,651	0	(85,651)	6415000 574	Materials Pass-Thru - Service Maintenanc	911,709	0	(911,709)	0
1,690	0	(1,690)	8110000 574	Depreciation Expense - Service Maintenan	15,206	0	(15,206)	0
1,219	0	1,219		Total Off Budget Items	(7,999)	0	(7,999)	0
(41,062)	(9,718)	(31,344)		Net Income / (Expense)	(104,640)	(13,366)	(91,274)	0

OPEN SRO REPORT

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: AARON HENSLEY, SERVICE MAINTENANCE SUPERVISOR
SUBJECT: OCTOBER 2022 OPEN SRO REPORT
DATE: 10/31/2022

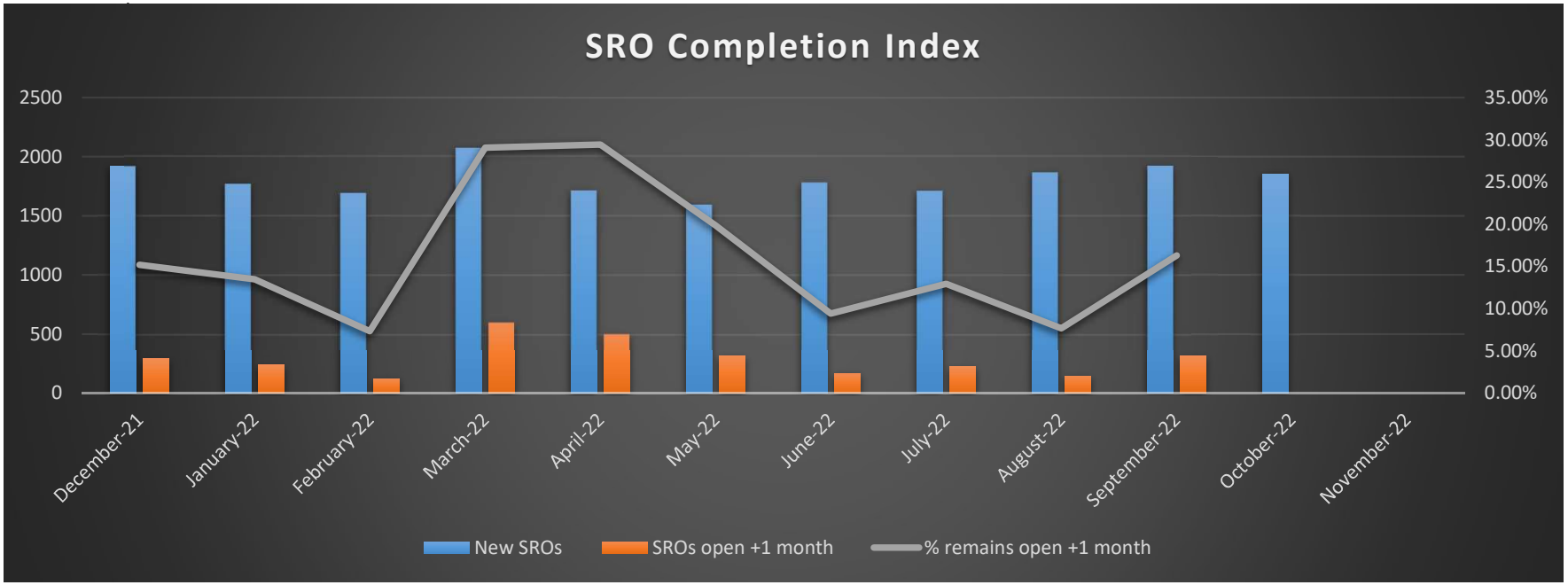
MONTH SRO WAS CREATED	STILL OPEN AS OF AUG 2022	STILL OPEN AS OF SEPT 2022	STILL OPEN AS OF OCT 2022	Additional Comments
JUL 2022	221	55	19	GRF Preventive Maint. Under review / pending counter tops
AUG 2022	-	143	57	
SEPT 2022	-	-	313	
TOTAL	318	203	389	**October SROs not Included**

TO: Mutual Administration Committee
FROM: Aaron Hensley - Service Maintenance Supervisor
SUBJECT: YTD - Service Repair Orders
DATE: October 31, 2022

Service Repair Orders	OCT 2021	OCT 2022	2021 YTD	2022 YTD
Plumbing	728	624	6,965	6,795
Electrical	603	535	5,299	4,734
Carpentry	217	242	2,640	2,424
Roof	0	0	33	25
Refrigerator	81	120	957	998
Laundry (Shareholder)	62	50	1,069	472
Laundry (Mutual)	13	2	96	102
Other/Miscellaneous	131	82	1,306	914
GRF	145	200	1,345	1,502
TOTAL SROs CREATED:	**1,980**	**1,855**	**19,710**	**17,966**
2022 MONTHLY AVERAGE: 1,797				

MUTUAL ADMINISTRATION COMMITEE
PERFORMANCE GOAL
SRO COMPLETION INDEX

Month	SROs opened in month	SROs still open +1Mo from opening	% Remaining open +1 Month from opening
December-21	1917	291	15.18%
January-22	1769	238	13.5%
February-22	1691	124	7.3%
March-22	2071	602	29.1%
April-22	1713	504	29.4%
May-22	1593	316	19.8%
June-22	1779	167	9.4%
July-22	1709	221	12.9%
August-22	1865	143	7.7%
September-22	1921	313	16.3%
October-22	1855		
November-22			



PHYSICAL PROPERTY ESCROW ACTIVITY

OCTOBER 2022

	PRE LISTING INSPECTIONS	NEW BUYER ORIENTATIONS	FINAL INSPECTIONS	FINAL/FINAL INSPECTION	CLOSED ESCROW
MUTUAL 1	3	8	6	3	3
MUTUAL 2	6	7	5	1	1
MUTUAL 3	3	1	1	2	2
MUTUAL 4	0	2	2	0	2
MUTUAL 5	6	1	1	2	2
MUTUAL 6	2	3	3	5	5
MUTUAL 7	1	1	3	4	3
MUTUAL 8	3	6	7	5	6
MUTUAL 9	2	0	0	0	2
MUTUAL 10	1	1	1	0	0
MUTUAL 11	1	1	2	1	0
MUTUAL 12	3	2	1	1	0
MUTUAL 14	2	0	1	1	3
MUTUAL 15	5	2	2	3	2
MUTUAL 16	0	0	0	0	0
MONTH TOTALS	**38**	**35**	**35**	**28**	**31**
YEAR TO DATE **2022**	483	400	384	380	340
YEAR TO DATE thru **OCTOBER 2021**	429	422	410	403	397

OCTOBER ESCROW WORK ORDERS CREATED: **210** YEAR TO DATE: 1465
Outside Vendors

OCTOBER ESC SERVICE REQUEST ORDERS CREATED: **120** YEAR TO DATE: 1971
Service Maintenance

FIRE INSPECTIONS
October 2022

	TOTAL UNITS	INSPECTED	RE-INSPECTIONS	SRO'S GENERATED	WO'S GENERATED	NOTICE TO COMPLY LTRS.	COMPLETED IN 2022	NEXT SCHEDULE
MUTUAL 1	844	0	0	0	0	0	353	OCT - 2022
MUTUAL 2	864	48	0	87	1	11	336	SEPT - 2022
MUTUAL 3	432	0	0	0	0	0	69	DEC - 2022
MUTUAL 4	396	0	0	0	0	0	396	JAN - 2023
MUTUAL 5	492	0	0	0	0	0	0	SEPT - 2023
MUTUAL 6	408	0	0	0	0	0	0	NOV - 2022
MUTUAL 7	384	0	0	0	0	0	384	AUG - 2023
MUTUAL 8	348	0	0	0	0	0	0	JUL - 2023
MUTUAL 9	384	0	0	0	0	0	0	OCT - 2023
MUTUAL 10	276	0	0	0	0	0	276	MAR - 2024
MUTUAL 11	312	0	0	0	0	0	0	NOV - 2022
MUTUAL 12	452	0	0	0	0	0	0	JUL - 2023
MUTUAL 14	328	0	0	0	0	0	328	SEPT - 2024
MUTUAL 15	502	0	0	0	0	0	502	JUN - 2024
MUTUAL 16	60	0	0	0	0	0	60	APR - 2023
MUTUAL 17	126	0	0	0	0	0	126	FEB - 2023
TOTAL UNITS	6608							
MONTH TOTALS		48	0	87	1	11		
Year To Date 2022		2830	32	766	17	263	2830	
Year To Date Thru Oct -21		3962	43	933	23	1021		

			PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		PERMITS		
	TOTAL UNITS		QTY	Permit Value May 2022	QTY	Permit Value June 2022	QTY	Permit Value July 2022	QTY	Permit Value August 2022	QTY	Permit Value September 2022	QTY	Permit Value October 2022	INSPECTOR
MUTUAL 1	844		15	$ 126,146	12	$ 56,968	21	$ 201,650	24	$ 240,573	14	$ 41,373	16	$ 44,560	RICH STOLARZ
MUTUAL 2	864		18	$ 160,002	12	$ 78,537	14	$ 174,222	31	$ 255,889	32	$ 277,482	19	$ 167,800	JOHN WEDMORE
MUTUAL 3	432		8	$ 96,578	6	$ 35,850	6	$ 91,565	10	$ 117,136	9	$ 62,175	11	$ 37,083	DAVE VAN HORN
MUTUAL 4	396		11	$ 47,220	18	$ 315,848	9	$ 159,882	17	$ 76,566	5	$ 298,977	10	$ 57,927	RYAN QUENTAL
MUTUAL 5	492		4	$ 33,203	6	$ 70,900	8	$ 50,635	5	$ 23,907	8	$ 193,443	6	$ 22,368	MIKE MEZA
MUTUAL 6	408		10	$ 114,253	7	$ 43,883	6	$ 27,954	14	$ 270,903	8	$ 91,555	15	$ 279,584	DAVE VAN HORN
MUTUAL 7	384		5	$ 48,687	6	$ 16,398	4	$ 21,847	8	$ 34,398	7	$ 24,001	7	$ 44,702	GEORGE HURTADO
MUTUAL 8	348		9	$ 31,855	6	$ 46,609	4	$ 19,379	10	$ 32,597	7	$ 108,404	17	$ 95,892	DANNY HOUGH
MUTUAL 9	384		8	$ 50,456	8	$ 40,900	5	$ 19,247	8	$ 123,720	6	$ 26,307	7	$ 86,745	DANNY HOUGH
MUTUAL 10	276		9	$ 20,436	5	$ 8,345	3	$ 60,500	5	$ 8,345	6	$ 41,940	6	$ 52,372	RYAN QUENTAL
MUTUAL 11	312		9	$ 22,181	7	$ 122,034	4	$ 22,697	7	$ 109,371	7	$ 26,151	8	$ 220,976	SCOTT STANTON
MUTUAL 12	452		9	$ 69,570	14	$ 201,299	6	$ 93,735	7	$ 43,027	10	$ 133,095	8	$ 87,133	JERRY ANTISDEL
MUTUAL 14	328		14	$ 388,510	11	$ 47,763	10	$ 71,554	8	$ 47,420	3	$ 15,975	6	$ 121,255	MIKE MEZA
MUTUAL 15	502		21	$ 216,685	12	$ 80,601	7	$ 103,293	21	$ 185,272	20	$ 189,613	18	$ 158,555	JERRY ANTISDEL
MUTUAL 16	60		1	$ 1,800	1	$ 4,200	0	$ -	1	$ 4,800	1	$ 4,600	0	$ -	RICH STOLARZ
MUTUAL 17	126		5	$ 22,541	3	$ 14,589	5	$ 35,107	4	$ 82,123	3	$ 14,265	4	$ 13,206	SCOTT STANTON
TOTALS:	**6608**			**$ 1,450,123**		**$ 1,184,724**		**$ 1,153,267**		**$ 1,656,047**		**$ 1,549,356**		**$ 1,490,158**	

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: MUTUAL ADMINISTRATION DEPARTMENT
SUBJECT: BOARDLINE TRAINING / DIRECTOR TRAINING
DATE: NOVEMBER 8, 2022
CC: FILE

The following are updates, questions, and concerns from Mutual Board on whether they would like to move forward with Boardline Training.

BOARDLINE TRAINING / DIRECTOR TRAINING

Mutual	Boardline Training
1	Board of Directors is interested and would like further information.
2	Board of Directors concerned with costs. No recommendations.
3	No update.
4	Board of Directors not interested. No recommendations
5	Board of Directors concerned regarding cost and whether is related to California HOA laws.
6	Board of Directors would like further information, cannot make a decision based on proposal presented.
7	Board of Directors not interested. No recommendations.
8	Board of Directors not interested. No recommendations.
9	No update.
10	Does training encapsulate Co-Ops? Is it suited for Leisure World Seal Beach or “regular” homeowner associations only?
11	Board of Directors not interested. No Recommendations.
12	No update.
14	Board of Directors not interested. No recommendations.
15	Board of Directors concerned with costs.
16	Board of Directors not interested. No recommendations.
17	Board of Directors feels it takes up too much time and costs. No recommendations.