

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
December 13, 2017
Open Forum at 9:15 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
Kheara Aquino, Recording Secretary
4. APPROVAL OF MINUTES– **Regular Monthly Meeting of November 8, 2017**
5. CORRESPONDENCE Tom Gerrity
6. GRF REPRESENTATIVE Joy Reed
7. BUILDING INSPECTOR'S REPORT (p. 3-4) Kevin Black
8. UNFINISHED BUSINESS –
 - a. Ratify adopted/posted Policy 7471.04 – Termite Control (p. 5-6) Bob Slater
 - b. Ratify amended/posted Policy 7306.04 – Banking Resolution (p. 7-8) Suzi Smith
 - c. Ratify amended/posted Policy 7425.04 – Garden Areas and Shrubs (p. 9-14) John Russell/Suzi Smith
9. NEW BUSINESS –
 - a. Discussion of Washers and Dryers Suzi Smith
 - b. Fenn Termite and Pest Control John Russell
 - c. Appointment of a Parking and Traffic Committee (p. 15) Bob Slater
 - d. Appointment of a Pet Policy Committee (p. 16) Bob Slater
 - e. Emergency Preparedness Jan Kuhl

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

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

11. DIRECTORS COMMENTS
12. MUTUAL ADMINISTRATION DIRECTOR'S REPORT
13. SHAREHOLDER COMMENTS (subject to time available)
14. ADJOURNMENT
15. EXECUTIVE SESSION (start at 11:30 a.m.) (legal and member issues)

Jodi Hopkins

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

**NEXT MEETING: Wednesday, January 10, 2018
Open Forum at 9:15 a.m. - Meeting begins at 9:30 a.m.**

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(04) FOUR**

INSPECTOR: **Kevin Black**

MUTUAL BOARD MEETING DATE: **December 13th 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
4-44G	kitchen remodel	both	06/18/17	09/29/17	no	rough 7/10/17	los al
4-37E	sola tube	Both	07/24/17	08/24/17	no		Brighter Concepts 7/17/17 john campbell 760.477.2665
4-52D	ing fansx2,lite@patio stor	both	08/15/17	10/20/17	no		LW décor
4-74F	remodel/repipe	both	11/01/17	03/30/17	no		alpha master builders
4-83g	bath/kitchen remodel	both	11/27/17	02/27/17	no		Cal Custom Interiors
4-44F	HVAC repl. Sucted	both	10/30/17	12/30/17	no		cole services
4-44A	carport cabinet	grf	11/27/17	12/27/17	no		Jeff Lashmet
4-81J	ductless heat pump	both	11/30/17	02/28/17	no		greenwood
4-76I	shower cut down	both	12/07/17	01/07/17	n		nukote
4-50C	shower cut down	both	12/08/17	01/08/18	no		nukote
4-88C	dual zone ductless heat	both	12/11/17	03/30/18	no		greenwood

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-83F			05/31/17		06/12/17		
4-48B			06/29/17	07/03/17	12/06/17		95
4-48E		07/19/17	11/22/17	11/24/17			
4-50E		07/19/17	10/18/17	10/24/17	11/03/17		
4-84H		08/24/17	09/20/17	09/25/17			
4-80G		08/24/17					
4-75K		08/29/17	11/30/17				
4-74E		11/01/17	11/09/17	11/20/17	12/01/17		
4-47H		11/01/17	11/29/17	11/30/17	12/12/17		
4-37B			11/17/17	11/27/17	12/07/17		
4-39F		11/22/17					
4-80K		12/06/17					
4-37G		12/06/17					
4-44D		12/07/17					

