

**AGENDA**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FOUR**  
**January 10, 2024**

**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](mailto:mutualsecretaries@lwsb.com) or by calling (562) 431-6586 ext. 313, by 01/09/2024 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](mailto:mutualsecretaries@lwsb.com), and state their intent to speak. Please send in your request by 01/09/2024 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 Kuhl, Vice President Glasser, Secretary Falconer, Chief Financial Officer Green, Directors Potter, and 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 December 13, 2023**
- b. **Special Meeting Minutes of December 20, 2023 (pp.3-4)**

5. **BUILDING INSPECTOR'S REPORT**

Mr. Moore

Permit activity; escrow activity; contracts & projects; shareholder and mutual requests (p.5)

- a. Status update on Fire Inspection.

Mr. Scutti

6. GRF REPRESENTATIVE

Ms. Gerber

7. SECRETARY / CORRESPONDENCE

Ms. Falconer

8. CHIEF FINANCIAL OFFICER'S REPORT

Ms. Green

9. UNFINISHED BUSINESS

- a. Discuss and Vote to Ratify Amended Rule 04-7210-1 – Annual Elections. (pp.6-7)

- b. Discuss and Vote to Ratify Amended Rule 04-7709.1-3 – Escape Tax Deposit. (pp.8-9)
- c. Discuss and Vote to Amend Form 04-7584-4 – Street Parking Permit. (pp.10-11)
- d. Discuss and Vote on Insurance Increase of Mutual mid-year Assessment. (p.12)
- e. Discuss Rule 04-7471-1 – Termite Control. (pp.13-14)
- f. Discuss status update on Electrical Vehicle Charging Stations.
- g. Discuss April 17, 2024, Spring Party.

10. NEW BUSINESS

- a. Approval of Monthly Finances. (p.15)
- b. Discuss and Vote to Nominate a New Director for Mutual Four until 2024 Annual Election Meeting. (p.16)
- c. Discuss and Vote to Place on the 2024 Elections Ballot for Member Vote on the Amended and Restated Bylaws of Mutual Four. (p.17)
- d. Discuss and Vote to Approve Electric Circuit Panel Replacement Plan. (pp.18-19)
- e. Discuss and Vote to Approve Annual Opt-Out notice for membership list. (p.20-21)
- f. Discuss recruitment and use of building captains.

**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                 | Mr. Cross    |
| f. Special Events            | Ms. Glasser  |
| g. Electric Vehicle          | Ms. Green    |

13. ANNOUNCEMENTS

- a. **NEXT MEETING: Wednesday, February 14, 2024, 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**

14. DIRECTORS' COMMENTS

15. ADJOURNMENT

16. EXECUTIVE SESSION

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

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL FOUR  
December 20, 2023**

The Special Meeting of the Board of Directors of Seal Beach Mutual Four was called to order by President Kuhl on Wednesday, December 20, 2023, at 10:00 a.m. in Mutual 4, 46E Knollwood Rd.

Those members present were President Kuhl, Vice President Glasser, Directors Falconer, Cross, and Potter.

Absent: Chief Financial Officer Green.

One Mutual Four Shareholder was present.

The purpose of this meeting was to accept the resignation of Mutual Four Secretary, appoint a new Mutual Four Secretary, and accept plans for Mutual Four dinner on April 17, 2024.

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

RESOLVED to respectfully accept the resignation of Jan Kuhl as Secretary from Mutual Four effective Wednesday, December 20, 2023.

The MOTION passed unanimously.

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

RESOLVED to nominate and appoint Cheryl Falconer to be Secretary of Mutual Four effective Wednesday, December 20, 2023.

The MOTION passed unanimously.

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

RESOLVED to accept plans for Mutual Four's dinner on April 17, 2024.

The MOTION passed unanimously.

There being no further business to conduct, President Kuhl adjourned the meeting at 10:15 a.m.

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Attest, Cheryl Falconer, Secretary  
SEAL BEACH MUTUAL FOUR  
DK 12/20/23

## MUTUAL 4 INSPECTOR'S REPORT

MUTUAL:

**(04) FOUR**

DATE:

**JANUARY**

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-D	Cabinets	BOTH	12/28/23	02/10/24	NO		LW DÉCOR
76-K	SHOWER CUTDOWN	BOTH	10/16/23	11/16/23	NO		NUKOTE
79K	Heat Pump	BOTH	10/09/23	11/09/23	NO	FAILED 12/21/23	Just Right Services
80-J	Remodel	BOTH	10/30/23	10/30/24	NO		CAL CUSTOME
82-A	WINDOWS	BOTH	12/10/23	01/20/24	NO		Brothers Glass
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	FINAL 12/19/23	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	FINAL 12/19/23	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	3	20
46-F		10/12/23							
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	12/28/23	12/28/23					
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-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	12/12/23					
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
Empire Pipe Ceaning	Pipe Cleaning	12/31/2025

### SHAREHOLDER & MUTUAL REQUESTS

SHAREHOLDER	MUTUAL

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY RULE CHANGE BY AMENDING RULE 04-7210-1 – ANNUAL ELECTIONS. (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JANUARY 10, 2024  
**CC:** FILE

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I move to ratify proposed rule change by amending Rule 04-7210-1 – Annual Elections of the Rules and Regulations; the 28-day posting requirement has been met.

**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*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED PROCEDURE 04-7709.1-3  
ESCAPE TAX DEPOSIT. (UNFINISHED BUSINESS, ITEM B)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending procedure 04-7709.1-3 Escape Tax Deposit and renumbering to 04-7709.1-1 of the Rules and Regulations; the 28-day posting requirement has been met.



