

AGENDA
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FOUR
April 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 or by calling (562) 431-6586 ext. 2320, by 04/09/2024 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, and state their intent to speak. Please send in your request by 04/09/2024 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, Cross, and Aguero.

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

Marsha Gerber, GRF Representative
Darrien Moore, Building Inspector
Dinna Kong, Portfolio Specialist

4. APPROVAL OF MINUTES
 - a. **Regular Meeting Minutes of March 13, 2024.**

5. **BUILDING INSPECTOR'S REPORT** Mr. Moore
Permit activity; escrow activity; contracts & projects; shareholder and mutual requests. (p.3)
 - a. Discuss and vote to approve Progressive Builders proposal # 19234 for unit # 37-l. (pp.4-9)
 - b. Discuss and vote to approve J.C. Kress proposal # 19290 for unit # 74-L. (pp.10-14)
 - c. Discuss and vote to approve Cal Custom Interiors, Inc. proposal # 10010 for unit # 83-G. (pp.15-18)
 - d. Discuss and vote to amend Rule 04-7530-1 – Withdrawal Inspection. (pp.19-20)

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 amend resolution dated 3/9/22 – Doneen Electric Inc. (p.21)
 - b. Discuss and vote to ratify Rule 04-7701-1- Personal Property and Liability

- Insurance & 04-7701-4- Personal Property and Liability Insurance Form (pp.22-26)
- c. Discuss and vote to ratify Rule 04-7496-1- Electric Vehicle Charging Station Rules. (pp.27-30)
- d. Discuss Mutual Four no longer will be responsible for refrigerators, stoves, and ovens.
- e. Discuss Mutual 4 Taco Party

10. NEW BUSINESS

- a. Approval of Monthly Finance. (p.31)
- b. Discuss and vote to cancel May Board meeting due to Annual Elections. (p.32)
- c. Discuss CERT club.
- d. Discuss Bylaw Amendment for Elections regarding encroachment into Common Area.
- e. Discuss Emergency Preparation in Mutual Four.

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, May 8, 2024, Open Forum begins at 8:30 a.m. and the Meeting begins at 8:45 a.m. in Building 5, Conf. Room B and via Zoom Conference Call**
- b. **ANNUAL MEETING: Wednesday, May 22, 2024**

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: **APRIL** INSPECTOR: **Darrien Moore**

PERMIT ACTIVITY

UNIT #	WORK DESCRIPTION	GRF/CITY PERMIT	START DATE	FINISH DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
37-I	Remodel	BOTH	02/20/24	08/29/24	NO		Progressive Builders
38-I	Flooring	GRF	04/15/24	05/30/24	NO		Karys Carpet
40-E	Flooring	GRF	02/24/24	04/24/24	NO		Bixby Plaza
42-D	Cement Strip	GRF	02/29/24	03/15/24	NO		Anguiano
42-H	Patio	BOTH	03/25/24	06/29/24	NO		Bruno Alvarez
44-H	Flooring	GRF	03/15/24	04/30/24	NO	FINAL - 03/29/24	Karys Carpet
47-I	Remodel	BOTH	06/27/22	03/01/23	YES	FINAL - 04/01/24	Handycrew
73-E	Flooring	GRF	04/05/24	05/30/24	NO		Karys Carpet
74-F	Cart Pad	GRF	02/20/24	05/02/24	NO		J&J Landscape
74-L	Remodel	BOTH	03/21/24	04/15/24	NO		J.C Kress
79-G	Cabinets/Fridge	Both	02/21/24	08/21/24	NO	FINAL - 04/01/24	Cal Custom
80-J	Remodel	BOTH	10/30/23	10/30/24	NO	HALF FINAL - 01/16/24	Cal Custom
83-G	Rail	GRF	03/25/24	06/24/24	NO		Cal Custom
84-I	Popcorn/Remodel	BOTH	10/05/23	04/30/24	NO	FINAL - 04/02/24	MP Construction
84-J	Kitchen	BOTH	01/20/24	03/30/24	NO	FINAL - 03/28/24	Mamuscia Construction
86-K	Heat Pump	Both	03/11/24	03/22/24	NO		GreenCat Inc
87-K	Windows	GRF	03/26/24	06/26/24	NO		Bodies Glass
89-D	Flooring	GRF	02/15/24	03/30/24	NO	FINAL - 03/08/24	Karys Carpet

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FINAL	FCOEI	RELEASE OF FUNDS	ACTIVE	CLOSING	CLOSED
37-D		01/12/24							
40-E		10/12/23	01/12/24	01/12/24					
46-F		10/12/23							
50-A		09/27/22							
50-F		04/20/23	06/08/23	06/13/23	06/23/23				
50-L		01/25/24	03/29/24	03/29/24					
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		13	3	20
77-I		01/24/24							
79-A		06/28/23	10/02/23	10/02/23	10/12/23				
79-E			01/17/24	01/25/24	01/18/24				
79-L		11/27/23							
80-J		06/22/23	09/14/23	09/18/23					
83-F		12/19/23	01/22/24	01/26/24	02/07/24				
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	12/25/24				
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
	50-I Water Damage

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE PROGRESSIVE BUILDER'S PROPOSAL # 19234 FOR UNIT # 37-I. (BUILDING INSPECTOR'S REPORT, ITEM A)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to approve Progressive Builder's proposal # 19234 for interior remodel as outlined in proposal for unit# 37-I. Work to be done at shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 1221.81

Permit: # 19234

START DATE 02/20/2024

MUTUAL 04-0000

APT NO 0371

COMPLETION DATE 08/09/2024

TODAY'S DATE 03/07/2024

RESIDENT NAME Mary Taylor

ADDRESS 13600 El Dorado Drive #371

NATURE OF ALTERATION:

Demo existing plywood wall areas & cabinet sections, 1/2 wall in bathroom area, trim boards @ soffit area where beam is located, ceramic tile flooring @ entry area, baseboards throughout, paneling @ living room wall. Saw cut slab foundation as needed to relocate plumbing drains, vent lines, etc. to new fixture locations per conceptual drawing. Provide & install new drain lines, vent lines, water supply lines, water supply lines, etc. to new fixture locations. Included new laundry area plumbing. Patch back concrete @ open trench areas. Install new 30 gallon electric water heater in closet area. Relocate existing electrical as needed to accommodate new kitchen layout & appliance locations. Includes adding electrical for new stacked laundry machines. Construct new interior partition walls to create closet areas in (2) bedrooms, laundry appliance closet, and bathroom area. Provide & install new electrical outlets & switched pre code, (1) new ceiling mount electrical box & switch for future ceiling fan, (1) ceiling fan in living room, (2) new 6" LED recessed can lights throughout unit, (1) new wall mount electrical box over bathroom cabinetry to accommodate new wall mount light fixture, (1) new wall mount fixture in bathroom area, (1) new exhaust fan with humidity sensor in bathroom area & (1) new exhaust fan with humidity sensor in laundry area, new drywall at new wall locations & texture to match existing conditions as close as possible. Installation of kitchen & bathroom cabinetry by others. Provide, fabricate & install new quartz or similar countertops in kitchen & bathroom areas provided tile as backsplash @ new kitchen cabinet areas. Frame in new shower dam, bench, soap/shampoo niche at new shower area, new shower drain assembly & hot mop new shower pan, new paper wire, and concrete float in new shower area, tile @ new shower walls & shower floor, tile flooring in bathroom area. Install waterproof vinyl plank flooring throughout bedrooms, living room, laundry, & kitchen areas. Install new MDF paint grade baseboards @ new flooring locations. Install undermount sink, kitchen faucet, refrigerator, 30" electric slide in oven/range combo, exhaust hood over range, dishwasher, stackable washer/dryer combo unit, microwave drawer. Install (1) new insinkerator 3/4 hp garbage disposal. Install shower glass as frameless unit with fixed panel on one side & swinging door on opposite side. Install new polished edge mirror at sink cabinetry area. Prime & paint all walls, ceilings, baseboards, doors, door casing, & baseboards throughout. **** SEE SCOPE OF WORK ****

(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, Mary Taylor, 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 immediately 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 final 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
Progressive Builders

[Signature] 03/20/24
GRF Inspection/Supervisor, Physical Property Office Date

	<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	_____	_____			



**CONSTRUCTION CONTRACT
(HOME IMPROVEMENT)**

This Construction Contract ("Contract") is entered into by and between TSW Builder, Inc. dba Progressive Builders ("Contractor") and Mary Taylor ("Owner"), whose residence address is 13600 El Dorado #371 Seal Beach, CA 90740 (714) 309-5445 marytaylor77@gmail.com lisamtaylor4474@gmail.com, and whose project address is 13600 El Dorado #371 Seal Beach, CA 90740.

You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started.

Description of the Project and Description of the Significant Materials to be Used and Equipment to be Installed.

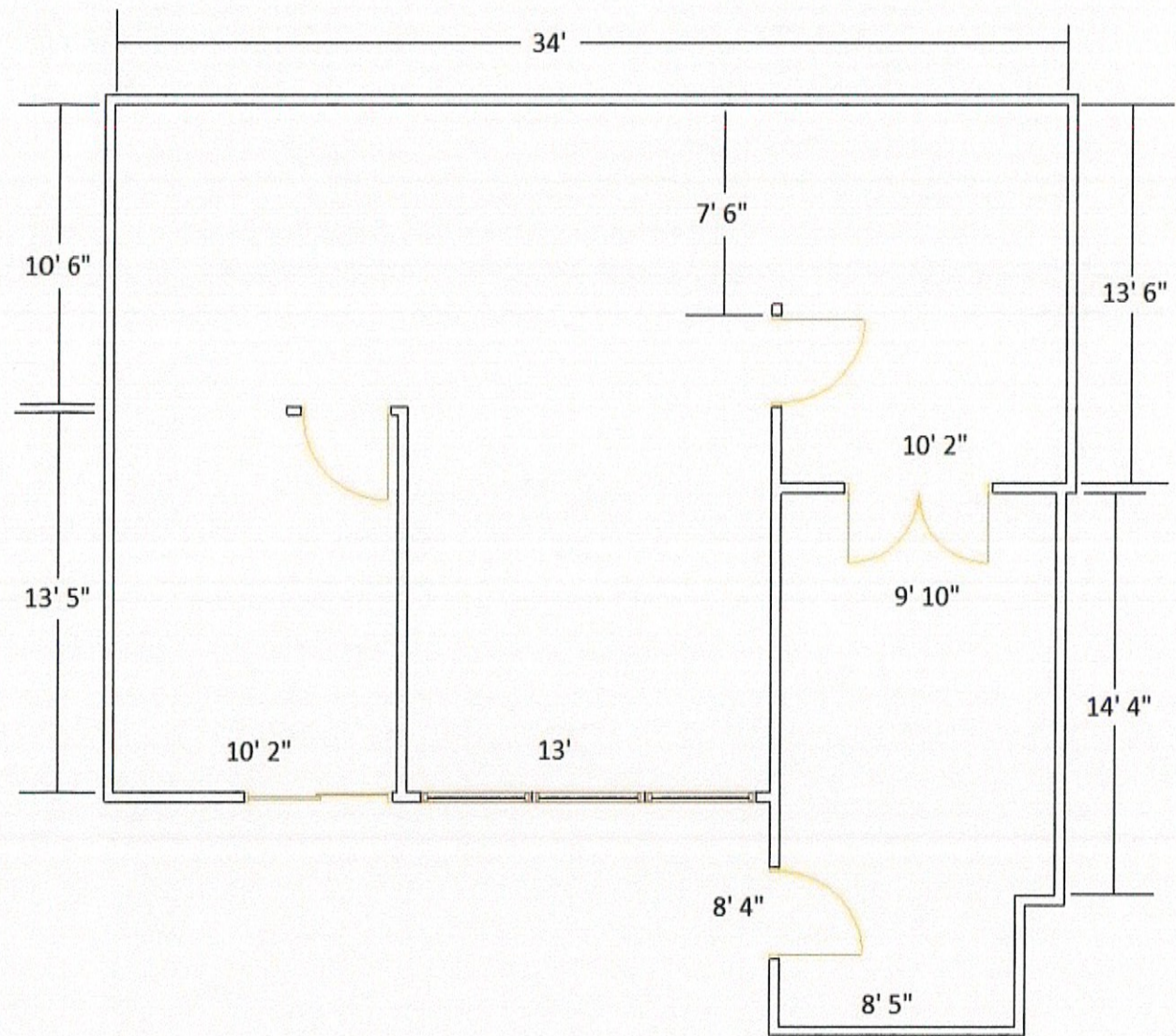
Contractor will furnish all labor, materials, equipment, supervision, and contract administration to complete in a good and workmanlike manner the following:

Interior Remodel

1. Demo existing plywood wall areas and cabinet sections.
2. Demo existing ½ wall in bathroom area.
3. Demo existing trim boards at soffit area where beam is located.
4. Demo existing ceramic tile flooring at entry area.
5. Demo existing baseboards throughout.
6. Demo existing paneling at living room wall.
7. Saw cut slab foundation as needed to relocate plumbing drains, vent lines, etc. to new fixture locations per conceptual drawing. Cost based on standard slab foundation conditions.
8. Provide and install new drain lines, vent lines, water supply lines, etc. to new fixture locations. Included new laundry area plumbing.
9. Patch back concrete at open trench areas.
10. Provide and install new 30 gallon electric water heater in closet area.
11. Relocate existing electrical as needed to accommodate new kitchen layout and appliance locations. Includes adding electrical for new stacked laundry machines.
12. Construct new interior partition walls to create closet areas in (2) bedrooms, laundry appliance closet, and bathroom area, per conceptual drawing.



