

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOUR**  
**ADMINISTRATION BUILDING CONFERENCE ROOM**

**WEDNESDAY, JANUARY 13, 2016**  
**Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.**

1. CALL TO ORDER/*PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S), STAFF:  
Joy Reed, GRF Representative  
Carol Weller, Mutual Administration Director  
Jaime Guerrero, Security Chief (10:00 a.m.)  
Kevin Black, Building Inspector
4. APPROVAL OF MINUTES – **Regular Monthly Meeting of December 9, 2015**
5. CORRESPONDENCE Jan Kuhl
6. GRF REPRESENTATIVE'S REPORT Joy Reed
7. BUILDING INSPECTOR'S REPORT Kevin Black
8. GUEST SPEAKER – Towing contract Jaime Guerrero
9. OLD BUSINESS – a. El Nino aftermath - discuss Board  
b. Amend Policy 7508.4 – Estate Sales and rescind  
Policy 7508 – Patio/Estate Sales – All Mutuals (attached)
10. NEW BUSINESS – a. Adopt Policy 7584.4 – Street Parking (attached) Mike Levitt  
b. CFO/Landscape Reports Suzi Smith  
c. Physical Property Committee Report Janet Wade  
d. Emergency Preparedness Coordinator's Report Jan Kuhl  
e. Presidents' Council Report Bob Slater  
f. Motion to place Management Agreement between  
Mutual Four and the GRF on the GRF website

**STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

11. DIRECTOR(S)' CONCERNS
12. MUTUAL ADMINISTRATION DIRECTOR'S REPORT Carol Weller
13. EXECUTIVE SESSION (start at 11:30 a.m.) (legal, member issues)
14. ADJOURNMENT

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

**NEXT MEETING: WEDNESDAY, FEBRUARY 10, 2016**

**MUTUAL OPERATIONS****NEW DRAFT POLICY****RESIDENT REGULATIONS****Estate Sales – Mutual Four**

An "Estate Sale" is a sale of personal property, held in a shareholder's apartment. The Sale may be conducted by the shareholder, a member of the shareholder's family, or by a professional estate liquidator.

The following instructions must be followed to hold an Estate Sale:

1. Complete four (4) copies of the *Estate Sale Information Form* and three (3) copies of *Estate Sale Inventory Form*, obtained from Stock Transfer Office.
2. Give one copy of each form to the Mutual Director at least one week in advance of the Sale date.
3. Give one copy of each form to the *The NEWS*, if advertising the Sale in *The NEWS*.
4. Give one copy of the *Information Form* to the Security Department at the Main Entrance Security Office at least two days in advance.
5. Post a copy of the *Estate Sale Inventory Form* at place of Sale.

An Estate Sale shall be held at the same address no more frequently than every six months.

An Estate Sale may last no more than two consecutive days, Thursday and Friday or Friday and Saturday, between the hours of 9:00 a.m. and 3:00 p.m.

Two *Estate Sale* signs are permitted: one at the Sale location, and one leading from a main Trust street. These signs MUST be removed immediately after conclusion of the Sale.

**ESTATE SALE INFORMATION FORM on next page****MUTUAL ADOPTION****AMENDMENTS:****FOUR:**

MUTUAL OPERATIONSNEW DRAFT POLICY

## RESIDENT REGULATIONS

Estate Sales – Mutual FourESTATE SALE INFORMATION FORM

TO: MUTUAL FOUR DIRECTOR \_\_\_\_\_

FROM: \_\_\_\_\_ (person conducting sale)

At location: \_\_\_\_\_

Date of sale: \_\_\_\_\_ between 9 a.m. and 3 p.m.