**MUTUAL OPERATIONS**

**AMEND**

**ADMINISTRATIVE SERVICES**

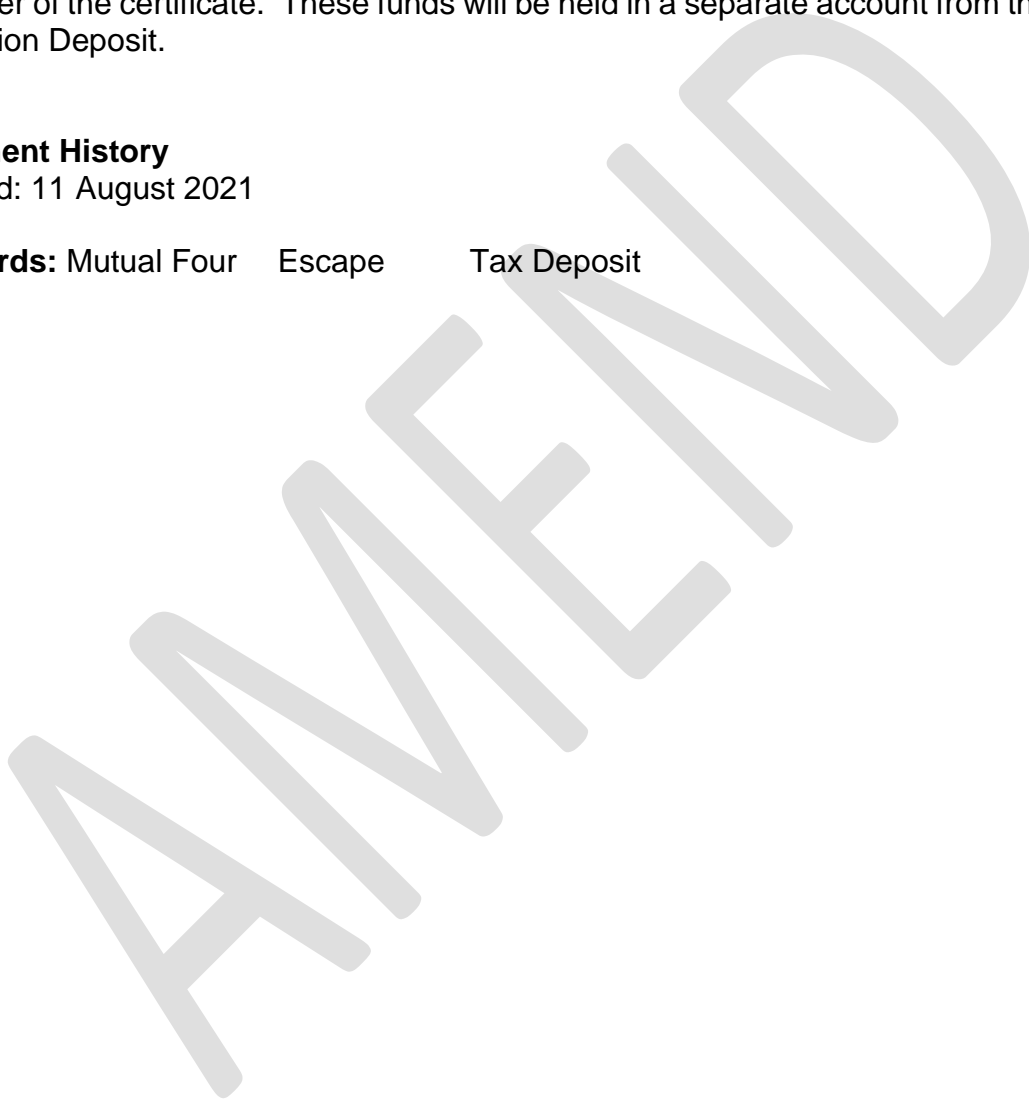
**Escape Tax Deposit**

1 In order to avoid *escaped property tax* due the County Assessor's Office upon the death of a  
2 stockholder, funds of \$~~3~~4,000 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  
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11 **Keywords:** Mutual Four    Escape    Tax Deposit



# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE AMENDED FORM 04-7584-4 – STREET PARKING PERMIT. (UNFINISHED BUSINESS, ITEM C)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to approve amended form 04-7584-4 – Street Parking Permit.

**Mutual Permission  
Temporary Mutual Shareholder Street Parking Permit**

Mutual/Unit: \_\_\_\_\_

Carport Building: \_\_\_\_\_ Space: \_\_\_\_\_

Shareholder's Name: \_\_\_\_\_

Shareholder's Signature: \_\_\_\_\_

Shareholder's Phone #: \_\_\_\_\_

Authorized By: \_\_\_\_\_ (Mutual Director's Name)

Date Issued: \_\_\_\_\_ Expires On: \_\_\_\_\_

Director's Phone #: \_\_\_\_\_ Director's Signature: \_\_\_\_\_

**DISPLAY THIS PERMIT ON THE LEFT CORNER OF THE DASHBOARD  
NOT VALID ON GRF, ONLY MUTUAL FOUR – NAMED STREETS OR LOTS**

**DOCUMENT HISTORY**

**ADOPTED:** 11 OCT 2023

**KEYWORDS:** Mutual Four      Temporary      Street Parking

(OCT-DEC 2023)

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE INSURANCE INCREASE OF MUTUAL MID-YEAR ASSESSMENT. (UNFINISHED BUSINESS, ITEM D)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to approve a \$10 per Mutual Four-unit increase, effective March 1, 2024. The Increase is due to GRF's increase to the master insurance policy, and the Mutual Four's increase of \$45,552.70 above the projected Mutual Four budget.

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND PROPOSED RULE 07-7471-1 – TERMITE CONTROL. (UNFINISHED BUSINESS, ITEM E)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to propose a rule change by amending rule 04-7471-1 – TERMITE CONTROL and renaming to PEST CONTROL 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

**SEAL BEACH MUTUAL NO. FOUR**

**PHYSICAL PROPERTY**

**Termite ControlPest Control**

Any structural damage caused by a termite infestation shall be repaired or replaced at Mutual Expense.

