

pA G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
WEDNESDAY MARCH 8, 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
Carolyn Miller, Director of Finance
Jodi Hopkins, Mutual Administration Director
Kevin Black, Building Inspector
4. APPROVAL OF MINUTES– **Regular Monthly Meeting of February 8, 2017**
5. CORRESPONDENCE Jan Kuhl
6. GRF REPRESENTATIVE Joy Reed
7. GUEST SPEAKER – 2016 Mutual Financial Statements Presentation Carolyn Miller
8. BUILDING INSPECTOR'S REPORT (pages 2-3) Kevin Black
9. OLD BUSINESS –
 - a. Amend Policy 7502.04 – Carport Regulations (pages 4-7) Marsha Harris
 - b. Amend Policy 7415.04 – Inside Patio Regulations (pages 8-9) Bob Slater
 - c. Post Rainstorm Bob Slater
10. NEW BUSINESS –
 - a. Reserve Spending Suzi Smith
 - b. Roofing Contract Bob Slater
 - c. Deterioration of Mutual Four Streets Suzi Smith
 - d. New Buyer Orientation Board
 - g. CFO Report Suzi Smith
 - h. Physical Properties Janet Wade
 - i. President's Council – Update Bob Slater
 - j. Appoint Parking Policy Committee Bob Slater
 - k. Rescind Policy 7512 – Guarantor Agreement Form (pages 10-11)

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

11. DIRECTORS REPORTS
12. DIRECTORS COMMENTS
13. MUTUAL ADMINISTRATION DIRECTOR Jodi Hopkins
14. SHAREHOLDER COMMENTS (subject to time available)
15. ADJOURNMENT
16. 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, April 12, 2017

Open Forum at 9:00 a.m. - Meeting begins at 9:30 a.m.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **March 8th, 2017**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-75F	repl. ducted unit	yes	06/16/16	09/07/16	NOT YET	rough 12/5/16	yes
4-51F	remodel w/repipes, contract w/ mutual	both	09/20/16	03/20/17	no	10-20-16 footing / plumbing underground 11/2/16, rough elec, framing hvac 12/6/16 repipe ok 12/6/16, drywall 12/15/16-scratch coat 12/21/16, brown coat 1/5/17	Alpha Master Builders
4-52L	full remodel/repipes	both	12/11/16	06/30/17	no	1/11/17- sheer p	los al
4-73B	patio tile	grf	01/27/17	02/27/17	no		Lw Décor
4-37C	ductless hvac	both	01/20/17	02/27/17	no		Alpine
4-48B	shower cut down	both	02/03/17	03/03/17	no		nukote
4-52f	Flooring/micro/skylite flare	both	02/20/17	05/31/17	no		los al
4-43G	washer/ dryer	both	03/27/17	04/15/17	no		ogan
4-88J	flooring	grf	02/20/17	03/20/17	no		kary's carpet
4-46C	ductless hvac	both	03/02/17	04/02/17	no		Alpine
4-40L	washer/ dryer	both	03/06/17	03/25/17	no		ogan
4-86L	full remodel and repipes	both	02/27/17	08/27/17	no		Alpha master builders
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-86K					03/21/16		
4-87L		03/23/16	04/11/16	04/11/16	04/21/16		
4-37D		03/24/16	04/05/16	04/08/16	04/20/16		
4-80I		10/10/16	02/17/17				
4-86F		10/28/16					
4-51K		10/31/16	12/27/16	12/29/16	01/11/17		
4-46B		11/18/16	01/27/17	01/25/17	02/08/17		
4-47L				12/20/16	12/30/16		
4-52F			12/21/16	01/09/17	01/19/17		
4-83G		12/22/16		01/12/17			
4-77J			01/03/17	01/24/17			

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

INSPECTOR: Kevin Black

MUTUAL BOARD MEETING DATE: March 8th, 2017

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	complete
Fenn Pest Control -	on going
John Nelson Plumbing	complete with re-pipes bldgs. 77 and 87
Re-pipes? More for this year?	see change in credits back to the mutual for units and risers already completed - see attached price
Roofing ?	final questions for contract and which buildings
Concrete? 2017	gather square footage for roadways
Shareholder Visits and Mutual Requests	
4-38- laundry rm = termites	
c4-87C - chk on wthr, t and p leak	
4-81G - identify dryer vent	
4-52K - roof leak, sola tube, repaired back charge to Roofer	

MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four****A. Carport Use**

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. All passenger vehicles and gas or electric carts that can be operated on city streets must have a current DMV registration, current license plate tags, and sufficient insurance as mandated by the State of California Vehicle Code (CVC) § 22658. All vehicles, gas or electric, parked in the carport must have a Seal Beach Leisure World (SBLW) decal **or valid temporary SBLW permit** issued by the Security Department **and a Mutual Four temporary parking permit** affixed and displayed on the lower left windshield.
 - a. Any vehicle that is in non-compliance with these rules may be towed at the owner's expense as specified in CVC § 22658 and in towing Policy 7582.
 - b. The Seal Beach **Leisure World** Security Department has the authority to write citations and enforce this policy on Mutual property.
 - c. ~~In the rare and unique event that a shareholder has~~ **Shareholders with** valid requests for an exception to this carport policy, ~~they~~ may write the Mutual Four Board of Directors with a **the** requests. Security may also be consulted. Any Board-approved exception is temporary and can be revoked at anytime.
2. All vehicles ~~when parked in the carports~~ must be **parked** headed in **to the carports**. Vehicles parked in the carport must be within the carport roof drip line so as not to impede the flow of traffic.
3. ~~Due to safety concerns, only one motorized vehicle per carport space is allowed.~~
3. ~~Only two motorized vehicles per carport space is allowed. Both vehicles must be~~ **In lieu of an automobile, space could be used for one golf cart and one scooter only within the assigned carport space and the carport drip line.**
4. Mechanical repairs are not allowed in carports, except for a simple flat tire repair or **the** jumping **starting** of a battery.
5. In accordance with the Seal Beach Municipal Code 9.20.010, any vehicle leaking oil, anti-freeze, or any other hazardous material is prohibited from parking in a Mutual carport or on a Mutual street or driveway. It is the shareholder's responsibility to clean up any hazardous material. If the Mutual needs to have them cleaned up, the shareholder will be billed for the cleaning. All hazardous waste materials, including kitty litter used for cleanup, must be disposed of at an Orange County-approved hazardous waste site.

MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four**

6. Electrical outlets in the carports are not allowed unless the utility company provides adequate power and a method is employed to determine and bill the individual usage costs.
7. Any damage sustained to the carport is the responsibility of the assigned shareholder unless a different driver is found responsible. The assigned shareholder is responsible for his/her guest parking and rental/use pass users.
8. Any stored items in the carports must be completely contained in the cabinets, except as noted below.
 - a. Only a bicycle, tricycle, folding shopping cart and ladder may be stored inside or under the cabinet in the shareholders assigned or rented space. No additional storage items of any kind may be within the carport space.
9. ~~Current f~~Fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
10. ~~In the absence of an authorized vehicle for parking, t~~The carport floor space may NOT be used as a storage area, whether freestanding or in any type of container. Boats or trailers of any size or kind may not be parked in the carport.
11. Frequent inspections by the Board of Directors and Security are conducted. Written notices will be given to the shareholder whose carport is found to be in violation of the carport policy. Improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense. Any other carport policy infractions must also be corrected within ten (10) days.

B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
 - a. No person shall park any vehicle in any carport not assigned to him/her without permission from ~~your~~ a Mutual Director.
2. Residents desiring to change carport assignments must obtain approval in writing from ~~your~~ a Mutual Director. A Carport Usage/Rental Agreement must be filled out and signed by all parties and a copy ~~will be~~ given to Stock Transfer.

(Draft from Jan Kuhl & Mike Levitt 1-19-17 cd)

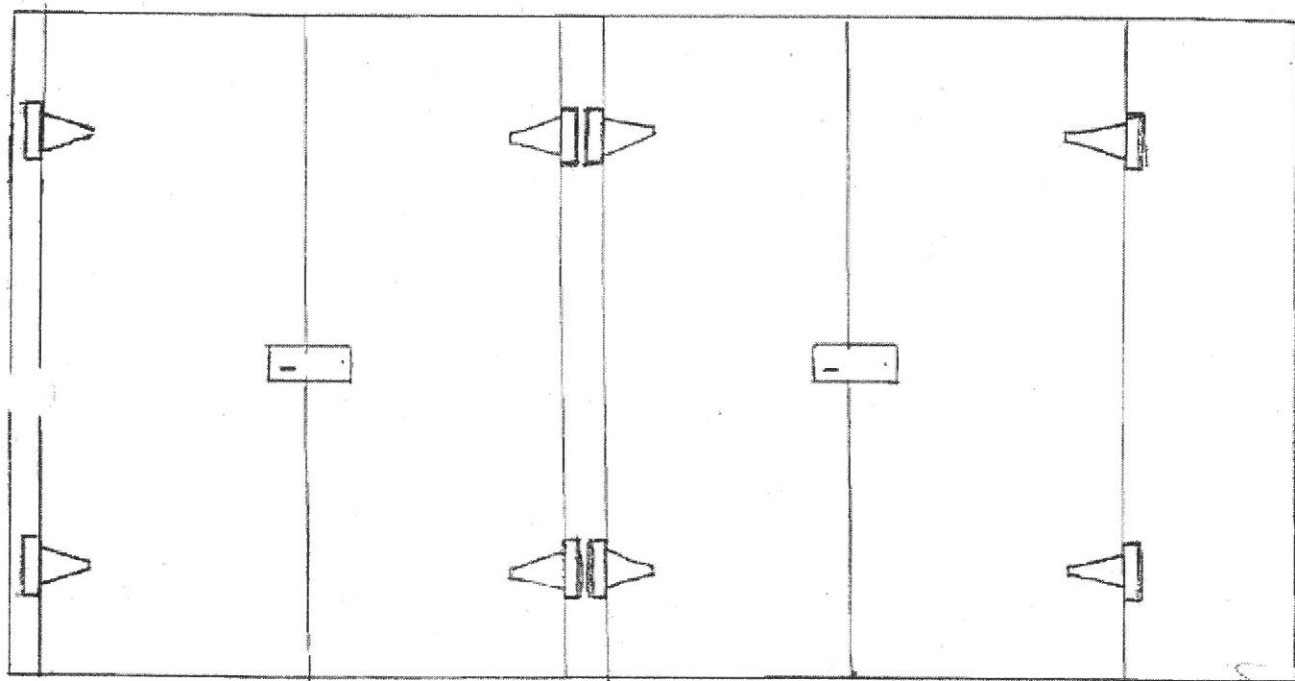
MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four**

