

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
August 9, 2023

Open Forum begins at 8:30 a.m. – Meeting begins at 8:45 a.m.
Conference Room B and via Zoom Video & Conference Call

TO ATTEND ON ZOOM: The Shareholder will be provided with instructions on how to access the call via Zoom/telephone upon the Shareholder contacting Mutual Administration and requesting the log-in information. Please submit your information, including your name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com or by calling (562) 431-6586 ext. 313, by 08/08/2023 no later than 3:00 p.m., the business day before the date of the meeting.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit all the necessary information stated above, via e-mail at mutualsecretaries@lwsb.com, and state their intent to speak. Please send in your request by 08/08/2023 no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL

President Conley, Vice President Glasser, Secretary Kuhl, Chief Financial Officer Green, Directors Falconer, Potter, and Levitt.

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

Marsha Gerber, GRF Representative
Acacia Young, Sr. Director of Internal Operations
Marcelo Mario, IT Director
Ryan Quental, Building Inspector
Ripa Barua, Senior Portfolio Specialist

4. GUEST SPEAKER Mr. Mario
 - a. Discussion regarding set up for Director Emails.
5. GUEST SPEAKER Ms. Young
 - a. Discuss and vote to approve CINC portal and Invoice Approval (pp. 3-6)
 - b. Discuss Home Wise Docs.
6. APPROVAL OF MINUTES
 - a. **Regular Meeting Minutes of July 12, 2023**
 - b. **Special Meeting Minutes of July 24, 2023 (p. 7-8)**
7. **BUILDING INSPECTOR'S REPORT** Mr. Quental

Permit activity; escrow activity; contracts & projects; shareholder and mutual requests (p. 9)

 - a. Discuss and vote to approve awning proposal for Unit 04-085G (pp. 10-13)
 - b. Discuss and vote to approve awning proposal for Unit 04-086F (pp. 14-18)
 - c. Discuss and vote to approve carport painting proposal from Service Maintenance (pp. 19-20)

- 8. GRF REPRESENTATIVE Ms. Gerber
- 9. SECRETARY / CORRESPONDENCE Ms. Kuhl
- 10. CHIEF FINANCIAL OFFICER'S REPORT Ms. Green

11. UNFINISHED BUSINESS

- a. Discuss and vote to approve the revised New Buyer Orientation (NBO) packet (p. 21) (handout)
- b. Discuss creating a document for Shareholders getting the Homeowner 1-year warranty.

12. NEW BUSINESS

- a. Approval of monthly finances for June (p. 22)
- b. Discuss and vote to amend Rule 04-7403.8-1 Building Permit Signatures (pp. 23-24)
- c. Discuss and vote to amend Rule 04-7425-1 Flower Gardens, Vegetables, Trees, and Shrub Use (pp. 25-31)
- d. Discuss and vote to approve the visitor vacate flyers (p. 32) (handout)
- e. Discuss and vote to accept Director resignation from the Mutual 4 Board (p. 33)
- f. Discuss and vote to nominate and appoint a new Mutual 4 Director (p. 34)

STAFF BREAK BY 11:00 a.m.

- 13. PORTFOLIO SPECIALIST REPORT Ms. Barua

14. COMMITTEE REPORTS

- a. Mutual Administration Committee Ms. Kuhl
- b. Recreation Ms. Kuhl
- c. Physical Property Mr. Conley
- d. Landscape
- e. Special Events Ms. Glasser
- f. Electric Vehicle Ms. Green

15. ANNOUNCEMENTS

- a. **NEXT MEETING: Wednesday, September 13, 2023, Open Forum begins at 8:30 a.m. and the Meeting begins at 8:45 a.m. in the Building 5, Conf. Room B and via Zoom Conference Call**

16. DIRECTORS' COMMENTS

17. SHAREHOLDERS' COMMENTS (3 minutes)

18. ADJOURNMENT

19. EXECUTIVE SESSION

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

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CINC RESIDENT PORTAL & INVOICE APPROVAL (GUEST SPEAKER, ITEM A)
DATE: JULY 12, 2023
CC: FILE

I move to approve the CINC Resident Portal & Invoice Approval from GRF and “turn on” the following modules for the CINC Portals: _____,
_____, _____, _____,
_____.

CINC PORTAL & INVOICE APPROVAL

PORTAL DESCRIPTION

CINC provides homeowners with a customized portal to pay dues, submit maintenance requests, access governing documents, and communicate with their HOA management team. CINC Systems' homeowner portals also enable Board members to view aging reports, accounts receivables and electronically approve invoices.

The new CINC systems also allows for electronic signing of checks.

PORTAL OPTIONS

Please check whether the Board opts to "turn on" the following modules:

Shareholder View Only:

Yes No

Work Orders*
(when launched)

ACC Requests*
(when launched)

Calendar

Photos

Board View Only:

Yes No

Board Aging
Report

Board Invoice
Approval

_____ # of Approvers

Electronic Check
Signing

\$ _____ Max Electronic*
Check Signing
Amount

BOARD APPROVAL

Mutual #: _____

Board Meeting Date: _____

Signature: _____



NOTES

ACC REQUESTS

The ability to add a ACC (Permit) has been disabled in the resident view. If the Board chooses to add the ACC module it will only be for residents to view their permits, but they will not be able to add.

WORK ORDER REQUESTS

For Work Order Requests (Formerly known as SROs), the resident would have the ability to submit a work order through the system.

For those Mutual Associations that require Board Approval for any work orders, we can factor that into the workflow process and still allow for residents to submit online.

BOARD AGING REPORT

The Board Aging Report shows the outstanding a prepaid amounts broken out by Account Number and Address. This report is required to be reviewed by the Board per the CA Civil Code Section 5500

BOARD INVOICE APPROVAL

Electronic (online) approval of invoices will be set to 2 Board members automatically. If the Board wishes they can increase to no more than 3 required approvers.

MAX ELECTRONIC CHECK SIGNING AMOUNT

If the Board opts to approve electronic invoice approval and check signing, an amount will need to be set for the maximum amount a check can be before a wet signature is required.

ELECTRONIC CHECK SIGNING

If the Board approves to sign checks electronic, two Board members will need to sign in the following spaces. Signature must be wholly contained within the box:



BOARD MEMBER ONE

BOARD MEMBER TWO

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
April 26, 2023**

The Special Meeting of the Board of Directors of Seal Beach Mutual Four was called to order by Vice President Conley on Monday, July 24, 2023, at 9:00 a.m. in Mutual 4, Building 85, Unit A on patio.

Those members present were Vice President Conley, Secretary Kuhl, CFO Green, Director Levitt, Glasser, and Falconer.

Absent: Director Potter.

No Mutual Four Shareholders were present.

The purpose of this meeting was to appoint a new President and Vice President due to Mike Levitt resigning as President on July 12, 2023.

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

RESOLVED to respectfully accept Mike Levitt's resignation as President of the Mutual Four Board of Directors.

The MOTION passed unanimously.

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

RESOLVED to respectfully accept Mike Levitt's resignation as President and Dan Conley's resignation as Vice President from the Mutual Four Board of Directors.

The MOTION passed unanimously.

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

RESOLVED to appoint Dan Conley as President of the Mutual Four Board of Directors for the remaining 2023-2024 term of office.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by CFO Green and seconded by President Conley, it was

RESOLVED to appoint Judy Glasser as Vice President of the Mutual Four Board of Directors for the remaining 2023-2024 term of office.

The MOTION passed unanimously.

There being no further business to conduct, President Conley adjourned the meeting at 9:07 a.m.

Attest, Jan Kuhl, Secretary
SEAL BEACH MUTUAL FOUR
RB 08/02/23

DRAFT

MUTUAL 4 INSPECTOR'S REPORT

MUTUAL: **(04) FOUR** DATE: **AUGUST** INSPECTOR: **RYAN QUENTAL**

PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
37-I	ABATEMENT	GRF	05/29/23	06/02/23	NO		P.E.A SOLUTIONS
43-B	SHOWER CUT DOWN	BOTH	06/09/23	07/09/23	NO		NU KOTE
43-L	FLOORING	GRF	07/27/23	08/05/23	NO		WHITSELL RESTORATION
44-F	REMODEL/WINDOWS	BOTH	06/05/23	10/30/23	NO	7/5/23 - HOT MOP	MP CONSTRUCTION
44-F	PATIO	GRF	06/05/23	10/30/23	NO	7/20/23 - FOOTING/STEEL	MP CONSTRUCTION
45-D	SHOWER CUT DOWN	BOTH	07/06/23	08/06/23	NO		NU KOTE
47-I	REMODEL	BOTH	06/27/22	03/01/23	YES	5/5/23 - FINAL (NOT READY)	HANDYCREW
49-F	SOLAR PANELS	BOTH	12/09/21	01/31/22	NO		SOLARMAX
52-E	PORCH WALL/GLASS	GRF	03/27/23	07/30/23	YES		LW DÉCOR
75-L	DISHWASHER	GRF	06/20/23	08/30/23	NO		LW DÉCOR
81-D	ENTRY DOOR	BOTH	06/20/23	08/31/23	NO		LW DÉCOR
81-L	HVAC	BOTH	07/27/23	09/27/23	NO		ALPINE
82-L	FLOORING	GRF	07/20/23	08/30/23	NO		KARYS CARPETS
83-G	HVAC	BOTH	08/17/23	10/17/23	NO		ALPINE
85-G	AWNINGS	GRF	10/10/23	10/10/23	NO		AAA AWNINGS
86-A	REMODEL/PATIO	GRF	04/11/22	08/31/23	NO	1/30/23 - DRYWALL	BA CONSTRUCTION
87-K	DISHWASHER	BOTH	06/19/23	08/31/23	NO	7/20/23 - FINAL	MARCO CONSTRUCTION

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
37-I		03/02/23	04/10/23	04/11/23	04/21/23	06/30/23	17	6	8
44-F		01/27/23	04/26/23	04/26/23	05/08/23	07/03/23			
45-I		07/06/23							
47-K		TBD							
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23				
51-G		04/20/23							
52-J		04/14/23	07/12/23	07/13/23	07/25/23				
76-I		04/20/23	06/23/23	06/23/23	07/05/23				
76-L		05/24/23	08/01/23	08/01/23	08/11/23				
77-E		03/20/23	06/06/23	06/06/23	06/16/23				
79-A		06/28/23							
80-J		06/22/23							
81-E		11/01/22	08/04/23						
81-L		07/17/23							
82-L		TBD							
84-F		03/30/23							
84-I		TBD							
88-E		03/22/22							

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

CONTRACTS & PROJECTS

CONTRACTOR	PROJECT	EXPIRATION
Total Landscape	Landscape Maintenance	12/31/2023
Fenn Pest Control	Termites on Wednesday Only	5/31/2026

SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
45A - Exterior termites.	
42E - Interior termites.	
44F - Stucco patch.	
Carport 52 - Stucco repair.	
47G - Garbage disposal not working.	

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AWNING PROPOSAL FOR UNIT 04-085G
(BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: JULY 12, 2023
CC: MUTUAL FILE

I move to approve the awning proposal from Unit 85-G. Work to be done by Bay Window Awnings at the shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 25.00

Permit: # 18156

START DATE 10/10/2023 MUTUAL 04-0000 APT NO 085G
 COMPLETION DATE 10/10/2023 TODAY'S DATE 07/05/2023
 RESIDENT NAME Michael Strout ADDRESS 13760 Alderwood Lane #85G

NATURE OF ALTERATION:

Fabricate and install (6) pano aluminum awnings. (4) @ width 29", (1) @ width 68 1/2", (1) width @56". 11 pans all desert sand. Two bay windows wood.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, Michael Strout, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

Mutual Director's Signature _____ Date _____

Owner/Member Signature _____ Date _____

NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.

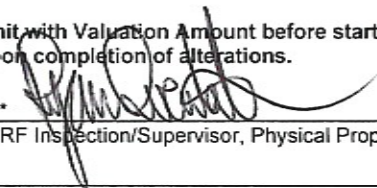
CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? Yes No Permit # _____

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job. Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

Contractor's Signature _____ Date _____
AAA Awnings

 _____ Date 7/6/23
GRF Inspection/Supervisor, Physical Property Office

	<u>Approved By</u>	<u>Date</u>		<u>Approved By</u>	<u>Date</u>
BUILDING					
Footing	_____	_____	Landscaping	_____	_____
Framing	_____	_____	Lock Box w/ key	_____	_____
Wood Treatment	_____	_____	ELECTRICAL WORK		
Shear Panel	_____	_____	Rough Wiring	_____	_____
Insulation	_____	_____	Final Inspection	_____	_____
Roof Sheathing	_____	_____	HVAC		
Roof	_____	_____	Rough Wiring	_____	_____
Flashing	_____	_____	Final Inspection	_____	_____
Lathing	_____	_____	Rodent Proofing	_____	_____
Dry Wall	_____	_____	PLUMBING		
Scratch Coat	_____	_____	Ground Work	_____	_____
Brown Coat	_____	_____	Rough Plumbing	_____	_____
Finish Plastering	_____	_____	Finish Work	_____	_____
Miscellaneous	_____	_____	FINISH BUILDING		
Tile Approval	_____	_____		_____	_____



850

13760 ALDERWOOD
BLDG. 85



Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AWNING PROPOSAL FOR UNIT 04-086F
(BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: JULY 12, 2023
CC: MUTUAL FILE

I move to approve the awning proposal from Unit 86-F. Work to be done by Retractable Awning at the shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 67.43

Permit: # 18175

START DATE 12/12/2023 MUTUAL 04-0000 APT NO 086F

COMPLETION DATE 12/12/2023 TODAY'S DATE 07/07/2023

RESIDENT NAME Yong Kim ADDRESS 13762 Alderwood Lane #86F

NATURE OF ALTERATION:

Install new retractable fabric awning hand crank (right), width 20' projection 5.3, frame color beige, Sunbrella fabric #4633, color linen, valance style 2 sharpe 8" binding color linen. Mount to stucco patio 1st floor.

(Per Building Mutual Standards)

Do not change or add to the above-specified alterations without proper written approval and change order from the Physical Property Office.

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections are completed.

I, Yong Kim, Owner/Member of the above apartment do hereby agree to bear the expense of the above alterations and, in the event of vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures. During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to use interior surfaces of the perimeter walls, floors, and ceiling of the dwelling unit.

Further, I agree that I will personally maintenance the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration. I will immediate pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become responsible for the repair and maintenance of the alteration herein provided.

Mutual Director's Signature Date

Owner/Member Signature Date

NOTICE TO CONTRACTOR – Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the City of Seal Beach, must be filled with the Physical Property Office.

CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? Yes No Permit # _____

For final inspection, Contractor must call both the Physical Property Office and City of Seal Beach for a joint final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished copy of City of Seal Beach Permit with Valuation Amount before start of job. Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

Contractor's Signature Date
AAA Awnings

GRF Inspection/Supervisor, Physical Property Office Date

	<u>Approved By</u>	<u>Date</u>		<u>Approved By</u>	<u>Date</u>
BUILDING					
Footing	_____	_____	Landscaping	_____	_____
Framing	_____	_____	Lock Box w/ key	_____	_____
Wood Treatment	_____	_____	ELECTRICAL WORK		
Shear Panel	_____	_____	Rough Wiring	_____	_____
Insulation	_____	_____	Final Inspection	_____	_____
Roof Sheathing	_____	_____	HVAC		
Roof	_____	_____	Rough Wiring	_____	_____
Flashing	_____	_____	Final Inspection	_____	_____
Lathing	_____	_____	Rodent Proofing	_____	_____
Dry Wall	_____	_____	PLUMBING		
Scratch Coat	_____	_____	Ground Work	_____	_____
Brown Coat	_____	_____	Rough Plumbing	_____	_____
Finish Plastering	_____	_____	Finish Work	_____	_____
Miscellaneous	_____	_____	FINISH BUILDING		
Tile Approval	_____	_____		_____	_____







Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CARPORT PAINTING PROPOSAL FROM SERVICE MAINTENANCE (BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: JULY 12, 2023
CC: MUTUAL FILE

I move to approve the proposal from Service Maintenance for the repainting of all stops, yellow/red/green curb markings, and parking spaces T's and L's in the Mutual 4 Carport Parking Lots at a cost not to exceed \$13,200. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation.

Hi Ryan,

Here is the ESTIMATE to repaint all of the Stops, Yellow/Red/Green curb markings, and parking spaces T's and L's in the carport parking lots.

Disclaimer; Please note this is an ESTIMATE only any unforeseen items may increase the total cost of the job.

Material – \$ 1,350.00

Labor - \$ 5,250.00

Total - \$ 6,600.00

Thank You

Ruben Gonzalez
Service Maintenance Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740



Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE REVISED NEW BUYER ORIENTATION (NBO) PACKET” (UNFINISHED BUSINESS, ITEM A)
DATE: AUGUST 9, 2023
CC: MUTUAL FILE

I move to approve the revised New Buyer Orientation (NBO) packet for all new residents moving into Mutual Four.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: JULY 12, 2023
CC: MUTUAL FILE

I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the months of June and July 2023.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RULE 04-7403.8-1 BUILDING PERMIT SIGNATURES. (NEW BUSINESS, ITEM B)
DATE: AUGUST 9, 2023
CC: FILE

I move to propose a rule change by amending 04-7403.8-1 Building Permit Signatures of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

SEAL BEACH MUTUAL NO. FOUR

Physical Property _____ **AMEND**

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Building Permit Signatures

- 1 1. Mutual Four requires the signature of the Mutual Corporation's president or, in the
- 2 absence of the president, the vice president or any mutual four officers, on any building
- 3 permit, building plans, and change orders issued for apartment remodeling.
- 4
- 5

Document History

Adopted: 06 Aug 90 Amended _____ 23

Keywords: Mutual Four Building Permit Signatures

DRAFT

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RULE 04-7425-1 FLOWER GARDENS, VEGETABLES, TREES, AND SHRUB USE. (UNFINISHED BUSINESS, ITEM C)
DATE: AUGUST 9, 2023
CC: FILE

I move to propose a rule change by amending 04-7425-1 Flower Gardens, Vegetables, Trees, and Shrub Use of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property – Resident Regulations

AMEND

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Flower Gardens, Vegetables, Trees, and Shrubs Use

1 This Article outlines the shared responsibilities of the Mutual and its Shareholders. The
2 Landscape Committee and Building Directors are entrusted with the management of landscaping
3 including the responsibility for inspections and enforcement of this Garden Rule.
4

5 If all Shareholders follow the policy as outlined below, the landscape areas will display what most
6 Shareholders would consider an appealing appearance of the Mutual, a benefit for all as an
7 attractive place to live and an enhancement of property values in the event of resale.
8

9 All Flower Gardens beyond the drip line are in the common area owned by the Mutual
10 shareholders; therefore, the use of this common area for Flower Gardens is subject to change at
11 the discretion of Mutual Four’s Board of Directors.
12

13 Over the Mutual’s lifetime, the sizes of the Flower Gardens have varied. While it is impossible to
14 have total consistency in the sizes of the gardens, the following guidelines can be helpful in
15 decision making.
16

FLOWER GARDEN SIZES

- 17
- 18
- 19 1. Guidelines for approved Flower Garden sizes vary depending on the unit location,
20 sidewalk location, safety, and aesthetics. Flower Garden measurements are from the face
21 of the building.
22
- 23 2. At the time of resale or transfer of the share of stock, the shareholder (seller) may be
24 required to re-align the Flower Garden area with the remaining gardens in the building.
25 The guideline for a Flower Garden size is site specific.
26
- 27 3. Shareholders in units A, F, G and L, after Board consultation, may be allowed a Flower
28 Garden at the end of their unit, depending on the area available. Planting cannot encumber
29 entry to the attic or access to the meter panel. These Flower Gardens shall be site specific.
30
- 31 4. The Board may allow, on a case-by-case basis, a Flower Garden at the side of a laundry
32 room to be site specific.
33
- 34 5. Any exceptions to these guidelines shall be brought to the Board, in writing, and will be
35 reviewed on a case-by-case basis.
36
- 37 6. Shareholders may select plants of their choice from the list of approved plants (see list on
38 page 5). Trees or other plants with root growth that are invasive and have the potential to
39 damage the Mutual’s structures, walls and walkways are prohibited. Vines are not
40 permitted to climb on any structure or light poles. If a trellis is used, it must be freestanding

(Mar 23)

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property – Resident Regulations

AMEND

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Flower Gardens, Vegetables, Trees, and Shrubs Use

- 41 and be kept 12” below the eaves. All planting must be trimmed back 6” from the building.
 42 Removal of any offending growth will be done by the Mutual at the shareholder’s expense
 43 if shareholder does not maintain these standards. All grounded and potted plants shall be
 44 trimmed 12 inches below gutter line.
 45
- 46 7. Watering, fertilization, and plant pest control within the Flower Gardens are the
 47 responsibility of the shareholder.
 48
 - 49 8. Flower Gardens are cultivated by the Mutual’s gardening service UNLESS the shareholder
 50 wants to perform this task. If shareholders want to maintain their own garden(s), they must
 51 insert red flags in the Flower Garden. Inserting a red flag does not mean the Gardeners
 52 will not trim out of compliance growth; the red flag indicates the Shareholder will weed
 53 their own Flower Garden. Gardeners are instructed to remove weeds, including baby
 54 tears, wild mint, and plants of the spiderwort family, all of which can spread into the lawn
 55 or neighboring garden. Roses are trimmed in December/January by the Mutual’s
 56 gardeners in all gardens except red-flagged gardens.
 57
 - 58 9. Potted plants may not inhibit the 36” entry requirement, nor are they permitted on the
 59 entrance walk, on top of pad mount transformers, hung from or placed on pad mount
 60 enclosures (per Policy 7492), or on telephone vaults. ~~Potted plants may not be placed on~~
 61 ~~Patio walls~~. They are, however, allowed on porch walls.
 62
 - 63 10. Free-standing, aesthetically pleasing objects, as determined by the Landscape
 64 Committee, are permitted in the Flower Garden. The Board may require any objects be
 65 removed from the Flower Garden.
 66
 - 67 11. Sprinklers within the shareholder’s Flower Garden must be installed by the Mutual’s
 68 gardeners at the shareholder’s expense. Maintenance of sprinklers within Flower Garden
 69 areas will be at the shareholder’s expense.
 70
 - 71 12. Prohibited Uses of Flower Gardens Front and side gardens may not be used as storage
 72 areas. Items such as garden soil, empty pots, garden tools, potting tables, cabinets,
 73 scaffolding, shelving, bikes, kayaks and/or surf boards are prohibited in front and side
 74 flower gardens and may not block Unit windows. Patio Furniture is NOT allowed in the
 75 Flower Garden.
 76
 - 77 13. Overgrown Flower Gardens. If a Flower Garden is deemed to be an eyesore by the
 78 Landscape Committee and provides hiding places for spiders, rodents, and wildlife, the
 79 Shareholder will be asked, in writing, to clean it out. If the Shareholder does not clean out
 80 the “overgrown” Flower Garden and/or overabundance of potted plants or in-ground

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Flower Gardens, Vegetables, Trees, and Shrubs Use

plants, then the Mutual will do it. The Shareholder will not be reimbursed for any plants, pottery, containers, or non-authorized "items" in the flower bed. Plants must be cut back so as not to extend over the garden line, in all cases. Removal of any offending growth will be done by the Mutual at the Shareholder's expense.

14. Temporary Nursery containers are not allowed to be displayed; all plants in a pot will need to be in a decorative pot with a concrete paver under it. Pots that have saucers under it will not be allowed due to water attracting wildlife and mosquitoes. Potted plants are not to be displayed on Patio walls, only porch walls. No more than 8 potted plants are allowed in the Flower Garden. No more than 8 additional potted plants are allowed on the patio and porch combined. Therefore, ~~24~~ ~~46~~ total potted plants are allowed outside the shareholder's unit. Refer to the patio and porch definitions in policy 04-7415-01.

15. Trees within Flower Gardens. By definition, trees are woody, perennial plants that have one central stem, can grow to a considerable height, and normally have a distinct head. Shrubs are woody, perennial plants that have a number of stems usually produced from near the soil line of the plant. Due to the potential for damage to the buildings, walls and plumbing, no trees or shrubs with aggressive root systems are allowed in the Flower Garden. All trees or shrubs with aggressive root systems will be removed from Flower Gardens at shareholders' expense after written notification of fifteen-day removal cycle. However, if an existing tree or shrub poses no danger to Mutual property, an exemption for a tree or shrub planted in a flower garden may be approved by the board upon written request by the shareholder. No individual Mutual Director or Mutual Officer can approve an exemption on their own. Also, dwarf citrus trees may be planted in wooden boxes or decorative pots, placed on top of a concrete block that will not allow the tree to take root and located in the Flower Garden. All dwarf citrus trees, Shrubs, Plants and Flowers must be kept twelve (12) inches below the eaves and at least six (6) inches from the building not extending past the Flower Garden boarder. Shareholders failing to adhere to these rules will be responsible for the cost of commercial pruning. Any exception to these rules must be approved by the board. These exemptions are null and void once the unit changes ownership, and the trees or shrubs in question will be removed and cost for removal will be billed to seller through escrow.

VEGETABLES IN FLOWER GARDEN

1. Small quantities of vegetables may be grown in Flower Gardens in a pot with a concrete block under the pot, but the Flower Garden cannot be planted entirely with vegetables.
2. All vegetables must be grown in a half-inch metal mesh rodent resistant enclosure

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minimum height of two feet. Ripe produce must be removed in a timely manner to deter rodents.

TURF AREAS

1. Turf areas are all the grounds located outside of each apartment beyond the drip line and Flower Gardens. Turf areas are common area. These areas are owned by the Mutual and 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 have any plants, flowers, shrubs or trees removed from the turf areas that are not approved by the Mutual Board.
2. Artificial turf will not be allowed in and around fresh turf areas. Any artificial turf already in place will become the sole responsibility of the shareholder to maintain and replace as needed. At the time of resale or transfer of the share of stock, the shareholder (seller) may be required to remove the artificial turf.
3. Tree issues will be addressed by the Landscape Committee. Under certain circumstances, trees that are removed may not be replaced. As a general policy, however, if a tree is removed it must be replaced somewhere within the mutual. If removal was requested by a shareholder and approved by the board, shareholder will pay for cost of removal, purchase and planting of a new tree. The tree becomes the property of the Mutual and will be maintained by the Mutual at the Mutual's expense.
4. If a shareholder wants a tree planted in an area where no tree was previously planted, approval must be obtained from the Board. The tree shall be planted by the Mutual landscaper and all costs of tree and planting shall be at the shareholder's expense. The tree becomes the property of the Mutual and will be maintained by the Mutual at the Mutual's expense.
5. The Mutual's "common areas" can be used for temporary reasons e.g. construction activity and moving with director approval.
6. 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. Shareholders may not place potted plants or decorative objects at the base of trees as this will restrict the volume of water said tree receives from the sprinklers.

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Flower Gardens, Vegetables, Trees, and Shrubs Use

161 7. Water Restrictions: During drought conditions, landscape and garden watering by
162 shareholders is allowed only on **Tuesdays, Thursdays, and Saturdays from April 1**
163 **through September 30**. From October 1 through March 31, when the temperature is
164 cooler and there is more natural rainfall, watering is allowed on Tuesdays and Saturdays
165 only. Shareholder hoses must be equipped with auto shut-off nozzles. Shareholders are
166 NOT allowed to hose down hardscape areas such as patios, porches, sidewalks, streets,
167 and concrete areas.

PLANT GUIDELINES

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

Bushes and shrubs that do well:

175 Heavenly bamboo, hibiscus, holly family, hydrangea, indian hawthorn, juniper shrubs, lily of the
176 nile, mirror plant, star jasmine, and bottle palm tree.

Smaller flowering plants that do well:

180 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):

184 geraniums, impatiens, marigolds, vincas, and wax begonias

186 Note: The plants listed above seem to be ignored (at this time) by rabbits, but that could change
187 (Pansies and Lobelias are favorites of Rabbits).

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

191 Asparagus Fern, baby tears, bird of paradise, all fruit trees except citrus, ficus trees, ivy,
192 spiderwort family, wild mint, selected palm trees based upon location, and firestick plant also
193 known as milk bush and pencil bush and officially known as euphorbia tirucolli.

195 All citrus trees must be of the dwarf variety and are allowed in the garden area in self-contained
196 wooden boxes with a concrete block underneath. Any exception of the above must be approved
197 by the Board. No individual mutual director or mutual officer can approve on their own.

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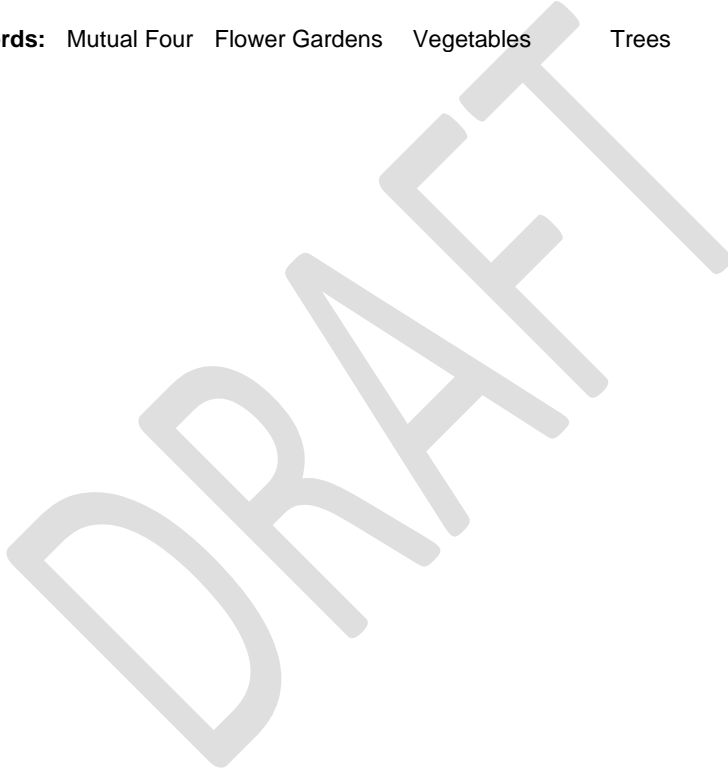
Flower Gardens, Vegetables, Trees, and Shrubs Use

199 No new bottle brush trees are allowed in Mutual Four. Existing trees are grandfathered in and will
200 not be removed unless diseased or dead, as diagnosed by the Landscape Company and
201 approved by the Landscape Committee.
202

Adopted: 22 Jan 12 Amended: 14 Dec 22 Amended: 14 Sept 22
Amended: 08 Mar 23 Amended: 23

Keywords: Mutual Four Flower Gardens Vegetables Trees Shrub Areas

203



(Mar 23)

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DICUSS AND VOTE TO APPROVE THE VISITOR VACATE FLYER (NEW BUSINESS, ITEM D)
DATE: JULY 12, 2023
CC: MUTUAL FILE

I move to approve to draft and post the "Visitor Vacate" flyers in Mutual 4.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ACCEPT DIRECTOR RESIGNATION FROM THE
MUTUAL 4 BOARD (NEW BUSINESS, ITEM F)
DATE: AUGUST 9, 2023
CC: MUTUAL FILE

I move to respectfully accept the resignation of Mike Levitt as Director from the Mutual 4 board of directors.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO NOMINATE AND APPOINT A NEW MUTUAL 4
DIRECTOR (NEW BUSINESS, ITEM G)
DATE: AUGUST 9, 2023
CC: MUTUAL FILE

I move nominate and appoint _____ as Director to the Mutual Four
Board of Directors for the remaining 2023-2024 term.