I am (check one): Shareholder Resident \_\_\_\_\_ Executor \_\_\_\_\_ Other \_\_\_\_\_

I agree to:

Date \_\_\_\_\_ Signature \_\_\_\_\_

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MUTUAL NOTIFICATION CONFIRMATION

Director's Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

cc: ( ) Mutual ( ) Responsible Party ( ) The NEWS ( ) Security Department

**MUTUAL OPERATIONS****NEW DRAFT POLICY****RESIDENT REGULATIONS****Estate Sales – Mutual Four**

Mutual \_\_\_\_\_ Apt. # \_\_\_\_\_

**ESTATE SALE INVENTORY**

Name \_\_\_\_\_ Address \_\_\_\_\_

**Living Room Area:****Description (color, type of wood, size, make, etc.)**

# \_\_\_\_\_ Couch(es) / Sofa(s) \_\_\_\_\_  
 # \_\_\_\_\_ Chair(s) \_\_\_\_\_  
 # \_\_\_\_\_ Table(s) \_\_\_\_\_  
 # \_\_\_\_\_ Cabinet(s) \_\_\_\_\_  
 # \_\_\_\_\_ Lamp(s) \_\_\_\_\_  
 # \_\_\_\_\_ Television(s) / Radio(s) \_\_\_\_\_  
 # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_  
 # \_\_\_\_\_ Clock(s) \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_

**Bedroom(s):** # of Bedrooms: Circle One: One Two

# \_\_\_\_\_ Beds \_\_\_\_\_  
 # \_\_\_\_\_ Dresser(s)/High-Boy(s) \_\_\_\_\_  
 # \_\_\_\_\_ Bookcase(s)/Cabinet(s) \_\_\_\_\_  
 # \_\_\_\_\_ Chair(s) \_\_\_\_\_  
 # \_\_\_\_\_ Secretary / Desk(s) \_\_\_\_\_  
 # \_\_\_\_\_ Nightstand(s) / Table(s) \_\_\_\_\_  
 # \_\_\_\_\_ Lamp(s) \_\_\_\_\_  
 # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_  
 # \_\_\_\_\_ Bed Linens \_\_\_\_\_  
 # \_\_\_\_\_ Jewelry \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_

**MUTUAL OPERATIONS****NEW DRAFT POLICY****RESIDENT REGULATIONS****Estate Sales – Mutual Four**

Mutual \_\_\_\_\_ Apt. # \_\_\_\_\_

**Kitchen:**

# \_\_\_\_\_ Table with \_\_\_\_\_ Chairs \_\_\_\_\_

# \_\_\_\_\_ Microwave or Toaster Oven \_\_\_\_\_

# \_\_\_\_\_ Small Appliances, i.e. blender \_\_\_\_\_

# \_\_\_\_\_ Dishes \_\_\_\_\_

# \_\_\_\_\_ Flatware \_\_\_\_\_

# \_\_\_\_\_ Pots and Pans \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

**Bathroom:**

# \_\_\_\_\_ Linens \_\_\_\_\_

# \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

**Miscellaneous:**

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Signed: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Owner/Executor Signature

**MUTUAL OPERATIONS****ORIGINAL POLICY****RESIDENT REGULATIONS****Patio/Estate Sales - All Mutuals**

The following instructions must be followed when requesting to conduct an Estate Sale:

1. Complete four (4) copies of the "Request for Permission to Conduct Estate Sale" (page 2 of this policy) and three copies of "Estate Sale Inventory" (pages 3 and 4 of this policy):
  - a) Give one copy of each form to Mutual President at time of approval.
  - b) Give one copy of "Request for Permission to Conduct Estate Sale" to the Golden Rain News, if advertising the sale in the News.
  - c) Give one copy of "Request for Permission to Conduct Estate Sale" to Security Dept.
  - d) Post copy of "Estate Sale Inventory" at place of sale.

Mutuals Two, Seven and Nine (persons holding estate sales in Mutuals Two, Seven and Nine must also):

2. Provide one (1) copy of a sales contract or agreement to Mutual Rep. at time of approval.
3. Selling agent must show proof of Seal Beach Business License for person conducting sale (business license not required if person conducting sale is an immediate family member). Person conducting sale must be present at sale site at all times. Mutual Two: Outside merchandise is not permitted.
4. Provide either of the following:
  - a) Proof that a "Notice of Intention to Withdraw" form has been completed and submitted to the Stock Transfer Office.
  - b) For a deceased resident, a copy of a death certificate for a deceased resident or for a living resident, a document that certifies that living resident is in an assisted living facility and does not plan on returning to the unit.