13. Provide and install new electrical outlets and switched per code requirements.
14. Provide and install (1) new ceiling mount electrical box and switch for future ceiling fan.
15. Install (1) new homeowner provided ceiling fan in living room area.
16. Provide and install (21) new 6" LED recessed can lights throughout the house.
17. Provide and install (1) new wall mount electrical box, over bathroom cabinetry, to accommodate new wall mount light fixture.
18. Install (1) new homeowner provided wall mount light fixture in bathroom area.
19. Provide and install (1) new exhaust fan with humidity sensor in bathroom area and (1) new exhaust fan with humidity sensor in laundry area.
20. Provide and install new drywall at new wall locations and texture to match existing conditions as close as possible.
21. Coordinate installation of kitchen and bathroom cabinetry by others.
22. Provide, fabricate, and install new quartz or similar countertops in kitchen and bathroom areas. An allowance of \$2,000.00 has been given toward (1) slab of material until final product has been determined.
23. Install new homeowner provided tile as backsplash at new kitchen cabinet areas.
24. Frame in new shower dam, shower bench, and soap/shampoo niche at new shower area.
25. Provide and install new shower drain assembly and hot mop new shower pan.
26. Provide and install new paper, wire, and concrete float in new shower area.
27. Install new homeowner provided tile at new shower walls and shower floor.
28. Install new homeowner provided tile flooring in bathroom area.
29. Install new homeowner provided fixtures as follows:
 - a. (1) undermount bathroom sink
 - b. (1) bathroom faucet and pop up drain assembly
 - c. Shower valve and trim
 - d. (1) standard application toilet
30. Install new waterproof vinyl plank flooring throughout bedrooms, living room, laundry, and kitchen areas.
31. Provide and install new MDF paint grade baseboards at all new flooring locations.
32. Install new homeowner provided kitchen items as follows:
 - a. (1) undermount sink
 - b. (1) kitchen faucet
 - c. (1) refrigerator
 - d. (1) new 30" electric slide in oven/range combo
 - e. (1) new exhaust hood over range
 - f. (1) new dishwasher
 - g. (1) new stackable washer/dryer combo unit
 - h. (1) new microwave drawer
33. Provide and install (1) new Insinkerator 3/4hp garbage disposal.



<p>Owner/Shareholder Mary Taylor 13600 El Dorado #371 Seal Beach CA 90740</p>	<p>Contractor Progressive Builders 371 Oak Place, Suite J Brea CA 92821</p>	<p>Existing</p>
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<p>Owner/Shareholder Mary Taylor 13600 El Dorado #37i Seal Beach CA 90740</p>	<p>Contractor Progressive Builders 371 Oak Place, Suite J Brea CA 92821</p>	<p>Proposed New</p>
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Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE J.C. KRESS PROPOSAL # 19290 FOR UNIT # 74-L. (BUILDING INSPECTOR'S REPORT, ITEM B)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to approve J.C. Kress proposal # 19290 for interior renovation as outlined in proposal for unit # 74-L. Work to be done at shareholder's expense.

**GOLDEN RAIN FOUNDATION
BUILDING PERMIT**

Fee: \$ 6,750.00 Permit: # 19290
 START DATE 03/21/2024 MUTUAL 04-0000 APT NO 074L
 COMPLETION DATE 04/15/2024 TODAY'S DATE 03/19/2024
 RESIDENT NAME Barbara Kress ADDRESS 1351 Weeburn Road #74L

NATURE OF ALTERATION:

Extend bedroom, extend living room total of 152 square feet. Built in walk in closet in bedroom. Replace fiberglass shower with tile shower. Add 3/4 bathroom, add laundry hook-ups. Replace kitchen & bathroom cabinets & countertops. Install a total (20) recessed lights. Replace existing sub panel with GRF standard 125 amp square D type panel. Install ducted HVAC system. Add floor stops to any quick opening valves. Add water hammer arrestor to a any quick opening valve.
PROVIDE WASTE MANIFEST @ FINAL. ***SEE SCOPE OF WORK*******

(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, Barbara Kress, 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 final inspection. (24 hours' notice is required)

NOTICE: Contractor must furnished 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 _____
 J.C. Kress Construction
 *** D. Moore 03/21/24
 GRF Inspection/Supervisor, Physical Property Office Date

	<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	_____	_____		_____	_____



To: Barbara Kress
1351 Weeburn Road 74L
Seal Beach, Ca. 90740

Date: 3-11-2024
Proposal #1
Job: enclose front patio
Mutual #4

Scope of Work:

Tracking permit for 74L

- Remove carpet, and end tackstrip getting ready for abatement.
- Asbestos survey completed
- Removal of 9x9 VCT floor tile
- Remove kitchen and bathroom sheet vinyl
- Abatement completed by Unversal Abatement Services

Scope of work for Renovation:

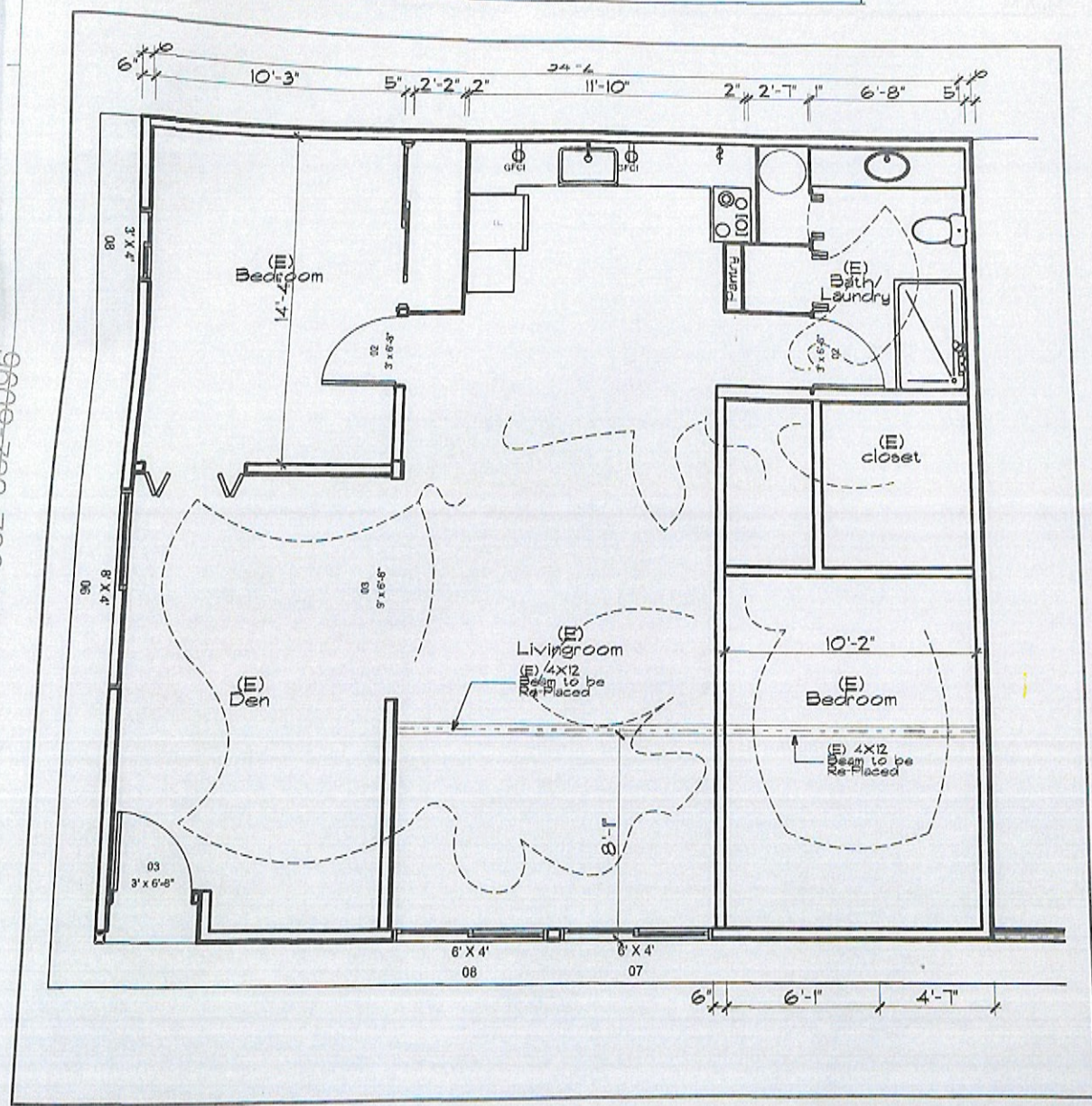
- Extend bedroom, Extend living room total of 152 Square feet
- Built walk-in closet in bedroom
- Replace fiberglass shower with tile shower
- Add 3/4 bathroom
- Add laundry hook-ups
- Replace kitchen and bathroom cabinets and countertops
- Install a total 20 recessed light
- Replace existing sub panel with GRF standard 125 amp square D type panel
- Install ducted HVAC system

3/10/24

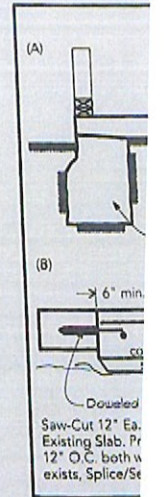
Page

J.C. Kress Construction Inc.
1394 Scotch Circle, Placentia, California 92870 • O(714) 282-0559
Cell (714) 282-9560
email jckressc@gmail.com

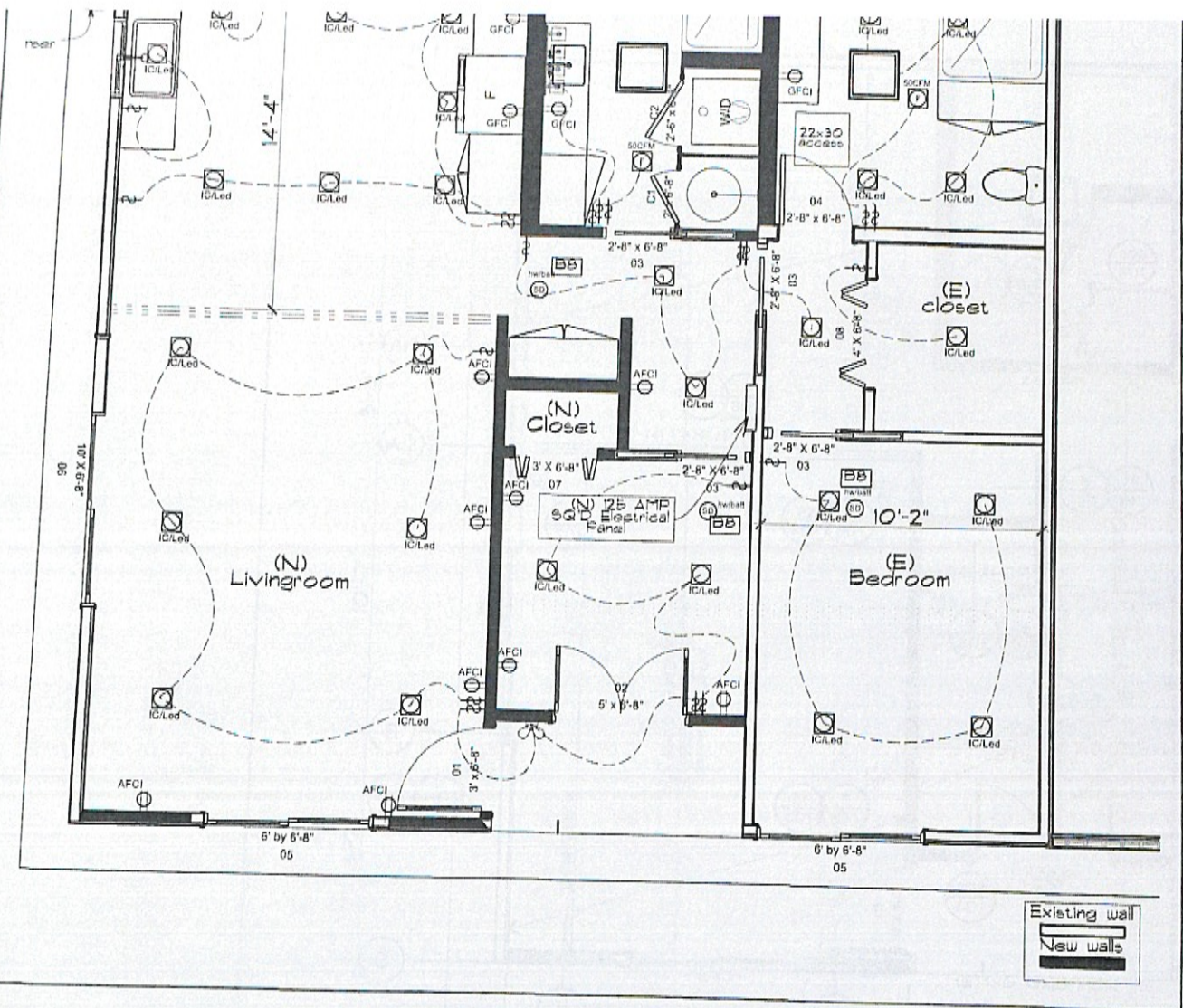
Homeworks Construction & Design PH # 562-682-8096



