

**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
May 25, 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 Vice President Collazo at 9:24 a.m. on Thursday, May 25, 2017, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

ROLL CALL

Present: Vice President Collazo, Secretary Gambol, CFO Schweitzer, and Directors Barreras, Holzer, Merritt, Singer, and St. Aubin

Absent: President Luther-Stark

GRF Representative(s): Mrs. Perrotti

Guests: Eighteen Mutual One shareholders

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

Vice President Collazo introduced and welcomed the staff members and guests.

BUILDING INSPECTOR'S REPORT

Inspector Antisdell presented his report (attached). In addition he opened the Landscape bids from six companies who returned bid proposals. Vice President Collazo assigned the Landscape Committee to review the bids and bring their findings back to the Board.

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

RESOLVED, To approve the installation of 57 carport mirrors on the street sides, at a cost not to exceed \$8,000.

The MOTION passed with six "yes" votes (Gambol, Barreras, Holzer, Merritt, Singer, St. Aubin), one "no" vote (Schweitzer), and one abstention (Collazo).

The MOTION passed.

Following a discussion, it was the consensus of the Board to table the discussion on Meter doors until further notice.

BUILDING INSPECTOR (continued)

The Board discussed painting "NO PARKING" at the Perimeter Wall by Carport 4. Vice President Collazo assigned the Carport Committee to research this further and bring their findings to the next Regular Board Meeting.

Inspector Antisdell and Inspector Alvarez left the meeting at 10:08 a.m.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Schweitzer reviewed the *Financial Statement Recap for April 30, 2017* (attached).

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins updated the Board on Mutual Administration activities (attached). In addition, she also passed out an informational sheet describing the duties of the Stock Transfer Office, and reminded the Board about the Life Options Expo being held on Saturday, July 8, 2017.

GRF REPRESENTATIVE REPORT

GRF Representative Perrotti reported on various GRF activities.

COMMITTEE REPORTS

Physical Properties

Director Barreras provided a verbal report on various projects throughout the Mutual.

Town Hall Committee

Director Singer updated the Board on the next Town Hall Meeting.

Welcome Wagon Committee

Director Merritt provided a verbal report on the activities of the Welcome Wagon Committee.

Vice President Collazo called a break from 10:23 a.m. to 10:39 a.m.

OLD BUSINESS

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

RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutual's cost.

The MOTION passed.

OLD BUSINESS (continued)

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

RESOLVED, To ratify rescinded/posted Policy 7512 –
Guarantor Agreement Form.

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 7549.01 –
Lockout Procedures.

The MOTION passed.

NEW BUSINESS

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

RESOLVED, To amend Policy 7407.01 – Washers and Dryers in Units on a preliminary basis until the 30–day posting period is completed.

The MOTION passed.

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

RESOLVED, To amend Policy 7557.01 – Caregivers on a preliminary basis until the 30–day posting period is completed.

The MOTION passed.

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

RESOLVED, To adopt Policy 7583.01 – Limitation of Vehicles Per Unit on a preliminary basis until the 30–day posting period is completed.

The MOTION passed.

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board to postpone further action on the Fenn pest/termite proposal so that it go to the committee to research and bring back their findings to the next Regular Board Meeting.

The Board discussed the 2018 Budget Planning Project. Following a discussion, it was the consensus of the Board to submit to Mr. Ankeny that the Mutual anticipates working on sewer lines as a project in 2018.

ANNOUNCEMENT

Per the Mutuals' Bylaws, Article IV, Section 7, Jill Brennan, Unit 24-E, stated her intent to vote her ballot cumulatively for the election of Directors for the 2017-2019 term of office.

DIRECTORS' COMMENTS

No comments were made.

ADJOURNMENT

There being no further business to conduct, Vice President Collazo adjourned the meeting at 11:11 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest

Donna Gambol, Secretary
SEAL BEACH MUTUAL ONE

ka:5/25/17

Attachments

**NEXT MEETING: ANNUAL SHAREHOLDERS' MEETING
JUNE 12, 2017, at 10:00 a.m. IN CLUBHOUSE 4**

**NEXT REGULAR BOARD MEETING: June 22, 2017 at 9:15 a.m.
Administration Building Conference Room A**

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING MAY 25, 2017**

5/25/17 RESOLVED, To approve the installation of 57 carport mirrors on the street sides, at a cost not to exceed \$8,000.

RESOLVED, That in an event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.

RESOLVED, To ratify rescinded/posted Policy 7512 – Guarantor Agreement Form.

RESOLVED, To ratify adopted/posted policy 7549.01 – Lockout Procedures.

RESOLVED, To amend Policy 7407.01 – Washers and Dryers in Units on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To amend Policy 7557.01 – Caregivers on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To adopt Policy 7583.01 – Limitation of Vehicles Per Unit on a preliminary basis until the 30–day posting period is completed.

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 05/25/2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
5-D	WINDOWS/DOORS	BOTH	04/11/17	05/11/17	NO	NONE	SWENMAN
5-I	WING WALL	GRF	05/15/17	05/20/17	NO	NONE	HANDYMAN
11-E	FLOORING	GRF	03/20/17	04/20/17	NO	03/30/17 FINAL	KARYS CARPET
12-G	COUNTER TOP/TUB	BOTH	02/27/17	05/12/17	YES	NONE	LOS AL BLDRS
14-I	HEAT PUMP	BOTH	03/27/17	07/02/17	NO	04/14/17 FINAL	GREENWOOD
18-D	TILE AT PATIO	GRF	05/05/17	07/20/17	NO	NONE	LW DÉCOR
20-I	TILE AT PATIO	GRF	04/24/17	05/24/17	NO	05/11/17 FINAL	LOS AL BLDRS
22-G	HEAT PUMP	BOTH	05/03/17	08/03/17	NO	NONE	GREENWOOD
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	NONE	NATIONWIDE PAINTING
23-F	REMODEL/ADDITION	BOTH	10/15/16	04/15/17	NO	01/26/17 UNDERGROUND	NATIONWIDE PAINTING
29-L	COUNTER TOPS	BOTH	02/07/17	02/28/17	NO	NONE	KONRAD
31-G	REMODEL/ADDITION	BOTH	10/12/16	03/30/17	NO	NONE	KRESS
31-G	REMODEL/ADDITION	BOTH	10/12/16	03/30/17	YES	11/10/16 UNDERGROUND	KRESS
47-B	WINDOWS DECO BLOCKS	BOTH	03/07/17	05/25/17	NO	NONE	LW DÉCOR
52-B	HEAT PUMP	BOTH	04/27/17	05/27/17	NO	NONE	ALPINE
53-B	HEAT PUMP	BOTH	03/29/17	06/29/17	NO	NONE	GREENWOOD
58-C	REMODEL KITCHEN	BOTH	05/01/17	10/01/17	NO	NONE	LW DÉCOR
64-C	FLOORING/WINDOWS	BOTH	02/15/17	03/20/17	NO	04/18/17 FINAL	LW DÉCOR
64-E	FLOORING	GRF	03/10/17	04/10/17	NO	03/23/17 FINAL	KARYS CARPET
65-G	REMODEL	BOTH	02/20/17	04/28/17	NO	UNDERGROUND 03/14/17	BERGKVIST
65-G	REMODEL	BOTH	02/20/17	04/28/17	YES	FRAM/INSLUT/SHEAR	BERGKVIST
65-I	WASHER/DRYER	BOTH	05/05/17	06/02/17	NO	NONE	BERGKVIST
66-F	SIDEWALK	GRF	04/27/17	06/01/17	NO	NONE	M J JURADO

ALL SHADED AREAS HAVE BEEN SIGNED OFF

INSPECTORS MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR : JERRYANTISDEL

MUTUAL BOARD MEETING DATE: 05/25/2017

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-E		02/23/17	03/13/17	03/13/17	03/24/17	03/31/17	
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		04/12/17					
10-E		03/03/15					
10-F		12/18/13					
11-C		02/18/16					
11-E		09/27/16	01/20/17				
14-J		08/31/16					
18-J	12/9/2016						
20-F		05/02/16					
22-E		04/10/17					
28-L		09/07/16					
29-C		01/11/16					
35-E		02/16/17					
41-A		11/14/16					
42-H		07/13/16					
50-E		04/11/17	05/1/17	05/17/17	06/01/17		
53-B		09/06/16	01/13/17				
54-H		04/19/17					
57-I		03/15/17	04/05/17	04/12/17	04/26/17	05/17/17	
58-C		02/28/17	03/10/17	03/13/17	03/27/17	04/10/17	
60-I		08/16/16					
62-C		11/22/16	01/11/17	01/13/17	01/27/17	03/31/17	
64-C		06/30/16					
64-E		04/10/17					
67-D		02/02/17					
68-H		03/25/16					
69-G		06/22/16					

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

CONTRACTS 2017

DIRT AT SEWER CLEAN OUTS IS COMPLETE
 MJ JURADO IS DONE WITH SIDEWALKS AND BLOCK WALLS
 FENN PEST/TERMITE PROPOSAL
 LANDSCAPE BIDS

ALL SHADED AREAS HAVE BEEN COMPLETED

MUTUAL AND SHAREHOLDER REQUEST

MIRRORS AT CARPORTS ON STREET SIDES WILL NEED 57 MIRRORS INSTALLED COST NOT TO EXCEED \$8,000.00
 METER DOOR REPLACEMENT I CALLED 3 CONTRACTORS WITH NO RESPONSE
 PAINT NO PARKING BY WALL AT CARPORT 4 APPROX. 200 FEET WITH 10 TO 11 SPOTS OF NO PARKING ADVANCE \$ 650.00
 CALLS AND VISITS TO UNITS 73

P.O. Box 2069
 Seal Beach CA 90740

Apr Actual	Apr Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
198,694	198,694	Carrying Charges	794,780	794,776
89,641	89,642	Reserve Funding	358,565	358,568
288,336	288,336	Total Regular Assessments	1,153,345	1,153,344
5,088	3,334	Service Income	15,699	13,336
2,345	3,334	Financial Income	9,748	13,336
691	3,165	Other Income	10,587	12,660
8,123	9,833	Total Other Income	36,034	39,332
296,459	298,169	Total Mutual Income	1,189,378	1,192,676
122,118	122,118	GRF Trust Maintenance Fee	488,472	488,472
14,805	22,274	Utilities	63,851	89,096
11,304	1,806	Professional Fees	39,162	7,224
0	42	Office Supplies	93	168
27,605	44,723	Outside Services	104,374	178,892
20,141	17,564	Taxes & Insurance	81,486	70,256
89,641	89,642	Contributions to Reserves	358,565	358,568
285,615	298,169	Total Expenses Before Off-Budget	1,136,003	1,192,676
10,844	0	Excess Inc/(Exp) Before Off-Budget	53,376	0
19,422	0	Depreciation Expense	75,163	0
(8,578)	0	Excess Inc/(Exp) After Off-Budget	(21,788)	0
		Restricted Reserves		
921	0	Appliance Reserve Equity	23,812	0
6,667	0	Painting Reserve	409,164	0
0	0	Contingency Operating Equity	343,258	0
4,167	0	Roofing Reserve	212,044	0
0	0	Emergency Reserve Equity	472,946	0
31,943	0	Infrastructure Reserve	1,612,463	0
43,697	0	Total Restricted Reserves	3,073,688	0

Mutual Administration Director's Report
May 2017
Stock Transfer Office

1. Stock Transfer works with Escrow Companies to process and close escrows:

- a. Process escrow paperwork making sure all pertinent documentation has been submitted that is required by the Bylaws and policies.
- b. Notify escrow of any monies owed to be paid out of proceeds of sale including monthly carrying charge arrearages, legal fees, cable charges, supplemental property taxes, and/or escaped inheritance taxes.
- c. 524 escrows were closed in 2016 for a total of \$113,050,418 in sales.

2. Trust approvals for sales and transfers:

- a. Trust materials are sent to corporate counsel for review and release. Staff members are not attorneys and are not permitted to give legal advice.
- b. Upon letter of release from counsel, the unit may be sold or transferred.
- c. 326 trust reviews were completed in 2016.

3. New Buyer check-in and introduction at the close of escrow:

- a. I.D. picture taken
- b. Welcome packet, keys, ID card and share certificates issued.
- c. A Finance check-in appointment will be scheduled to review monthly assessment information and establish automatic payments if desired.

4. In-house escrows: Membership transfers of title without a sale:

Same process as escrow without an escrow company as there is no sales price attached to the transfer. Process takes 30-45 days for completion.

5. Simple transfers of title:

Transfers that do not include a membership:

- i. Removal of a person
- ii. Addition of a Non-Resident Co-Owner
- iii. Replacement of lost certificates

6. Process Co-Occupant and Renter applications (Mutual Seventeen Only):

- a. Co-Occupants pay the GRF membership fee and have membership privileges, but are not owners on title/stock.
- b. Renters in Mutual No. Seventeen pay an annual pro-rated GRF membership fee.

7. Other responsibilities:

- a. Sell guest passes
- b. Sell maps
- c. Register pets (1,097 registered animals in 2016)
- d. Register caregivers (365 registered in 2016)
- e. Replace I.D. cards
- f. Distribute Bereavement books
- g. Issuance of Realtor passes
- h. Issuance of Service passes to legal heirs, churches, and various organizations that conduct business in Leisure World.
- i. Assist with copy service needs in Distribution.
- j. **Big Project:** Mutual and GRF Annual Elections (25 unique elections in 2016)
- k. **Big Project:** Year-end mail-out (6,000+ packets mailed December 29, 2016)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****AMENDED DRAFT****Washers and Dryers in Units – Mutual One Only**

A washer and dryer in a shareholder's unit of any make or model, whether side by side or stackable, shall be cleaned on an annual basis; i.e., to have all dryer vent areas thoroughly cleaned and free of lint for clear passage of air flow from inception of machine to roof top areas. A sticker with the date of cleaning must be affixed to the cleanout cover every time a cleaning is performed by Service Maintenance or an outside vendor.