Mutual One (persons holding estate and/or patio sales in Mutual One must also follow below rules):

1. A permit will be secured at least 72 hours prior to the sale and will be prominently posted on the premises during the sale (Request for Permission to Conduct Estate Sale).
2. Authorization to approve an estate and/or patio sale is given to the president of the Mutual corporation or, in the absence of the president, any other Mutual One officer as long as the president is notified of the sale. An officer may not approve his/her own estate and/or patio sale.
3. No more than one sale on the same premises in any calendar year.
4. No new merchandise acquired solely for the purpose of resale may be sold at the patio sale.

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Patio/Estate Sales - All Mutuals**

5. Sales may last no more than two consecutive days (Thursday and Friday only) between the hours of 9:00 a.m. and 3:00 p.m.
6. One sign advertising the sale is allowed on the shareholder premises only. All other signs, either on or off the premises is prohibited.
7. Definitions (Wikipedia):
  - a. Estate sale (liquidation): A sale to dispose of a substantial portion of the materials owned by a person who is recently deceased or who must dispose of his or her personal property to facilitate a move.
  - b. Patio sale: Sale of used goods by private individuals in which sellers are not required to obtain business licenses or collect sales tax but does require a permit.

**MUTUAL ADOPTION AND AMENDMENTS:**

ONE: 7-26-90, 05-24-01, 03-25-10, 09-29-14  
 TWO: 07-19-90, 05-18-00, 08-16-01, 02-18-10  
 THREE: 07-13-90, 11-08-91, 07-13-01, 03-12-10  
 FOUR: ~~08-06-90, 07-02-01, 03-10-10~~ (See Policy 7508.4 - ?-2016)  
 FIVE: 07-08-91, 07-18-01, 02-17-10  
 SIX: 07-27-90, 07-23-96, 05-22-01, 02-23-10  
 SEVEN: 07-20-90, 07-20-01, 02-19-10  
 EIGHT: 07-23-90, 05-25-01, 03-22-10  
 NINE: 08-13-90, 07-09-01, 06-08-09, 02-08-10  
 TEN: 07-25-90, 03-27-96, 06-27-01, 02-24-10  
 ELEVEN: ~~07-19-90, 07-19-01, 03-25-10~~ (See Policy 7508.11 –Jan-13)  
 TWELVE: 07-12-90, 07-12-01, 03-11-10  
 FOURTEEN: 07-27-90, 06-13-01, 05-24-10  
 FIFTEEN: 07-16-90, 06-17-96, 05-21-01, 11-16-09  
 SIXTEEN: 07-16-90, 06-18-01, 11-16-09  
 SEVENTEEN: 12-03-91 (no sales at all)

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Patio/Estate Sales - All Mutuals****REQUEST FOR PERMISSION TO CONDUCT AN ESTATE SALE**

**TO:** BOARD OF DIRECTORS, SEAL BEACH MUTUAL \_\_\_\_\_  
**FROM:** \_\_\_\_\_ (Person Conducting Sale)  
**SUBJECT:** REQUEST TO HOLD AN ESTATE SALE

At Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Date(s) \_\_\_\_\_ between 9 a.m. and 3 p.m.

I am (check one): ( ) Resident Shareholder (at above address) ( ) Executor ( ) Nonres.Co-Owner  
 ( ) Other (please explain) \_\_\_\_\_

**Upon approval, I agree to:**

- a) See the Mutual Representative after completing this page and the inventory form.
- b) Provide an approved copy of this form to the Golden Rain News, if placing an ad with them.
- c) Provide nonresident shoppers' full names, vehicle make and license number along with an approved copy of this form, to the Security Department and to accept the responsibility, as my personal guests, anyone admitted to Leisure World for the purpose of attending the sale.
- d) Be responsible for damage or liability as a result of the sale activities.
- e) Minimize inconvenience or disturbances to neighboring residents.
- f) Complete the attached brief inventory of the "major" items to be sold.
- g) Provide a signed copy of the inventory to the Mutual Representative and post a copy of inventory at the sale site.

