

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
December 13, 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 12/12/2023 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 12/12/2023 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, Cross.

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

Marsha Gerber, GRF Representative
Darrien Moore, Building Inspector
Tom Scutti, Building Inspector
Ripa Barua, Sr. Portfolio Specialist
Dinna Kong, Assistant Portfolio Specialist

4. APPROVAL OF MINUTES

- a. **Regular Meeting Minutes of November 8, 2023**

5. **BUILDING INSPECTOR'S REPORT**

Mr. Moore/Mr. Scutti

Permit activity; escrow activity; contracts & projects; shareholder and mutual requests (p.3)

- a. Discuss fire inspections starting in January 2024.
- b. Discuss and vote to approve Four Star Landscape Proposal for Unit# 89E. (pp.4-6)

6. GRF REPRESENTATIVE

Ms. Gerber

7. SECRETARY / CORRESPONDENCE

Ms. Kuhl

8. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Green

9. UNFINISHED BUSINESS

- a. Discuss Rule 04-7502-1 – Carport Regulations.

- b. Discuss Form 04-7584-4 – Temporary Street Parking Permit.
- c. Discuss and vote to ratify resolution dated 11/8/23, Authorize Mutual 4 President and Chief Financial Officer to contact Mutual Attorney. (p.7)
- d. Discuss and vote to amend By-laws for 2024 ballot. (p.8)
- e. Discuss and vote to amend Rule 04-7210-1 – Annual Elections. (p.9-10)
- f. Discuss film crew in Mutual Four, Unit # 40G.

10. NEW BUSINESS

- a. Approval of Monthly Finances for October. (p.11)
- b. Discuss and vote to amend 04-7709-1.3 Escape Tax Deposit. (p.12-13)
- c. Discuss Mutual Four Spring Party theme food, clubhouse, etc.
- d. Discuss EV update.
- e. Discuss and Vote to Accept Director Resignation from the Mutual 4 Board. (p.14)
- f. Discuss and Vote to Nominate a New Mutual 4 President. (p.15)

STAFF BREAK BY 11:00 a.m.

11. PORTFOLIO SPECIALIST REPORT

Ms. Kong

12. COMMITTEE REPORTS

- | | |
|------------------------------|--------------|
| a. Member Services Committee | |
| b. Facilities Committee | Ms. Falconer |
| c. Operations Committee | Ms. Potter |
| d. Administration Committee | Ms. Kuhl |
| e. Landscape | Ms. Falconer |
| f. Special Events | Ms. Glasser |
| g. Electric Vehicle | Ms. Green |

13. ANNOUNCEMENTS

- a. **NEXT MEETING: Wednesday, January 10, 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**
- b. **New Landscape Contract**

14. DIRECTORS' COMMENTS

15. ADJOURNMENT

16. EXECUTIVE SESSION

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

MUTUAL 4 INSPECTOR'S REPORT

MUTUAL:

(04) FOUR

DATE:

DECEMBER

INSPECTOR:

Darrien Moore

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-L	FLOORING	GRF	07/27/23	08/05/23	NO		WHITSELL RESTORATION
45-A	SHOWER CUTDOWN	GRF	10/10/23	11/10/23	NO		NUKOTE
45-H	REMODEL	YES	08/14/23	12/30/23	NO		MP CONSTRUCTION
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
51-I	POPCORN/REMODEL	BOTH	10/05/23	04/30/24	NO		MP CONSTRUCTION
52-E	PORCH WALL/GLASS	GRF	03/27/23	07/30/23	YES		LW DÉCOR
74-A	FLOORING	GRF	11/20/23	02/20/24	NO	FINAL - 12/06/23	BIXBY PLAZA
76-K	SHOWER CUTDOWN	BOTH	10/16/23	11/16/23	NO		NUKOTE
79K	Heat Pump	BOTH	10/09/23	11/09/23	NO		Just Right Services
80-J	Remodel	BOTH	10/30/23	10/30/24	NO		CAL CUSTOME
81-E	FLOORING	GRF	08/28/23	10/15/23	NO	FINAL - 12/06/23	LW DÉCOR
83-G	HVAC	BOTH	08/17/23	10/17/23	NO		ALPINE
84-F	Interior work/washer dry	Both	09/28/23	10/30/23	NO		M&M SKYLIGHTS
84-G	Pergola	GRF	10/05/23	01/30/23	NO		MP CONSTRUCTION
84-I	POPCORN/REMODEL	BOTH	10/05/23	04/30/24	NO		MP CONSTRUCTION
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-F	Awnings	GRF	12/12/23	12/12/23	NO		AAA AWNINGS
89-E	Cart Pad	GRF	12/04/23	12/18/23	NO		Four Star Landscape

