

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOUR  
February 14, 2018**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Four was called to order, following the Open Forum for shareholders to address the Board, by President Slater at 9:30 a.m. on Wednesday, February 14, 2018, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

**ROLL CALL**

Present: President Slater, Vice President Levitt, Secretary Gerrity, CFO Smith, Directors Kuhl, Russell, and Gerber

GRF Representative: Mrs. Reed was absent

Guests: Nine shareholders of Mutual Four

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Black, Building Inspector

**MINUTES**

President Slater asked for any corrections to the January 10, 2018, Regular Meeting minutes. There being none, the minutes were approved as printed.

**BUILDING INSPECTOR'S REPORT**

Inspector Black updated the Board on activity in the Mutual (attached).

Following a discussion, and upon a MOTION duly made by CFO Smith and seconded by Director Russell, it was

RESOLVED, To leave the trees inside the garden at Unit 39  
– F.

The MOTION passed with one “no” vote (Gerrity).

Following a discussion, and upon a MOTION duly made by Director Kuhl and seconded by CFO Smith, it was

RESOLVED, To accept the bid from Roofing Standards to re-roof five (5) buildings, with the use of radiant OSB, at a cost not to exceed \$565, per square foot.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT (continued)**

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

RESOLVED, To approve the underground swale re-development, between Mutual Four and Mutual Five, from Buildings 73 through 84, at a total project cost not to exceed \$20,000. Further, the total cost of the project be equally shared between Mutual Four and Mutual Five, with Mutual Four cost not to exceed \$10,000.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Kuhl and seconded by Director Russell, it was

RESOLVED, To approve the Patio request at Unit 85–A.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by CFO Smith and seconded by Director Gerber, it was

RESOLVED, To approve the installation of 3/8 tempered gray glass, for windbreak, at Unit 87–A.

The MOTION passed with one “no” vote (Russell).

Following a discussion, it was the consensus of the Board to postpone the Patio Approval at Unit 38–F until the next Regular Board Meeting.

Following a discussion, and upon a MOTION duly made by Director Russell and seconded by Secretary Gerrity, it was

RESOVLED, To approve the installation of Brick Pavers at Unit 75–H.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT (continued)**

Following a discussion, and upon a MOTION duly made by Secretary Gerrity and seconded by Director Russell, it was

RESOLVED, To approve the installation of a 12" high wood railing across the top of the patio wall for Unit 74-E.

The MOTION passed.

Following questions Inspector Black left the meeting at 9:56 a.m.

**UNFINISHED BUSINESS**

Chief Financial Officer Smith gave an update on WASH Multi Family Laundry Systems, as well as the Reserve Study.

**NEW BUSINESS**

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

RESOLVED, That Mutual Four will not automatically replace water heaters that are over 10-years old, that do or do not have a smitty pan.

The MOTION passed.

Following a discussion and upon a MOTION duly made by Director Kuhl and seconded by CFO Smith, it was

RESOLVED, To amend Policy 7584.04 – Parking on a preliminary basis until the 30-day posting period is completed, and to adopt Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines, brought forth by committee, to be posted for the 30-day posting period.

The MOTION passed with five "yes" votes (Levitt, Smith, Kuhl, Russell, Gerber) and one "no" vote (Gerrity).

**SECRETARY'S REPORT / CORRESPONDENCE**

Secretary Gerrity received one piece of correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Smith presented her financial report (attached).

**MUTUAL ADMINISTRATION DIRECTOR'S COMMENTS**

Ms. Hopkins presented the Mutual Administration report (attached).

**COMMITTEE REPORTS**

President Slater discussed parking policy fines. The Parking Committee will meet to discuss this Policy.

**DIRECTORS' COMMENTS**

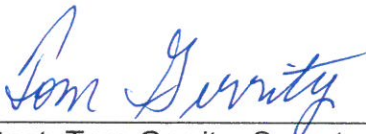
Several Directors' made comments.

