

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
October 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 Conley at 8:46 a.m. on Wednesday, October 11, 2023, in Bldg. 5, Conference Room B and via Zoom Conference Call.

PLEDGE OF ALLEGIANCE

President Conley called the Pledge of Allegiance.

ROLL CALL

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

Absent: GRF Representative Gerber

Guests: Four Mutual Four shareholders (in person)
Mr. Van Thyne, Empire Pipe Cleaning representative (entered at 9:08 a.m.)
Zero Mutual Four shareholders (via zoom)

Staff: Mr. Black, Physical Property Manager (entered at 8:51 a.m.)
Mr. Moore, Building Inspector
Ms. Barua, Sr. Portfolio Specialist
Ms. Kong, Assistant Portfolio Specialist

MINUTES

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

RESOLVED to approve the Regular Meeting Minutes of September 13, 2023, as presented.

The MOTION passed unanimously.

BUILDING INSPECTOR'S REPORT

Building Inspector, Moore presented his report (attached).

Following questions, Mr. Van Thyne with Empire Pipe Cleaning left at 9:24 a.m.

**BOARD OF DIRECTOR
MUTUAL FOUR**

October 11, 2023

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

RESOLVED to approve a 3-year contract with EMPIRE PIPE CLEANING to clean sewer pipes at a total cost not to exceed \$8,635.94. Funds to come from Operations and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

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

RESOLVED to approve the proposal for a new outside pergola, install new concrete paths, and replacement of fascia for Unit 04-084G. Work to be done at the shareholder's expense.

The MOTION passed with six "yes" (President Conley, Vice President Glasser, Secretary Kuhl, Director Falconer, Director Potter, and Director Cross) and one "recusal" (Chief Financial Officer Green).

Physical Property Manager Black, Building Inspector Moore, Chief Financial Officer Green, and Secretary Kuhl left meeting at 9:30 a.m.

Chief Financial Officer Green and Secretary Kuhl returned to meeting at 9:34 a.m.

GRF REPRESENTATIVE REPORT

GRF Representative Gerber, not present.

SECRETARY'S REPORT / CORRESPONDENCE

Secretary Kuhl received no correspondence.

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 Secretary Kuhl, it was

RESOLVED to ratify emergency phone poll conducted on 9/15/23. "RESOLVED to accept tree trimming proposal from J&J Landscaping at a cost not to exceed \$14,955.00. Funds to come from Landscape and authorize President to sign any necessary documentation."

**BOARD OF DIRECTOR
MUTUAL FOUR**

October 11, 2023

The MOTION passed unanimously.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green and seconded by President Conley, 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 month of August 2023.

The MOTION passed unanimously.

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

RESOLVED to approve proposed rule change amending 04-7496-1 Electrical Vehicle Charging Station of the Rules and Regulations and approve 28-day posting 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 Chief Financial Officer Green, it was

RESOLVED to approve proposed rule change amending 04-7590-1 FEEDING WILDLIFE of the Rules and Regulations and approve 28-day posting 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 Director Potter, it was

RESOLVED to approve adoption of Form 04-7584-4 Temporary Mutual Street Parking Permit.

The MOTION passed unanimously.

**BOARD OF DIRECTOR
MUTUAL FOUR**

October 11, 2023

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

RESOLVED to approve Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Rules or emergency/necessity, effective 2023-2024, and authorize the President to sign the agreement.

The MOTION unanimously.

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

RESOLVED to exclude the report titled Homeowners Aging Report and bank statements from the monthly Financial Statement Board member packets except for the Chief Financial Officer packet. The delinquent aging report will continue to be reviewed and discussed in Executive Session as required by the Civil Code.

The MOTION passed unanimously.

PORTFOLIO SPECIALIST'S REPORT

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

COMMITTEE REPORT

Member Services Committee

Secretary Kuhl provided an update.

Facilities Committee

No report.

Operations Committee

Director Potter provided an update.

Administration Committee

Director Kuhl provided an update.

Landscape Committee

No report.

Special Events Committee

Vice President Glasser provided an update.

Electric Vehicle Committee

Chief Financial Officer Green provided an update.

