A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
November 14, 2018
Open Forum begins at 9:15 a.m. – Meeting begins at 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

OptumCare Representative
Ms. Gerber, GRF Representative
Mr. Gomez, Safety Emergency Coordinator
Ms. Hopkins, Mutual Administration Director
Mr. Black, Building Inspector
Ms. Villalobos, Recording Secretary

4. APPROVAL OF MINUTES:
Regular Meeting Minutes of October 10, 2018

5. SECRETARY / CORRESPONDENCE — Mr. Russell

6. GRF REPRESENTATIVE — Ms. Gerber

7. **GUEST SPEAKER** — Mr. Gomez

8. BUILDING INSPECTOR'S REPORT — Mr. Black
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests **(p.3)**

9. **GUEST SPEAKER** — OptumCare

10. **<u>UNFINISHED BUSINESS</u>**
a. Update Porch Policy and Patio Policy Committee — Mr. Levitt
b. Discuss and vote to ratify the Phone Poll taken October 31, 2018 regarding adding additional structure for re-roofing of Units 77-D and 85-B at Mutual expense **(p.4)** — Mr. Slater
c. Discuss and vote to ratify adopted/posted Policy 7541 – <u>Co-Occupants, Qualified Permanent Residents and Health Care Providers</u> **(p.5-6)**

11. **<u>NEW BUSINESS</u>**
a. Discuss and vote to approve/deny the Garden Landscape Proposal for Unit 39-L **(p. 7)**
b. Discuss and vote to approve/deny plans for Patio at Unit 84-G **(p. 8)** — Mr. Slater
c. Update regarding Service Maintenance Orders — Ms. Smith

(11-07-18cv)

NEW BUSINESS (continued)

d. Discuss and review list of landscape, tree trimming and gutters Ms. Smith

e. Discuss and vote to approve/deny amending Policy 7549.04- Lockout Procedures (**p. 9-11**) Ms. Kuhl

f. Discuss and vote to cancel the Regular Board of Directors meeting scheduled for December 12, 2018 **(p.12)**

g. Appoint Ad Hoc Committee to review Policy 7510.04 – Eligibility Requirements **(p.13)**

STAFF BREAK BY 11:00 a.m.

12. CHIEF FINANCIAL OFFICERS REPORT Ms. Smith

13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

14. ANNOUNCEMENTS

a. **NEXT MEETING: WEDNESDAY, December 12, 2018**
Open Forum at 9:15 a.m. – Meeting begins at 9:30 a.m.
Administration Building Conference Room A

15. COMMITTEE REPORTS

a. Emergency Information Ms. Kuhl
b. Landscape Update Ms. Smith
c. Social Events Ms. Smith & Ms. Gerber
d. Mutual Administration Committee Ms. Kuhl
e. Physical Property Mr. Russell
g. Presidents Council Mr. Slater

16. DIRECTORS' COMMENTS

17. SHAREHOLDER(S') COMMENTS (2-3 MINUTES)

18. ADJOURNMENT

19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

(11-07-18cv)

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (04) FOUR **INSPECTOR:** Kevin Black

MUTUAL BOARD MEETING DATE: NOVEMBER 14TH 2018

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
4-39L	remodel w/repipe	both	01/08/18	07/08/18	yes 6/4/18	4 6/14/18-lath 6/15	scarini const. jerry 5625333522
4-84G	remodel	both	10/18/18	01/30/19	no		mp construction
4-46I	shower cut down	both	11/15/18	12/15/18	no		nu kote
roofing	bldg. 77,79,85,86,88	both	11/05/18	02/04/18	no		Roofing Standards
4-47H	remodel	both	11/15/18	08/15/19	no		alpha master builders

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-80K		12/06/17	01/09/18	01/18/18	01/30/18		
4-73C		02/22/17	04/06/18	04/12/18	04/24/18		
4-51J		12/21/17	01/05/18	01/05/18	01/17/18		
4-83E		02/09/18	04/13/18	04/18/18	04/30/18		
4-37A		04/03/18					
4-51G		05/22/18					
4-84G		06/20/18					
4-38A		06/21/18	10/18/18	10/22/18	11/01/18		
4-50G		07/18/18	10/11/18	10/18/18	10/30/18		
4-87K		08/30/18					
4-81D		08/30/18					
4-88J		08/17/18	09/24/18	09/24/18	10/04/18		
4-37I		08/29/18	10/09/18	10/12/18	10/24/18		
4-82H		09/14/18					
4-78B		09/26/18					
4-76E		09/28/18					
4-49F	`	10/18/18					

CONTRACTOR	PROJECT
Total Landscape Maintenance-	on going now
Tree Pruning:	
Fenn Pest Control -	service days are Monday and Wednsday
Roofing Roofing Standards:	start date for bldg. 77 is Nov. 5th
stove hoods & Piping Kress Const:	same as above for 2018
dry rot / termite / attic repair B.A. Const:	building repairs / attic repairs while roofing project going on
	termites located at 77H,77F,77G in rafters around skylights
Roofing patio fill ins - bldg. 77D and 85B	esimate of cost 1500 each
sewer cleaning Empire Pipe:	starting Monday in M2 should be in M4 by 11/8th or 9th - upstream and downstream this year