2 Existing Floor Plan 3/16" = 1'-0"

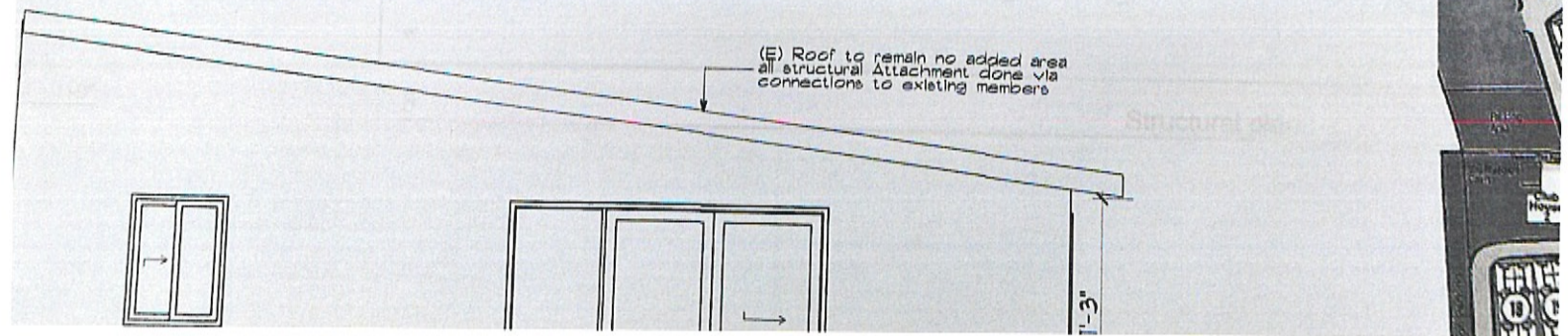


THE ABOVE DRAWINGS AND SPECIFICATIONS, IDEAS, DESIGNS, ARRANGEMENTS REPRESENTED THEREBY ARE AND SHALL REMAIN THE PROPERTY OF JAIME SUAREZ, AND NO PART THEREOF SHALL BE COPIED, DISCLOSED OR USED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF JAIME SUAREZ. SHOP DRAWINGS AS REQUIRED, ARE TO BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION OF PERTINENT COMPONENTS OF THIS PROJECT. ALTERATIONS OF ANY KIND TO THE DRAWINGS SHALL BE AT THE USER'S RISK AND ALL DEVIATIONS TO JAIME SUAREZ. SHOP DRAWINGS AS REQUIRED, ARE TO BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION OF PERTINENT COMPONENTS OF THIS PROJECT. ALTERATIONS OF ANY KIND TO THE DRAWINGS SHALL BE AT THE USER'S RISK.



- E14 Provide two
- E15 Provide addi
- E16 Provide GFC
- E17 Install mini
- E18 GFCI Reces
- M10 Provide a r
- Maximum
- Provide dr
- N12 Recessed li
- between th
- N13 Living, dinin
- feet lighting
- occupant s
- P6 Kitchen fau
- P7 Shower hes
- P8 Lavatory fa
- P9 Water close
- P19 Bathtub fill
- to ASSE 1C
- P20 Shower val
- to ASSE 1C
- P22 Showers st
- 72" above
- P23 Showers st
- than 30" w

3 Proposed Floor Plan 1/4" = 1'-0"



Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CAL CUSTOM INTERIORS, INC.
PROPOSAL # 10010 FOR UNIT # 83-G.
(BUILDING INSPECTOR'S REPORT, ITEM C)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to approve Cal Custom Interiors, Inc. proposal # 10010 to work on concrete curbs and handrail as outlined in proposal for unit # 83-G. Work to be done at shareholder's expense.

"DEDICATED TO QUALITY"



St. License #876387

Cal Custom Interiors, Inc.
 3385 Cerritos Ave
 Los Alamitos, CA 90720
 Phone: 562.430.9200
 Fax: 562.430.8400