ANNOUNCEMENTS

NEXT MEETING: Wednesday, November 8, 2023, Open Forum begins at 8:30 a.m. and the Meeting begins at 8:45 a.m. in 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

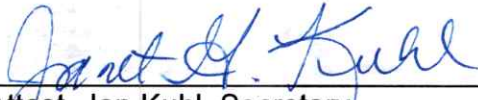
There being no further business to conduct, President Conley adjourned the meeting at 10:50 a.m. and announced there would be an executive session following the meeting to discuss member issues.

EXECUTIVE SESSION SUMMARY

The Board met in Executive Session on October 11, 2023, at 11:09 a.m., and took the following actions:

The Mutual Four Board of Directors approved the executive session minutes of September 13, 2023.

1. Legal Matters
 - a. None were discussed.
2. Contracts
 - a. None were discussed.
3. Assessments / Delinquencies
 - a. Several were discussed.
4. Disciplinary Hearings
 - a. No disciplinary hearing occurred.



Attest, Jan Kuhl, Secretary
SEAL BEACH MUTUAL FOUR
DK 10/11/23

MUTUAL 4 INSPECTOR'S REPORT

MUTUAL: **(04) FOUR** DATE: **OCTOBER** 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
37-B	FLOORING	GRF	09/22/23	09/30/23	NO	09/27/23 - FINAL	BIXBY PLAZA CARPET
43-B	SHOWER CUT DOWN	BOTH	06/09/23	07/09/23	NO	09/14/23 - FINAL	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	YES	8/10/23 - FINAL	MP CONSTRUCTION
45-A	SHOWER CUTDOWN	GRF	10/10/23	11/10/23	NO		NUKOTE
45-D	SHOWER CUT DOWN	BOTH	07/06/23	08/06/23	NO	09/15/23 - FINAL	NU KOTE
45-H	REMODEL	YES	08/14/23	12/30/23	NO		MP CONSTRUCTION
45I	FLOORING	GRF	09/15/23	10/30/23	NO	09/27/23 - FINAL	KARYS CARPETS
46C	GLASS PANELS	GRF	08/15/23	08/31/23	NO		CUSTOM GLASS
47-I	REMODEL	BOTH	06/27/22	03/01/23	YES	inspection correction 09/18/23	HANDYCREW
49-F	SOLAR PANELS	BOTH	12/09/21	01/31/22	NO		SOLARMAX
49-H	SHOWER CUTDOWN	BOTH	09/27/23	10/27/23	NO		NUKOTE
50-K	SHOWER CUTDOWN	BOTH	12/29/22	01/29/23	NO	09/14/23 - FINAL	NUKOTE
52-E	PORCH WALL/GLASS	GRF	03/27/23	07/30/23	YES		LW DECOR
76-K	SHOWER CUTDOWN	BOTH	10/16/23	11/16/23	NO		NUKOTE
79-G	Sliding Window	BOTH	09/15/23	09/18/23			BROTHERS GLASS
81-D	ENTRY DOOR	BOTH	06/20/23	08/31/23	YES		LW DÉCOR
81-E	FLOORING	GRF	08/28/23	10/15/23	NO		LW DÉCOR
83-G	HVAC	BOTH	08/17/23	10/17/23	NO		ALPINE
84-F	INTERIOR WORK	GRF	09/28/23	10/30/23	NO		M&M SKYLIGHTS
84-J	CART PAD	GRF	08/25/23	10/10/23	NO		FOUR STAR LANDSCAPE
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
86-F	AWNING	GRF	12/12/23	12/12/23	NO		AAA AWNINGS
87B	DISHWASHER	GRF	08/25/23	10/30/23	NO		LW DECOR
88-E	FLOORING	GRF	09/30/23	11/30/23	NO		KARYS CARPET

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
45-I		07/06/23	08/10/23	08/08/23	08/18/23				
47-B		04/13/23	09/27/23						
47-K		08/03/23							
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23				
51-G		04/20/23							
51-I		08/10/23							
52-J		04/14/23	07/12/23	07/13/23	07/25/23	09/25/23			
76-E		09/15/23							
76-I		04/20/23	06/23/23	06/23/23	07/05/23	09/14/23			
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	7	11
79-A		06/28/23	10/02/23	10/02/23					
80-J		06/22/23	09/14/23	09/18/23					
81-E		11/01/22	08/04/23	08/08/23	08/18/23				
81-L		07/17/23	08/07/23	08/07/23	08/13/23	09/25/23			
82-L		08/03/23	08/28/23	09/13/23					
84-F		03/30/23							
84-I		08/03/23	09/19/23	09/19/23					
88-E		03/22/22							
89-D		08/11/23							

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	10/31/2023
Fenn Pest Control	Termite Inspections	5/31/2026
Fenn Pest Control	Bait Station Maintenance	6/30/2026

SHAREHOLDER & MUTUAL REQUESTS

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

SEAL BEACH MUTUAL NUMBER FOUR**Physical Property****AMEND****Electric Vehicle Charging Station Rules**

1 An “electric vehicle charging station” means a station that is designed in compliance with the
 2 California Building Standards Code and delivers electricity from a source outside an electric
 3 vehicle into one or more electric vehicles. An electric vehicle charging station may include
 4 several charge points simultaneously connecting several electric vehicles to the station and
 5 any related equipment needed to facilitate charging plug-in electric vehicles.
 6

7 Shareholders may install a charger through the Mutual 4 EV Infrastructure program, or they
 8 may install a private charger. All chargers will be installed in the carport area associated with
 9 that shareholder. Some rules apply to ALL chargers, and some are unique to a specific
 10 installation.
 11

12 Mutual 4 may install an electric vehicle charging station in the common area for the use of all
 13 members of the association and, in that case, the association shall develop appropriate terms
 14 of use for the charging Station.
 15

1. GENERAL:

16
 17
 18 **1.1.** An electric vehicle charging station shall meet applicable health and safety
 19 standards and requirements imposed by state and local authorities, and all other
 20 applicable zoning, land use, or other ordinances, or land use permits.
 21

22 **1.2.** Mutual 4 Electric Vehicle Charger installations are allowed with board approval.
 23 All costs, usage charges and monthly fees are applicable.
 24

25 **1.3.** The shareholder associated with any charging station shall, at all times, maintain
 26 a HO-6 Policy and a minimum of \$500,000 liability coverage policy prior to
 27 activation. That shareholder and each successor shareholder shall provide the
 28 association with the certificate of insurance annually thereafter.
 29

30 **1.4.** The Mutual may impose reasonable restrictions on EV charging stations
 31 provided those restrictions do not significantly increase the cost of the station or
 32 significantly decrease its efficiency or specified performance. **NO CHARGERS**
 33 **ARE TO BE SHARED OR RENTED TO OTHER INDIVIDUALS.** ~~No chargers~~
 34 ~~are to be shared or rented to other individuals.~~
 35

2. INFRASTRUCTURE PROGRAM:

36 **3 SCE Rebate Projects WITH 42 CHARGERS – 7-year minimum requirement from**
 37 **date of activation.**
 38
 39

40 **2.1.** All shareholders who are part of the original Mutual 4 infrastructure 42 charger

(Sept 22)

SEAL BEACH MUTUAL NUMBER FOUR**Physical Property****AMEND****Electric Vehicle Charging Station Rules**

SCE program have paid their initial fees and have chargers installed in their assigned carports. These chargers belong to the Mutual. ~~Additional shareholders may join the Infrastructure Program at a later time for a fee of \$900.00.~~ Chargers must be Ever Charge Level 2 chargers only. Installations must be performed by Doneen Electric and all costs associated with installations will be paid by shareholder and SCE grants. ~~All requests will be forwarded to the Physical Property Department at least two weeks prior to a board meeting.~~ **THESE CHARGERS CANNOT BE REMOVED WITHOUT WRITTEN MUTUAL 4 BOARD APPROVAL.**

3. PRIVATE INSTALLATION

3.1. If a shareholder desires a private charger, the shareholder must seek board approval, provide an HO-6 insurance policy with a minimum of \$500,000 liability coverage and adhere to all other factors as stated in Davis-Stirling. Also, the shareholder must use a UL listed, L2 outdoor charger that must be hardwired to its source and **INSTALLED OR REMOVED BY A QUALIFIED ELECTRICAL CONTRACTOR THAT IS EVITP CERTIFIED.** All costs for installation and the charger will be paid by the shareholder.

3.2. The following provisions apply:

3.2.1. The owner first shall obtain approval from the Mutual to install the electric vehicle charging station and the association shall approve the installation if the owner agrees in writing to do all of the following.

3.2.1.1. Comply with the Mutual's architectural standards for the installation of the charging station.

3.2.1.2. Engage the approved licensed electrical contractor that is EVITP certified to install the charging station.

~~**3.2.1.3.** Within 14 days of approval, provide a certificate of insurance that names the Mutual as an additional insured under the owner's insurance policy in the amount set forth in paragraph (3).~~

~~**3.2.1.4.**~~ **3.2.1.3.** Pay for ~~both~~ all the costs associated with the installation of and the electricity usage associated with the charging station.

(Sept 22)

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property

AMEND

Electric Vehicle Charging Station Rules

- 81 **3.2.2.** The owner and each successive owner of the charging station shall
- 82 be responsible for all of the following:
- 83
- 84 **3.2.2.1.** Costs for damage to the charging station, common area,
- 85 exclusive use common area, or separate interests resulting
- 86 from the installation, maintenance, repair, upgrades,
- 87 removal, or replacement of the charging station.
- 88
- 89 **3.2.2.2.** Costs for the maintenance, repair, and replacement of the
- 90 charging station until it has been removed and for the
- 91 restoration of the common area after removal.
- 92
- 93 **3.2.2.3.** The cost of electricity associated with the charging station.
- 94
- 95 **3.2.2.4.** Disclosing to prospective buyers the existence of any
- 96 charging station of the owner and the related responsibilities
- 97 of the owner under this section.
- 98
- 99 **3.3.** The Mutual may grant exclusive use in carport stalls to members who run utility
- 100 lines from their units or their meters for charging stations their assigned carport
- 101 stall and install meters in the common areas for charging stations in a
- 102 Shareholder's their assigned carport. The Mutual may enter into a license
- 103 agreement with shareholders who install charging stations in their carports.
- 104 Installing circuit breakers, conduit and wiring from the association's electrical
- 105 panel to the parking space will be done by the shareholder at shareholder's
- 106 expense. If the electrical panel cannot handle the extra load created to the
- 107 charging station, and/or the panel will need to be upgraded, all costs associated
- 108 with the upgrade must be requested and are at the requesting owner's expense.
- 109 All requirements in Section 3 are applicable.
- 110
- 111 **3.4.** Whenever a shareholder installs an EV charging station, an agreement signed
- 112 by the shareholder will be recorded putting future shareholders of the unit on
- 113 notice of their obligation to maintain the charging station and carry proper
- 114 insurance, and from there forward to be responsible for all charges associated
- 115 with the charging station.
- 116
- 117 **3.5.** The owner who submitted the application to install the charging station shall
- 118 provide the association with the corresponding certificate of insurance within 14
- 119 days of approval of the application.
- 120

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SEAL BEACH MUTUAL NUMBER FOUR

Physical Property

AMEND

Electric Vehicle Charging Station Rules

Document History

Adopted: 14 Sept 2022 Amended:

Keywords: Mutual Four Electrical Vehicle Charging Station

121

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(Sept 22)

SEAL BEACH MUTUAL NO. FOUR

Shareholder Regulations

Feeding Wildlife

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- 1. This rule is intended to set certain limitations on interactions between non-domesticated animals indigenous to this community and the members and residents living in close proximity. For purposes of this policy, non-domesticated wildlife is described as all members of the wild bird family, including but not limited to, hawks, owls, pigeons, doves, crows (Crows carry the West Nile virus.), and black birds, as well as other wildlife such as rabbits, opossums, raccoons, squirrels, rats, coyotes, and feral cats.
- 2. Handouts of food rarely meet the nutritional needs of wildlife and may cause those animals to gather and remain in small areas around the source of food. This human-to-wildlife interaction invites larger more aggressive predators, such as coyotes, to come to the area looking for food. Wild animals being fed by human interaction lose their fear of people which leaves the human at risk of being bitten and suffering substantial injury.
- 3. Additionally, many beloved family pets have been the unintended victims of feeding wildlife when taken by larger predators being drawn to unnatural food sources. These situations may also result in an encouraged rodent population, as well as insect infestation.
- 4. Therefore, the following must be adhered to in compliance with this Mutual policy in concert with California Code 251.1, Harassment of Animals, to wit:
 - 4.1. *“Except as otherwise authorized in the Fish and Game Code, no person shall harass, herd or drive any game or non-game bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal’s normal behavior patterns, which includes, but is not limited to, breeding, feeding, or sheltering”.*
- 5. Further, in compliance with California Code 251.1, Harassment of Animals, the following limitations on wildlife and member interactions are established:
 - 5.1. Do not feed any non-domesticated wildlife on Mutual property.
 - 5.2. Pet food and standing water sources are prohibited on patios, in carport areas, and in gardens.
 - 5.3. Domesticated pets to include caged birds, may not be kept on patios
 - ~~5.4. Domesticated pets to include caged birds, may be kept on patios.~~
 - 5-5-5.4. trash and garbage, whether contained or not, may not be left outside of the unit at any time.
 - 5-6-5.5. Bird feeders with bird seed of any type are not allowed at the unit or anywhere on Mutual property including hanging from trees or other support devices.
 - 5-7-5.6. Mutuals Four allow bird feeders:
 - 5-7-1-5.6.1. A hummingbird-type feeder with liquid food is permitted at a

