

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ONE**  
**FEBRUARY 22, 2018**

**Open Forum 9:00 a.m. – Meeting begins at 9:15 a.m.**  
**Administration Building Conference Room A**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
  - Mr. Gray, A-1 Total Service Plumbing
  - Ms. Perrotti, GRF Representative
  - Mr. Stone, GRF Representative
  - Ms. Hopkins, Mutual Administration Director
  - Mr. Weaver, Facilities Director
  - Mr. Rudge, Project Coordinator
  - Mr. Antisdell, Building Inspector
  - Mr. Wyngaarden, Building Inspector
  - Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES:
  - Regular Meeting Minutes of January 25, 2018**
  - Special Board Meeting Minutes of February 13, 2018 (p. 3)**
5. BUILDING INSPECTOR'S REPORT Mr. Antisdell / Mr. Wyngaarden  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (*handout*)
  - a. Exterior Color Doors
  - b. Meter Doors
  - c. Phone Doors
6. GRF REPRESENTATIVE'S Ms. Perrotti & Mr. Stone
7. **GUEST SPEAKER – A-1 TOTAL SERVICE PLUMBING** **Mr. Gray**
8. **GUEST SPEAKER – FACILITIES DIRECTOR** **Mr. Weaver**
  - a. Jim's Gate – Remodeling Project Update
9. **GUEST SPEAKER – PROJECT COORDINATOR** **Mr. Rudge**
  - a. Report on study done on Mutual One Carports – Compliance with CAMUTCD
10. **UNFINISHED BUSINESS**
  - a. Ratify adopted/posted Policy 7410.01 – Apartment Fire/Safety Inspection and ratify rescinded/posted Policy 7410 – Apartment Fire/Safety Inspection (p. 5-9)
  - b. Cameras in the Laundry Rooms Mr. Collazo

(Friday, February 16, 2018 ka)

**UNFINISHED BUSINESS (continued)**

- c. Extension of handrail at end of Building 22
- d. Resolution for Incident Report Handling (p. 11)
- e. Discuss and vote on bids for Sewer Project

Mr. Singer

11. **NEW BUSINESS**

- a. Letter from attorney re: qualifying of New Members

**STAFF SECRETARY BREAK 11:00 a.m.**

12. SECRETARY / CORRESPONDENCE

Ms. St .Aubin

13. CHIEF FINANCIAL OFFICERS REPORT

Mr. Schweitzer

14. MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins

15. ANNOUNCEMENTS

16. COMMITTEE REPORTS

- a. Color of Front Doors – Committee Update
- b. Landscape
  - i. Turf Renovation
  - ii. Trees

Mr. Tous

Ms. St. Aubin  
Ms. Gambol

17. DIRECTORS' COMMENTS

18. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)

19. ADJOURNMENT

20. EXECUTIVE SESSION

**STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.**

**NEXT MEETING: MARCH 22, 2018, at 9:00 a.m.**

**Administration Building Conference Room A**

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE**

**February 13, 2018**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Luther-Stark at 9:00 a.m. on Tuesday, February 13, 2018, in Building 5, Conference Room C.

Those members present were: President Luther-Stark, Vice President Tous, Secretary St. Aubin, and Directors Barreras, Collazo, Gambol, and Singer. CFO Schweitzer, and Director Holzer were absent. Also present was Advisory Director Almeida.

The purpose of the meeting was to discuss agenda items for the February 22, 2018, Regular Monthly Board Meeting.

President Luther-Stark adjourned the meeting at 10:05 a.m.

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Attest

JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE

ka:02/15/18

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# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RATIFY ADOPTED/POSTED POLICY 7410.01 – APARTMENT FIRE/SAFETY INSPECTIONS AND RATIFY RESCINDED/POSTED POLICY 7410 – APARTMENT FIRE/SAFETY INSPECTIONS (UNFINISHED BUSINESS ITEM A)  
**DATE:** FEBRUARY 22, 2018  
**CC:** MUTUAL FILE

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At the November 30, 2017, Board Meeting Policy 7410.01– Apartment Fire/Safety Inspections (attached) was adopted and the 30–day posting requirement has been met.

At the November 30, 2017, Board Meeting Policy 7410 – Apartment Fire/Safety Inspections (attached) was rescinded and the 30–day posting requirement has been met.

***I move to ratify adopted/posted Policy 7410.01 – Apartment Fire/Safety Inspections and ratify rescinded/posted Policy 7410 – Apartment Fire/Safety Inspections.***

**MUTUAL OPERATIONS****RESCIND MUTUAL ONE****PHYSICAL PROPERTY****Apartment Fire/Safety Inspection****Annual Inspection:**

WHEREAS, The Board of Directors of this Corporation is bound by the terms of a Regulatory Agreement with FHA/HUD to maintain the physical structure of the apartment building in the Mutual in good repair and in such condition as will preserve the health and safety of its occupants,

WHEREAS, The Occupancy Agreement between each Stockholder and the Corporation provides that the Board may make an inspection of the dwelling unit at any reasonable hour of the day, and

WHEREAS, It is the desire of this Board that such situations be discovered and rectified before harm can come to residents or to the structure; now, therefore, be it

RESOLVED, That the Golden Rain Foundation Community Facilities Manager is authorized and instructed to institute an annual Fire/Safety Inspection of the dwelling units of this Corporation, using appropriate City and County Health, Fire and Building Codes as a basis for developing a checklist of possible violations, and assigning staff members from Physical Property, Security and/or other appropriate departments to work with members of this Board in conducting such an inspection.

RESOLVED FURTHER, that violations of City or County Codes shall be reported by the Golden Rain Foundation Community Facilities Manager to the appropriate City or County agency for such remedial action as is provided under the Code.

**Biennial Inspection:**

RESOLVED, That the resolution adopted by this Mutual on (see below) authorizing the institution of an Annual Fire/Safety Inspection of Mutual apartments be amended to read "...the Golden Rain Foundation Community Facilities Manager is authorized and instructed to institute a biennial Fire/Safety Inspection of the dwelling units of this Corporation..."

(Oct 17)

**MUTUAL OPERATIONS****RESCIND MUTUAL ONE****PHYSICAL PROPERTY****Apartment Fire/Safety Inspection**

<b><u>Mutual</u></b>	<b><u>Annual Inspection</u></b>	<b><u>Biennial Inspection</u></b>
ONE	01-22-87, 04-23-15***	
TWO	<del>05-15-75</del> , 04-19-79	
THREE	<del>02-20-73</del> , <del>11-14-86</del> , 08-11-17****	
FOUR	<del>12-04-72</del> , 12-01-86	
FIVE	<del>12-20-72</del> , 02-19-75 (See Policy 7410.05 – Feb 17)	
SIX	<del>12-08-72</del> , 12-05-86	
SEVEN	<del>01-19-73</del> , 10-19-07**	02-21-75
EIGHT	<del>12-11-72</del> , 11-24-86	
NINE	<del>01-08-73</del> , 02-10-75 (See Policy 7410.09 – June 2016)	
TEN	<del>11-20-72</del> , 02-27-75	
ELEVEN	<del>12-21-72</del> , 03-20-75	
TWELVE	(See Policy 7410.12)	
FOURTEEN	<del>12-08-72</del> , <del>11-21-86</del>	03-31-89
FIFTEEN	<del>01-15-73</del> , 02-03-75	
SIXTEEN	1972, 09-18-00*	02-13-75
SEVENTEEN	(See Policy 7410.17)	

\*In 1972, Mutual Sixteen had annual Inspections; in 1975, the Mutual changed to biennial inspections and, in 2000, the Mutual reverted back to annual inspections.

\*\*On 10-19-07, Mutual Seven reverted back to annual inspections. (Nov. 24, 2014)

\*\*\*Mutual One will have the fire/safety inspections in Buildings 1 through 35 every odd year and in Buildings 36 through 70 every even year, to begin in 2015.