Proposal

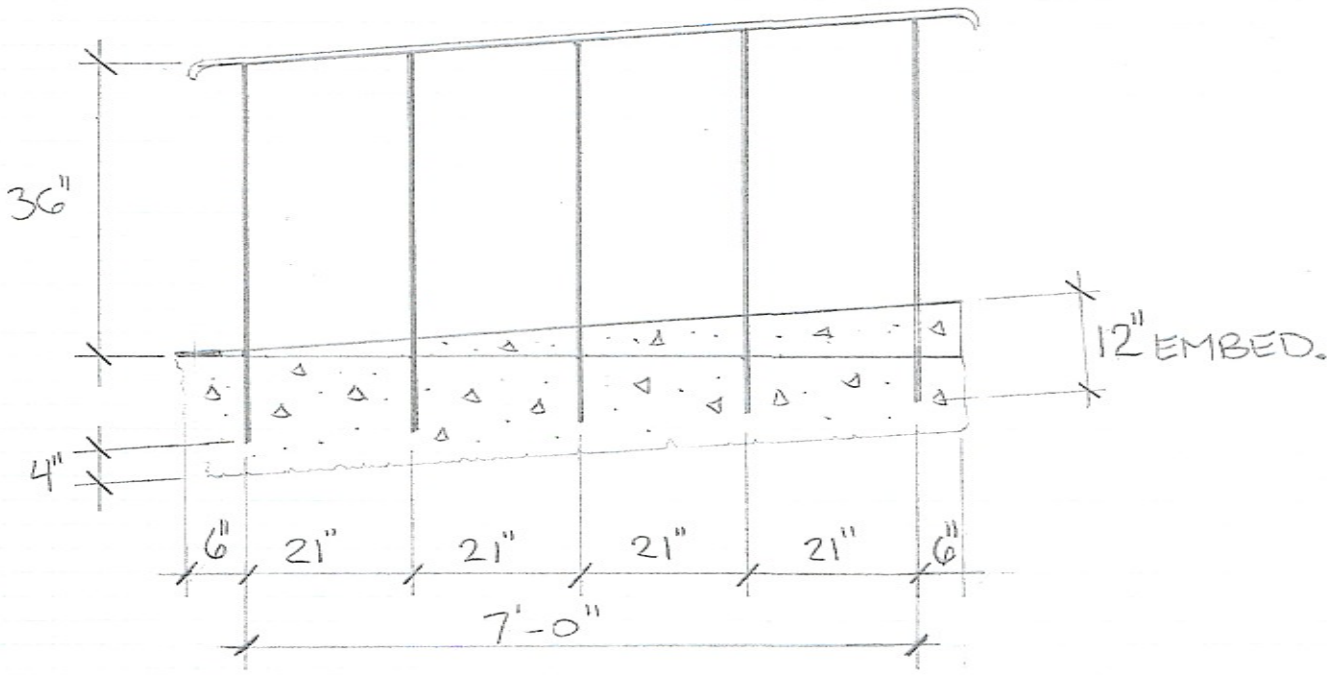
Date	Proposal #
3/27/2024	10010

CUSTOMER
Janice & David Friedland 1401 Skokie Rd. #83G, M4 Seal Beach, CA. 90740

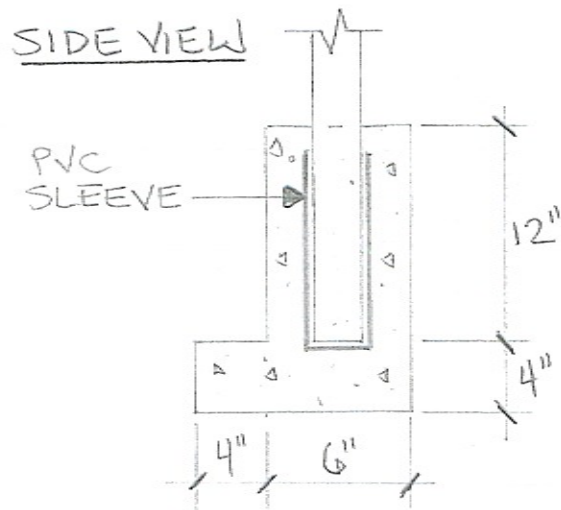
JOB SITE
Janice & David Friedland 1403 Skokie Rd. #83G, M4 Seal Beach, CA 90740

exp.	Terms	Rep	Project	Job #
3/27/2024	SEE DESCRIPTION BELOW	MG	8207 Janice & David...	8207
Item	Description			Total
Repair Concrete	CONCRETE CURBS & HAND RAIL 1. Provide labor and materials to remove damaged schluter and replace with new. 2. Provide labor and materials to form 6" wide x 16" deep curb with toe footing approximately 11'-0" long on left side of ramp and form for 3" wide x 10" deep x 11'-0" long concrete curb along right side of ramp. 3. Provide labor and materialsto fabricate one 36" tall x 6'-0" long hand rail system. Includes powder coating to match grey in tile. 4. Provide labor and materials to install protection sleeves over balusters before being embedded in cement, apply epoxy in the protective sleeve. Secure the hand rail system in place ready for concrete. 5. Provide labor and materials to pour and finish concrete at both sides of the ramp. Concrete color to match grey in tile. 3. Provide labor to remove forms 24-48 hours after concrete was poured.			
Custom Labor				
Concrete				
Concrete				
Note				
Note	NOTES & EXCLUSIONS: *This proposal only covers items listed above. Any unforeseen labor and or materials that may become necessary to complete project will be treated and billed as a change order.			
	PAYMENT TERMS *Once pricing and scope of work is agreed upon and prior to mobilizing project 50% will be due to begin scope of work: \$0.00 - Remaining \$0.00 balance due upon substantial completion and walk through.			
We appreciate the opportunity to submit our proposal. We look forward to hearing from you soon.				Total \$0.00

Signature _____



DESCRIPTION: 7'-0" LONG x 36" TALL HAND RAIL.
 14-GAUGE MOLDED TUBULAR STEEL WITH
 FIVE-1" SQUARE, 18-GAUGE BALUSTERS
 AND TWO #902 LAMBS TONGUE END CAPS.
 BALUSTERS TO BE 12" INTO NEW 6" WIDE x 16" DP CONC CURB.



L. License
876387

"DEDICATED TO QUALITY"



General Construction, Residential and Commercial Remodeling

LINDSEY GOSDEN

Phone: (562) 430-9200

Fax: (562) 430-8400

Mobile: (562) 972-5907

e-mail: lindsey@calcustominteriors.com

www.calcustominteriors.com

3385 CERRITOS AVENUE, LOS ALAMITOS, CA 90720

Project: DAVID & JAN FRIEDLAND

Location: 1401 SKOKIE RD. #83G, M4

Developer: CAL CUSTOM INTERIORS

Job No.: 8207

Sheet No.: 1 of 1



Los Alamitos Ornamental Supply, Inc.

10742 WALKER ST., CYPRESS, CA 90630

PHONE: (714) 828-6382

(714) 828-6383

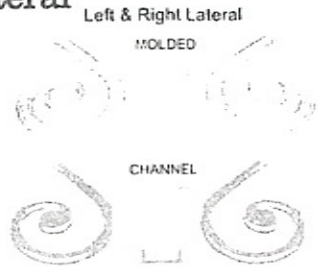
(714) 828-6384

**Molded
Cap Rail**



**1-3/4" W Steel
Standard
1.25 lb./ft.**

Lateral



Cast Iron



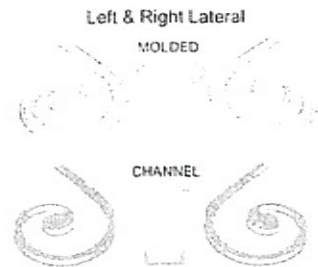
201

199

199-R



**2-1/4" W Steel
1.95 lb./ft.**



Cast Iron



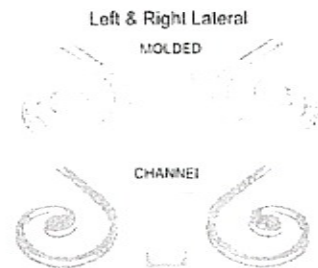
4441V

4441S

4441B



**2" W Steel
2.25 lb./ft.**



Cast Iron

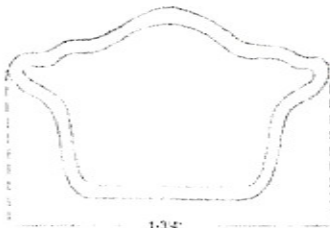


4428V

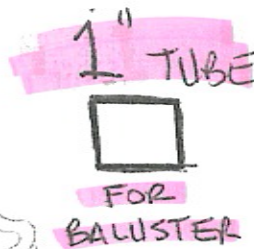
4428S

4428B

Molded Tubular



**14 Gauge
Structural Grade Steel
20' Lengths (1.3 lbs. per ft.)**



RAIL ENDS
For Tubular Hand RAIL
or Other Special Applications



**No. 900
Volute**

**No. 901
Bevel**

**No. 902
Straight**

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RULE 04-7530-1 –
WITHDRAWAL INSPECTION. (BUILDING INSPECTOR'S
REPORT, ITEM D)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to propose a rule change by amending Rule 04-7530-1-Withdrawal Inspection by increasing from \$7,500 to \$9,500 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 review of any shareholder comments received.