Mutual 4 is obligated by California Civil Code 4775 to maintain common areas which include attics, turf, mutual common area gardens, walkways and patios. The mutual also must control mutual common area structures from pests such as rodents and termites. The removal of bees' nests, carpenter bees, wasps' nests, yellow jacket hives, and fleas that inhabit the common area are the responsibility of the mutual. The shareholder is responsible for the treatment of ants, roaches, silverfish, mites, gnats, mosquitoes, flies, silverfish, vinegar fires, spiders, pantry pests, weevils, earwigs, crickets, lizards, bedbugs, fleas, and other pests inside the unit. The shareholder must contact a mutual director who will pass the request on to Service Maintenance. The mutual director will inform the shareholder of any monetary responsibility.

**Document History**

Adopted: 13 Dec 2017

Amended: 10 Jan 2024

**Keywords:** Mutual Four                      Termite Control

16  
17

(~~Dec-17~~Jan 24)

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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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 November 2023.

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO NOMINATE A NEW DIRECTOR FOR MUTUAL FOUR.  
(NEW BUSINESS, ITEM B)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to nominate and appoint \_\_\_\_\_ to be Director for Mutual Four until 2024 Annual Election Meeting.



# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO PLACE ON THE 2024 ELECTIONS BALLOT FOR MEMBER VOTE ON THE AMENDED AND RESTATED BYLAWS OF MUTUAL FOUR. (NEW BUSINESS, ITEM C)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to place the Amended and Restated Bylaws of Mutual Four on the 2024 Elections Ballot and authorize Mutual Attorney to review and prepare the ballot.

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE ELECTRIC CIRCUIT PANEL  
REPLACEMENT PLAN. (NEW BUSINESS, ITEM D)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to approve the unit electric circuit panel replacement plan.

## **Unit Circuit Panel Replacement Plan**

1. Identify the units that need replacement of electric circuit panels during fire inspections. If it is determined that that the panel poses a risk, it will be replaced immediately.
2. Effective immediately, all remodels will require inspection of existing electric circuit panels and if necessary, they will be replaced at the Shareholders expense.
3. Effective immediately, all sales of units will require inspection of existing electric circuit panels and if necessary, the panel poses a risk, they will be replaced at the Mutuals Expense.
4. This process will continue until all electric panels requiring replacement are replaced.

# *Mutual Corporation No. Four*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE ANNUAL OPT-OUT NOTICE FOR MEMBERSHIP LIST. (NEW BUSINESS, ITEM E)  
**DATE:** JANUARY 10, 2024  
**CC:** MUTUAL FILE

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I move to approve that Mutual Administration send out an Opt-Out Notice, allowing the shareholder to remove their name, property address, mailing address, and/or e-mail address from the membership list, per Civil Code §5220 Membership List Opt-Out.

# Mutual Corporation No. Four

## Opt-Out Notice

A member may request that the Association provide him or her with a copy of the membership list(s), including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list(s) is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list(s) unless it reasonably believes that the member will use the information for another purpose. **NOTE: If filed in previous years, you are not required to submit this notice again.**

Pursuant to Civil Code § 5220, a member can "opt out" of having his or her name and address(es) included on a membership list(s) which must be distributed to members upon request. If you would like to "opt out" of having your name and/or address(es) included on a membership list(s), please complete the following form and return by mail:

Mutual Administration  
PO Box 2069, Seal Beach, CA 90740

OR

**In-Person to**  
Stock Transfer  
Administration Building A, Mail Drop-Box

**Email to**  
[MutualSecretaries@lwsb.com](mailto:MutualSecretaries@lwsb.com)

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To Whom It May Concern,

Please **REMOVE** the following information related to my Mutual \_\_\_\_\_ and Unit \_\_\_\_\_ from the Mutual's membership list in accordance with Civil Code § 5220 until further written notice from me:

(Check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Unit Address: \_\_\_\_\_

*P. O. Box 2069, Seal Beach, California 90740 (562) 431-6586*