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
40-E		10/12/23					11	1	20
46-F		10/12/23							
47-B		04/13/23	09/27/23	10/17/23	10/19/23	11/03/23			
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23				
51-G		04/20/23							
73-F		10/27/23							
74-L		11/21/23							
76-E		09/15/23							
77-E		03/20/23	06/06/23	06/06/23	06/16/23				
79-A		06/28/23	10/02/23	10/02/23	10/12/23				
79-L		11/27/23							
80-A		09/05/23	10/25/23	10/25/23	11/06/23	12/01/23			
80-J		06/22/23	09/14/23	09/18/23					
82-L		08/03/23	08/28/23	09/13/23	10/10/23				
83-L		10/02/23	12/06/23						
88-E		03/22/22	10/06/23	10/10/23	10/19/23	11/03/23			
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
J & J Landscape	Landscape Maintenance	11/1/2026
Fenn Pest Control	Termite Inspections	5/31/2026
Fenn Pest Control	Bait Station Maintenance	6/30/2026

SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL
74-C Window sill repair	

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE FOUR STAR LANDSCAPE PROPOSAL FOR REMOVAL OF GRASS AND INSTALL PAVERS FOR UNIT# 89E, (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: DECEMBER 13, 2023
CC: FILE

I move to approve proposal from Four Star Landscape to remove existing grass and install pavers for cart pad for unit# 89E. Work to be done at shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 25.00

Permit # 18875

START DATE 12/04/2023 MUTUAL 04-0000 APT NO 089E
 COMPLETION DATE 12/18/2023 TODAY'S DATE 11/30/2023
 RESIDENT NAME Jae Kim ADDRESS 1440 Skokie Road #89E

NATURE OF ALTERATION:

Remove existing grass and install pavers for cart pad.

(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, Jae 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 inspection. (24 hours' notice is required)

NOTICE: Contractor must furnish 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 _____ GRP Inspection/Supervisor, Physical Property Office _____ Date _____
 Four Star Landscape

	<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 RATIFY RESOLUTION DATED 11/8/23, AUTHORIZE MUTUAL 4 PRESIDENT AND CHIEF FINANCIAL OFFICER TO CONTACT MUTUAL ATTORNEY. (UNFINISHED BUSINESS, ITEM C)
DATE: DECEMBER 13, 2023
CC: FILE

I move to ratify resolution dated 11/8/23, "RESOLVED to authorize Mutual 4 President and Chief Financial Officer to contact Mutual Attorney when necessary for legal matters on behalf of the Mutual Four Board."

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AMENDED BY-LAWS FOR 2024 BALLOT,
(UNFINISHED BUSINESS, ITEM D)
DATE: DECEMBER 13, 2023
CC: FILE

I move to approve the amended By-laws of Mutual Four and for them to be placed on the 2024 ballot and to be prepared by the mutual attorney.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE RULE CHANGE BY AMENDING RULE 04-7210-1 – ANNUAL ELECTIONS. (UNFINISHED BUSINESS, ITEM E)
DATE: DECEMBER 13, 2023
CC: FILE

I move to propose a rule change by amending Rule 04-7210-1 – Annual Elections 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

Mutual Operations – Stockholders Meetings

Annual Elections

**SEAL BEACH MUTUAL NO. FOUR
7210 ANNUAL ELECTION POLICY**

In accordance with State Law and the Mutual By-Laws, the following policy is established for the general election of directors to Seal Beach Mutual No. Four’s Board of Directors (hereinafter referred to as the "Mutual" on occasion).

1. Board of Directors, Annual Election of All Directors

1.1. The election of the Board of Directors shall be held at the annual meeting of the Mutual. Three (3) Board positions shall be filled at such election in even-numbered years, and four (4) Board positions shall be filled in odd-numbered years, on an alternating basis. The Board of Directors shall consist of seven (7) persons in total. By-Laws Article V Section 3.

2. Two Year Term

2.1. Each Board member will serve a two (2) year term, or until the next election, whichever is longer.

3. Vacant Board Positions

3.1. Vacancies in the Board of Directors caused by any reason other than the removal of a Director by a vote of the membership or by the vote of the preferred stockholders shall be filled by vote of the majority of the remaining Directors, even though they may constitute less than a quorum; and each person so elected shall be a Director until a successor is elected by the members at the next annual meeting. ~~Vacant Board positions will be filled by Board member appointment until the next election applicable to the vacant seat filled by such appointment.~~

4. Candidate Must be an Owner

4.1. A candidate for the Board of Directors must be a current shareholder of the Mutual. Hereinafter, a shareholder may also be referred to as a "member" of the Mutual. Nominations may be made by any shareholder including nominating oneself. The Mutual will disqualify a person from nomination as a candidate if the person is not a member of the Mutual at the time of nomination. If title to a separate interest parcel is held by a legal entity that is

(Dec 20)

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: DECEMBER 13, 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 month of October 2023.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND PROCEDURE 04-7709.1-3 ESCAPE TAX DEPOSIT. (NEW BUSINESS, ITEM B)
DATE: DECEMBER 13, 2023
CC: MUTUAL FILE

I move to propose a rule change by amending procedure 04-7709.1-3 Escape Tax Deposit and renumbering to 04-7709.1-1 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.

