

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOUR  
January 11, 2023**

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 Levitt at 8:45 a.m. on Wednesday, January 11, 2023, in Conference Room A and via Zoom Conference Call.

**PLEDGE OF ALLEGIANCE**

President Levitt called for Director Glasser the Pledge of Allegiance.

**ROLL CALL**

Present: President Levitt, Vice President Conley, Secretary Kuhl, Chief Financial Officer Smith (via Zoom), Directors Glasser and Green.

Absent: Director Smith

GRF Representative: GRF Representative Gerber (absent)

Guests: Two Mutual Four shareholders (in person)

Staff: Mr. Quental, Building Inspector (via zoom)  
Ms. Hopkins, Mutual Administration Director (via zoom)  
Ms. Barua, Portfolio Specialist  
Ms. Duarte, Assistant Portfolio Specialist

**MINUTES**

Following a discussion and upon a MOTION duly made by Director Green and seconded by Vice President Conley it was

RESOLVED to approve the Regular Meeting Minutes of December 14, 2022, as written.

The MOTION passed unanimously.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Mr. Quental presented his report (attached).

Following a discussion and upon a MOTION duly made by Vice President Conley and seconded by Director Glasser, it was

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**January 11, 2023**

RESOLVED to approve Los Al Builders proposal for exterior enclosure at unit 82-G at the shareholder's expense.

The MOTION passed unanimously.

Following questions, Mr. Quental left meeting at 9:09 a.m.

**SECRETARY'S REPORT / CORRESPONDENCE**

Secretary Kuhl received no correspondences.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Smith presented a verbal financial report.

**UNFINISHED BUSINESS**

Following a discussion and upon a MOTION duly made by Secretary Kuhl and seconded by Chief Financial Officer Smith, it was

RESOLVED to ratify proposed rule change by amending Rule 04-7557-1 - Permitted Health Care Resident; the 28-day posting requirement has been met.

The MOTION passed unanimously.

**NEW BUSINESS**

Following a discussion and upon a MOTION duly made by Secretary Kuhl and seconded by Chief Financial Officer Smith, it was

RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

The MOTION passed unanimously.

**PORTFOLIO SPECIALIST'S REPORT**

Portfolio Specialist Barua presented her report (attached).

**COMMITTEE REPORT**

Mutual Administration Committee  
Secretary Kuhl provided an update.

Recreation Committee  
Secretary Kuhl provided an update.

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**January 11, 2023**

Physical Property Committee

Vice President Conley provided an update.

Landscape Committee

Chief Financial Officer Smith has no report or update.

Electric Vehicle Committee

Director Green provided an update.

**ANNOUNCEMENTS**

**NEXT MEETING: Wednesday, February 08, 2023, Open Forum begins at 8:30 a.m. and the Meeting begins at 8:45 a.m. in the Administration Building, Conference Room A and via Zoom Conference Call.**

**DIRECTOR'S COMMENTS**


One directors made comments.

**SHAREHOLDER COMMENTS**

One shareholder made a comment.

**ADJOURNMENT**

There being no further business to conduct, President Levitt adjourned the meeting at 9:52 a.m. and announced there would be an executive session following the meeting to discuss member issues.



Attest, Jan Kuhl, Secretary  
SEAL BEACH MUTUAL FOUR  
ND 01/11/23

**RESOLUTIONS IN THE REGULAR MONTHLY MEETING  
OF JANUARY 11, 2023**

RESOLVED to approve the Regular Meeting Minutes of December 14, 2022, as written.

**BOARD OF DIRECTOR  
MUTUAL FOUR**

**January 11, 2023**

RESOLVED to approve Los AI Builders proposal for exterior enclosure at unit 82-G at the shareholder's expense.

RESOLVED to ratify proposed rule change by amending Rule 04-7557-1 - Permitted Health Care Resident; the 28-day posting requirement has been met.

