

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
December 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 8:46 a.m. on Wednesday, December 13, 2023, in Bldg. 5, Conference Room B and via Zoom Conference Call.

PLEDGE OF ALLEGIANCE

Cheryl Falconer called the Pledge of Allegiance.

ROLL CALL

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

GRF Representative: Ms. Gerber (via zoom)

Guests: Six Mutual Four shareholders (in person)
Zero Mutual Four shareholders (via zoom)

Staff: Ms. Hopkins, Sr. Director of Mutual Administration (via zoom)
Mr. Black, Physical Property Manager (entered at 9:09 a.m.)
Mr. Moore, Building Inspector
Mr. Scutti, 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 Secretary Kuhl, it was

RESOLVED to approve the Regular Meeting Minutes of November 8, 2023, as presented.

The MOTION passed unanimously.

BUILDING INSPECTOR'S REPORT

Building Inspector, Scutti provided an update on fire inspection.

Following questions, Building Inspector Scutti left the meeting at 9:04 a.m.

Building Inspector, Moore presented his report (attached).

Physical Property Manager, Black and Building Inspector, Scutti entered at 9:09 a.m.

Following discussion, Mr. Black and Mr. Scutti left the meeting at 9:14 a.m.

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

RESOLVED to approve proposal from Four Star Landscape to remove existing grass and install pavers for cart pad for unit# 89E, contingent upon that cart pad installation be moved to opposite side and sprinkler adjustment be done by J&J Landscaping. Work to be done at shareholder's expense.

The MOTION passed unanimously.

Following questions, Building Inspector Moore left the meeting at 9:22 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 Vice President Glasser and seconded by President Conley, it was

RESOLVED 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."

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

**BOARD OF DIRECTOR
MUTUAL FOUR**

December 13, 2023

RESOLVED to approve to amend the By-laws regarding Davis Stirling law regarding common area of Mutual Four and for them to be placed on the 2024 ballot and to be prepared by the mutual attorney.

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 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.

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 October 2023.

The MOTION passed unanimously.

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

RESOLVED 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.

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

**BOARD OF DIRECTOR
MUTUAL FOUR**

December 13, 2023

RESOLVED 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.

The MOTION passed unanimously.

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

RESOLVED to nominate and appoint Jan Kuhl to be President and Secretary of Mutual Four effective at the end of Executive Session 12/13/23 at approximately 12:00 p.m.

The MOTION passed unanimously.

PORTFOLIO SPECIALIST'S REPORT

Assistant Portfolio Specialist Kong submitted her report (attached).

COMMITTEE REPORT

Member Services Committee
Secretary Kuhl provided no update.

Facilities Committee
No report.

Operations Committee
Director Potter provided an update.

Administration Committee
Director Kuhl provided no 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, January 10, 2024, 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

Several Directors made a comment.

SHAREHOLDER COMMENTS

No shareholder made a comment.

ADJOURNMENT

There being no further business to conduct, President Conley adjourned the meeting at 10:33 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 December 13, 2023, at 11:00 a.m., and took the following actions:

The Mutual Four Board of Directors approved the executive session minutes of November 8, 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 *Cheryl Folcower*
SEAL BEACH MUTUAL FOUR
DK 12/13/23

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	

PORTFOLIO SPECIALIST REPORT

DECEMBER 2023

Pet and Caregivers / Permitted Health Care Residents Registration and Renewal



Caregivers / Permitted Health Care Residents

Caregivers/ Permitted Health Care Residents registration begins in late December. Please make certain that your Caregiver / Permitted Health Care Resident is currently registered with the Stock Transfer Office and obtains a photo pass.

Pet Registration and Licensing Renewal

Start the New Year off on the right foot. Register your pet/s with the Stock Transfer Office. Per mutual rules it is required that your pet/s is register with the Stock Transfer Office before your pet/s is brought onto the Mutual premises.

The Mutual Pet Registration Form is available for pick up at the Stock Transfer Office. Registration must be updated and completed on or before December 31 of each year.

To complete registration, you will need to include the required documentation:

- Mutual Pet Registration Form
- For dogs: City of Seal Beach Pet Licensing, Proof of spay or neuter, Proof of inoculations (shots), Proof of dog's weight (provided by a veterinarian) and proof of liability insurance.
- For cats: Proof of spay or neuter and proof of liability insurance.