Shareholder Visits and Mutual Requests

84G - BOD approval for patio	
HVAC policy revue with J. Kuhl	
43K check on water damage	
roof inspection 85,86	
89F - toilet rust	
77 post for roofing	
81L - pic's of flooring	
37I check on refer drawer	
11/5/2018 pick up hoods and deliver	

Mutual Corporation No. Four

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO RATIFY THE PHONE POLL TAKEN ON OCTOBER 31, 2018 REGARDING ADDING ADDITIONAL STRUCTURE FOR RE-ROOFING OF UNITS 77-D AND 85-B AT MUTUAL EXPENSE (UNFINISHED BUSINESS ITEM B)
DATE:	NOVEMBER 14, 2018
CC:	MUTUAL FILE

On October 31, 2018, the Board of Directors conducted a phone poll regarding adding additional structure for re-roofing of Units 77-D and 85-B at Mutual Expense.

On November14, 2018, the Board of Directors will vote to ratify the phone poll conducted on October 31, 2018.

I move to ratify the phone poll, conducted on October 31, 2018, regarding approval of adding additional structure for re-roofing of Units 77-D and 85-B at Mutual Expense.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS

FROM: MUTUAL ADMINISTRATION

SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7541 CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS (UNFINISHED BUSINESS ITEM C)

DATE: NOVEMBER 14, 2018

CC: MUTUAL FILE

At the September 12, 2018, meeting the Board adopted Policy 7541- Co-Occupants, Qualified Permanent Residents and Health Care Providers.

The 30-day posting requirement has been met and on November 14, 2018, the Board of Directors will vote to ratify the adopted/posted Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers (attached).

I move to ratify Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers.

MUTUAL OPERATIONS

DRAFT

RESIDENT REGULATIONS

Co-Occupants, Qualified Permanent Residents and Health Care Providers

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

   a. Senior citizens, as defined in California Civil Code Section ~~51.3 (c)(1)~~ **51.3 (b)(1)**, who are not members but are approved by the Mutuals to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)

   b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.

      i.) Is 55 years of age or older
      ii.) Has completed the Co-Occupant Application
      iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
      iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

   a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(c)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(c)2),~~ **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

   a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(c)(6)~~ **51.3(B)(7),** shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

(draft created on 7-30-18 ka)
(draft further amended on 8-29-18 ka)

Mutual Corporation No. Four

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE GARDEN LANDSCAPE PROPOSAL FOR UNIT 39-L (NEW BUSINESS ITEM A)
DATE:	NOVEMBER 14, 2018
CC:	MUTUAL FILE

I move to approve/deny the Garden Landscape Proposal for Unit 39-L at a cost not to exceed $_____ and authorize the President to sign the contract.

Mutual Corporation No. Four

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO APPROVE/DENY THE PATIO PLANS FOR UNIT 84-G(NEW BUSINESS ITEM B)
DATE:	NOVEMBER 14, 2018
CC:	MUTUAL FILE

I move to approve/deny the patio plans submitted for Unit 84-G.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS

FROM: MUTUAL ADMINISTRATION

SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY AMENDING POLICY 7549.04 LOCKOUT PROCEDURES (NEW BUSINESS ITEM E)

DATE: NOVEMBER 14, 2018

CC: MUTUAL FILE

At the October 13, 2017, the board adopted Policy 7549.04 – Lockout Procedures.

On November 14, 2018, the board will vote to amend Policy 7549-04 – Lockout Procedures (attached).

I move to amend Policy 7549.04 – Lockout Procedures on a preliminary basis until the 30-day posting period has been completed.

MUTUAL OPERATIONS

AMEND 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 new lock will be installed** ~~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**. If door cannot accommodate a knob lock, a new lock will be installed.** ~~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.

3. Reporting of Death to Mutual President

DRAFT

MUTUAL OPERATIONS

AMEND DRAFT

SHAREHOLDER REGULATIONS

Lockout Procedures

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

DRAFT

MUTUAL ADOPTION

FOUR: 10-13-17

Mutual Corporation No. Four

MEMO

TO:	MUTUAL BOARD OF DIRECTORS
FROM:	MUTUAL ADMINISTRATION
SUBJECT:	DISCUSS AND VOTE TO CANCEL REGULAR MONTHLY MEETING SCHEDULED DECEMBER 12, 2018. (NEW BUSINESS ITEM F)
DATE:	NOVEMBER 14, 2018
CC:	MUTUAL FILE

I move to cancel the Regular Monthly Meeting scheduled for December 12, 2018.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPOINT AD HOC COMMITTEE TO REVIEW POLICY 7510.04 – ELIGIBILITY REQUIREMENTS (NEW BUSINESS ITEM G)
DATE: NOVEMBER 14, 2018
CC: MUTUAL FILE

I appoint _____, as (Chair) to the Ad Hoc Committee for review of Policy 7510-04 – Eligibility Requirements

I appoint _____, as (Member) to the Ad Hoc Committee for review of Policy 7510-04 – Eligibility Requirements

I appoint _____, as (Member) to the Ad Hoc Committee for review of Policy 7510-04 – Eligibility Requirements