I am aware that the purpose of this sale is to assist in vacating an apartment and that NO merchandise or personal items may be added to the possessions of the owner/former owner or made a part of this sale. ***I understand that a representative of the Mutual may inspect the sale and that the sale can be stopped immediately if there is deviation from this agreement.*** I agree not to add or bring any goods or merchandise to this sale. I understand that I can be barred from holding any sales in Leisure World for a period of one year if I deviate from this agreement.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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**Mutual Approval** – To be completed by Mutual Director

Director's Name \_\_\_\_\_ ( ) Approved ( ) Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

cc: ( ) Mutual ( ) Responsible Party ( ) Golden Rain News ( ) Security Department



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Patio/Estate Sales - All Mutuals**

Mutual \_\_\_\_\_ Apt. # \_\_\_\_\_

**ESTATE SALE INVENTORY**

Name \_\_\_\_\_ Address \_\_\_\_\_

**Living Room Area:****Description (color, type of wood, size, make, etc.)**

# \_\_\_\_\_ Couch(es) / Sofa(s) \_\_\_\_\_  
 # \_\_\_\_\_ Chair(s) \_\_\_\_\_  
 # \_\_\_\_\_ Table(s) \_\_\_\_\_  
 # \_\_\_\_\_ Cabinet(s) \_\_\_\_\_  
 # \_\_\_\_\_ Lamp(s) \_\_\_\_\_  
 # \_\_\_\_\_ Television(s) / Radio(s) \_\_\_\_\_  
 # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_  
 # \_\_\_\_\_ Clock(s) \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_

**Bedroom(s):** # of Bedrooms: Circle One: One Two

# \_\_\_\_\_ Beds \_\_\_\_\_  
 # \_\_\_\_\_ Dresser(s)/High-Boy(s) \_\_\_\_\_  
 # \_\_\_\_\_ Bookcase(s)/Cabinet(s) \_\_\_\_\_  
 # \_\_\_\_\_ Chair(s) \_\_\_\_\_  
 # \_\_\_\_\_ Secretary / Desk(s) \_\_\_\_\_  
 # \_\_\_\_\_ Nightstand(s) / Table(s) \_\_\_\_\_  
 # \_\_\_\_\_ Lamp(s) \_\_\_\_\_  
 # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_  
 # \_\_\_\_\_ Bed Linens \_\_\_\_\_  
 # \_\_\_\_\_ Jewelry \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_  
 # \_\_\_\_\_ Other \_\_\_\_\_

### Patio/Estate Sales - All Mutuals

**Mutual**\_\_\_\_\_ **Apt. #**\_\_\_\_\_

#	Table with	Chairs	
#	Microwave or Toaster Oven		
#	Small Appliances, i.e. blender		
#	Dishes		
#	Flatware		
#	Pots and Pans		
#	Other		
#	Other		

# \_\_\_\_\_ Linens \_\_\_\_\_

# \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

# \_\_\_\_\_ Other \_\_\_\_\_

[illegible]

(Sept 14)