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: December 13th 2017

CONTRACTS and PROJECTS	
CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	
Fenn Pest Control -	service days are Monday and Wednesday
Copper Re-piping	prep for next year
Plumbing:	
Abatement:	
Roofing	Roofing Standards: wait till January 18' for pricing
stove hoods & Piping	Kress Conds: complete with all
painting touch ups	Advance Painting: complete with all
Concrete	MJ Jurado: M5 is looking to split costs with us on the removal and replacement of the swale or with drains and so
	adjacent concrete sidewalk where the swale crosses, aprox.-
Sewer Cleaning	complete, roots in just a couple of builidngs, all cleaned out
Shareholder Visits and Mutual Requests	
4-44G - fencing around transformer - complete	
4-38A - mold check at shower	
4-81F - check on broken pipe in garden	
4-83G - camera toilet sewer line, waiting for video	
4-39L - remodel, re-pipe for unit	

Mutual Corporation No. Four

MEMO

TO: MUTUAL FOUR BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY ADOPTED/POSTED POLICY 7471.04 – TERMITE CONTROL
(UNFINISHED BUSINESS ITEM A)
DATE: DECEMBER 13, 2017
CC: MUTUAL FILE

I move to ratify adopted/posted Policy 7471.04 – Termite Control.

MUTUAL OPERATIONS

ADOPT DRAFT

PHYSICAL PROPERTY

Termite Control – Mutual Four

Any structural damage caused by a termite infestation shall be repaired or replaced at Mutual Expense.

DRAFT

MUTUAL ADOPTION

FOUR:

(draft created on 10-03-17)

Mutual Corporation No. Four

MEMO

TO: MUTUAL FOUR BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY AMENDED/POSTED POLICY 7306.04 – BANKING RESOLUTION
(UNFINISHED BUSINESS ITEM B)
DATE: DECEMBER 13, 2017
CC: MUTUAL FILE

I move to ratify amended/posted Policy 7306.04 – Banking Resolution.

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)
(draft amended 10-13-17 ka)

Mutual Corporation No. Four

MEMO

TO: MUTUAL FOUR BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY AMENDED/POSTED POLICY 7425.04 – GARDEN AREAS AND SHRUBS (UNFINISHED BUSINESS ITEM C)
DATE: DECEMBER 13, 2017
CC: MUTUAL FILE

I move to ratify amended/posted Policy 7425.04 – Garden Areas and Shrubs.

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

All garden areas beyond the drip line are in the common area owned by the Mutual shareholders; therefore, the use of this common area for gardens is subject to change at the discretion of Mutual Four's Board of Directors.

~~Shareholders are allowed a garden area in front of their units. Over the years, the sizes of the gardens began to vary throughout the mutual. While it is impossible to have total consistency in the sizes of the gardens, providing guidelines can be helpful in decision-making.~~

Over the Mutual's lifetime, the sizes of thee garden areas have varied. While it is impossible to have total consistency in the sizes of the gardens, the following guidelines can be helpful in decision making.

GARDEN AREA SIZES

1. Guidelines for approved garden sizes vary depending on the unit location, sidewalk location, safety and aesthetics. Garden measurements are from the face of the building.
2. At the time of resale or transfer of the share of stock, the shareholder (seller) may be required to re-align the garden area with the remaining gardens in their building at the seller's expense. The guideline for a garden size is ~~a maximum of 48 inches~~ **site specific**.
3. Shareholders in units A, F, G and L, after Board consultation, may be allowed a garden area at the end of their unit, depending on the area available. The planting cannot encumber entry to the attic or access to the meter panel. These gardens shall ~~not exceed 48 inches~~ **be site specific**.
4. The Board may allow, on a case-by-case basis, a garden area at the side of a laundry room ~~not to exceed 48 inches~~ **to be site specific**. ~~Also, the director may approve plants at the base of trees located in the front or side lawn. When a shareholder has permission to use one or both of these areas, the shareholder should use the approved choices of plants and will be required to care for the plants so as to keep them attractive. Approval for these special garden areas may be revoked at any time without reimbursement to shareholder for items removed.~~
5. Any exceptions to these guidelines shall be brought to the Board, in writing, and will be reviewed on a case-by-case basis.

