

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE
BOARD OF DIRECTORS, SEAL BEACH MUTUAL ONE,
A COMMON INTEREST DEVELOPMENT, CC1350, 1351(c) (4), et al
January 26, 2017**

Following the open forum for shareholders to address the Board, the Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Luther-Stark at 9:16 a.m. on Thursday, January 26, 2017, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: President Luther-Stark, Vice President Collazo, Secretary Gambol, CFO Schweitzer, and Directors Barreras, Merritt, Rahming, Singer, and Holzer

GRF Representative(s): Mrs. Perrotti, Mr. Stone

Guests: Six shareholders of Mutual One

Staff: Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary

President Luther-Stark introduced and welcomed the staff members and guests.

MINUTES

President Luther-Stark asked if there were any corrections to the Regular Board Meeting minutes of December 19, 2016. There being no corrections, the minutes were approved as printed.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell presented his report (attached).

Following a discussion, and upon a MOTION duly made by Secretary Gambol and seconded by Director Barreras, it was

RESOLVED, To have Inspector Antisdell and Director Barreras walk the Mutual to inspect the walls that need repairing, and send out an RFP (Request For Proposal).

The MOTION passed.

BUILDING INSPECTOR'S REPORT (continued)

Following a discussion, and upon a MOTION duly made by Director Singer and seconded by Director Barreras, it was

RESOLVED, To start the process for the side walk extension at Building 22.

The MOTION passed with one abstention (Holzer).

Inspector Antisdell left the meeting at 9:50 a.m.

PRESIDENT'S COMMENTS

President Luther-Stark updated the Board on the activity in the Mutual.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Schweitzer reviewed the *Financial Statement Recap for December 31, 2016*.

MUTUAL ADMINISTRATION MANAGER'S REPORT

Ms. Hopkins discussed LW Live, the new email alert system that will be launching soon. This system will provide real time community notification to keep shareholders informed during emergencies and to get the word out about safety, recreation, and governance issues. Ms. Hopkins also discussed pet registration (Policy 7501 – Pet Regulations).

GRF REPRESENTATIVE REPORT

GRF Representatives Perrotti and Stone reported on GRF issues, as well as updating the Board on the St. Andrews Project.

President Luther-Stark called a break at 10:35 a.m. to 10:50 a.m.

COMMITTEE REPORTS

Emergency Planning

Director Merritt discussed emergency preparedness.

Landscaping

Secretary Gambol discussed landscaping

COMMITTEE REPORTS (continued)

Physical Properties

Director Barreras discussed Physical Properties.

OLD BUSINESS

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

RESOLVED, To ratify amended/posted Policy 7210.1 –
Elections.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Director Barreras, it was

RESOLVED, To ratify adopted/posted Policy 7465.1 –
Skylights & Sola Tubes.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Luther–Stark and seconded by Vice President Collazo, it was

RESOLVED, To rescind Policies 7403.4 – Skylights for
Bathrooms or Kitchens and 7403.5 – Skylights in Permanent
Roof Extension.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone discussion on mirrors for carports on Trust streets, limiting of two cars per unit, the update on the Towing policy, and the cost of signs for towing until the next Regular Board Meeting in February.

Mr. Singer updated the Board on the Town Hall Meeting.

NEW BUSINESS

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

RESOLVED, To rescind Policy 7760 – Property Tax Postponement.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Director Singer, it was

RESOLVED, That Mutual One discontinues receiving one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Holzer and seconded by Secretary Gambol, it was

RESOLVED, That Mutual One authorizes the Board's President or Executive Member, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.

Following a discussion, and upon a MOTION duly made by Secretary Gambol and Director Barreras, it was

RESOLVED, That Mutual One request the Mutual Administration Office to forward the necessary documents regarding the Notice of Intent to Withdraw to the Mutual Attorney for review.

The MOTION passed.

DIRECTORS' COMMENTS

Several Directors made comments.

ADJOURNMENT

There being no further business to conduct, President Luther-Stark adjourned the meeting at 11:36 a.m. and announced an Executive Session would follow to discuss member issues.