MUTUAL OPERATIONS

AMEND

ADMINISTRATIVE SERVICES

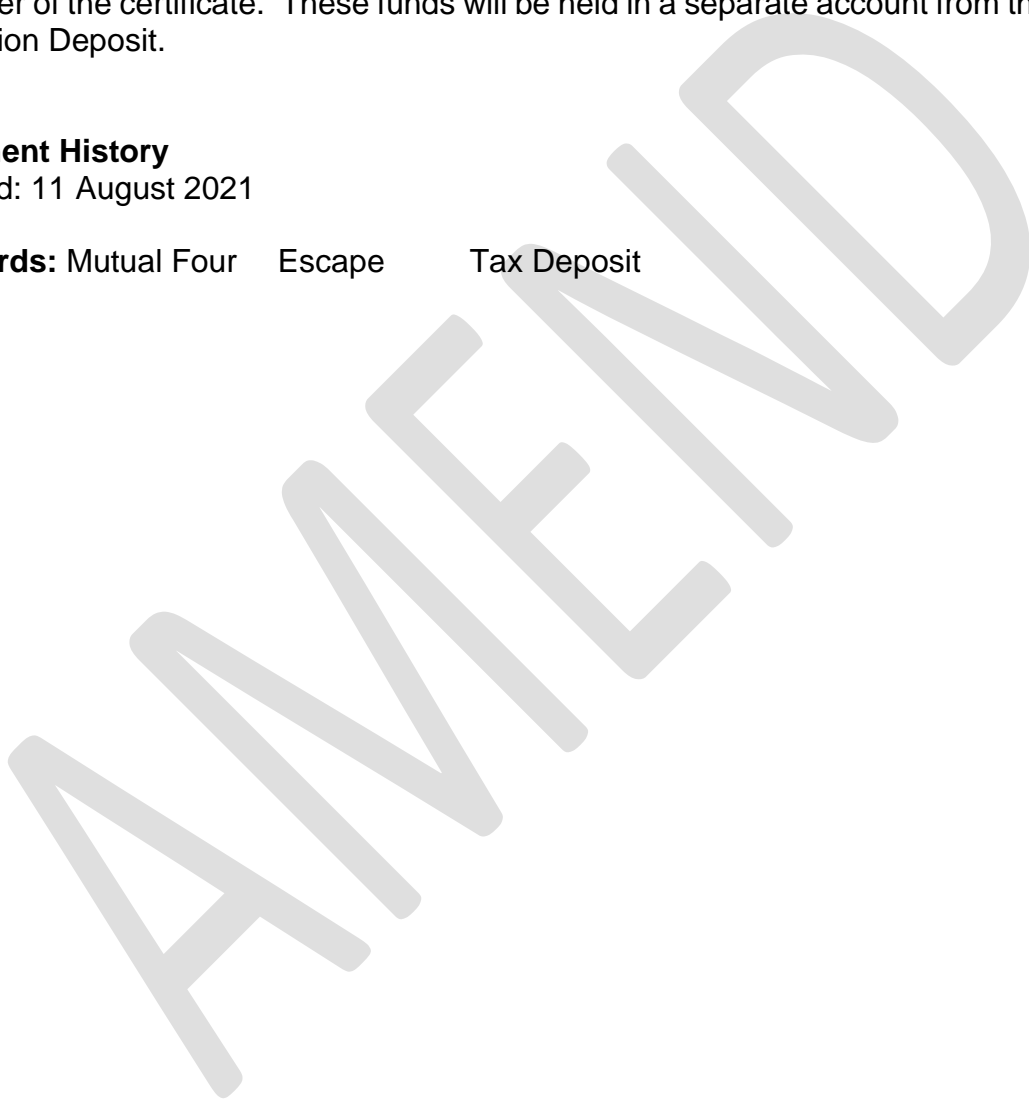
Escape Tax Deposit

1 In order to avoid *escaped property tax* due the County Assessor's Office upon the death of a
2 stockholder, funds of \$34,000 will be withheld in escrow to cover the *escaped property tax*
3 whenever a sale or transfer of a certificate is by an estate or heir of the deceased stockholder or
4 co-owner of the certificate. These funds will be held in a separate account from the Withdrawal
5 Inspection Deposit.
6
7

Document History

8 Adopted: 11 August 2021
9
10

11 **Keywords:** Mutual Four Escape Tax Deposit



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 E)
DATE: DECEMBER 13, 2023
CC: MUTUAL FILE

I move to respectfully accept the resignation of Dan Conley as President and Director from Mutual Four effective at the end of Executive Session 12/13/23 at approximately 12:00 p.m.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO NOMINATE A NEW MUTUAL 4 DIRECTOR. (NEW BUSINESS, ITEM F)
DATE: DECEMBER 13, 2023
CC: MUTUAL FILE

I move to nominate _____ to be President of Mutual Four effective at the end of Executive Session 12/13/23 at approximately 12:00 p.m.