SEAL BEACH MUTUAL NO. FOUR

SHAREHOLDER REGULATIONS

1 **Withdrawal Inspection**

2
3 RESOLUTION:

4
5 Immediately upon vacating by the selling shareholder, the dwelling shall be inspected. Expense
6 of repair and maintenance shall be paid from the withdrawal repair deposit of Seller. Balance to
7 Seller.

8
9 **DATE/AMOUNT**

10 01 July 1985/\$2,000.00

AMENDED/AMT

01 Dec 2003/\$3,500.00

12 Sept 2007/\$5,000.00

~~12 Dec 2012~~ 10 Apr 2024/ \$7,500.00 ~~9,500.00~~

11
12
13 **Document History**

Adopted: 01 July 1985

Amended: 01 Dec 2003

12 Sept 2007

12 Dec 2012

10 Apr 2024

Keywords: Mutual Four Withdrawal Inspection

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15

| (~~Dec-12~~Apr 24)

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RESOLUTION DATED 3/9/22 – DONEEN ELECTRIC INC. (UNFINISHED BUSINESS, ITEM A)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

Doneen's invoice to Mutual for the work done shall be paid directly to Doneen prior to the SCE rebates being received by the Mutual. All amounts set forth under the Agreement and/or SCE shall remain as is and as calculated previously by SCE. Doneen hereby agrees that the invoice amounts paid by Mutual shall constitute payment in full and shall proceed without delay to promptly (within five (5) days) issue paid invoices to Mutual upon receipt of payment so that Mutual can provide evidence of such paid invoices to SCE in order to obtain the expected rebates.

I move to amend resolution dated 3/9/22, "RESOLVED to authorize Doneen Electric Inc. to assist and advise on the SCE Charge Ready Program for Mutual 4. Specifically, the installation and maintenance of 42 Electrical Vehicle Charging Stations for a total cost of \$316,369.20 with a contingency of plus or minus 3%. Funds to come from SCE Grant, no payments from Mutual 4 until rebate money is paid from Edison and authorize the President to sign the contract pending attorney review and approval." Amendment to the construction agreement approved 3-9-2022 between Seal Beach Mutual Four and Doneen Electric Inc., prepared by the Mutual Four attorney, and to have the President sign any necessary documents. Funds to come from, and SCE rebates to be returned to, Mutual Four Infrastructure Reserves.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RULE 04-7701-1- PERSONAL PROPERTY AND LIABILITY INSURANCE & 04-7701-4 – PERSONAL PROPERTY AND LIABILITY INSURANCE FORM. (UNFINISHED BUSINESS, ITEM B)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to ratify proposed rule change by amending Rule 04-7701-1- Personal Property and Liability Insurance and 04-7701-4 – Personal Property and Liability Insurance Form of the Rules and Regulations; the 28-day posting requirement has been met.

SEAL BEACH MUTUAL NO. FOUR**Community Management****Personal Property and Liability Insurance**

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1. Effective April 1, 2009, Mutual Four, whether residing in their apartment or not, shall carry personal property insurance to cover the personal contents of their apartment, to cover any damage to their apartment for which they are responsible, and to cover any damage, for which they are responsible, to adjacent apartments.
 2. Effective January 2, 2010, Mutual Four shareholders, whether residing in their apartment or not, shall carry personal property insurance to cover the personal contents of their apartment, to cover any damage to their apartment for which they are responsible, and to cover any damage, for which they are responsible, to adjacent apartments.
 3. The Golden Rain Foundation and Mutual Four are not responsible for personal property, or damage to personal property stored or parked on the street or in the carport, such as vehicles and other property stored in or under the storage cabinets.
 4. Shareholder shall obtain sufficient coverage for additional living expenses should the shareholder be unable to occupy their apartment while repairs are made to their apartment.
 5. Shareholder shall obtain personal property liability insurance in an amount sufficient for the indemnification of other persons who may be injured on their property.
 6. Mutual 4 Requires HO-6 Coverage for all shareholders.
Included should be:
 - 6.1. Liability: ~~\$300,000~~\$300,000 minimum required. Shareholders with EV chargers in their appointed stalls are required \$500,000 liability minimum.
 - 6.2. Personal Property: Recommend Shareholder obtain sufficient coverage to ensure the value of ALL your belongings, INCLUDING any items that would not normally be covered on an average personal property policy.
 - 6.3. Building Property – Dwelling: (INTERIOR ONLY) – Recommend enough to cover replacing the interior including upgrades and improvements of your unit.
 - 6.4. Loss Assessment: Recommended at \$100,000.00.
 - 6.5. Additional Living Expense/Loss of Use: Recommended
 - 6.6. Building Codes: Recommend Shareholder verify on their policy. *(Became requirement in CA July 2021)
 - 6.7. Medical: Recommend
 - 6.8. Workers Compensation: (Caretakers, Contractors)
 7. Shareholder should consider obtaining sufficient coverage to insure the value of any artwork, jewelry, antiques, or other items that would not normally be covered by an average policy for personal property.

