

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
MARCH 22, 2018**

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 9:15 a.m. on Thursday, March 22, 2018, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

**ROLL CALL**

Present: President Luther-Stark, Vice President Tous, Secretary St. Aubin, Chief Financial Officer Schweitzer, and Directors Barreras, Collazo, Gambol, and Singer

Absent: Director Holzer

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

Guests: Fourteen Mutual One shareholders

Staff: Ms. Miller, Director of Finance  
Ms. Hopkins, Mutual Administration Director  
Mr. Rudge, Physical Property Manager  
Mr. Wyngaarden, Building Inspector  
Ms. Pellegrini, Recording Secretary

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

**MINUTES**

The Minutes of the February 22, 2018 were approved as corrected by general consent of the Board as presented. A correction was noted on page three; fourth resolution second sentence, should read as follows: at a cost not to exceed \$38,844, for Building One.

The Minutes of the March 13, 2018, special meeting were approved by general consent of the Board as presented.

Following a discussion, and upon a MOTION duly made by President Luther-Stark and seconded by Director Singer, it was

RESOLVED, To approve Special (Agenda) Meeting Minutes  
of March 13, 2018, as written.

The MOTION passed.

**BUILDING INSPECTOR'S REPORT**

Inspector Wyngaarden presented the activity report (attached).

**BUILDING INSPECTOR'S REPORT (continued)**

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

RESOLVED, To not send the contract from A-1 Total Service Plumbing to the Attorney at this time because this contract was only for one building.

The MOTION passed.

Following questions, Inspector Wyngaarden left the meeting at 9:29 a.m.

**GRF REPRESENTATIVE'S REPORT**

GRF Representative Perrotti presented her report (attached).

GRF Representative Stone discussed various GRF activities.

**GUEST SPEAKER – Ms. Miller**

Ms. Miller Reviewed the Financial Statements of the year ending December 31, 2017, and proposed Accounts Report as submitted by CliftonLarsonAllen (CLA).

Following a discussion, and upon a MOTION duly made by President Luther-Stark and seconded by Director Gambol, it was

RESOLVED, That the Board of Directors of Seal Beach Mutual One, upon a presentation of the Financial Statements of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

The MOTION passed.

Following questions, Ms. Miller left the meeting at 10:06 a.m.

**UNFINISHED BUSINESS**

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

RESOLVED, To rescind the following resolution made on January 25, 2018, To pay fifty percent (50%) of the total cost toward the completion of the Jims Gate remodeling project by M.J. Jurardo.

The MOTION passed.

**NEW BUSINESS**

Director Gambol provided an update on the Tree Project.

Following a discussion, and upon a MOTION duly made by Vice President Tous and seconded by Director Gambol, 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 President Luther-Stark and seconded by Director Singer, it was

RESOLVED, To rescind Policy 7431 – Service Maintenance Requests adopt Policy 7431.01 – Service Maintenance Requests on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

**SECRETARY / CORRESPONDENCE**

Secretary St. Aubin received one piece of correspondence.

**CHIEF FINANCIAL OFFICER'S REPORT**

CFO Schweitzer presented his report (attached).

Following a discussion, and upon a MOTION duly made by CFO Schweitzer and seconded by Director Gambol, it was

RESOLVED, To approve the transfer of \$575,000 from First Foundation Bank to US Bank.

The MOTION passed with five "yes" votes and three "no" votes.

**MUTUAL ADMINISTRATION DIRECTOR'S REPORT**

Ms. Hopkins submitted her report (attached).

**ANNOUNCEMENTS**

Director Singer and President Luther-Stark stated the Town Hall meeting will take place on April 29, 2018, in Clubhouse One at 6:00 p.m.

**COMMITTEE REPORTS**

**President Report**

President Luther-Stark presented her report (attached).

**COMMITTEE REPORTS (continued)**

Physical Property Report

Director Barreras presented his report.

**DIRECTORS' COMMENTS**

Several Directors made comments.

**SHAREHOLDER(S)' COMMENTS**

Several shareholders made comments.