**SHAREHOLDER COMMENTS**

One Shareholders made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Slater adjourned the meeting at 11:42 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest, Tom Gerrity, Secretary  
SEAL BEACH MUTUAL FOUR

ka:02/23/18  
Attachments

**STAFF WILL LEAVE THE MEETING BY 12:10 P.M.**

**NEXT MEETING: Wednesday, March 14, 2018, in Administration Building,  
Conference Room A, at 9:30 a.m.**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF FEBRUARY 14, 2018**

- 02/14/18 RESOLVED, To leave the trees inside the garden at Unit 39 – F.
- RESOLVED, To accept the bid from Roofing Standards to re-roof five (5) buildings, with the use of radiant OSB, at a cost not to exceed \$565, per square foot.
- RESOLVED, To approve the underground swale re-development, between Mutual Four and Mutual Five, from Buildings 73 through 84, at a total project cost not to exceed \$20,000. Further, the total cost of the project be equally shared between Mutual Four and Mutual Five, with Mutual Four cost not to exceed \$10,000.
- RESOLVED, To approve the Patio request at Unit 85–A.
- RESOLVED, To approve the installation of 3/8 tempered gray glass, for windbreak, at Unit 87–A.
- RESOVLED, To approve the installation of Brick Pavers at Unit 75–H.
- RESOLVED, To approve the installation of a 12” high wood railing across the top of the patio wall for Unit 74–E.
- RESOLVED, That Mutual Four will not automatically replace water heaters that are over 10–years old, that do or do not have a smitty pan.
- RESOLVED, To amend Policy 7584.04 – Parking on a preliminary basis until the 30–day posting period is completed, and to adopt Policy 7585.04 – Governing Document Compliance Corrective Measures and Fines, brought forth by committee, to be posted for the 30–day posting period.

**FINANCIAL RECAP -JANUARY 2018**

	Monthly Actual	Monthly Budget	Variance		YTD Actual	YTD Budget	Variance
Income	147,446	147,965	-519		147,446	147,965	-519
Reserves	47,085	47,085	0		47,085	47,085	0
Expenses	104,992	100,882	4,110		104,992	100,882	4,110
Total Expenses	152,077	147,967	4,110		152,077	147,967	4,110
Income/Expense	-4,631	-2	-4,629		-4,631	-2	-4,629
Add Back Depreciation	6,475				6,475		
Adjusted	1,844				1,844		

Our unrestricted cash for month end is \$392,223 restricted reserve accounts total \$1,747,967

**Reserves:**

Appliance	\$55
Painting	\$33,051
Operating	\$25,000
Roofing	\$1,209,741
Emergency	\$130,042
Infrastructure	\$350,078
 Total Reserves	 \$1,747,967

CFO Council discussed Mutual Petty cash accounts, presidents using personal credit cards for major purchases, Parking policies, possible agenda items for future meetings. We also welcomed a presentation from Paul Bristow CPP, Security Services Director “Parking, Process and Enforcement”.

We will be honoring our Building Captains at a special lunch on April 18. Invitations to all Captains will be distributed shortly. Reservations ARE Required.

Feel free to call me with any questions. I may not be home but if you leave a message I WILL return the call or forward to the appropriate person for resolution. 562-296-8518.

*Susan G. Smith*

**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual Report A**  
**January 2018**

	Jan 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
<b>ASSESSMENT</b>			
Regular Assessment - Mutual 4	34,111.00	34,111.00	0.00
Reserves Assessment	47,085.00	47,085.00	0.00
GRF Assessment	60,469.00	60,469.00	0.00
<b>Total ASSESSMENT</b>	141,665.00	141,665.00	0.00
<b>FINANCIAL INCOME</b>			
Interest Income - Other Taxable	47.00	49.00	-2.00
Interest Income - Taxable	2,158.00	2,085.00	73.00
Late Charges	-10.00	0.00	-10.00
<b>Total FINANCIAL INCOME</b>	2,195.00	2,134.00	61.00
<b>SERVICES INCOME</b>			
Inspection Fees	2,000.00	2,748.00	-748.00
Laundry Machines	1,581.00	1,418.00	163.00
Miscellaneous	5.00	0.00	5.00
<b>Total SERVICES INCOME</b>	3,586.00	4,166.00	-580.00
<b>Total Income</b>	147,446.00	147,965.00	-519.00
Cost of Goods Sold			
<b>GRF MAINTENANCE FEE</b>	60,469.00	60,469.00	0.00
<b>Total COGS</b>	60,469.00	60,469.00	0.00
<b>Gross Profit</b>	86,977.00	87,496.00	-519.00
Expense			
<b>PROFESSIONAL FEES</b>			
Legal Fees	0.00	277.00	-277.00
Management Fee	222.00	222.00	0.00
<b>Total PROFESSIONAL FEES</b>	222.00	499.00	-277.00
<b>SERVICES</b>			
Landscape - Contract	12,460.00	13,159.00	-699.00
Landscape - Extras	600.00	832.00	-232.00
Miscellaneous Services	13.00	182.00	-169.00
Painting	158.00	127.00	31.00
Pest Control	315.00	899.00	-584.00
Standard Service	3,793.00	4,966.00	-1,173.00
Structural Repairs	0.00	748.00	-748.00
<b>Total SERVICES</b>	17,339.00	20,913.00	-3,574.00
<b>TAXES &amp; INSURANCE</b>			
Hazard/Liability Insurance	10,770.00	8,811.00	1,959.00
State & Federal taxes	349.00	349.00	0.00
<b>Total TAXES &amp; INSURANCE</b>	11,119.00	9,160.00	1,959.00
<b>UTILITIES</b>			
Electricity	518.00	1,501.00	-983.00
Trash	3,216.00	3,243.00	-27.00
Water	5,634.00	5,097.00	537.00
<b>Total UTILITIES</b>	9,368.00	9,841.00	-473.00
<b>RESERVE FUNDING</b>			
Emergency Reserve	208.00	208.00	0.00
Roof	13,167.00	13,167.00	0.00
Paint	953.00	953.00	0.00
Infrastructure	28,590.00	28,590.00	0.00
Appliances	4,167.00	4,167.00	0.00

**Leisure World Mutual 4**  
**Profit & Loss Budget vs. Actual Report A**  
January 2018

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	Jan 18	Budget	\$ Over Budget
Total RESERVE FUNDING	47,085.00	47,085.00	0.00
DEPRECIATION	6,475.00	0.00	6,475.00
Total Expense	91,608.00	87,498.00	4,110.00
Net Ordinary Income	-4,631.00	-2.00	-4,629.00
Net Income	<u>-4,631.00</u>	<u>-2.00</u>	<u>-4,629.00</u>



## **Mutual 4 Director's Report – February 14, 2018**

### **-Emergency Preparedness**

#### **Buildings 44, 45, 46, 47, 48**

During fire inspections this past month, I noticed that way too many stockholders did not have their FILE OF LIFEs posted on their refrigerators or in their medicine cabinets. During two life concerning situations in our mutual, I have observed Security and the Fire Department enter a unit, and as they were ready to transport a resident, they asked for the FILE OF LIFE.

The mutual may not keep medical records for each stockholder. GRF does not keep medical records for you. Security might have a record with your family name and the phone number. But, have you kept that information current? Each year Stock Transfer sends you a page that asks you to update that information and send or bring it to their office. Have you done this recently?

And if the electricity gives out, the computers that they have may not be available.

Please remember that you are responsible for your own emergency and medical needs just as if you were living in the other neighborhoods of Seal Beach. Make connections with your families for emergency connections.

Respectfully submitted,

Jan Kuhl, 46E phone 562-446-0082

February 13, 2018

Tom Gerrity  
Mutual 4 Director - (secretary)  
Buildings - 49, 50, 51, and 52  
Phone 562-972-7567

Thank you for an excellent annual fire inspection. All the apartments looked nice and neat. Also, most people had their insurance papers out and up to date.

JUST A REMINDER: When renewing your HO6 insurance, remember to check the personal property and liability. In addition, check your **Loss Assessment coverage**. If you have a fire, flooding, or any other disaster that is determined to be caused by you, you are liable for \$50,000 of the Mutual's deductible. This is not the same as liability coverage this is **Loss Assessment coverage**.

### **GOOD TO KNOW**

In order to view the minutes, agendas, policies etc., for Mutual 04 please follow these directions.

1. Go to LWSB website at: <http://www.lwsb.com>
2. Go across the gray/black bar at the top of the webpage to the category called mutuals
3. Scroll down to Mutual 4, click on Mutual 4
4. You are now on the Mutual 4 website

You will see minutes at the top and in the bulletin board area.  
Click on minutes, policies or whatever you want to view.

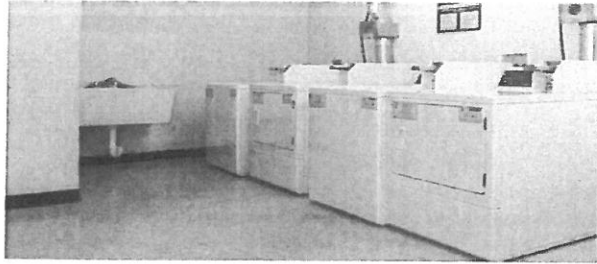
As a director working with shareholders who recently moved into Mutual 4 the policies most referred to have been the Carport Policy 7502.04 - and the Garden Areas, Trees, Shrubs policy 7425.04.

