

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR

August 9, 2017
Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.
Administration Building Conference Room A

SHAREHOLDER COMMENTS – Open Forum

1. CALL TO ORDER/*PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), STAFF:
Joy Reed, GRF Representative
Jodi Hopkins, Mutual Administration Director
Kevin Black, Building Inspector
Carol Day, Recording Secretary
4. APPROVAL OF MINUTES– **Regular Monthly Meeting of July 12, 2017**
5. CORRESPONDENCE Tom Gerrity
6. GRF REPRESENTATIVE Joy Reed
7. BUILDING INSPECTOR'S REPORT (**pages 3-4**) Kevin Black
8. OLD BUSINESS –
 - a. Ratify Policy 7549.04 – Lockout Procedures (**pages 5-6**) Board
 - b. SmartBurners Jon Russell
 - c. Medical Note Bob Slater
 - d. Stock Transfer Bob Slater
 - e. Termites Bob Slater
 - f. Resolution to sign Mr. C's Towing Agreement (**pages 7-12**) Board
9. NEW BUSINESS –
 - a. Amend Policy 7305 – Depreciation – Straight Line Method (**page 13**) Suzi Smith
 - b. Amend Policy 7306.4 – Banking Resolution (**page 14**) Suzi Smith
 - c. Smoking issues Mike Levitt
 - d. Patios Bob Slater
 - e. Reserve Study Suzi Smith
 - f. Open Forum Tom Gerrity

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

10. DIRECTORS REPORTS
 - a. PRESIDENT'S REPORT.....Bob Slater
 - b. PHYSICAL PROPERTIES.....Jon Russell
 - c. MAC.....Jan Kuhl
 - d. LANDSCAPE CO-CHAIRS.....Mike Levitt/Suzi Smith
 - e. RECREATION.....Mike Levitt

11. DIRECTORS COMMENTS

12. MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Jodi Hopkins

13. SHAREHOLDER COMMENTS (subject to time available)

14. ADJOURNMENT

15. EXECUTIVE SESSION (start at 11:30 a.m.) (legal and member issues)

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

**NEXT MEETING: Wednesday, September 13, 2017
Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.**

cd:8/02/17

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: AUGUST 9TH 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-73B	patio tile	grf	01/27/17	02/27/17	no		Lw Décor
4-42I	add bath lighting	both	04/04/17	07/31/17	no	nder ground 7/28/17	los al
4-49H	heat pump ductless	both	03/24/17	07/01/17	no		greenwood
4-80I	emodel/rep/risers in D/	both	05/01/17	07/31/17	no	big four-6/1/17	Hadi 562.225.5235
4-84J	washer/dryer/retro window	both	04/03/17	07/03/17	no		Kress
04-042	re-roof	both	05/22/17	09/30/17		nailing 7/28/17	Roofing Standards
04-083	re-roof	both	05/22/17	09/30/17			Roofing Standards
04-084	re-roof	both	05/22/17	09/30/17	no		Roofing Standards
4-44G	kitchen remodel	both	06/18/17	09/29/17	no	rough 7/10/17	los al
4-37G	flooring	GRF	07/05/17	08/05/17	no		Karys carpet 7/5/17
4-80G	3 zone ductless heat pump	both	07/05/17	08/05/17	no		alpine
4-83F	kitchen/bath remodel	both	08/15/17	11/15/17	no		los al 7/7/17
4-37E	sola tube	Both	07/24/17	08/24/17	no	Brighter Concepts 7/17/17	john campbell 760.477.2665
4-44C	washer/dryer/panel	both	08/08/17	10/08/17	no		pena- ruben 562.430.4216-7/19/17
4-43E	/bath counters/smoke ala	both	07/28/17	08/28/17	no		swenman 562.544.4262 7/25/17
4-86H	two sliding doors	both	08/04/17	09/04/17	no		Rydan const. stacy714.313.0011 7/25/17
4-87J	shower cut down	both	07/31/17	08/31/17	no		lukote 562.833.3911 7/25/17
4-40K	repl. Ductless heatpump	both	08/16/17	11/16/17	no		greenwood. Dannel. 714.821.7070. 7/25/17
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86F		10/28/16					
4-83G		12/22/16		01/12/17			
4-39D		03/21/17	07/21/17	07/21/17	08/02/17		
4-83F			05/31/17		06/12/17		
4-46I		06/08/17	06/22/17	06/26/17	07/07/17		
4-87A		06/22/17					
4-48B			06/29/17	07/03/17	07/14/17		95
4-51D							
4-77K					07/19/17		
4-48E		07/19/17					
4-50E		07/19/17					

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR

MUTUAL: (04) FOUR

MUTUAL BOARD MEETING DATE: **AUGUST 9TH 2017**

[illegible]