**ADJOURNMENT**

There being no further business to conduct, President Luther-Stark adjourned the meeting at 11:20 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.



Attest

JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE

jp:03/22/18

Attachments

(

**NEXT REGULAR BOARD MEETING: April 26, 2018, at 9:00 a.m.  
Administration Building Conference Room A**

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING March 22, 2018**

03/22/18 RESOLVED, To approve Special (Agenda) Meeting Minutes of March 13, 2018, as written.

RESOLVED, To not send the contract from A-1 Total Service Plumbing to the Attorney at this time because this contract was only for one building.

RESOLVED, That the Board of Directors of Seal Beach Mutual One, upon a presentation of the Financial Statements of December 31, 2017, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

RESOLVED, To rescind the following resolution made on January 25, 2018, To pay fifty percent (50%) of the total cost toward the completion of the Jims Gate remodeling project by M.J. Jurardo.

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

RESOLVED, To rescind Policy 7431 – Service Maintenance Requests adopt Policy 7431.01 – Service Maintenance Requests on a preliminary basis until the 30-day posting period is completed.

RESOLVED, to approve the transfer of \$575,000 from First Foundation Bank to US Bank.

## INSPECTORS MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **ERIC WYNGAARDEN**

MUTUAL BOARD MEETING DATE: \_\_\_\_\_

**03/22/2018 MARCH REPORT**

### PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-J	FLOORING	GRF	12/30/17	03/21/18	NO	NONE	KARYS CARPET
1-J	SHOWER ENCLOSER	GRF	02/20/18	03/20/18	NO	03/07/18 FINAL	NU KOTE
8-I	COUNTER TOP	GRF	03/08/18	05/11/18	NO	NONE	WESTBYHOMES
6-D	ROOM ADDITION	BOTH	01/05/18	06/09/18	NO	NONE	NATIONWIDE PAINTING
14-A	WASHER/DRYER	BOTH	03/12/18	04/30/18	NO	NONE	LOS AL BLDRS
11-J	REMODEL	BOTH	02/05/18	05/05/18	NO	3/16/18 FINAL	CAL CUSTOM INTERIOR
16-H	BLOCK WALL	GRF	12/25/18	01/26/18	NO	03/16/18 FINAL	LW DÉCOR
21-H	KITCHEN REMODEL	BOTH	12/04/17	02/28/18	NO	01/08/18 GROUND PLUM	GAMBOA CONSTRUCTION
21-H	KITCHEN REMODEL	BOTH	12/04/17	02/28/18	NO	01/18/18 ROUGH PLUM/ELE	GAMBOA CONSTRUCTION
21-H	KITCHEN REMODEL	BOTH	12/04/17	02/28/18	NO	3/1/2018 FINAL	GAMBOA CONSTRUCTION
21-H	PATIO TILE	GRF	02/28/18	03/09/18	NO	NONE	GAMBOA CONSTRUCTION
24-H	WINDOWS	GRF	03/15/18	05/31/18	NO	NONE	LOS AL BLDRS
28-L	SHOWER	GRF	02/12/18	03/12/18	NO	03/07/18 FINAL	NU KOTE
30-I	REMODEL	BOTH	10/30/17	01/30/18	NO	11/27/17 FOOTING	LOS AL BLDRS
30-I	REMODEL	BOTH	10/30/17	01/30/18	YES	12/18/17 FRAM/SHEAR	LOS AL BLDRS
46-F	WASHER/DRYER	BOTH	02/18/18	06/28/18	NO	NONE	BJ&CO
53-L	REMODEL	BOTH	02/22/18	06/04/18	YES	NONE	LOS AL BLDRS
55-F	REMODEL	BOTH	02/26/18	06/26/18	NO	NONE	MP CONSTRUCTION
56-C	CLOSET REMODEL	GRF	02/15/18	07/06/18	NO	NONE	BERGKVIST
59-H	WINDOWS/SLIDER	GRF	01/29/18	03/29/18	NO	2/10/18 FINAL	SWENMAN
61-F	HEAT PUMP	GRF	03/26/18	07/01/18	NO	NONE	GREENWOOD
67-F	PAVERS	GRF	03/12/18	04/12/18	NO	NONE	ANGUIANO LAWN CARE
69-I	GOLF CART PAD	GRF	03/12/18	04/12/18	NO	NONE	ANGUIANO LAWN CARE
70-K	GLASS SLIDER	BOTH	03/20/18	04/15/18	NO	NONE	SEASCAPE ENTERPRISE