(draft created on 10-25-17 ml)
(draft created on 11-27-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four****GARDEN USE**

1. Shareholders may select plants of their choice from the list of approved plants (see list on page 4). Trees or other plants with root growth that is **are** invasive and has **have** the potential to damage the Mutual's structures and walkways are prohibited. Vines are not permitted to climb on any structure or light poles. If a trellis is used, it must be freestanding and be kept 12" below the eaves. All planting must be trimmed back 6" from the building. Removal of any offending growth will be done by the Mutual at the shareholder's expense if shareholder does not maintain these standards.
2. Watering, fertilization, and plant pest control within the garden area are the responsibility of the shareholder. ~~If a shareholder wants the Mutual's gardener to fertilize and provide plant pest control, the gardener will give shareholder an estimated cost of this work.~~
3. Gardens are cultivated by the Mutual's gardening service UNLESS the shareholder wants to perform this task. If ~~the shareholders~~ wants to maintain their own garden(s), they must insert red flags in the garden area. Gardeners are instructed to remove weeds, including baby tears, wild mint and plants of the spiderwort family, all of which can spread into the lawn or neighboring garden in all gardens. Roses are trimmed in December/January by the Mutual's gardeners in all gardens except red-flagged gardens.
4. Potted plants may not inhibit the 36" entry requirement, nor are they permitted on the entrance walk, on top of padmount transformers, ~~to be~~ hung from or placed on padmount enclosures (per Policy 7492), or on telephone vaults.
5. Free-standing, aesthetically-pleasing objects are permitted in the garden area. The Board **may require any objects be removed from the garden area if they are objected to by two or more neighboring shareholders.** ~~on a case-by-case, request any objectionable items to be removed by the shareholder at the shareholder's expense.~~
6. ~~Wall gardens (defined as adjacent to streets and applicable laundry room areas) shall be 36" maximum, including any decorative edging. If a garden area does not exist, shareholder may establish a garden. Shareholder must pay to remove sod or relocate sprinklers, as needed. Planting shall be in accordance with the list of approved plants (see list on page 4). Vines and other climbing growth that will attach itself to any wall are prohibited and will be removed at the shareholder's expense. The shareholder shall keep the garden area in a neat and attractive state. Failure to abide by the Mutual's gardening policy will **may** result in a revocation of use. At the time of resale or transfer of stock, wall gardens beyond 36" will be moved back at the seller's expense.~~

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

7. Sprinklers within the shareholder's garden areas or wall garden must be installed by the Mutual's gardeners ~~or a qualified outside source~~ at the shareholder's expense. Maintenance of sprinklers within garden areas will be at the shareholder's expense.

TURF AREAS

1. Turf areas are all the grounds located outside of each apartment beyond the drip line and garden area. Turf areas are common area. ~~This area is~~ **These areas are** owned by the Mutual and ~~the maintenance of same is~~ **are** the exclusive responsibility of the Mutual. Shareholders are not permitted to install, remove or relocate plants or any other landscaping in the turf areas, including areas around light poles. Shareholders are not permitted to install, remove, relocate or adjust sprinklers in turf areas. A director has the authority to remove any problem plant.
2. Tree issues will be addressed by the Board of Directors. Under certain circumstances, trees that are removed may not be replaced.
3. If a shareholder wants a tree planted in an area where no tree was previously planted, approval in writing must be obtained by ~~from~~ the ~~Board of Directors~~ **Landscape Committee**. The tree shall be planted by ~~a reputable~~ **the** Mutual landscaper and all costs related to this planting shall be borne by the shareholder. ~~After planting of~~ **The** tree it becomes the property of the Mutual and will be maintained by the Mutual at the Mutual's expense.
4. The Mutual's "common areas" can be used for temporary reasons, i.e. **e.g** construction activity, and moving with director approval.
5. **Scallop borders, or bordering materials in other shapes, shall not be placed around the base of trees. Nor shall scallops be positioned in any way that obstructs turf maintenance, such as lawn mowing, leaf and weed removal, or vacuuming of cut grass. With approval of the individual director, shareholders may place potted plants at the base of trees. As with border material, these potted plants shall not obstruct turf maintenance. The shareholder is responsible for these potted plants and will be required to remove any that are dying or infested with plant and pests or have taken root at the tree's base.**

PLANT GUIDELINES

The selection of plants allowed for the gardening areas is not limited to the plants listed here.