MUTUAL OPERATIONS**ADOPT - DRAFT****SHAREHOLDER REGULATIONS****Lockout Procedures**

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knob lock on the door. If the door cannot accommodate a knob lock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knob locked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

MUTUAL OPERATIONS**ADOPT - DRAFT****SHAREHOLDER REGULATIONS****Lockout Procedures****3. Reporting of Death to Mutual President**

Shareholder/owner deaths shall be reported to the Mutual President **by Security and Stock Transfer Office** within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

MUTUAL ADOPTION

Mutual:



PRIVATE PROPERTY TOW SERVICES AGREEMENT

AGREEMENT DATE:		EFFECTIVE DATE:	
CUSTOMER:	Mutual Four Corporation		
PROPERTY:	Mutual Four		
TYPE OF PROPERTY:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail <input type="checkbox"/> HOA

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

ACCEPTED

Customer:	Mutual Four Corporation	Tow Company:	Mr. C's Towing
Signed:		Signed:	
Print Name:	Robert Slater	Print Name:	
Title:	Mutual Four Board President	Title:	
Date:		Date:	

ACCOUNT INFORMATION☐ Original ☐ Updated _____

Property/Complex Name:	Mutual Four Corporations	
Property Address:	13531 St. Andrews Drive	
City/Zip:	Seal Beach/ 90740	
Cross Streets:		
Mailing Address:	PO Box 2069, Seal Beach, CA 90740	
Property Management Co.	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377	
MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
Security Company:	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Internal Department of Property Management Company (562) 431-6586, Ext. 377	
Persons Authorized to Sign for Vehicle Removals	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
(Two Board Members Must be Present)	5.	Title: Director at Large
PLEASE CHECK APPROPRIATE BOXES		
<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
X Violation of Mutual Four Policies on Mutual Four Property, when directed by authorized Board Member; Policy 7582, Policy 7584.4,		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual _____ on a case-by-case basis.		
Local Rate Jurisdiction:		
Tow Rate:	\$195.00	
Storage Rate/Day:	\$62.00	
Other:	Gate Fee: \$97.50 Drop Fee: \$97.50	

Mr. C's Towing
10821 Bloomfield Street
Los Alamitos, CA 90720
(562) 594-9521

PRIVATE PROPERTY TOW SERVICES AGREEMENT

Agreement Date:

Effective Date:

_____ Mutual Four Corporation _____ (Customer)

_____ Mutual Four _____ (Property)

TYPE OF PRIVATE PROPERTY (Check One)

☐ Residential ☐ Commercial ☐ Retail ☒ HOA/Common Interest Development

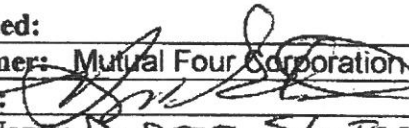
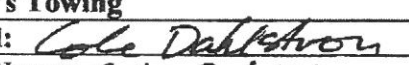
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Mr. C's Towing agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicles that are not in compliance with the property or business regulations as determined by Customer and communicated to Mr. C's Towing in the written authorization provided by Customer under CVC 22658(l).

Mr. C's Towing will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

Mr. C's Towing agrees that their employees will act and conduct themselves in a professional workmanlike manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually unless terminated in writing upon 30 days written notice by either party.

Accepted:

Customer: Mutual Four Corporation	Mr. C's Towing
Signed: 	Signed: 
Print Name: ROBERT SLATER	Print Name: Cole Dahlstrom
Title: Mutual Four Board President	Title: Sales
Date: 2-27-16	Date: 3/2/2016

714 615-9941 - cell

PRIVATE PROPERTY TOW SERVICES AGREEMENT

ACCOUNT INFORMATION FORM:

☐Original ☐Updated

Property/Complex Name: Mutual Four Corporation		
Property Address: 13531 St. Andrews Drive		
City: Seal Beach, CA		Zip: 90740
TG Map Grid:		Cross Streets:
Mailing Address (if different than above): P.O. Box 2069 Seal Beach, CA 90740		
Property Management Company <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Name, Address & Phone: Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740		
Manager Name	Asst Manager Name	On-Site Contact Name
Executive Director	Mutual Administration Manager	Security Chief
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-431-6586
Fax:	Fax:	Fax:
Email:	Email:	Email:
Security Company <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Name, Address & Phone: Internal Department of Property Management Company (562) 431-6586 Ext# 377		
Persons Authorized To Sign for Vehicle Removals	1	Two Board Directors Title: President
	2	must be present Title: Vice-President
	3	Title: CFO
	4	Title Secretary
	5	Title: Director at Large

Please Check Appropriate Boxes:

<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Mgr Only Parking	<input checked="" type="checkbox"/> Mutual Policy 7502
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	
<input type="checkbox"/> Parking Permits	<input type="checkbox"/> No Street Parking	
<input type="checkbox"/> Handicap Parking	<input type="checkbox"/> Tenants authorized to tow	
<input type="checkbox"/> Blocking Garages	<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/>
<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Proof of residence required – Describe:	
<input type="checkbox"/> Double Parked		

Local Rate Jurisdiction:	
Tow Rate:	\$185
Storage Rate / Day:	\$55
Other:	Gate Fee: \$92.50 Drop Fee: \$60

72 HOUR LIMIT MUTUAL 4 PARKING ONLY

**PARKING FOR MUTUAL 4
SHAREHOLDERS, THEIR GUESTS,
SERVICES, CONTRACTORS, AND
DELIVERY VEHICLES ONLY.**

All others subject to towing.

**Towed vehicles may be picked up at Mr. C's
Towing (562) 594-9521. Policy 7584.4**

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board that President Slater sign Mr. C's Towing Agreement for 2016. Upon a MOTION duly made by Director Wade and seconded by CFO Smith, it was

RESOLVED, To have President Slater sign
Mr. C's Towing Agreement for 2016/2017.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Slater and seconded by Vice President Levitt, it was

RESOLVED, That no Directors contact information
be released.

The MOTION passed with one "no" vote (Gerber).

DIRECTOR(S') CONCERNS

Several comments were made by Directors.

ADJOURNMENT

There being no further business to conduct, President Slater adjourned the meeting at 11:26 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.

Attest

Janet G. Kuhl, Secretary

SEAL BEACH MUTUAL FOUR

cd:08/02/16

Attachments

NEXT MEETING: WEDNESDAY, August 10, 2016, at 9:30 a.m.

MUTUAL OPERATIONS**AMEND – MUTUAL FOUR****ACCOUNTING AND FISCAL****Depreciation - Straight Line Method****RESOLUTION:**

~~WHEREAS, the official books of this Corporation are being kept using the Sinking Fund method of depreciation, and income tax returns are submitted using the Straight Line method of depreciation, and~~

WHEREAS, it is desirable to use the same method on the books as is used on the tax returns, and

~~WHEREAS, the Internal Revenue Service will not recognize the Sinking Fund method as a generally accepted method of depreciation and give their approval for its use on the income tax returns;~~

THEREFORE, BE IT RESOLVED, to adopt the Straight Line 1/2 convention method of depreciation for the official books of this Corporation.

BE IT FURTHER RESOLVED, THAT this resolution will become effective only in the event that all other Seal Beach Mutuals adopt a similar resolution.

MUTUAL ADOPTION:

ONE	03-27-75	NINE	03-10-75
TWO	03-20-75	TEN	04-24-75
THREE	03-17-75	ELEVEN	04-17-75
FOUR	04-07-75	TWELVE	03-13-75
FIVE	06-18-75	FOURTEEN	06-27-75
SIX	06-27-75	FIFTEEN	03-03-75
SEVEN	03-21-75	SIXTEEN	06-18-75
EIGHT	03-24-75		

(Draft created 08-02-17 cd)

MUTUAL OPERATIONS**AMEND POLICY****ACCOUNTING AND FISCAL****Banking Resolution – Mutual Four**

WHEREAS, the following Restricted and Non-Restricted accounts are maintained by Seal Beach Mutual No. Four: General Operating Reserves, Restricted Reserve, ~~Non-Restricted Reserves~~, General Checking Account, **Repair & Tax Deposit Money Market Account**; and

WHEREAS, it is desirable to maintain these accounts in approved interest-bearing instruments providing maximum earnings;

WHEREAS, Seal Beach Mutual No. Four recognizes that the current maximum FDIC insurance is \$250,000; **US Bank provides additional private insurance coverage above this limit**; and

WHEREAS, Withdrawals and other transactions of funds from the approved depositors must be authorized by two signatures;

THEREFORE, BE IT RESOLVED that all funds will be deposited with banks and savings and loans that are insured by the FDIC, and that all funds deposited into interest-bearing accounts are restricted to the maximum FDIC insurance amount. Furthermore, the Board may invest in such instruments that are backed by the full faith and credit of the United States government such as:

United States Treasury Bonds, United States Treasury Notes, or United States Treasury Bills

BE IT FURTHER RESOLVED that any two of the following officers are authorized as signatory on the banks, savings & loan associations and other institutions for the Mutual Corporations:

PRESIDENT, VICE PRESIDENT, SECRETARY, OR CHIEF FINANCIAL OFFICER

FURTHERMORE, It is stipulated that at \$1,000 or above, two officer's signatures will be required, otherwise only one officer's signature will be required.

MUTUAL ADOPTION

FOUR: 11-02-92

AMENDMENTS

02-09-11, 05-13-15

(Draft create 08-02-17 cd)