ALL SHADED AREAS HAVE BEEN SIGNED OFF

### ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCEI	ROF	DOCUMENTS/COMMENTS
1-F		07/02/16					
4-B		12/27/17					
5-D		11/08/17					
5-J		02/22/18					
7-A		03/02/18					
9-D		03/08/18					
15-K		02/16/18					
14-B		02/05/18					
16-I		11/16/17					
16-W		11/17/17					
18-G		02/16/18					
19-H		12/27/17	02/26/18				
20-F		01/19/17					
22-E		04/10/17					
31-B		05/22/17					
33-F		11/11/17					
32-H		11/16/17	12/20/17	12/21/17	01/08/18		
33-F		11/17/17					
34-I		07/26/17					
35-E		02/16/17					
38-G		01/26/18	03/05/18				
38-H		02/16/18					
40-E		02/01/18	02/23/18				
42-H		12/29/17	03/02/18				
45-G		02/13/18					
46-A		12/11/17	02/21/18	02/21/18	03/07/18		
46-G		03/16/18					
48-K		12/28/17					
48-I		07/06/17					
46-A		12/11/17					
46-F		11/29/17	01/10/18	01/12/18	01/26/18		
54-K		03/06/17	03/12/18				
66-K		11/02/17	01/12/18	01/12/18	01/26/18	03/01/18	
68-F		10/23/17	01/26/18	01/30/18	02/13/18		

ALL SHADE AREAS HAVE BEEN SIGNED OFF

## INSPECTORS MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **ERIC WYNGAARDEN**

MUTUAL BOARD MEETING DATE:

**03/22/2018 MARCH REPORT**

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

### CONTRACT/PROJECTS

EMPIRE PIPE SEWER CLEANING CONTRACT GOOD THROUGH 2020  
FENN TERMITE AND PEST CONTROL CONTRACT GOOD THROUGH 2020  
BRIGHTVIEW LANDSCAPE CONTRACT GOOD THROUGH 2020  
CAMUTCD REPORT THEY WILL START IN MUTUAL AFTER GRF IS FINISHED  
CALLS AND VISITS TO UNITS 59

March 22, 2018

Happy Spring Shareholder Members,

The flowers are blooming all over Leisure World. We just returned from a trip to see the Monarch Butterfly migration to Mexico and my neighbor has been taking pictures of Monarchs that have returned to our community. I have seen a Monarch Butterfly everyday for the past two weeks—I think they are stopping by to say hi to me!

I have included in this letter to you the GRF Committee meetings synopsis' for the last month.....

**Security, Bus & Traffic Committee Special Meeting (3/5/18)**

The Committee reviewed a draft policy on vehicle enforcement and rule definitions.

**Physical Properties Committee (3/5/18)**

A Shareholder read her correspondence about the corner of St. Andrews and Golden Rain regarding the need for a left turn signal at the intersection. The decals on the community mailboxes have been placed. The Committee moved to approve the expenditure of \$750 from operating funds to obtain a crosswalk design between the Healthcare Center and Clubhouse Six for visually impaired residents. ADA Inspections Plus will complete the work. The Committee will review the lighting in the parking lot at Clubhouse Six, lighting and video surveillance at the traffic signal area, roofing/painting at the Amphitheater, News building, outdoor restrooms and the Administration building at the April meeting. The Committee will review the Jim's Gate at the April meeting. The Committee moved to change the green parking space on St. Andrews at the corner of Golden Rain to a regular parking space. The Committee moved to request the GRF Board of Directors cancel the current contract with Capital Doors for doors at Clubhouses One and Three.

**Special Executive Committee (3/6/18)**

The following polices were amended 5092-30 Board of Directors Code of Ethics and Conduct, Policy 5092.01-30 Board of Directors Censure Procedure, 5092.01-30 Board of Directors Motion to Censure and adopt policy 5092.03-30 Notification of Motion to Censure Correspondence. The Committee concurred to suspend review of the proposed policy regarding GRF BOD Travel and Reimbursement until the policy has been reviewed by the entire BOD.



**Management Services Review Ad Hoc Committee (3/6/18)**

The Committee revised the final review of the GRF Building Inspector Services proposal. It was suggested to add a non-compliance fee to the permit policy. This fee will be for Inspector time. The Committee discussed GRF Mutual Administration Services #1-39, and determined whether those services are standard or non-standard.

**Recreation Committee (3/7/18)**

Correspondence was read. A Shareholder thanked the Committee for the Valentine's dinner/dance event. The Committee concurred to provide a location for an eyeglass donation collection box in the lobby of Building Five. The Committee authorized the installation of safety nets by the LW Table Tennis Club. The Policy 1403-50 Flea Markets, will be included in the upcoming policy work study meeting. The Committee concurred to proceed with the formation of a Multi-Cultural Resource Center and requested that the Executive Director draft a proposed lease to the Finance Committee. The Committee moved to request the Finance Committee to review for available Reserve funding in the amount of \$19,337 to extend the useful life of 6 community pianos from Ansdell Piano and the purchase of 4 refurbished pianos from Kim's Piano. The Committee concurred to schedule a field trip/work study meeting to tour Clubhouse Two. The Executive Director advised that an article will appear in the LW Weekly to announce a Town Hall meeting for April 24 in Clubhouse Four to solicit community input regarding the proposed Aquatic Center. The disposition of the mural in Clubhouse Six (upstairs) was referred to the ADRC Committee. The Committee requested more information from the Library Supervisor regarding the new proposed donor plaques. GRF is going to sponsor an Arts & Crafts Contest in the fall. The Committee moved to request the selection of interior paint from ADRC for painting the interior of Clubhouse One. The Recreation Manager was requested to bring musical options for the gym to the April Recreation meeting.

**Communications Committee (3/8/18)**

The Committee advised the Executive Director to seek legal counsel on the issue of political ads in the LW News. The ITS Systems Analyst stated that he will send an email to the BOD on installing Office 365. He also stated that the annual subscription to WebEx has been purchased. The training class will be held for Recording Secretaries next month. The Committee was provided updates on Spotlight Magazine advertising and sponsorship. The launch date for the new

website is set for June 1st. The old version will be available to the community for six months after the launch date.

**Executive Committee (3/9/18)**

The Human Resources Director will bring the salary survey to the April meeting. The Committee moved to deny releasing incident information to the Neighbor Helping Neighbor, Radio Operations and the Rolling Thunder Golf Cart Services Club. The Committee requested the Executive Director draft a full policy covering rules pertaining to the operation of the drone. This will be reviewed by the Committee at the April meeting. The Chair announced the dissolution of the GRF Director's Handbook Sub-Committee.

**Architectural Design & Review Committee (3/12/18)**

The Committee moved and requested the Executive Director to notify the Art Club that the Committee is going to recommend to the BOD to remove the mural on the Clubhouse Six (upstairs) wall after photographing it for permanent inclusion at the Historical Society. A report was given by the Recreation Manager about he Holiday decorations for this year. He will bring prices to the next meeting. The Committee moved to recommend to the GRF BOD approve a three year contract with Bright View for the Community Facilities Landscape Maintenance at an amount not to exceed \$119,522.

**Special Security, Bus & Traffic Committee (3/14/18)**

The Committee moved to approve the proposed decals and renewal schedule. The Deputy Security Chief was asked to write a draft policy on fines. The Committee moved to recommend to the GRF BOD approval the purchase of 16 cameras, for the expansion of surveillance of the Amphitheater in the amount not to exceed \$15,500. The Committee approved the disposition of two fleet vehicles. They will be sold at auction. They were 30 years old.

**Mutual Administration Committee (3/13/18)**

The Committee approved the Promissory Note Disclosure, Trust Transfer Request, Transfer by Inheritance, and the Ownership Transfer by Trust Request. The Committee concurred to schedule a special meeting/work study to review the proposed Glossary of Terms. The Committee moved to recommend to the GRF BOD rescind 1802-33 Qualified Permanent Resident Agreement form, 1803-33 CO-Occupant Agreement form, 1804-33 Request for Additional Occupant.

**Finance Committee (3/19/18)**

The Committee moved and recommended to the GRF BOD to accept the February financials as presented for audit. The Finance Director is tasked in drafting procedures to direct fines from the parking violations to the Mutual accounts. The Medical Center lease will be discussed at the next meeting. The Committee moved and recommended to the BOD to allocate Reserve funding for the Amphitheater sound system upgrades in an amount not to exceed \$120,000. The Committee moved and recommended to the BOD to authorize the purchase of one CDAR for \$800,000 at .70% from the First Foundation Bank Money Market Reserve account. These funds will remain fully insured by the FDIC. The Committee moved and recommended the BOD return the 2017 Excess Income to the Mutuals. The Committee moved and recommended the BOD allocate Capital funding for additional surveillance cameras in an amount not to exceed \$15,000. The Committee approved the proposed lease between the GRF and Korean American Club for the use of Building Five Room D for the Multi-Cultural Center. The Community piano upgrade program was approved in an amount not to exceed \$19,500.

I hope to see you as I walk around Mutual One and wish that this positive energy statement brightens your day:

"We don't know what tomorrow will bring, so don't stay mad for too long. Learn to forgive and love with all your heart. Don't worry about people that don't like you, enjoy the ones that love you!"

Best regards,

A handwritten signature in black ink, appearing to read "Leah Perrotti", followed by a horizontal line extending to the right.

Leah Perrotti, GRF Director

# Mutual Administration Director's Report

**MARCH 2018**



**All visitors to Seal Beach Leisure World must have a parking pass on the dash board of the vehicle while parked in Seal Beach Leisure World.**

Guest passes can be used as a pass to enter the Community and must be displayed on the dash at all times while parked in the Community.

Sidewalk – No vehicle may be parked with any portion of it on a sidewalk.

Fire Hydrant – At no time may a vehicle be parked within 15 feet of a fire hydrant. Vehicles in violation are subject to immediate tow-away at owner's expense.

Bus Stops: No person shall park or leave unattended any vehicle within 30 feet of the bus stop side of the street that provides for loading and unloading of buses.

Drive-up Mail Boxes: No person shall park or leave unattended any vehicle within 15 feet of the mail box.

Red Zones – Vehicles in violation are subject to immediate tow away at owner's expense.

Green Zones – Parking is not to exceed 15/30 minutes as marked.

White Zones: Passenger loading and unloading only. Time limit: 30 minutes.

Yellow Zones: Commercial vehicle loading and unloading only: Time limit: 30 minutes.

Unpainted: Parking is permitted up to 96 hours, unless otherwise restricted, on Golden Rain Foundation Trust Property.

A Caregiver may park only when a copy of the CAREGIVER pass is displayed on the dashboard of the vehicle. The Caregiver must be registered with the GRF Stock Transfer Office, for parking information.

**No animal or child shall be left alone in a vehicle at any time.**

Members of the Board, Shareholders, guests and staff:

**Gophers:**

The calendar shows Spring is here and the gophers have taken control. We have not had any one that can handle these critters for us, until now. No one ever mentioned that Fenn does include this with Pest Control. Our Landscape committee will be meeting with them tomorrow... We should have a proposal by our next board meeting.

**Carport Violations:**

I feel like I am constantly repeating myself, but here I go again: 1] Only vehicles that can park in our carports **must have LW Decals**. Unless Stock Transfer has registered a caregiver with a temporary parking pass. This pass must be placed on the dash of the car and it will expire on the same date as the caregivers pass. 2] **Car Covers** make it impossible for security to check to see if a vehicle has current registration or a LW Decal. Citations are being issued to owners of carports! 3] Security will soon change to having **decals on rear license plates**. With Mutual - Month and Year of Expiration. 4] From Security Bus and Traffic Committee - Mutual One received the most citations last year! The numbers were off the charts- compared to other mutuals. 5] When citations are issued you have 10 days to request a hearing. Do not write to a board member, or administration- the only record is with security. Security sends an e-mail or a letter explaining you have 10 days to pay. If not paid, the citation will be sent to Accounting and charged to your unit. Accounting will then send you another notice. **Remember you cannot ask for a hearing after 10 days! If citations are issued on Trust Streets- then GRF Committee will be the hearing officers. For Carport violations Mutual One's will be the hearing officers and they are held once a month.** Arranged for by Mutual Administration. Please read the front/back of your cite for more information. Time is of the essence.

### Cell phone interference:

After much research it was determined that new roofs cannot be the only cause of not having great cell phone service. It could be: a] Type of cell phone, b] cell phone plan, c] location of cell tower, d] building & landscape obstructions, e] your provider, f] atmospheric conditions

### New Buyer and Co Occupants:

During March, I have scheduled eleven New Buyer Orientation & Inspections. Soon all new buyers will have to meet a higher financial qualification. In addition, the new buyer will have to provide a current credit report to be given to the escrow company before they forward their financial information to Stock Transfer for approval. As for **Co Occupants**: have you heard that term before? A Co Occupant does not have to financially qualify to live with an owner of a unit. Many directors did not know this, me included. Since a **Co Occupant does not have an ownership status**- if anything happens to the owner, the Co Occupant has 90 days to vacate. This has become a real issue for us, as we have forwarded a few units to our attorney for eviction. Very sad, as I want everyone to be informed of this status. On their ID is a C, where a member has a M. Also, very important: Are you aware if you move, or pass away your **ID must be turned in to stock transfer?** And a **\$500 fee** will be charged to the unit, if this is overlooked. Please inform your family or heirs that our **ID's now have a value.**

### Election:

Most of you have given me your e-mail address, so you should have received my recent request: Consider being Pro Active and step up to become a part of your community - be a candidate for our board. I like the phrase: **Pay it Forward**. Many of you are Problem Solvers- that is another hat, one of many, that we wear as directors. Our policies are created by the board, so your input is valuable. We also Learn Life's Lessons- at each board meeting- sometimes it goes well, sometimes it is challenging. We represent everyone in Mutual One. I believe we all look forward to seeing our community thrive.

*Respectfully submitted, Sandra Luther Stark*

**MUTUAL OPERATIONS****AMENDED DRAFT****RESIDENT REGULATIONS****Caregivers - Mutual One Only**1. Licensing Requirements

- 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 California Identification Card when 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:
  - 1) The ID must be renewed every six months.
  - 2) The ID must be worn around the neck at all times.
  - 3) ID, Badge, or Pass 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.
- 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.

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

- 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.
- f. To be eligible as a Family 24 Hour Caregiver the family member cannot otherwise be employed.

**5. Parking Regulations**

- 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. Proof of auto insurance is required.
- 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.
- d. Mutual One will allow the Stock Transfer Office to issue Caregiver Parking Passes. All Caregiver Parking Passes will expire on the same date as the Caregiver Pass, Caregiver ID, or Caregiver Badge that was issued.**

<b><u>MUTUAL</u></b>	<b><u>ADOPTION</u></b>	<b><u>AMENDED</u></b>
ONE:	09-28-08	09-20-17