**MUTUAL OPERATIONS****DRAFT #3****SHAREHOLDER REGULATIONS****Street Parking – Mutual Four****RESOLVED,**

1. Parking on Mutual Four streets is limited to a maximum of 72 hours. Parking is for Mutual Four residents, as well as for caregivers, visitors, vendors, contractors and delivery persons. Commercial vehicles for vendors, contractors and delivery persons must have appropriate signage bearing the name of the company. All vehicles are subject to towing after two written warnings by the Security Department posted 72 hours apart.
2. Vehicles registered to Leisure World residents not residing in Mutual Four and displaying Leisure World decals indicating residence in another Mutual, shall not be parked on Mutual Four streets. Violators are subject to towing without written warning.
3. Vehicles parked in carports shall bear current state license plates and a current Leisure World decal, or current visitor's pass taped to the inside of the windshield. If a visitor's pass is used, the name and address of the Leisure World resident being visited must be taped next to the visitor's pass. Violators are subjected to towing after two written warnings by the Security Department posted 24 hours apart.
4. Vehicles parked in Mutual Four shall be in good working order and must appear to legally and safely operate on the street. There shall be no fluids dripping from the vehicle, and the tires shall be properly inflated. Violators are subject to towing after two written warnings by Security 72 hours apart. If a vehicle appears to present an immediate threat to public safety, an attempt shall be made to identify and contact the owner. Failing this, the vehicle will immediately be removed from Leisure World.
5. Drivers in Mutual Four shall obey all curb markings: red, no parking (violators are subject to immediate towing); yellow, loading; green, limited time parking. For obvious reasons, double parking is not permitted, except for commercial delivery vehicles parked temporarily in a manner that does not impede the passage of emergency vehicles. Violators are subject to towing without written warning.
6. Overnight weekday parking between midnight and 6 a.m., and weekend parking Friday midnight to Monday at 6 a.m. is prohibited for non-resident vehicles unless exempted by a Mutual Four Director. Exempted vehicles shall exhibit the appropriate form obtained from the Director, completed by the visitor and signed by the Director and attached to the inside windshield in the lower left corner. Violators are subject to towing after two written warnings by the Security Department 72 hours apart.
7. Motorized devices weighing less than 1,500 pounds may be temporarily parked on main sidewalks, but not on entry sidewalks, for short periods of time. Bicycles and tricycles may be parked on entry sidewalks, but in a manner so as not to block emergency access. All other vehicles shall not be parked with any portion of the vehicle on a sidewalk. Damage resulting from violation of this policy shall be the responsibility of the person

(Draft created 1-08-16cd)

**MUTUAL OPERATIONS****DRAFT #3****SHAREHOLDER REGULATIONS****Street Parking – Mutual Four**

causing the damage or his/her sponsor/employer. Damage caused by a vendor or other commercial vehicle shall not be the responsibility of a shareholder.

8. Visitors shall not park their recreational vehicles around the perimeter of a carport. They must park on a Trust street (as opposed to a Mutual street) or in a parking lot designated by the Golden Rain Foundation for that purpose and be subject to a parking fee. Trailers and fifth-wheel vehicles must remain attached to motor vehicles at all times. Detached tow vehicles are subject to removal from Leisure World without written warning.
9. Mutual Four residents may park their recreational vehicles around the perimeter of a carport for a maximum of 72 hours for loading and unloading. Vehicles in violation of this time limit are subject to towing after two written warnings by Security, issued 72 hours apart.
10. If the Security Department determines that a recreational vehicle is parked on a Mutual or GRF street in such a manner that it creates a hazard or definite inconvenience to neighbors, Security may require that the offending vehicle be parked in a parking lot designated by the Golden Rain Foundation for that purpose and be subject to a parking fee. Recreational vehicles that are not moved in spite of a request of the Security Department are subject to towing after two written warnings by the Security Department 24 hours apart.
11. No vehicle or trailer shall be parked on any curb or walkway, or any other place where any other vehicle may not legally park.
12. No hose or electric cord shall be passed to any motor vehicle or towed vehicle if the hose or cord crosses a walkway or roadway. Nor may anything be discharged from any vehicle onto the ground or into an open container. Residents and visitors cited by the Security Department for violation of this policy will immediately cease the offending activity. Failure to do so will result in the confiscation of the hose or cord.
13. A vehicle parked in a carport without written permission of the resident to whom the carport is assigned is subject to towing. Where the resident is deprived of use of the carport due to the presence of the vehicle, and the identity or location of the offending vehicle's driver is unknown, there shall be no requirement for a written warning by the Security Department prior to towing of the offending vehicle.

In all above instances, all costs related to the towing of vehicles shall be the responsibility of the registered owner.

**MUTUAL ADOPTION**

FOUR:

(Draft created 1-08-16cd)