In addition, all washing machine hoses and fittings must be checked for any leakage and replaced as needed on a yearly basis, not to exceed two years, upon inspection and recommendation, without a complete change of all fittings and hoses. In all close of escrow and changes of stock, all fittings must be changed prior to closing.

Further, during the fire inspections conducted every two years, the Physical Property Inspector(s) will compile a list of all units containing a washer and dryer. Shareholders who have a washer and dryer shall have the washer and dryer cleaned and any hoses replaced, as needed, by the Service Maintenance Department or an outside vendor, as stated above. The maintenance fee for this work, which is an estimated cost of less than \$100, shall be arranged and borne by the shareholder.

Mutual One does not allow portable washers in Units.**MUTUAL ADOPTION****AMENDMENTS**

ONE: 24 May 07

(May 07)
(draft created on 4-21-17)

MUTUAL OPERATIONS**AMENDED DRAFT**

RESIDENT REGULATIONS

Caregivers - Mutual One Only1. Licensing Requirements

- a. ~~In order to work as a caregiver in Mutual One, caregiver must have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435. A copy of the license must be in the possession of caregiver at all times.~~

~~Exemption: A family member (of a shareholder) who is acting in the capacity of a caregiver is exempt from possessing a business license, but must apply and receive a caregiver's pass and badge.~~

- a. **In order to work as a caregiver in Mutual One, caregiver must apply and receive a caregiver ID through the Golden Rain Foundation Stock Transfer Office.**
- b. A caregiver working in Mutual One must have a valid **Calif. driver's license and proof of auto insurance if driving a vehicle into working in** Leisure World.

2. Pass and Badge Requirements

- a. All caregivers, whether working as a family member, as an individual, or through an agency, must apply and receive a caregiver's ID pass and clear badge holder through the Golden Rain Foundation Stock Transfer Office.
- 1) The pass ID must be renewed every six months.
 - 2) The pass ID must be worn in clear sight **around the neck** at all times.
 - 3) **ID, Badge, or Pass** Passes or badge holders may not be transferred or lent to anyone.

3. Use of Laundry Facilities

- a. Part-time caregivers may use laundry facilities for shareholder's laundry only. *Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.*
- b. Caregivers who are 24-hour live-ins may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.
- c. Washers and dryers are to be cleaned after every use.
- d. Only two washers and dryers may be used at a time.

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Caregivers - Mutual One Only**

- e. Washed items are not allowed to be hung on patios.
- f. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.

4. General Requirements

- a. Caregiver must cease any noise that could be considered disruptive after 10 p.m., i.e., no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of neighbors.
- b. **A Doctor's note stating that a full or part-time caregiver is needed. The note must be on the original Doctor's letterhead. If fulltime 24/7 care is needed, that must be included in the Doctor's note. It must be an original, not a photocopy.**
- c. Caregivers are not allowed to bring family members or friends to the apartment.
- d. Caregivers are not allowed to bring pets into Leisure World.
- e. Caregivers are not allowed to use community facilities, including laundry facilities, unless caregiver is a 24-hour live-in.

5. Parking Regulations

- ~~a. If shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.~~
- a. **Upon receiving Caregivers Badge a parking pass will be issued. This pass includes the Mutual # and the Unit # where caretaker will be working. This pass must be clearly displayed on drivers side of the caregiver's vehicle's dash board at all times.**
 - 1) ~~The temporary parking pass must be clearly displayed on dashboard of caregiver's vehicle at all times.~~

MUTUAL OPERATIONS

AMENDED DRAFT

RESIDENT REGULATIONS

Caregivers - Mutual One Only

- b. if shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office or any Director of Mutual One.
- c. Any vehicle without a Mutual One LW sticker on the windshield or caregiver parking pass on vehicles dash board will be towed if parked on Trust Streets from 11:00 p.m. to 6:00a.m.

DRAFT

MUTUAL ADOPTION

ONE: 28 Sept 08

MUTUAL OPERATIONS

RESIDENT REGULATIONS

DRAFT

LIMITATION OF VEHICLES PER UNIT

Mutual One will only approve up two cars per unit unless there is a third occupant in the unit then it can approve one more to a maximum of three. Security can issue decals for two cars, or no more than three if there is a third occupant.

DRAFT

MUTUAL ADOPTION

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING MUTUAL NO. ONE DATE: May 25, 2017

	GUEST NAME
1.	Usha Agarwal
2.	Mary Carlson
3.	Jull Brennan
4.	Donna Mitchell
5.	Randy Mitchell
6.	David Julian
7.	Arnelle Hardy
8.	Mark Scott
9.	Betty Hacke
10.	Penny Mazman
11.	Suzanne Gravois
12.	Jana Hall
13.	Robert Garretson
14.	Sam Calderone
15.	Betty Scharf
16.	Kathleen Lingle
17.	Claudette Cooley
18.	Dorothy Geisler