(April ~~2022~~2024)

SEAL BEACH MUTUAL NO. FOUR

Community Management

Personal Property and Liability Insurance

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Document History

Adopted: 14 Mar 2018 Amended ~~13-10~~ April
~~2022~~2024

Keywords: Mutual Four Personal Property Liability Insurance

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(April ~~2022~~2024)

SEAL BEACH MUTUAL NO. FOUR

Community Management

Personal Property and Liability Insurance Form

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1. Effective April 1, 2009, Mutual Four, whether residing in their apartment or not, shall carry personal property insurance to cover the personal contents of their apartment, to cover any damage to their apartment for which they are responsible, and to cover any damage, for which they are responsible, to adjacent apartments.
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 3. The Golden Rain Foundation and Mutual Four are not responsible for personal property, or damage to personal property stored or parked on the street or in the carport, such as vehicles and other property stored in or under the storage cabinets.
 4. Shareholder shall obtain sufficient coverage for additional living expenses should the shareholder be unable to occupy their apartment while repairs are made to their apartment.
 5. Shareholder shall obtain personal liability insurance in an amount sufficient for the indemnification of other persons who may be injured on their property.
 6. Mutual 4 Requires HO-6 Coverage for all shareholders.
Included should be:
 - 6.1. Liability: ~~\$\$\$300,000 minimum required. Shareholders with EV chargers in their appointed stalls are required \$500,000 liability minimum.~~
 - 6.1-6.2. ~~300,000 minimum required~~
 - 6.2-6.3. Personal Property: Recommend Shareholder obtain sufficient coverage to ensure the value of ALL your belongings, INCLUDING any items that would not normally be covered on an average personal property policy.
 - 6.3-6.4. Building Property – Dwelling (INTERIOR ONLY) – Recommend enough to cover replacing the interior including upgrades and improvements of your unit.
 - 6.4-6.5. Loss Assessment: Recommended
 - 6.5-6.6. Additional Living Expense/Loss of Use: Recommended
 - 6.6-6.7. Building Codes: Recommend Shareholder verify on their policy. *(Became requirement in CA July 2021)
 - 6.7-6.8. Medical: Recommend
 - 6.8-6.9. Workers Compensation: (Caretakers, Contractors)
 7. Shareholder should consider obtaining sufficient coverage to ensure the value of any artwork, jewelry, antiques, or other items that would not normally be covered by an

| (April 2024~~2~~)

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY RULE 04-7496-1 – ELECTRIC VEHICLE CHARGING STATION RULES. (UNFINISHED BUSINESS, ITEM C)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to ratify proposed rule change amending Rule 04-7496-1 – Electric Vehicle Charging Station Rules of the Rules and Regulations; the 28-day posting requirement has been met.

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property

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

16 **1. GENERAL:**

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 Charger activation by SCE. That shareholder and each successor shareholder
28 shall provide the 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.**
34

35 **2. INFRASTRUCTURE PROGRAM:**

36 **3 SCE Rebate Projects WITH 42 CHARGERS – 710-year minimum requirement**
37 **from date of activation.**
38

39 **2.1.** All shareholders who are part of the original Mutual 4 infrastructure 42 charger
40 SCE program have paid their initial fees and have chargers installed in their

(~~Nov-23~~Apr 24)

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property

Electric Vehicle Charging Station Rules

41 assigned carports. These chargers belong to the Mutual. Chargers must be Ever
42 Charge Level 2 chargers only. Installations must be performed by Doneen
43 Electric and all costs associated with installations will be paid by shareholder and
44 SCE grants. **THESE CHARGERS CANNOT BE REMOVED WITHOUT**
45 **WRITTEN MUTUAL 4 BOARD APPROVAL.**
46

47 **3. PRIVATE INSTALLATION**

48
49 **3.1.** If a shareholder desires a private charger, the shareholder must seek board
50 approval, provide an HO-6 insurance policy with a minimum of \$500,000 liability
51 coverage and adhere to all other factors as stated in Davis-Stirling. Also, the
52 shareholder must use a UL listed, L2 outdoor charger that must be hardwired to
53 its source and **INSTALLED OR REMOVED BY A QUALIFIED ELECTRICAL**
54 **CONTRACTOR THAT IS EVITP CERTIFIED.** All costs for installation and the
55 charger will be paid by the shareholder.
56

57 **3.2.** The following provisions apply:

58 **3.2.1.** The owner first shall obtain approval from the Mutual to install the
59 electric vehicle charging station and the association shall approve the
60 installation if the owner agrees in writing to do all of the following.
61

62 **3.2.1.1.** Comply with the Mutual’s architectural standards for the
63 installation of the charging station.
64

65 **3.2.1.2.** Engage the approved licensed electrical contractor that is
66 EVITP certified to install the charging station.
67

68 **3.2.1.3.** Pay for all the costs associated with the installation of and
69 the electricity usage associated with the charging station.
70

71 **3.2.2.** The owner and each successive owner of the charging station shall
72 be responsible for all of the following:
73

74 **3.2.2.1.** Costs for damage to the charging station, common area,
75 exclusive use common area, or separate interests resulting
76 from the installation, maintenance, repair, upgrades,
77 removal, or replacement of the charging station.
78

79 **3.2.2.2.** Costs for the maintenance, repair, and replacement of the
80 charging station until it has been removed and for the

(~~Nov-23~~Apr 24)

SEAL BEACH MUTUAL NUMBER FOUR

Physical Property

Electric Vehicle Charging Station Rules

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restoration of the common area after removal.

3.2.2.3. The cost of electricity associated with the charging station.

3.2.2.4. Disclosing to prospective buyers the existence of any charging station of the owner and the related responsibilities of the owner under this section.

3.3. The Mutual may grant exclusive use in carport stalls to members who run utility lines from their units or their meters for charging stations their assigned carport stall and install meters in the common areas for charging stations in their assigned carport. The Mutual may enter into a license agreement with shareholders who install charging stations in their carports. Installing circuit breakers, conduit and wiring from the association’s electrical panel to the parking space will be done by the shareholder at shareholder’s expense. If the electrical panel cannot handle the extra load created to the charging station, and/or the panel will need to be upgraded, all costs associated with the upgrade must be requested and are at the requesting owner’s expense. All requirements in Section 3 are applicable.

3.4. Whenever a shareholder installs an EV charging station, an agreement signed by the shareholder will be recorded putting future shareholders of the unit on notice of their obligation to maintain the charging station and carry proper insurance, and from there forward to be responsible for all charges associated with the charging station.

3.5. The owner who submitted the application to install the charging station shall provide the association with the corresponding certificate of insurance within 14 days of approval of the application.

Document History

Adopted: 14 Sept 2022 Amended: ~~08 Nov 2023~~
10 Apr 2024

Keywords: Mutual Four Electrical Vehicle Charging Station

111

(~~Nov 23~~Apr 24)

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MONTHLY FINANCES. (NEW BUSINESS, ITEM A)
DATE: APRIL 10, 2024
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 March 2024.

Mutual Corporation No. Four

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL MAY BOARD MEETING DUE TO ANNUAL ELECTIONS. (NEW BUSINESS, ITEM B)
DATE: APRIL 10, 2024
CC: MUTUAL FILE

I move to cancel Mutual Four's Wednesday, May 8, 2024, regular monthly meeting due to the 2024 annual elections.