**MUTUAL OPERATIONS****ADOPT DRAFT****SERVICE MAINTENANCE****Service Maintenance Requests – Mutual One**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed without cost to the resident, if such services do not result from negligence on the part of the resident. Request for such services must be made to the Mutual One Hotline, Inspector or Physical Properties Director. Except for after hours or weekend emergencies, a request for Service Maintenance services made directly by the shareholder will be charged to the shareholder.
2. Emergency services in off hours can be made by the shareholder through Security and charged to the Mutual. Plumbing stoppages, water line breaks, and electrical outages are treated as emergency needs with response as soon as someone is available.
3. Service Personnel are normally dispatched the day following the request except for emergency services.
4. Servicemen are all bonded, and entry to an apartment with a passkey can result in quicker and less costly service. Shareholders should always authorize passkey entry into their apartments for maximum service.
5. Service Maintenance requests for appointment for any repairs: the shareholder will be charged the current Service Maintenance hourly charge for appointments not used and not cancelled.
6. Insect, Ant and Rodent Control: Fenn's Extermination appointment for uninvited pests – can be made through the HOTLINE or Service Maintenance. Exterminators come by appointment only. You may request Monday or Wednesday. You must be home if service is requested for inside your unit.

**MUTUAL OPERATIONS****RESCIND MUTUAL ONE****SERVICE MAINTENANCE****Service Maintenance Requests Except Mutuals Eight, Nine, Fourteen, and Seventeen**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed without cost to the resident, if such services do not result from negligence on the part of the resident. Any resident can arrange for this service by telephoning the Service Desk. Requests for other than standard services should also go through the Service Desk.
2. Servicemen are normally dispatched the day following the request by the resident for standard services. A maximum of five (5) days should be allowed for performance of this type of service, and if the work is not done within this period, the resident may wish to contact the Service Desk again to determine if the work has been scheduled. Plumbing stoppages, water line breaks and electrical outages are emergency items requiring priority over other requests. This is why it could take up to five (5) days for action on a normal request.
3. Requests for service called in over the weekend may not be received by the Dispatcher until Monday morning; consequently, it may be Friday or Monday morning before the work is performed.
4. Servicemen are all bonded, and entry to an apartment with a passkey can often mean quicker and less costly service. Residents must always authorize passkey entry into their apartments for maximum service.
5. Mutual Board members contacted by residents with requests for service should first determine whether the resident has previously reported the problem to the Service Desk to avoid duplication of two servicemen going out on the same job, resulting in a charge made for the time of both men.
6. Board members and other residents are asked not to make any arrangements directly with the individual servicemen with whom they come in contact.
7. Board members and residents are requested not to contact the Service Maintenance Supervisor unless it is absolutely necessary. This can result in delay instead of the fast, desired action. It should be kept in mind that emergencies take priority in the scheduling of work and that other work orders are filled according to the date of the call for service. For the Service Maintenance Supervisor to arbitrarily place any request at the top of the list would be unfair and costly.

**MUTUAL OPERATIONS**

**RESCIND MUTUAL ONE**

**SERVICE MAINTENANCE**

**Service Maintenance Requests Except Mutuals Eight, Nine, Fourteen, and Seventeen**

**MUTUAL ADOPTION/RESCIND**

EIGHT: Rescinded on February 23, 2015 (See Policy 7505.8)

NINE: Rescinded on June 13, 2016

FOURTEEN: Rescinded on October 11, 2000 (See Policy 7431.14)

SEVENTEEN: Rescinded on November 7, 2017

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

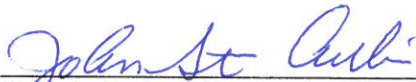
**March 13, 2018**

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, March 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. Also present was one Mutual Shareholder. CFO Schweitzer, and Director Holzer were absent.

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

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



Attest: JoAnn St. Aubin, Secretary

SEAL BEACH MUTUAL ONE

sp: 03/15/18

# SIGN-IN SHEET

## BOARD OF DIRECTORS MEETING MUTUAL NO. ONE DATE: March 22, 2018

	<b>GUEST NAME</b>
1.	Deborah DeGrazia
2.	Sheila Singer
3.	Dennis Klaprod
4.	Susan Mitchell
5.	Jana Hall
6.	Claudette Cooley
7.	Mark Scott
8.	Lorraine Blankens
9.	Marilyn McCoskey
10.	Daniel Weber
11.	Jill Brennan
12.	Cassie Caddell
13.	Brian Gilmore
14.	June Hong-Fitzpatric