

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
August 9, 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 Conley at 8:45 a.m. on Wednesday, August 9, 2023, in Bldg. 5, Conference Room B and via Zoom Conference Call.

PLEDGE OF ALLEGIANCE

President Conley called for Director Levitt to lead the Pledge of Allegiance.

ROLL CALL

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

GRF Representative: GRF Representative Gerber (via zoom)

Guests: Three Mutual Four shareholders (in person)
No Mutual Four shareholders (via zoom)

Staff: Ms. Young, Sr. Director of Internal Operations (via zoom)
Mr. Mario, IT Director
Mr. Quental, Building Inspector (via zoom)
Ms. Barua, Sr. Portfolio Specialist

GUEST SPEAKER

The IT Director, Mr. Mario discussed the set-up of Director Emails.

Following questions, Mr. Mario left at 8:53 a.m.

GUEST SPEAKER

Sr. Director of Internal Operations, Ms. Young discussed the CINC Portal & Invoice Approval Agreement and HomeWiseDocs.

Following questions, Ms. Young left the meeting at 9:29 a.m.

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

RESOLVED approve the CINC Portal & Invoice Approval from GRF and “turn on” the following modules for the CINC Portals: Calendar and Photos.

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The MOTION passed unanimously.

MINUTES

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

RESOLVED to approve the Regular Meeting Minutes of July 12, 2023, as presented.

The MOTION passed unanimously.

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

RESOLVED to approve the Special Meeting Minutes of July 24, 2023, as presented.

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 President Conley and seconded by Chief Financial Officer Green, it was

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

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Secretary Kuhl and seconded by President Conley, it was

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

The MOTION passed unanimously.

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

RESOLVED 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 \$6,750. Funds to come from

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Infrastructure Reserves and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

Following questions, Mr. Quental left the meeting at 9:57 a.m.

GRF REPRESENTATIVE REPORT

GRF Representative, Ms. Gerber provided an update.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Kuhl received several correspondences.

CHIEF FINANCIAL OFFICER'S REPORT

Chief Financial Officer Green provided an update.

UNFINISHED BUSINESS

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

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

The MOTION passed unanimously.

Vice President Glasser left at 10:24 a.m.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green, and seconded by Director Levitt, it was

RESOLVED 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 2023.

The MOTION passed unanimously.

Vice President Glasser returned at 10:26 a.m.

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Following a discussion and upon a MOTION duly made by President Conley and seconded by Secretary Kuhl, it was

RESOLVED 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.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Conley and seconded by Secretary Kuhl, it was

RESOLVED 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.

The MOTION passed unanimously.

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

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

The MOTION passed unanimously.

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

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

The MOTION passed unanimously.

PORTFOLIO SPECIALIST'S REPORT

Sr. Portfolio Specialist Barua presented her report (attached).

COMMITTEE REPORT

Mutual Administration Committee
No report.

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Recreation Committee

No report.

Physical Property Committee

No report

Landscape Committee

No report.

Special Events Committee

No report.

Electric Vehicle Committee

Chief Financial Officer Green provided an update.

ANNOUNCEMENTS

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, Conference Room B, and via Zoom Conference Call.

DIRECTOR'S COMMENTS

No Director made a comment.

SHAREHOLDER COMMENTS

No shareholder made a comment.

ADJOURNMENT

There being no further business to conduct, President Conley adjourned the meeting at 10:59 a.m. and announced there would be an executive session following the meeting to discuss member issues.

EXECUTIVE SESSION SUMMARY

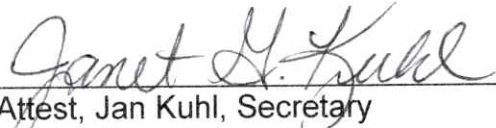
The Board met in Executive Session on August 9, 2023, at 11:18 a.m., and took the following actions:

1. Legal Matters
 - a. None were discussed.
2. Contracts
 - a. None were discussed.
3. Assessments / Delinquencies

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- a. None were discussed.
- 4. Disciplinary Hearings
 - a. One disciplinary hearing occurred.



Attest, Jan Kuhl, Secretary
SEAL BEACH MUTUAL FOUR
RB 08/03/2023

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
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July 24, 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

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			
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		17	6	8
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.	

PORTFOLIO SPECIALIST'S REPORT

AUGUST 2023



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water and reduce the intake of sugar. **Don't wait until you feel thirsty!**

Slow down: reduce, eliminate, or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

Hot weather brings out the thirsty, hungry critters!

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water, and trash off our patios/porches. Keep pet food and water bowls inside and not on your patio/porches.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must always be on a 6-foot leash while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK!