

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
September 13, 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, September 13, 2023, in Bldg. 5, Conference Room B and via Zoom Conference Call.

PLEDGE OF ALLEGIANCE

President Conley called for Secretary Kuhl to lead the Pledge of Allegiance.

ROLL CALL

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

Absent: Vice President Glasser

GRF Representative: GRF Representative Gerber (via zoom)

Guests: Three Mutual Four shareholders (in person)
One Mutual Four shareholders (via zoom)

Staff: Ms. Hall, Sr. Director of Member Services (via zoom)
Mr. Quental, Building Inspector
Mr. Moore, Building Inspector
Ms. Barua, Sr. Portfolio Specialist

MINUTES

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

RESOLVED to approve the Regular Meeting Minutes of August 9, 2023, as presented.

The MOTION passed unanimously.

GUEST SPEAKER

Sr. Director of Member Services, Ms. Hall presented the 2024 Operating Budget.

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

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RESOLVED approve the 2024 Operating Budget for Mutual Four of \$1,235,520, resulting in a regular monthly Mutual Assessment for \$260.00 per apartment per month, for an increase of \$13.69 per month over the total Mutual operating costs of 2023, as presented, and adopt this budget forthwith.

The MOTION passed unanimously.

Following questions, Ms. Hall left the meeting at 9:08 a.m.

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 Secretary Kuhl, it was

RESOLVED to approve the Hydrotek Pipe Services proposal to repair sewers in Building 84 at a cost not to exceed \$20,361.00. Funds to come from Infrastructure Reserves 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 vinyl fence design proposal for Unit 04-042L with stipulation that fence must be between 25 inches to 36 inches high. Work to be done 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 patio change order for Unit 04-044F. Work to be done by MP Construction at the shareholder's expense.

The MOTION passed unanimously.

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

RESOLVED to approve the glass block wall proposal for Unit 04-046C. Work to be done by Custom Glass at the shareholder's expense.

The MOTION passed unanimously.

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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 cart pad proposal for Unit 04-084J. Work to be done by Four Star Landscape at the shareholder's expense.

The MOTION passed unanimously.

Following questions, Mr. Quental and Mr. Moore left the meeting at 9:24 a.m.

GRF REPRESENTATIVE REPORT

GRF Representative, Ms. Gerber provided an update on GRF projects.

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 proposed rule change by amending 04-7403.8-1 Building Permit Signatures; the 28-day posting requirement has been met.

The MOTION passed unanimously.

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

RESOLVED to ratify proposed rule change by amending 04-7425-1 Flower Gardens, Vegetables, Trees, and Shrub Use; the 28-day posting requirement has been met.

The MOTION passed unanimously.

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

RESOLVED to amend resolution dated 8/9/23, "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

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Lots at a cost not to exceed \$13,200. Funds to come from Infrastructure Reserves and authorize the President to sign any necessary documentation” by changing funds to come from Infrastructure Reserves to Operating Budget – Service Maintenance.

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 Mutual Four EV Welcome Letter to give to Mutual Four shareholders with EV stations.

The MOTION passed unanimously.

NEW BUSINESS

Following a discussion and upon a MOTION duly made by Chief Financial Officer Green, and seconded by Director Potter, 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 July 2023.

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 remove Mutual 4 documents from the public LWSB Mutual Four Website and posted only to CINC for Mutual 04 resident viewing only.

The MOTION failed unanimously.

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

RESOLVED to have tree from Unit 04-041F moved to a new location. Location to be determined by the Mutual Four Landscape Committee, President, and approved by Mutual Board at a later time. After November 1st, 2023, work to be done by Mutual Four approved landscaping contractor at 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 send coyote informational flyers to GRF-Administration, Security, and Seal Beach Police Department.

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 nominate and appoint Sam Cross as Director to the Mutual Four Board of Directors for the remaining year until the next annual meeting.

The MOTION passed unanimously.

PORTFOLIO SPECIALIST'S REPORT

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

COMMITTEE REPORT

Member Services Committee

No report.

Facilities Committee

No report.

Operations Committee

Director Potter provided an update.

Administration Committee

Director Kuhl provided an update.

Landscape Committee

Director Falconer provided an update.

Special Events Committee

No report.

Electric Vehicle Committee

Chief Financial Officer Green provided an update.

ANNOUNCEMENTS

NEXT MEETING: Wednesday, October 11, 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 10:54 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 September 13, 2023, at 11:10 a.m., and took the following actions:

The Mutual Four Board of Directors approved the executive session minutes of July 12, 2023, August 9, 2023, and special executive session minutes of August 22, 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. One disciplinary hearing occurred.



Attest, Jan Kuhl, Secretary
SEAL BEACH MUTUAL FOUR
RB 09/13/23

MUTUAL 4 INSPECTOR'S REPORT

MUTUAL: **(04) FOUR** MONTH: **SEPTEMBER** 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	8/25/23 - FINAL	WHITSELL RESTORATION
44-F	REMODEL/WINDOWS	BOTH	06/05/23	10/30/23	YES	8/10/23 - REMODEL FINAL	MP CONSTRUCTION
45-D	SHOWER CUT DOWN	BOTH	07/06/23	08/06/23	NO		NU KOTE
47-C	FLARED SKYLIGHT	BOTH	07/12/23	11/30/23	NO	8/30/23 - INSULATION	MP CONSTRUCTION
47-I	REMODEL	BOTH	06/27/22	03/01/23	YES	8/17/23 - PATIO FOOTINGS	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
81-D	ENTRY DOOR	BOTH	06/20/23	08/31/23	NO		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
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
87-B	DISHWASHER	GRF	08/25/23	10/30/23	NO		LW DÉCOR

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		18	9	10
47-K		08/03/23	09/07/23						
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23	09/05/23			
51-G		04/20/23							
51-I		08/10/23							
52-J		04/14/23	07/12/23	07/13/23	07/25/23				
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	09/05/23			
79-A		06/28/23							
79-G		07/13/23							
80-J		06/22/23							
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				
82-L		08/03/23	08/28/23						
84-F		03/30/23	09/06/23						
84-I		08/03/23							
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	12/31/2023
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.	EV Charging Stations
42E - Interior termites.	
44F - Stucco patch.	Carport Re-Striping
Carport 52 - Stucco repair.	
47G - Garbage disposal not working.	



Community RFID Distribution Process / Access Control Information

RFID (Radio Frequency ID) Tag

The RFID tag distribution for the community will be starting in mid-September 2023. Here are some quick facts to make the distribution process and easy one for all residents:

Who is Eligible to Receive an RFID Tag:

- Any person that possesses a valid Leisure World Identification Card may receive **one** RFID tag for **one** vehicle with a valid GRF decal without charge. The GRF Board of Directors is currently reviewing the process for residents with additional vehicles registered in their name.
- To receive an RFID tag, you **must** have a valid Leisure World Decal on your vehicle.
- Decals are available at the Decal Office next to the Café in Clubhouse 5. The Decal Office is open Tuesday through Saturday, 8:00 AM to 4:00 PM (closed 12:00 PM to 12:30 PM for lunch).
- As a reminder, to receive a decal you must have the following:
 - Valid state issued driver's license
 - Valid vehicle registration
 - Valid vehicle insurance
 - Valid GRF Identification Card

Distribution Site Information

- *Where:* 1.8 Acres
- *When:* Your Assigned Date (see below)
- *Hours of Distribution:* 8:30 AM to 4:00 PM (cars may line up no earlier than 8:15 AM on Oak Hills Drive.
- **Before entering the 1.8 Acre site, we will be verifying all four documents listed above (valid license, vehicle registration, vehicle insurance and GRF Identification Card). You will not be able to receive an RFID tag without presenting these documents.**

Upon entering 1.8 Acres, you will complete a form that will include a list of the four permanent guests you want on your account. In addition, you need to provide a password for your account (the password may be any type of name or object or set of numbers).

OVER

RFID Distribution Dates

To ensure the RFID tag issuance is completed in an efficient manner, we will be starting issuance with the following Mutuuls:

Mutuuls	Date Assigned
16 and 17	Tuesday, September 12, 2023

- If you miss your assigned day for any reason (illness, vacation, etc.), there will be an opportunity to obtain an RFID tag on a make-up day. Please be advised that the make-up day will be after regular distribution of all RFID tags are made, so issuance of your RFID tag will be in later October.
- Additional dates for RFID distribution will be noted in the LW Weekly newspaper and on LW Live.

The Security Department must distribute over 10,000 RFID tags. The process will take nearly two months to complete. Therefore, we cannot offer any specific day or timed reservations for RFID distribution. Residents have all day to obtain an RFID tag on their assigned day.

Access Control

The new access control software program being implemented is called PROPTIA. Even though residents who want to use their computers will be able to enter the new system themselves, ***it is important to note that all residents will always have the ability to call Security to have a guest enter the community at any time.***

- Residents can access their access control account to enter their own temporary guests into the system 24/7.
- Paper visitor passes will not be mailed in 2024. All guests will be entered into the new system.
- Guests will have the ability to enter at all three gates, not just the main gate.



Community RFID Distribution Process and Calendar

RFID (Radio Frequency ID) Tag

The RFID tag distribution for the community will be starting in mid-September 2023. Here are some quick facts to make the distribution process and easy one for all residents:

Who is Eligible to Receive an RFID Tag:

- Any person that possesses a valid Leisure World Identification Card may receive **one** RFID tag for **one** vehicle with a valid GRF decal without charge. The GRF Board of Directors is currently reviewing the process for residents with additional vehicles registered in their name.
- To receive an RFID tag, you **must** have a valid Leisure World Decal on your vehicle.
- Decals are available at the Decal Office next to the Café in Clubhouse 5. The Decal Office is open Tuesday through Saturday, 8:00 AM to 4:00 PM (closed 12:00 PM to 12:30 PM for lunch).
- As a reminder, to receive a decal you must have the following:
 - Valid state issued driver's license
 - Valid vehicle registration
 - Valid vehicle insurance
 - Valid GRF Identification Card

Distribution Site Information

- **Where:** 1.8 Acres, located in the northwest corner of the community in Mutual 9 (formally known as the "mini-farms").
- **When:** Your Assigned Date (see attached calendar)
- **Hours of Distribution:** 8:30 AM to 4:00 PM (***cars may not line up earlier than 8:15 AM on Oak Hills Drive***).

Before entering the 1.8 Acre site, we will be verifying all four documents listed above (valid license, vehicle registration, vehicle insurance and GRF Identification Card). Please bring all these documents with you. You will not be able to receive an RFID tag without presenting these documents, no exceptions.

Upon entering 1.8 Acres, you will complete a form that will include a list of the four permanent guests you want on your account. In addition, you need to provide a password for your account (the password may be any type of name or object or set of numbers).

Distribution Calendar

- To ensure the RFID tag issuance is completed in an efficient manner, we will issue the RFID tags by Mutual in the order noted on the following calendars for September and October.
- If you miss your assigned day for any reason (illness, vacation, etc.), there will be an opportunity to obtain an RFID tag on a make-up day. Please be advised that the make-up day will be after regular distribution of all RFID tags are made, so issuance of your RFID tag will be during the last week of October.
- **The Security Department will be distributing over 10,000 RFID tags. The process will take nearly two months to complete. Therefore, we cannot offer any specific day or timed reservations for RFID distribution, nor can we accommodate any special requests.**
- **Residents have from 8:30 AM to 4PM to obtain an RFID tag on their assigned day.**
- **Any residents in line for a tag on a day that they have not been assigned will not receive an RFID tag.**

Thank you for your patience and understanding.

Continued

RFID Roll-Out Calendar

SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 LABOR DAY HOLIDAY	5	6	7	8	9
10	11	12 Mutuals 16 & 17	13	14	15	16
17	18 Mutual 1 Buildings 1-16	19 Mutual 1 Buildings 17-32	20 Mutual 1 Buildings 33-48	21 Mutual 1 Buildings 49-64	22 Mutual 1 Buildings 65-70 ----- Mutual 2 Buildings 1-11	23 Mutual 2 Buildings 12-28
24	25 Mutual 2 Buildings 29-45	26 Mutual 2 Buildings 46-62	27 Mutual 2 Buildings 63-72 ----- Mutual 3 Buildings 1-7	28 Mutual 3 Buildings 8-24	29 Mutual 3 Buildings 25-36 ----- Mutual 4 Buildings 37-42	30 Mutual 4 Buildings 43-59

OCTOBER / NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Mutual 4 Buildings 60-76	3 Mutual 4 Buildings 77-89 ----- Mutual 5 Buildings 69-72 & 90-97	4 Mutual 5 Buildings 98-114	5 Mutual 5 Buildings 115-126 ----- Mutual 6 Buildings 53-57	6 Mutual 6 Buildings 58-68 & 127-131	7 Mutual 6 Buildings 132-144 ----- Mutual 7 Buildings 145-149
8	9 Columbus Day Mutual 7 Buildings 150-166	10 Mutual 7 Buildings 167-176 ----- Mutual 8 Buildings 177-183	11 Mutual 8 Buildings 184-200	12 Mutual 8 Buildings 201-205 ----- Mutual 9 Buildings 206-216	13 Mutual 9 Buildings 217-233	14 Mutual 9 Buildings 234-237 ----- Mutual 10 Buildings 238-250
15	16 Mutual 10 Buildings 251-260 ----- Mutual 11 Buildings 261-267	17 Mutual 11 Buildings 268-286	18 No Tags Issued Today ----- TOWN HALL MEETING CLUBHOUSE 4 1:00 pm	19 Mutual 12 Buildings 6-11 & 34-45	20 Mutual 12 Buildings 46-47 & 55-67	21 Mutual 12 Buildings 68-78 ----- Mutual 14 Buildings 1-5
22	23 Mutual 14 Buildings 12-30	24 Mutual 14 Buildings 31-33 & 48-54	25 Mutual 15 Buildings 1-11	26 Mutual 15 Buildings 12-23	27 Mutual 15 Buildings 24-35	28 Mutual 15 Buildings 36-48
29	30 Make Up Day	31 Halloween Make Up Day	NOV 1 Make Up Day	NOV 2 Make Up Day	NOV 3 Make Up Day	NOV 4 Make Up Day

Portfolio Specialist's Report

September 2023

Coyote Safety



Coyotes in populated areas are typically less fearful of people. They have been known to attack pets and approach people too closely.

Coyotes are skilled hunters; we must be strong, motivated, and most importantly, **proactive**.

But what does being proactive mean?

- We must continue to haze the coyote. **DO NOT** turn your back and run. By running you are seen as prey. **Become BIG!** Wave your arms, scream, throw rocks, etc.
- We must not feed wildlife. Bird feeders on your property will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food and trash off our patios.
- We must protect our pets.

Small pets can easily become coyote prey. Cats and small dogs **should never be allowed outside alone**. It's highly recommended that small pets always be accompanied by their owner and dogs must be on a 6 foot leash. Do not use a retractable leash. Your pet can get too far away from you with a retractable leash. One may want to see their dog scamper around on a long retractable leash, but that is only placing the pet in harm's way and is a violation of policy.

Long Beach Animal Care Services recommends calling them at (562) 570-7387 (PETS) to report all coyote sightings and to determine if an Animal Control Officer is needed. Sightings can also be reported online using the link below:

<https://www.longbeach.gov/acs/wildlife/living-with-urban-coyote>

IF A COYOTE IS POSING AN IMMINENT THREAT TO LIFE, CALL 911.