The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, ~~at all times,~~ the authority to revoke and cancel this temporary change of carport assignment, ~~at its discretion.~~ The reassignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, ~~with absolutely no exceptions to the rules herein provided.~~

3. Carport space may not be rented to or used by anyone who is not a Mutual Four shareholder, except:
 - a. The carport assignee may allow temporary, short-term parking of a vehicle used by a house guest. A guest temporary parking permit is required and may be obtained from your a Mutual Director. The pass is to be displayed on the inside dashboard.

C. Secondary Carport Storage Cabinets

1. Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet. ~~Approval must be obtained from the Mutual Board of Directors prior to installation.~~ The dimensions, color and hardware on the lower cabinet must match the spacing, color and hardware on the upper cabinet (see attached sketch). The cabinet, if attached to the existing structure ~~or not~~, will require a permit from the GRF Physical Property Department.
 - a. Plywood for the cabinet must be 3/4-inch thick and have one (or more) good sides.

MUTUAL OPERATIONS**BOARD AMENDED DRAFT****SHAREHOLDER REGULATIONS****Carport Regulations - Mutual Four**Sketch for Secondary Carport Cabinets**MUTUAL ADOPTION**

FOUR: 07-22-68

AMENDMENTS03-08-91, 05-12-00, 11-05-01, 08-01-02, 10-03-05, 03-13-13
07-10-13

(Draft from Jan Kuhl & Mike Levitt 1-19-17 cd)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Inside Patio Regulations – Mutual Four Only

This policy has been developed in an effort to improve the appearance of the community and enhance property values **and to improve the enjoyment of the Mutual Four living style and enforcing standards for inside patios in Mutual Four.** Also addressed is the need to meet applicable Fire Codes and the safety of each family **shareholder.** **It is also the responsibility of the Mutual and its shareholders to manage the appearance, safety and healthiness of patios by respecting approved standards.** ~~If this policy is followed, it will help keep pets from roaming and discourage rodents and other animals from entering patios.~~

- 1) Windows that may be needed as a secondary egress in the case of fire or other emergency shall not be blocked on either side. A clear path to the entry door of at least 36 inches shall be maintained to allow access for gurneys.
- 2) Only furniture that is designed for patios may be placed on a patio. Interior upholstered furniture is prohibited as this may become a rodent habitat.
- 3) A clean refrigerator or freezer in good working condition plugged directly into the patio outlet is permitted, **as long as egress is not blocked.** ~~if not visible from walkway.~~
- 4) If a pet can escape from a patio, then the pet must be on a leash while on the patio.

The following items shall not be stored on the patio: **(This is not an all – inclusive list. The Mutual reserves the right to request the removal of items):**

- 1) Any type of cardboard container.
- 2) Highly flammable items, including newspapers, charcoal, magazines, paper or plastic bags, any type of loose tarp, or portable oxygen tanks that are not rated for home use or storage.
- 3) Gasoline-operated equipment or gas cans.
- 4) Electric tools on a permanent basis.
- 5) Exposed shelving, either free-standing or affixed to the exterior wall, except those used for decorative purposes, which must be kept neat and clean.

(Aug 09)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Inside Patio Regulations – Mutual Four Only**

Any items in conflict with this policy shall be removed from the patio by the shareholder when requested by the Mutual Board. Such items, if not removed by the shareholder, shall be removed by the Mutual Board at the shareholder's expense.

Note: Patio furniture (chairs, tables, lounges, etc.) may not be left on walkway areas or lawns overnight.

MUTUAL ADOPTION

FOUR: 12 Aug 09

(Aug 09)

RESIDENT REGULATIONS

[illegible]

Each of the undersigned acknowledges that this guarantee is operative and binding without reference to whether it is signed by any other person or persons. The undersigned all acknowledged that this guarantee is not subject to revocation by the undersigned and pertains to and applies to all monthly carrying charges and payments under the said Occupancy Agreement and said certificates as hereinabove referred to for so long as the said "Stockholder" and/or his or her estate shall hold stock in said corporation.

P10

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Guarantor Agreement Form

RESCIND ALL MUTUALS

GOLDEN RAIN FOUNDATION
a corporation

By _____

GUARANTOR

SEAL BEACH MUTUAL NO. _____
a corporation

GUARANTOR

By _____

Dated _____

GRB

Approved: 18 Dec 73

(Draft created 02-28-17 cd))