Bushes and shrubs that do well:

(draft created on 10-25-17 ml)
(draft created on 11-27-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

Heavenly Bamboo, Hibiscus, Holly Family, Hydrangea, Indian Hawthorn, Juniper Shrubs, Lily of the Nile, Mirror Plant, and Star Jasmine.

Smaller flowering plants that do well:

Azalea, Camellia, Dahlia, Daisy, Fuchsia, Gardenia, Mums, and Roses.

Perennial flowers that do well in our climate and soil (young plants need protection from rabbits):

Geraniums, Impatiens, Marigolds, Vincas, and Wax Begonias

Note: The plants listed above seem to be ignored (at this time) by rabbits, but that could change (pansies and lobelias are favorites of rabbits).

Plants that, by their nature, cause problems and are not allowed:

Asparagus Fern, Baby Tears, Bird of Paradise, Citrus/Fruit (any type) **all fruit trees except Citrus**, Ficus Trees, Ivy, Spiderwort Family, Wild Mint, and selected palm trees based upon location, **and Firestick plant also known as milkbush and pensilbush and officially known as Euphorbia Tirucolli.**

Vines that climb or cling to deco blocks, buildings or light poles are also not permitted.

All Citrus trees must be of the dwarf variety and are allowed in the garden area in self-contained wooden boxes. Any exception of the above must be approved by the Board.

APPROVED TREES**Trees for Placement in Narrow Greenbelts**

COMMON NAME	BOTANICAL NAME
Brisbane box	Tristania conferta
Crepe Myrtle	Lythraceae Speciosa
Forest Pansy	Cercis canadensis
Magnolia— Little Gem	Magnolia grandiflora "Little Gem"
Melaleuca (Pink)	Melaleuca nesophila
Ornamental Plum	Prunus blireiana

Trees for Placement in Larger Greenbelts

COMMON NAME	BOTANICAL NAME
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(draft created on 10-25-17 ml)

(draft created on 11-27-17 cd)

MUTUAL OPERATIONS**AMENDED DRAFT****PHYSICAL PROPERTY****Garden Areas and Shrubs - Mutual Four**

Cajeput tree	Melaleuca leucadendron
California Pepper (w/yearly spraying)	Schinus molle
Camphor tree	Cinnamomum camphora
Carrotwood	Cupania anacardioides
Chinese Orchid	Bauhinia variegata
Elm (evergreen)	Ulmus parvifolia
Idaho Locust	Robina ambigua idahoensis
Kaffir Plum	Harpephyllum cafrum
Magnolia	Magnolia
Memosa (Silk tree)	Albizia julibrissin
New Zealand Christmas tree	Metrosideros
Pine (fern)	Podocarpus gracillior
Tabebuia / Trumpet tree	Bignoniaceae
Tipu tree	Tipuana tipu

MUTUAL ADOPTION**AMENDMENTS**

FOUR: 01-04-04

04-11-07, 05-14-08, 07-13-11, 06-04-17

(draft created on 10-25-17 ml)

(draft created on 11-27-17 cd)

Mutual Corporation No. Four

MEMO

TO: MUTUAL FOUR BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT OF A PARKING AND TRAFFIC COMMITTEE
(NEW BUSINESS ITEM C)
DATE: DECEMBER 13, 2017
CC: MUTUAL FILE

I appoint:

_____, _____, _____ to
the Parking and Traffic Committee.

Mutual Corporation No. Four

MEMO

TO: MUTUAL FOUR BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT OF A PET POLICY COMMITTEE
(NEW BUSINESS ITEM D)
DATE: DECEMBER 13, 2017
CC: MUTUAL FILE

I appoint:

_____, _____, _____ to
the Pet Policy Committee.