Enjoy the lovely SoCal winter,

Tom

**The Mutual Administration Director's Comments**  
**FEBRUARY 2018**

## **Laundry Rooms**



The Laundry Rooms are just one of the most important conveniences provided to all Shareholders/Members/Residents.

Laundry Room facilities are available for use by Shareholder/Members/Residents of their respective Mutual.

### **Read the respective: Laundry Room Policy 7575.04**

The following items may not be washed in the washers, or dried in the dryers: rubber- or plastic-backed mats, rugs or runners, sneakers, fiberglass curtains, sleeping bags, heavy blankets, quilts, comforters, or car covers.

Do not overload washers or dryers. Improper loading may cause damage to the machine due to unbalanced loads.

The trash containers in the laundry rooms are for lint and dryer sheets only. Detergent containers, bleach containers, softener bottles, or other trash must be disposed of in another location.

Clean the dryer filter after each use, and dispose of lint in the trash containers.

Help keep the laundry rooms clean.

Remember to clean up after yourself, turn off the lights and shut the door after you are finished.

**MUTUAL 4 BOARD OF DIRECTORS MEETING**

Wednesday, February 14, 2018

**President's Report**

In the past four (4) years, much has changed in Leisure World. So this message is addressed to the much smaller percentage of the new residents that moved into Leisure World during that period.

When **YOU** purchased **YOUR** stock certificate you agreed **IN WRITING** to **ABIDE** by GRF and **MUTUAL POLICIES**.

Remember, we own the buildings and streets; you gave us the ability to govern. It is rare that **YOU** have disagreed with our Mutual policies. However, we will now have **COMPLIANCE POLICIES WITH FINES**.

The "good old days" are gone. Street parking, carport violations will all have a monetary value, which we have a legal right to collect.

We have the best Mutual and **YOU FEW** are not going to soil that reputation.

If you have a question on anything: Parking, Remodel, Gardening - ask your director.

Happy Valentines Day

The Prez

M-4 Monthly Report for January, 2018  
Mike Levitt, Director  
Feb. 14, 2018

Did one pre-listing inspection in Bldg 89

Numerous meetings with Total Landscaping for:  
trimming of one specific tree  
reseeding one turf area  
stopping overwatering by having timer adjusted following power outage  
treating a white fly infestation

Approved one refrigerator replacement

Reported to Security all carport lights on all day, several days. Security did nothing about this over a long weekend; wasn't repaired until four days later.

Had SerMaint repair one dryer, 56, in LR 88; this same dryer has been repaired many times and rebuilt last month.

Had SerMaint remove a lit lightbulb in the attic after I discovered it one evening. Most likely it had been burning for several months -- on my electric bill.

Two apartments were invaded by ants and treated by Fenn.

Reported to SerMaint a burned-out walkway light. Had to report this twice, one week apart, before this was fixed.

M-4 MoRpt4-1/18

**Mutual 4 Monthly Report for January 2018 Buildings  
78, 79, 80, 82, 83 and 84**

**Kevin and I did one pre listing inspection this month.  
This was at 83E.**

**There are two items that need to be explained. The first is on the new garden policy. There are a few changes to the old policy but mainly we cleaned up some of the archaic language. We will now allow citrus in your garden area. It MUST be of the dwarf variety and MUST be planted in a wooden planting box. The tree can't go directly into the ground. We need to restrict the root growth.**

**The other change is we will allow plants around tree bases but the MUST be in pots. They would also be your responsibility to water and keep in good order. They must conform to the approved list and the Mutual can remove any offending plants.**

**The other item regards parking in the carports. All vehicles in the carport MUST be headed in and must either have Leisure World decals or a temporary parking pass signed by your director.**

**Jon Russell 741 (562) 794-9334**

Mutual Four Board of Directors  
Monthly Report for February 2018  
Marsha Gerber, Director  
Buildings 37, 38 and 39

My buildings have been a dream this past month. No problems to speak of except one washing machine. I do believe that the smooth running of these buildings is in a large part the wonderful Building Captains I have to work with: Marsha Harris, Evelyn Meyers, and Jo Ann Beers.

I hope some of you will become Building Captains in the future. We cannot run this mutual without the Building Captains. In April, there is a special appreciation Mexican Theme Luncheon planned for our Building Captains. It is going to be delicious and lots of fun.

Marsha

MUTUAL OPERATIONS**AMENDED DRAFT****SHAREHOLDER REGULATIONS****Street Parking – Mutual Four****RESOLVED, That**

1. Parking on Mutual Four streets, **for Mutual Four residents,** is limited to a maximum of 72 hours **unless exempted by a Mutual Four Director.** 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 and visible on the outside of the vehicle. All vehicles are subject to towing after two written warnings by the Security Department posted 72 hours apart.
2. Vehicles registered to **non-Mutual Four** 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 for more than six continuous hours **unless exempted by a Mutual Four Director.**
3. **Parking between midnight and six a.m. is prohibited for non-LW-resident vehicles unless exempted by a Mutual Four Director.** Vehicles parked in carports shall bear current state license plates and a current Leisure World decal, or current official temporary parking pass taped to the inside of the windshield. Violators are subjected to towing after two written warnings by the Security Department posted 24 hours apart.
4. **Exempted vehicles shall exhibit a completed and valid-by-date temporary parking pass provided by the Director and attached to the inside windshield in the lower left corner.** 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 OCFA (Orange County Fire Authority) may be called and the vehicle may be towed when safe.
5. **Vehicles parked in Carports and on Mutual Four streets shall display current state license plates and current Leisure Work Decal. Violations of this Policy may result in appropriate fines and are subject to towing.** Drivers in Mutual Four shall obey all curb markings: red, no parking (violators are subject to immediate towing); yellow, loading; green, limited time parking. Double parking is not permitted. Parking must not impede the passage of emergency vehicles. Violators are subject to towing.
6. **Drivers in Mutual Four shall obey all curb markings: red no parking (violators subject to immediate towing); yellow, loading ; green, limited time parking (generally 20 minutes). Double parking is not permitted. Parking must not impeded the passage of emergency vehicles. Violators are subject to immediate towing, without advance notice.** Overnight weekday parking between midnight and 6 a.m., and weekend parking



**MUTUAL OPERATIONS****AMENDED DRAFT****SHAREHOLDER REGULATIONS****Street Parking – Mutual Four**

~~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 temporary parking pass form obtained from the Director, completed by the visitor, 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 not be parked on main sidewalks or entry sidewalks. 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 or turf. Damage resulting from violation of this policy shall be the responsibility of the person 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. Fifth-wheel vehicles and other trailers 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 where any other vehicle may not legally park, such as on a sidewalk or turf.
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 on the ground or overhead. 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.

**MUTUAL OPERATIONS****AMENDED DRAFT****SHAREHOLDER REGULATIONS****Street Parking – Mutual Four**

13. A non-Mutual Four vehicle parked in a carport without a visible current carport usage rental agreement form or temporary parking pass 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 and storage of vehicles shall be the responsibility of the registered owner.

**MUTUAL**      **ADOPTION**      **AMENDMENTS**

FOUR:            02-10-16

# ADOPT DRAFT

## SHAREHOLDER REGULATIONS

### GOVERNING DOCUMENT COMPLIANCE CORRECTIVE MEASURES AND FINES – Mutual Four

Violations will be administrated by Security, who will write the citations, and will collect the monies. Security will be called into Mutual Four. They will not patrol Mutual Four looking for violations. If security is called they are called to write a citation as noted on the fine schedule below.

### FINE SCHEDULE

	1 <sup>st</sup> Offense	2 <sup>nd</sup> and each subsequent and/or continuation of offense
Assigned Parking Space or Restricted Parking Space	\$50.00	\$100.00
Blocking Crosswalk	\$50.00	\$100.00
Expired or Invalid State Registration	\$100.00	\$100.00
Handicap Parking without Appropriate Display	\$100.00	\$200.00
Hazardous Materials Leaking	\$50.00	\$50.00
Limited Time Parking	\$50.00	\$100.00
No Valid GRF Decal or Parking Permit Displayed	\$50.00	\$100.00
Parked on Sidewalk or Grass	\$25.00	\$50.00
Red Zone---Bus Stop	\$50.00	\$100.00
Red Zone---Fire Hydrant	\$100.00	\$200
RV or VUFR---Jack Support, None or Inadequate	\$50.00	\$50.00
RV or VUFR---Parked More than 72 Hours	\$40.00	\$40.00

MUTUAL                      ADOPTION

FOUR: