

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE

July 26, 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):
 - Ms. Perrotti, GRF Representative
 - Mr. Stone, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Wyngaarden, Building Inspector
 - Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES:
 - Regular Meeting Minutes of April 26, 2018**
 - Organizational Meeting Minutes of June 11, 2018 (p. 3-4)**
 - Special (agenda) Meeting Minutes of July 17, 2018 (p. 5)**
5. BUILDING INSPECTOR'S REPORT Mr. Wyngaarden
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (*handout*)
6. GRF REPRESENTATIVE'S Ms. Perrotti & Mr. Stone
7. **UNFINISHED BUSINESS**
 - a. Discuss and vote to rescind resolution made on May 24, 2018 Mr. Singer
regarding Jim's Gate (p. 6)
 - b. Discuss and vote to approve/deny repair to Jim's Gate (p. 7)
 - c. Building Assignments Ms. Luther-Stark
8. **NEW BUSINESS**
 - a. Landscape Bids Ms. St. Aubin
 - b. Discuss and vote on additional lines for Hotline (p. 8) Ms. Luther-Stark
 - c. Discuss and vote on revisions of Roster (p. 9) Ms. Luther-Stark
 - d. Committee Appointments (p. 10) Ms. Luther-Stark
 - e. Appointment of Advisory Directors (p. 11) Ms. Luther-Stark
 - f. Discuss and Vote to Receive Monthly Minutes of Other Mutuals (p. 12)
 - g. Discuss and Vote to Approve Property Tax Postponement Application (p. 13)
 - h. Discuss and Vote on the Notice of Intent to Withdraw (p. 14)

STAFF SECRETARY BREAK 11:00 a.m.

(July 19, 2018 ka)

9. SECRETARY / CORRESPONDENCE Ms. St .Aubin
10. CHIEF FINANCIAL OFFICERS REPORT Mr. Schweitzer
 - a. Discuss and vote to transfer \$200,000 from First Financial Bank to USB Money Market Account (p. 15)
 - b. Discuss and vote to approve/deny the three-year contract with Associate Reserves (p. 16)
11. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
12. ANNOUNCEMENTS
NEXT MEETING:
August 23, 2018 Open Forum begins at 9:00 a.m. and Meeting begins at 9:15 in the Administration Building Conference Room A
13. COMMITTEE REPORTS
14. DIRECTORS' COMMENTS
15. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
16. ADJOURNMENT
17. EXECUTIVE SESSION

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:00 p.m.

(July 19, 2018 ka)

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
June 11, 2018**

The Organizational Meeting of the Board of Directors of Seal Beach Mutual One was called to order by Acting Chairperson Ms. Hopkins at 11:22 a.m. on Monday, June 11, 2018, in Clubhouse Four, Section C.

Those Directors present were: Sandra Luther-Stark, George Tous, JoAnn St. Aubin, Byron Schweitzer, John Barreras, Ruben Collazo, Jill Brennan, Donna Gambol and Phillip Singer. The Mutual Administration Director Ms. Hopkins and GRF Secretary Corina Mancilla were also present.

Jodi Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2018-2019 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Jodi Hopkins called for nominations for the office of President. John Barreras nominated Sandra Luther-Stark for President. Donna Gambol nominated George Tous for President. There being no further nominations, secret ballot voting was conducted. Sandra Luther-Stark was elected to the office of President for the 2018-2019 term of office.

The chair was turned over to newly-elected President Luther-Stark, who then called for nominations for the office of Vice President. Phil Singer nominated JoAnn St. Aubin for Vice President. Donna Gambol nominated George Tous for Vice President. Byron Schweitzer nominated Ruben Collazo for Vice President. There being no further nominations, two rounds of secret ballot voting were conducted. Ruben Collazo was elected to the office of Vice President for the 2018-2019 term of office.

President Luther-Stark called for nominations for the office of Secretary. Phil Singer nominated JoAnn St. Aubin for Secretary. Jill Brennan nominated Donna Gambol for Secretary. There being no further nominations, secret ballot voting was conducted. JoAnn St. Aubin was elected to the office of Secretary for the 2018-2019 term of office.

President Luther-Stark called for nominations for the office of Chief Financial Officer. Donna Gambol nominated Byron Schweitzer for Chief Financial Officer. There being no further nominations, Byron Schweitzer was elected to the office of Chief Financial Officer for the 2018-2019 term of office.

The committee assignments will be made at the next regular Board of Directors meeting. The current assignments are:

John Barreras
Physical Property Committee Chair

Block 1 (Bldgs 1-10): JoAnn St. Aubin
Block 2 (Bldgs 11-20): George Tous
Block 3 (Bldgs 21-30): Phil Singer

Block 4 (Bldgs 31-42): Jill Brennan
Block 5 (Bldgs 43-51): Ruben Collazo
Block 6 (Bldgs 52-61): Donna Gambol
Block 7 (Bldgs 62-70): John Barreras

President Luther-Stark stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by John Barreras and seconded by Donna Gambol it was

RESOLVED, That the Regular Monthly Board Meeting remain on the fourth Thursday of the month, in the Administration Building Conference Room A, and the time of the meeting will be 9:00 a.m.

The MOTION passed.

There being no further business, President Luther-Stark adjourned the meeting at 11:40 a.m.

Attest, JoAnn St. Aubin, Secretary
SEAL BEACH MUTUAL ONE
sl/lh:6/11/18

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

July 17, 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, July 17, 2018, in Building 5, Physical Property Conference Room.

Those members present were: President Luther-Stark, Vice President Collazo, Secretary St. Aubin, and Directors Barreras, Brennan, Gambol, Singer, and Tous. CFO Schweitzer, was absent. Also present was one Mutual One Shareholder.

The purpose of the meeting was to discuss agenda items for the July 26 2018, Regular Monthly Board Meeting.

President Luther-Stark adjourned the meeting at 10:40 a.m.

Attest

JoAnn St. Aubin, Secretary
SEAL BEACH MUTUAL ONE

ka:07/19 /18

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RESCIND RESOLUTION MADE ON MAY 24, 2018
REGARDING JIM'S GATE (UNFINISHED BUSINESS ITEM A)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the May 24, 2018, Board Meeting, the Mutual One Board of Directors passed the following resolution: *RESOLVED, To send the GRF letter regarding Jim's Gate Project to the Mutual One Attorney.*

I move to approve/deny to rescind the resolution dated May 24, 2018, RESOLVED, To send the GRF letter regarding the Jim's Gate Project to the Mutual One Attorney.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY REPAIR TO JIM'S GATE
(UNFINISHED BUSINESS ITEM B)
DATE: JULY 26, 2018
CC: MUTUAL FILE

I move to approve/deny that Mutual One approve the ramp and rail repairs to Jim's Gate, on the Mutual side, at a cost not to exceed \$10,000, and authorize the President to sign the necessary documentation.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON ADDITIONAL LINES FOR HOTLINE
(NEW BUSINESS ITEM B)
DATE: JULY 26, 2018
CC: MUTUAL FILE

I move to approve/deny the additional lines to the Hotline for Landscape, FENN Termite and Pest Control, Repairs, and all other inquiries.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON REVISIONS OF ROSTER
(NEW BUSINESS ITEM C)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the July 26, 2018, Board meeting the Mutual Board of Directors will vote to amend the Mutual Roster to remove all Director phone numbers and addresses, and replace with Hotline number.

I move to approve/deny to amend the Mutual Roster to omit all Directors personal phone numbers and addresses, and replace with Hotline number.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: COMMITTEE APPOINTMENTS (NEW BUSINESS ITEM D)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the July 26, 2018, Board Meeting the following Committee Appointments will be assigned:

Budget Committee:

_____ (chair), _____, _____

Parking Review Committee:

Odd Months (January, March, May, July, September, November)

_____ (chair), _____, _____

_____ (alternate)

Even Months (February, April, June, August, October, December)

_____ (chair), _____, _____

_____ (alternate)

Bylaws Review Committee:

_____ (chair), _____, _____

Shareholder(s):

Webpage Committee:

_____ (chair), _____, _____

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENTS OF MUTUAL ONE ADVISORY DIRECTORS
(NEW BUSINESS ITEM E)
DATE: JULY 26, 2018
CC: MUTUAL FILE

*I move to approve/deny the appointment of _____, and
_____, as the Mutual One Advisory Directors for the 2018-2019
term of office.*

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RECEIVE MONTHLY MINUTES OF OTHER
MUTUALS (NEW BUSINESS ITEM F)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the July 27, 2017, Board Meeting the Mutual One Board of Directors passed the following resolution: *RESOLVED, To receive one hard copy of the various Mutuals' monthly minutes in their MAILBOX in the Stock Transfer Office effective 2017-2018.*

I move to approve/deny that Mutual One continues to receive one hard copy of the various Mutuals' monthly minutes in their MAILBOX in the Stock Transfer Office, effective 2018-2019.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE PROPERTY TAX
POSTPONEMENT APPLICATION (NEW BUSINESS ITEM G)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the July 27, 2017, Board Meeting the Mutual One Board of Directors passed the following resolution: *RESOLVED, That Mutual One does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement, effective 2017-2018.*

I move to approve/deny that Mutual One does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement, effective 2018-2019.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE ON THE NOTICE OF INTENT TO WITHDRAW (NEW BUSINESS ITEM G)
DATE: JULY 26, 2018
CC: MUTUAL FILE

At the July 27, 2017, Board Meeting the Mutual One Board of Directors passed the following resolution: *RESOLVED, That Mutual One authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw, effective 2017-2018.*

I move to that Mutual One authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw, effective 2018-2019.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO TRANSFER \$200,000 FROM FIRST FINANCIAL BANK TO USB MONEY MARKET ACCOUNT (CFO REPORT ITEM A)
DATE: JULY 26, 2018
CC: MUTUAL FILE

I move to approve/deny the transfer of \$200,000 from First Financial Bank to USB Money Market Account.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THREE-YEAR CONTRACT WITH ASSOCIATE RESERVES (CFO REPORT ITEM B)
DATE: JULY 26, 2018
CC: MUTUAL FILE

I move to approve/deny the proposed three-year contract with Associate Reserves, at a cost not to exceed \$ _____, and authorize the President to sign the contract.