(Dec 2024/Oct 2023)

SEAL BEACH MUTUAL NO. FOUR

Shareholder Regulations

Feeding Wildlife

unit but not on common area Mutual property including hanging from trees or other support devices.

~~5.8. Pet food and water sources are prohibited on open patios and in carport areas.~~

5.9.5.7. Pet food and water sources are prohibited on open patios and in carport areas unless the shareholder/resident is present.

- Source Guides: California Code 251.1, Harassment of Animals
- ASPCA – Eight Reasons to Not Feed Wildlife
- City of Seal Beach Ordinance (1057 #1), Feeding Wild Birds
- California Department of Fish and Game – Keep Me Wild
- Orange County Vector Control District – Bird Feeders & Rats
- National Wildlife Health Center
- USGS Fact Sheet – Coping with Diseases at Bird Feeders
- El Dorado Nature Center
- Mutual Occupancy Agreement, Article (5)

Document History

Adopted: 13 May 2015 Oct 2023

Keywords: Mutual Four Feeding Wildlife

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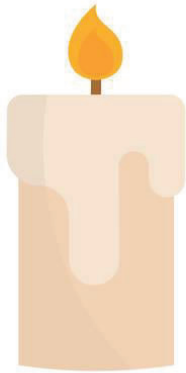
(~~Dec 2024~~Oct 2023)

PORTFOLIO SPECIALIST REPORT

OCTOBER 2023

Candle Fire Safety

DON'T LET THIS



With the holiday season rapidly arriving and with cooler fall temperatures here, many of us enjoy the warmth and light offered by a candle. Candles are decorative, come in many pleasing aromas, and can offer ready and simple light during power outages and emergencies. BUT the use of candles has also resulted in the following statistics (as provided by the U.S. Fire Administration):

- ❖ On average, 42 home candle fires are reported every day.
- ❖ More than half of all candle fires start when something that could burn, such as furniture, mattresses or bedding, curtains, or decorations too close to the candle.
- ❖ Over one-third (36%) of home candle fires begin in the bedroom.
- ❖ Young children and older adults have the highest death risk from candle fires.

TURN INTO THIS



If you use a candle, please make sure to follow the following candle safety tips:

- ❖ Consider using battery-operated or electric flameless candles and fragrance warmers, which can look, smell, and feel like real candles – without the flame.
- ❖ Avoid using candles in bedrooms and sleeping areas.
- ❖ Extinguish candles after use and before going to bed.
- ❖ Keep candles at least 12 inches from anything that can burn.
- ❖ Keep candles out of the reach of children and pets.
- ❖ Never use a candle where medical oxygen is being used. The two can combine to create a large, unexpected fire.
- ❖ Always use a flashlight – not a candle – for emergency lighting.



NEVER leave burning candles unattended!

**Remember! Candle fires are PREVENTABLE.
The top six days for home candle fires are:**

- Halloween
- Thanksgiving
- December 23
- Christmas Eve
- Christmas Day
- New Year's Day

In the event of a fire, remember time is the biggest enemy and every second counts!

Escape first, and then call 911 for help. Develop a home fire escape plan and practice it frequently, and do not forget about that important emergency “grab-and-go bag”. Never stand up in a fire, always crawl low under the smoke, and try to keep your mouth covered. Never return to a burning building for any reason: it may cost you your life.