\*\*\*\*In 1974, Mutual Three had annual Inspections, in 1986, the Mutual changed to biennial inspections and, on August 11, 2017, the Mutual reverted to annual inspections. \*\*\*\*

(Oct 17)

**MUTUAL OPERATIONS****ADOPT DRAFT****PHYSICAL PROPERTY****Apartment Fire/Safety Inspection - Mutual One****Annual Fire/Safety Inspection:**

- 1) The Board of Directors of the Mutual Corporation is required to maintain the physical structure of each apartment building and carport in good repair.
- 2) The Occupancy Agreement between the shareholder and the Mutual Corporation provides that an apartment or carport may be inspected at any reasonable hour of the day. The inspection shall be conducted by one Mutual Director and a Golden Rain Foundation Physical Property Inspector.
- 3) The Physical Property Supervisor shall prepare an annual inspection schedule every year which lists the assigned inspector's name, start date, year, items to be inspected, estimated days needed, the number of buildings and carports to be inspected, and any other pertinent information.
  - a) Shareholders will be notified in writing at least three (3) days prior to the date their apartment and carport will be inspected.
- 4) The Physical Property Inspector shall prepare an Inspection Report for each apartment and carport to be inspected and the Mutual President shall assign a Director to accompany the Physical Property Inspector to inspect each apartment and carport.
  - a) If the Inspection Report is clean, meaning there are no City or County violations that need to be corrected, the report shall be returned to the Physical Property Department and filed.
  - b) If the Inspection Report contains violations of City or County codes that are the shareholder's responsibility, the Physical Property Inspector will advise the shareholder, in writing, of the violation(s) to be corrected and establish a re-inspection date.
  - b) If the Inspection Report contains violations of City or County codes that are the Mutual's responsibility, the Mutual Director will generate a work order to correct the violations.
- 5) On the established re-inspection date, the Physical Property Inspector and Mutual Director shall re-inspect the apartment or carport. If the shareholder has not corrected the violation(s) as listed on the report, the Physical Property Inspector will advise the Mutual Board which, in turn, may take the following suggested action(s):
  - a) Take immediate action to eliminate the fire/safety violation(s) in the apartment or carport at the shareholder's expense. If the shareholder refuses to proceed or pay to have the violation(s) corrected, the President shall proceed with the actions listed under paragraph (5) (b).

(draft created on 11-20-17 ka)



**MUTUAL OPERATIONS****ADOPT DRAFT****PHYSICAL PROPERTY****Apartment Fire/Safety Inspection - Mutual One**

1. The alleged violation(s) in the apartment or carport may be photographed or videotaped by the Physical Property Inspector or Safety/Emergency Coordinator, if necessary.
  - b) After informing the Mutual Administration Manager in writing of the violation(s), and the shareholder's refusal to correct the violation(s), the Mutual Administration Manager will write a letter to the shareholder advising them that they have thirty (30) days to eliminate the safety/fire hazard, and that a 2nd re-inspection will occur on the thirtieth (30<sup>th</sup>) day.
- 6) On the 2<sup>nd</sup> re-inspection, the Physical Property Inspector and Mutual Director will advise the Mutual Administration Manager and Physical Property Department if the violation(s) have been corrected.
- a) If the violation(s) are not corrected after the 2<sup>nd</sup> re-inspection, the Mutual Administration Manager will advise the Mutual Board and the Mutual Board may proceed to follow the actions of *Regulation 7590.2, Notice to Quit, Of Default and Termination of Occupancy Agreement*.

**MUTUAL**  
**ONE****ADOPTION**

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# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RESOLUTION FOR INCIDENT REPORT HANDLING  
(UNFINISHED BUSINESS ITEM D)  
**DATE:** FEBRUARY 22, 2018  
**CC:** MUTUAL FILE

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At the January 4, 2018, Presidents' Council, Executive Director Ankeny has respectfully requested the directive of each Mutual Board should a Shareholder(s) deem the need to contact GRF Security Services to take an Incident Report relative to actions imposed by the Mutual Boards and/or Director.

I move that should a Shareholder(s) request an Incident Report relative to actions of a Mutual Board or a Mutual Board member, that GRF Security Services is to direct the Shareholder to draft correspondence to the attention of the Mutual Board.