RESOLVED to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

## MONTHLY MUTUAL INSPECTOR REPORT

MUTUAL: **(04) FOUR**

DATE: **JANUARY**

INSPECTOR: **RYAN QUENTAL**

### PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
39-C	HVAC	BOTH	12/06/22	03/06/23	NO		GREENWOOD
40-J	ENTRY DOOR	BOTH	06/09/22	12/09/22	NO		RYDEN CONSTRUCTION
42-E	ADDITION	BOTH	08/11/22	03/30/23	NO	12/22/22 - M.E.P	MP CONSTRUCTION
44-K	HVAC	BOTH	12/14/22	03/14/23	NO		GREENWOOD
45-G	FLOORING	GRF	12/20/22	01/30/23	NO	1/4/23 - FINAL	KARYS CARPET
45-G	HVAC	BOTH	11/16/22	02/16/23	NO		GREENWOOD
47-B	ADDITION	BOTH	07/23/22	03/31/23	NO	1/3/23 - U.G PLUMBING	MP CONSTRUCTION
47-G	HVAC	BOTH	12/22/22	02/22/23	NO		ALPINE
47-G	TILE	GRF	10/01/22	02/24/23	YES		BERGKVIST
47-I	REMODEL	BOTH	06/27/22	03/01/23	YES	11/28/22 - DRYWALL	HANDYCREW
47-J	ADDITION	BOTH	07/15/22	07/15/23	NO	12/15/22 DRYWALL	L & S CONSTRUCTION
47-L	WINDOWS	BOTH	07/30/21	07/29/22	YES	(Material Back Order)	ROBERTS CONSTRUCTION
50-H	REMODEL	BOTH	04/22/22	08/31/22	YES	12/12/22 - FINAL (Recall)	TOP DOWN
50-K	SHOWER CUT DOWN	BOTH	12/29/22	01/29/23	NO		NUKOTE
75-H	SHOWER	BOTH	12/06/22	03/15/23	NO		LW DÉCOR
80-D	SKYLIGHT	BOTH	12/01/22	02/28/23	NO		SOCAL HOME
81-B	FRENCH DOORS	BOTH	08/25/22	12/30/22	YES	12/15/22 - FRAMING	LW DÉCOR
81-L	BLOCK WALL	GRF	09/26/22	10/26/22	NO		MJ JURADO
82-G	1/2 BATH	BOTH	07/06/22	03/18/23	YES	8/18/22 - ELECTRICAL	LOS AL BUILDERS
83-G	WINDOWS	GRF	05/12/22	10/12/22	NO	(Material Back Order)	CAL CUSTOM
86-A	REMODEL/PATIO	GRF	04/11/22	08/31/22	NO	1/4/23 - FOUNDATION	BA CONSTRUCTION

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	ACTIVE	CLOSING	CLOSED
49-I		10/13/22	12/07/22	12/08/22	12/20/22		7	2	33
50-A		09/27/22							
51-D		11/07/22	12/07/22	12/08/22	12/20/22				
79-K		11/18/22							
81-E		11/01/22							
81-I		09/27/22							
87-K		08/09/22	10/24/22	10/27/22	11/08/22	01/03/23			
88-E		03/22/22							

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation  
 FI = Final Inspection    FCOEI = Final Close of Escrow Inspection    ROF = Release of Funds

### CONTRACTS & PROJECTS

CONTRACTOR	PROJECT	EXPIRATION
Total Landscape	Landscape Maintenance	12/31/2023
Fenn Pest Control	Termites on Wednesday Only	4/30/2023
Empire Pipe	Sewer Cleaning (Invoice 3 of 3 Paid)	12/30/2022

### SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
84L Concrete trip hazard repair.	GAF Bus Bench Donation (On Hold - Awaiting Order)
47I Smoke detector on patio beeping.	
84F Concrete placement.	Fire Inspections
73F Back to back stoppage.	
45G Lock box key issue.	

**SEAL BEACH MUTUAL NO. FOUR****SHAREHOLDER REGULATIONS****Permitted Health Care Resident (PHCR)****1. Description and General Requirements**

- a. A Permitted Health Care Resident must be eighteen (18) years or older.
- b. A Permitted Health Care Resident must be hired to provide substantial care and assistance with necessary daily activities or medical treatment to a Shareholder.
- c. All Permitted Health Care Resident(s) must be Board approved in writing prior to commencing support.
- d. All Permitted Health Care Resident(s) must be registered with the California Department of Social Services Home Care Registry.
- e. A Permitted Health Care Resident must provide part-time, live-in, long term, or terminal health care for daily activities, medical treatment, or both to the Shareholder.
- f. If the Shareholder is temporarily absent from the dwelling due to hospitalization or other necessary medical treatment, the Permitted Health Care Resident may remain in the apartment if the Shareholder expects to return to the dwelling within ninety (90) days AND if the Shareholder or an authorized person acting on behalf of the Shareholder provides the Mutual Board with a written request stating that the Shareholder desires that the Permitted Health Care Resident be allowed to remain in the dwelling in order to be present when the Shareholder returns to the dwelling after such treatment.
- g. If the Shareholder temporarily vacates the apartment for other than medical reasons, such as to stay with friends or family, or to travel, the Permitted Health Care Resident will have no legitimate reason to remain in Leisure World and therefore in the apartment and will be denied occupancy until the Shareholder returns to their apartment for full time residency. The Permitted Health Care Resident will be allowed twenty-four (24) hours to vacate the apartment.
- h. Permitted Health Care Residents must comply with the occupancy agreement requirements and sign same prior to commencing to live in a Shareholder's apartment.
- i. The Shareholder is responsible for the conduct of the Permitted Health Care Resident and shall ensure that they comply with all community rules, regulations, and policies.

**SEAL BEACH MUTUAL NO. FOUR****SHAREHOLDER REGULATIONS**

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- j. Each Permitted Health Care Resident shall not have been convicted of a felony or a misdemeanor involving moral turpitude (e.g., fraud, perjury, criminal threats).
  - k. Permitted Health Care Residents are not allowed to bring family members, friends, or guests into Leisure World.
  - l. Permitted Health Care Residents are not allowed to bring pets into Leisure World.
  - m. Permitted Health Care Residents are authorized to use the Community Facilities only as necessarily incidental to provide support to the Shareholder who is using such Community Facilities.

**2. Licensing Requirements**

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- a. In order to work as a Permitted Health Care Resident in Mutual Four, the Permitted Health Care Resident must have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435.
    - i. Exemption: A family member (of a Shareholder) who is acting in the capacity of a Permitted Health Care Resident is exempt from possessing a business license or be registered with the California Department of Social Services Home Care Registry but must apply and receive a Leisure World caregiver's pass and badge.
  - b. A Permitted Health Care Resident working in Mutual Four must have a valid driver's license if driving a vehicle into Leisure World property.

**3. Pass and Badge Requirements**

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- a. All Permitted Health Care Residents, whether working as a family member, as an individual, or through an agency, must apply and receive a Permitted Health Care Resident's pass and clear badge holder through the Golden Rain Foundation Stock Transfer Office.
    - i. The pass must be renewed every six months.
    - ii. The pass must be worn in clear sight at all times.
    - iii. If a gate pass is supplied, it must be displayed on the Permitted Health Care Resident's car dashboard at all times.
    - iv. Passes or badge holders may not be transferred or lent to anyone.

**SEAL BEACH MUTUAL NO. FOUR****SHAREHOLDER REGULATIONS****4. Use of Laundry Facilities**

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- a. Part-time Permitted Health Care Residents may use laundry facilities for the Shareholder's laundry only. Part-time Permitted Health Care Resident who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.
  - b. Permitted Health Care Resident who are full-time 24-hour live-ins may use laundry facilities for their personal use and for the Shareholder's use but may not use the washers and dryers for family members or friends.
  - c. Washers and dryers are to be cleaned by the Shareholder or the Permitted Health Care Resident after every use.
  - d. Only two washers and dryers may be used at a time.
  - e. Washed items are not allowed to be hung on patios.

**5. Parking Regulations**

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- a. If a Shareholder does not have a vehicle, a Permitted Health Care Resident may use the carport space for his/her own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.
    - i. The temporary parking pass must be clearly displayed on the dashboard of Permitted Health Care Resident's vehicle at all times.

**6. Permitted Health Care Resident who violate any of the provisions of this Mutual policy may be barred from Leisure World.****Document History**

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Adopted: 13 Aug 2008  
Amended: 14 Mar 2012  
13 Nov 2019  
11 Jan 2023

**Keywords:** Mutual Four Caregivers

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# Portfolio Specialist Report January 2023



## Wipes cause a pain in the drain!

Avoid sewer backups and protect your pipes!

Dispose of these items in the trash, NOT the toilet.

- Disinfecting Wipes
- Paper Towels
- Baby Wipes
- Towelettes
- Mop Refills
- Facial Tissue
- Diapers
- Sanitary Items



**EVEN IF PRODUCT LABEL SAYS FLUSHABLE, THEY ARE NOT FLUSHABLE!!**

**Place the items listed above in a trash can**

**Putting these items down toilets may plug sewers and cause raw  
sewage to back up into YOUR HOME!**

## Year-End Mail Out Information

The 2023 guest passes, and property tax and assessment information were mailed out in the beginning of January!

As a reminder, guest passes are intended for your trusted family and friends, and are not to be given to contractors, caregivers, neighbors, or someone you've hired to work in your home.

If you have not received your guest passes or payment coupons by mid-January or have questions about registering your Caregiver/PHCR or pet call the Stock Transfer Office at (562) 431-6586 ext. 346.