Attest

Donna Gambol, Secretary
SEAL BEACH MUTUAL ONE

ka:1/30/17

Attachments

**NEXT BOARD MEETING: March 29, 2017 at 9:15 a.m.
Administration Building Conference Room A**

RESOLUTIONS IN THE REGULAR
MONTHLY MEETING JANUARY 26, 2017

- 1/26/17 RESOLVED, To have Inspector Antisdell and Director Barreras walk the Mutual to inspect the walls that need repairing, and send out an RFP (Request For Proposal).
- RESOLVED, To start the process for the side walk extension at Building 22.
- RESOLVED, To ratify amended/posted Policy 7210.1 – Elections.
- RESOLVED, To ratify adopted/posted Policy 7465.1 – Skylights & Sola Tubes.
- RESOLVED, To rescind Policies 7403.4 – Skylights for Bathrooms or Kitchens and 7403.5 – Skylights in Permanent Roof Extension.
- RESOLVED, To rescind Policy 7760 – Property Tax Postponement.
- RESOLVED, That Mutual One discontinues receiving one hard copy of the various Mutuals' monthly minutes in their MAIL BOX in the Stock Transfer Office.
- RESOLVED, That Mutual One authorizes the Board's President or Executive Member, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.
- RESOLVED, That Mutual One request the Mutual Administration Office to forward the necessary documents regarding the Notice of Intent to Withdraw to the Mutual Attorney for review.

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 01/26/17

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE	RECENT INSPECTION	CONTRACTOR / COMMENTS
3-A	WASHER/DRYER	BOTH	10/24/16	11/30/16	NO	10/25/16 FRAM/ELEC/PLUM	BERGKVIST
5-D	FLOORING	GRF	11/09/16	11/17/16	NO	NONE	KARYS CARPET
5-L	FLOORING	GRF	11/08/16	11/09/16	NO	NONE	GUNDERSON CARPET
13-F	FLUSH BEAM	BOTH	10/06/16	12/31/16	NO	NONE	LOS AL BLDRS
13-F	FLUSH BEAM	BOTH	10/06/16	12/31/16	NO	FRAMING/ELE 12-12-16	LOS AL BLDRS
13-F	FLUSH BEAM	BOTH	10/06/16	12/31/16	NO	12/14/16 INSULATION	LOS AL BLDRS
13-F	FLUSH BEAM	BOTH	10/06/16	12/31/16	NO	12/15/16 DRYWALL	LOS AL BLDRS
13-F	FLUSH BEAM	B	10/06/16	12/31/16	NO	01/05/17 FINAL	LOS AL BLDRS
13-J	CARPOT CABINET	GRF	11/10/16	11/20/16	NO	NONE	GRECO CONST.
14-F	STUCCO BAY WINDOWS	BOTH	10/24/16	11/18/16	YES	NONE	BERGKVIST
18-A	TILE/BLOCKS/GATE	GRF	06/29/16	07/15/16	NO	NONE	M&M SKYLIGHTS
18-B	SHOWER CUT DOWN	BOTH	01/04/17	01/05/17	NO	01/17/17 FINAL	NU KOTE
22-G	FLOORING	GRF	11/15/16	12/15/16	NO	01/17/17 FINAL	KARYS CARPET
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	NONE	NATIONWIDE PAINTING
23-G	REMODEL	BOTH	09/28/15	10/30/15	NO	NONE	BORN AGAIN NOT DONE
24-A	WINDOWS	BOTH	01/10/17	02/10/17	NO	01/19/17 FINAL	SWENMAN
24-A	FLOORING	GRF	12/29/17	01/29/17	NO	01/12/17 FINAL	KARYS CARPET
24-F	REMODEL/ADDITION	BOTH	04/14/15	03/01/16	YES	NONE	FRED ELLROT NOT DONE
26-L	HEAT PUMP	BOTH	01/12/17	04/12/17	NO	NONE	GREENWOOD
27-E	DRYWALL	BOTH	01/09/16	02/10/17	NO	NONE	BERGKVIST
30-B	SHOWER CUT DOWN	BOTH	11/29/16	12/29/16	NO	NONE	NU-KOTE
31-G	REMODEL/ADDITION	BOTH	10/12/16	03/30/17	NO	NONE	KRESS
35-H	DUEL HEAT PUMP	BOTH	12/22/16	01/22/17	NO	NONE	GREENWOOD
31-G	REMODEL/ADDITION	BOTH	10/12/16	03/30/16	NO	11/10/16 UNDERGROUND	KRESS
35-H	SHOWER/WASHER/DRYER	BOTH	10/17/16	11/30/16	NO	11/07/16 PLUMBING/ELE	BJ & COMPANY
35-H	SHOWER/WASHER/DRYER	BOTH	10/17/16	11/30/16	NO	12/02/16 FINAL	BJ & COMPANY
35-H	SHOWER/WASHER/DRYER	BOTH	10/17/16	11/30/16	NO	11/10/16 HOT MOP	BJ & COMPANY
42-B	DECO BLOCKS	GRF	10/07/16	11/07/16	NO	NONE	M J JURADO
43-E	REMOVE TILE AT PATIO	GRF	10/07/16	10/10/16	NO	NONE	M J JURADO.
45-F	BLOCK WALL PATIO	GRF	05/10/16	05/30/16	NO	NONE	MJ JURADO
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	NO	NONE	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	NO	08/15/16 FOOTINGS	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	NO	09/23/16 FRAM/PLUM/ELEC	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	YES	10/04/16 DRYWALL	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	YES	10/07/16 SCRATCH COAT	ALPHA MASTER BLDRS
46-G	REMODEL/ADDITION	BOTH	08/08/16	02/08/17	YES	01/17/17 FINAL	ALPHA MASTER BLDRS
46-G	HEAT PUMP	BOTH	09/01/16	12/01/17	NO	NONE	YES
52-E	SLIDER/WINDOW	BOTH	12/27/16	01/27/16	NO	01/19/17 FINAL	SWENMAN
55-L	PATIO CARPET	GRF	11/28/16	12/28/16	NO	1/12/2017 FINAL	LW DÉCOR
59-F	REMODEL KITCHEN	BOTH	01/16/17	02/28/17	NO	NONE	BERGKVIST
59-F	REMODEL KITCHEN	BOTH	01/16/17	02/28/17	NO	01/19/17 PLUM/ELECT/FRAM	BERGKVIST
60-L	WINDOWS	BOTH	12/21/16	02/10/16	NO	NONE	LW DÉCOR,
65-E	HEAT PUMP	BOTH	08/31/16	12/31/16	NO	NONE	GREENWOOD
65-G	ABATEMENT	BOTH	10/06/16	10/12/16	NO	NONE	P.W. STEPHENS ENVIRONMENTAL, INC.
67-L							

ALL SHADED AREAS HAVE BEEN SIGNED OFF

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 01/26/17

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-F		07/02/16					
6-D		09/27/16					
6-G		04/17/15	03/16/16	03/18/16	04/01/16		
6-L		12/30/13					
7-E		11/13/15					
9-A		02/05/16					
10-E		03/03/15					
10-F		12/18/13					
11-C		02/18/16					
11-E		09/27/16					
12-G		03/23/16	08/10/16	09/23/16	10/07/16	11/22/16	
14-J		08/31/16					
18-J	12/9/2016						
20-D		01/18/14					
20-F		05/02/16					
21-G		10/01/14					
24-A		10/25/16					
28-D		02/19/16	04/18/16	04/25/16	05/09/16		
28-L		09/07/16					
29-A		03/29/16	06/27/16	06/28/16	07/13/16		
29-C		01/11/16					
30-B		09/27/16					
31-J		03/23/16	06/22/16	06/22/16	07/06/16		
41-A		11/14/16					
42-H		07/13/16					
44-B		12/22/16					
46-J		04/14/14					
48-D		04/27/16	07/22/16	07/22/16			
50-I		12/18/13					
50-H		08/24/16					
53-B		09/06/16					
52-L		02/09/16	03/21/16	03/23/16	04/06/16		
57-H		11/14/16					
57-I		12/11/14					
59-I		07/25/16					
59-I	REDO NEW AGENT	09/23/16	01/18/17	01/19/17	02/02/17		
60-I		08/16/16					
62-C		11/22/16					
62-J		11/22/16	12/09/16	12/09/16	12/23/16	01/06/17	
63-J		06/28/13					
63-L		10/10/16					
64-C		06/30/16					
68-H		03/25/16					
69-G		06/22/16					
70-I		03/14/16	03/18/16	03/29/16	04/12/16		

ALL SHADE AREAS HAVE BEEN SIGNED OFF

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
 FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 01/26/17

CONTRACTS 2016/2017

CONTRACTOR	PROJECT
ERC ABATEMENT THEY ARE AT BUILDING 63	
NELSON PLUMBING THEY ARE AT BUILDIN 62	
ANDRE LANDSCAPE FOR ROTARY NOZZLE REPLACEMENTS	
ANDRE LANDSCAPE FOR SCALPING OF ALL TURF AND RYE SEED APPLICATION BUILDINGS 1-70	
POWDER COATING OF 385 WALK LIGHTS FOR SCHLICK MOVING ALONG GREAT	
INSTALL CLEAN OUTS FOR 7 WHEELS FOR EMPIRE PIPE STILL NEED TO CLEAN UP DIRT	
MJJURADO BLOCK WALL REPLACEMENT AT BUILDING 47	
MJJURADO BLOCK WALL REPLACEMENT AT BUILDING 63	

ALL SHADED AREAS HAVE BEEN COMPLETED

MUTUAL AND SHAREHOLDER REQUEST

CALLS AND VISITS TO UNITS 52	
MIRRORS FOR CARPORTS	

**Leah J. Perrotti
GRF Director Report
Mutual One
January 2017**

January 26, 2017

Happy New Year Shareholders/Members! Another year of success and happiness has passed. With every new year comes greater challenges and obstacles in life. I wish you courage, hope, and faith to overcome all of the hurdles you may face. May you and your families have a great year and a wonderful time ahead.

I have included information, discussion and items approved by individual GRF Committees this month.

Strategic Planning Ad Hoc Committee (SPAHC)

Ten Year Plan. The Executive Director presented a draft of a 2017 projects booklet, which lays out key events for the year and can be used as a road map to Reserve and Capital expenditures. His plan is that in the future he would like to present the projects in the form of an online calendar where each department could see the projects and the progress towards their completion. The Committee also agreed to allocate funds for landscape improvement in phases for the years 2017-2023.

Future Challenges, Economic Trends, Future Amenities. The Committee discussed the income from units' resale and membership fees from the past few years, and considered looking at the factors that may have a negative effect on cash reserve and real estate market within the community in the future. The Committee agreed to pay attention to the projected income and on keeping the community attractive to Shareholders/Members and potential buyers through upgrades and maintenance, social media, and by educating the realtors.

Security, Bus & Traffic

Emails and photographs were submitted by a Shareholder that depicted flagrant violations of GRF policies by vehicle drivers. The Executive Director will advise Mutual Presidents at the Presidents' Council meeting, that Policy 1927-37 is a GRF Trust Property policy. Mutuels do not have jurisdiction over GRF policies. The Security Chief presented the "Courtesy Notice" that will be posted throughout the community in an effort to advise Shareholders/Members of the implementation of Parking Policies 1927-37, 1927.1-37 and 1927.2-37. No action was taken. The Security Chief presented a list of services provided to the Mutuels and Shareholders/Members. The Committee concurred to direct staff to amend Policy 3050-37. The Security Chief advised that he is working on an annual report to be presented at the next Committee meeting.

Leah J. Perrotti
GRF Director Report
Mutual One
January 2017

Page 2

Information Technology Committee (ITS)

The Chair of the Committee recommends that the Executive Director have an off-site back-up of the electronic information in case of an emergency. The Committee received a "Thank You" letter from the Safety/Emergency Coordinator, expressing gratitude for the Committee's donation. The Publications Manager presented a storyboard with examples of the images that would represent members of the community and the facilities to be uploaded to the website in the form of a slide show. The Executive Director suggested that the Committee look into developing two separate websites—basic homepage and a marketing homepage—to effectively accommodate two types of users—shareholders and visitors. The Recreation Supervisor and the ITS System Specialist presented a demo of the online room and clubhouse reservations system. They also presented the challenges of the system. Committee Chairperson asked that the ITS System Analyst and the Executive Director look into updating online photos for the On-Site Sales Website.

Physical Properties Committee

A letter to the Committee was received by a Shareholder expressing gratitude on the completion of the Westminster Wall. Correspondence was received from Mutual Six Board of Directors regarding Oakmont Road and St. Andrews intersection, suggesting the removal of two stop signs placed a block apart in each direction of St. Andrews. The committee concurred to have the Facilities Director forward this recommendation to the traffic engineer for consideration. The Committee moved to consider the proposed area, known as 1.8 Acres, as a permanent location for the Rollin' Thunder Club to continue providing its services. MJ Jurado will install a 10'x20' shade cover and pave 15'x20' area with concrete in the total amount not to exceed \$13,400.00. This item was forwarded to the Finance Committee for funding and the BOD for final approval. The Committee moved to write a letter to the Postmaster suggesting the removal of the plastic chain link and install stairs and a hand-railing around the Leisure World Post Office. This will be forwarded to the Finance Committee for funding approval. The Committee approved Service Maintenance storage improvements in the amount not to exceed \$15,000.00 from Reserves and forward it to the Finance Committee for review. The Committee moved to award the contracts to Talimar Systems to install three work stations in the Purchasing Office. The contract will be awarded to Greenwood Heating and Air to install a heat pump, Service Maintenance Department to construct a new office area with insulation, and LED lighting in a total amount not to exceed \$22,000.00. The funding will be from the Capital budget and forwarded to the Finance Committee for approval. The GRF president stated per the Parking Policy 1927-37, "No overnight parking" signs need to be installed along Burning Tree Lane and Clubhouse Two.

Leah J. Perrotti
GRF Director Report
Mutual One
January 2017

Page 3

Architectural Design & Review Committee (ADRC)

The Executive Director reported that \$400,000 in Reserves and \$100,000 in Capital funds are available for the renovation for Clubhouse Two. The Facilities Director reported that \$2000 has been approved for the purchase of trees for Building Five. The Committee directed Staff to paint the top ledge above the awning the same color as the building.

Mutual Administration Committee (MAC)

There were no actionable items.

Publications Committee

The Publications Manager updated the Committee, reporting that raffles will be held for those Shareholders/Members opting in to "Constant Contact". The telephone directory is scheduled to be distributed at the end of January and received by Shareholders/Members the first week of February. The Committee moved to invite Mr. Les Cohen to write monthly articles for the LW News. Mr. Cohen accepted.

Recreation Committee

The Seal Beach Mayor informed the Committee of the City of Seal Beach receiving a donation, in the amount of \$500 towards the beach clean-up and requested the LW News publish this announcement. The Committee approved the Girl Scout Troop from Seal Beach to sell Girl Scout cookies on Trust Property for one year and forward to the BOD for final approval. Service Maintenance will do the flooring and paint in Clubhouse Three, Room 8, kitchen modification and this will complete the project. The Committee moved to allow Shareholders/Members to park their vehicles and scooters for sale purposes in Clubhouse Six once a month until 5:00 pm, beginning at the end of February. This will be forwarded to the BOD for final approval. The Committee members will review Recreation Policies at the next monthly meeting. The GRF President stated that the Drones Policy is already in effect and advised the Committee to no longer hold a discussion on this subject. There was discussion of the multipurpose court at Clubhouse Two. There will be a meeting at Clubhouse Two with the architect on January 17, 2017 @ 3:00 pm. The Committee also considered including the volleyball and badminton courts and the sound wall for noise abatement in the discussion. The Committee moved to approve the volunteer decor group and forward the request to the Executive Committee for approval. There were no updates from the swimming pool or golf course committees.

Leah J. Perrotti
GRF Director Report
Mutual One
January 2017

Page 4

Executive Committee (EC)

The Committee moved to recommend to the GRF BOD the renewal of the GRF employee benefit plans for the year beginning April 1, 2017, ending March 31, 2018. Furthermore, to recommend to the GRF BOD the establishment of a Flexible Spending Account Plan to enhance the benefit offerings to full time GRF employees effective April 1, 2017. The Committee concurred to appoint resident specialists Betty Coven, Margaret Gillon and Sandra Luther-Stark to the sub-committee to the New Buyers Video Production Sub-Committee. The Committee moved to recommend that the GRF BOD adopt policies 5092-30, Board of Directors' Code of Ethics and Conduct. The Code of Ethics sub-committee was disbanded.

Finance Committee

The Committee moved to recommend to the GRF BOD to accept the December 2016 Financial Statements for audit. The Committee moved to recommend the GRF BOD approve the annual lease agreement with Leisure World Meals (Clubhouse Two, Room B), effective January 1, 2017 through December 31, 2017 and shall pay GRF an annual rent of \$1.00. The Committee also approved the addition of the golf cart work area for Rollin' Thunder, \$15,000; for the purchase and installation of work benches, storage racks and cabinets, \$20,600 for the Purchasing Office Improvements; and \$20,670 for the purpose of awarding a 3 year contract to Nationwide Fire Protection for the annual testing of Trust Property fire alarm monitoring systems and to maintain service for the monitoring of the Clubhouses alarms. The Committee concurred to review all policies that relate to the Finance Committee. The Committee moved to approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52 week CDAR for the month of January. The Executive Director reported that an anonymous envelope containing a \$100 bill was received for the reimbursement of repair to the damaged fence at the intersection of Golden Rain Road at the channel.

I look forward to seeing you at our Mutual One Board meetings and the GRF Committee and GRF Board meetings.

"Yesterday is a memory, today is a gift, tomorrow is a hope."

Best regards,



Leah J. Perrotti
GRF Director
Mutual One

Mutual One – Board of Directors January 26, 2017

PRESIDENT'S REPORT by Sandra Luther Stark

The holidays have passed, and I hope everyone enjoyed time with family and friends.

President's Council had various issues discussed. Some more important than others but action will be taken this year.

Dual Ownership of units. It was brought to our attention that many shareholders are owners of more than one unit. This is in violation of our occupancy agreement and the Executive Director is researching how we best handle this sensitive issue.

Caregivers have violated many policies and we are also looking to change procedures.

PASSES Eight mutual boards voted to allow **no extra passes** other than 4 Mu 1,4,6,9,12,14,16,17
These mutuals' allows 2 extra Mu 3 & 8
These mutuals' allows 4 extra Mu 2,5,7,10,11,15

Taking control, when passes were out of control is a huge issue. The committee did not discriminate... Many vendors passes were taken away. If a delivery truck does not have the business name printed on the side of the truck, no entry. Please have patience during this period. We suggest you call **Security 594-4754** to allow entrance for guests and vendors.

Mutual Administration was busy last year **collecting for delinquent accounts some \$582,304**. Mu One received \$44,426. We have 7 other cases that are now with our attorney for legal proceedings.

Pets: Mu One has 152 pets registered. 92 dogs, 50 cats, 5 other, 5 ESA. In all of LW are 1,097 registered pets.

Letters of violations: Mu Administration has mailed 198 letters to our shareholders for various violations. That is easier than forwarding to our attorneys, as some shareholders do comply.

Escrows: We had 73 sales in 2016. So far in 2017 we have 9

New Orientation Procedure: Adopted by all mutuals.

Health & Safety Inspections on buildings 1 – 35 will begin in Mar. Changes will be requiring shareholders be present with ID and proof of insurance. ID also required for pets and caregivers. If shareholder is not present the inspector will return on another date.

Finally, **Elections** will be held soon, please consider joining us.

Landscape Mutual 1

Jan 26,2017

During December Andre Landscaping worked diligently to scrape the lawns and prepare them for reseeding. Their efforts were exasperated by the frequent rain showers that tended to fall on Thursdays and Fridays, thus interfering with regular mowing schedules. Shareholders expressed concerns about the condition of the lawn areas and their comments were duly noted. Several calls were taken regarding the progress of the scalping and reseeding. Complaints about grass in flower beds and reseeding before final scalping were also addressed. Seeding will now be completed with a drop system rather than the broadcast system that was first employed. Andre will clear any grass seedlings that are sprouting up in flower beds.

The scalping process and reseeding project is not yet complete. It is hoped to be completed by the first two weeks in February, however, rain delays do interfere with proper completion as scraping can not be completed when the ground is saturated. It is interesting to note that the irrigation/sprinkling system has been turned off since the end of September. We have not watered the lawns in Oct, Nov, Dec. or Jan. with the exception of short periods when the new sprinkler heads have been tested after installation.

In January, the landscape crew was instructed to begin the winter cut of the roses in flower beds and this process is now underway along with traditional pruning of the flowers and shrubs. Andre also responded to special requests regarding fallen limbs and other storm debris.

A proposal has been received regarding maintenance and replacement of the trees in Mutual 1. Board to review.

Donna Gambol

Landscape Chair

January 26, 2017

Landscape Committee Report

Donna Gambol, Chair

Date	Unit #	Resident Name	Problem	Response	Resolution Action
Jan	68A	Nancy Hayden	Tree Limb full of berries, hanging low concerned about it breaking during high winds	Andre to check	
Jan	57G	Donna Mitchell	Requesting red flags to place in flower beds/ Complaint about grass seed in flower bed	Gambol/Andre	
Dec	5C	Armando Huisch	Questions about lawn care and what was happening with lawns	Gambol	
Dec	8G	Larry Schein	Questions about lawns	Gambol	
Jan	48A		Gutters overflow	Andre	
Jan	34 A side		Gutters overflow	Andre	
Jan	35G side		Gutters overflow	Andre	
Jan	39L side		Gutters overflow	Andre	
Jan	68A side		Gutters overflow	Andre	
Jan	69L		Gutters overflow	Andre	
Jan	60 A side		Gutters overflow	Andre	
Jan	59L side		Gutters overflow	Andre	
Jan	62A side		Gutters overflow	Andre	
Jan	All of 2		Gutters overflow	Andre	
Jan	14D		Gutters overflow	Andre	
Jan	16E		Gutters overflow	Andre	
Jan	3 L		Gutters overflow	Andre	

The Mutual Administration Director's Comments

January 2017

PET REGISTRATION AND RENEWAL IN THE NEW YEAR

Pet Registration in Stock Transfer

Per Pet Policy 7501, Article II, your pet must be registered with the Stock Transfer Office before it is brought onto the Mutual premises. Further, the pet registration and licensing must be updated on or before December 31 of each year. The Mutual Pet Registration Form can be picked up at the Stock Transfer Office. To complete the registration, you will need to include the following:

Requirements for Dogs: City of Seal Beach Pet License, proof of spay or neuter, proof of dog's inoculations, proof of liability insurance, and proof of dog's weight.

Requirements for Cats: Proof of spay or neuter, and proof of liability insurance.

If you are renewing a currently-registered pet in the Stock Transfer Office, you do not need to complete a new form, but you do need to provide current liability insurance documents and, for dogs only, a current City of Seal Beach Pet License.

If you have questions about registering your pet, call Stock Transfer at (562) 431-6586, ext. 346 or 347.

Pet Registration with City of Seal Beach

Note: The City of Seal Beach contracts with the City of Long Beach Animal Care Services for animal control and licensing purposes.

To purchase a City of Seal Beach Pet License, you will need to provide the following:

- History of prior licenses; a permanent license tag is issued when a license is first purchased.
- Your name, address, and phone number.
- A current rabies inoculation certificate, good for the entire licensing period.
- A Certificate of Sterility if your pet has been spayed or neutered (altered). This will reduce your dog license fee. The certificate must be shown at time of purchase to receive the reduced rate.
- Microchip information (if applicable).
- Pet license fee.

There are several ways to purchase your City of Seal Beach pet license:

- In person at the Long Beach Bureau of Animal Care Services located at 7700 E. Spring Street.
- Online at: <http://www.longbeach.gov/acs/pet-laws-and-licensing/licensing/>
- By mail: send copies (this paperwork will not be returned so do not send originals) of the above information along with the pet license application to the Animal Care Services Bureau at 7700 E. Spring Street, Long Beach, CA 90815, along with a check or money order for the proper amount. The license will be processed and a license tag will be mailed to you.

City of Seal Beach Pet License Fees:

- Dog Altered: \$20;
- Dog Altered – Senior Resident: \$10;
- Replacement Tag: \$10;
- Cat Altered – Senior Resident: N/A.

If you have questions about Pet Licenses, call City of Long Beach Animal Care Services at (562) 570-7387.