

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
December 22, 2020
Meeting begins at 9:00 a.m.
Zoom Video and Call Conference Meeting

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at mutualsecretaries@lwsb.com or (562) 431-6586 ext. 313 and requesting the call-in or log-in information.

TO PROVIDE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit their information, including their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder – Agenda Items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:
 - Ms. Perrotti, GRF Representative
 - Mr. Collazo, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Rocha, Security Services Director
 - Mr. Stolarz, Building Inspector
 - Ms. Barua, Portfolio Specialist
 - Ms. Givehand, Recording Secretary
5. GUEST SPEAKER Mr. Rocha
 - a. GRF Security Guidebook (p.3-6)
6. APPROVAL OF MINUTES:
 - a. **Special Meeting Minutes of November 12, 2020** (pp.7-8)
 - b. **Special Meeting Minutes of November 18, 2020** (pp.9-10)
 - c. **Special Meeting Minutes of November 23, 2020** (pp.11-12)
 - d. **Regular Meeting Minutes of November 24, 2020**
 - e. **Special Meeting Minutes of December 1, 2020** (pp.13-16)
 - f. **Special Meeting Minutes of December 8, 2020** (pp.17-18)
7. BUILDING INSPECTOR'S REPORT Mr. Stolarz

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.19)
8. GRF REPRESENTATIVES Ms. Perrotti/ Mr. Collazo

9. **UNFINISHED BUSINESS**
 - a. Discuss and vote to ratify adopted Policy 7532.01- Smoking Rules and Regulations (pp.20-22)
10. **NEW BUSINESS**
 - a. Approval of Mutual Monthly Finances (p. 24)
 - b. Discussion on Buildings/Carports/Laundry rooms
 - c. Discuss and vote to amend Policy 7210.10 Annual Elections (pp. 25-30)
 - d. Discussion on Landscaping Proposal at Building 69A Common Area Triangle

STAFF BREAK BY 11:00 a.m.

- | | | |
|-----|---------------------------------|-------------|
| 11. | SECRETARY / CORRESPONDENCE | Ms. Brennan |
| 12. | CHIEF FINANCIAL OFFICERS REPORT | Ms. Gambol |
| 13. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 14. | ANNOUNCEMENTS | |

NEXT MEETING: January 28, 2021 9:00 a.m., via Zoom Video and Conference Call

- | | | |
|-----|---------------------------------|------------------|
| 15. | COMMITTEE REPORTS | |
| | a. Landscape Committee | Ms. Merritt |
| | b. Physical Property Report | Mr. Barreras |
| | c. New Buyer Orientation Report | Mr. Tous |
| | d. Paint Committee | Ms. Luther-Stark |
| | e. CFO/Report /Budget Update | Ms. Gambol |
| 16. | DIRECTORS' COMMENTS | |
| 17. | SHAREHOLDER COMMENTS | |
| 18. | ADJOURNMENT | |
| 19. | EXECUTIVE SESSION | |

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

Knob Lock Procedures

A knob lock device is designed to lock around a door knob to prevent the knob from turning and accessing the keyhole. These devices are used by security to secure a residence for a variety of reasons. The most important reason a residence is 'knob locked' is to ensure anyone accessing the residence (such as after a death of a resident) has the legal authority to do so.

Security may be asked to install a knob lock by:

- Stock Transfer Department
- Mutual President

All requests for use of a knob lock will be noted on a Knob Lock Report. This report documents information regarding the initial request, who installed the device, and who removed the device.

Some knob lock devices will not fit certain types of locks (such as custom locks). Mutuals may have other types of locking devices or systems to secure a door. Any additional type of equipment or device beyond the basic knob lock system (such as boarding up a unit with plywood) will be ordered and installed by the Mutual or installed by the Service Maintenance Department.

Resident Welfare Checks

The Security Department conducts resident checks after being notified by someone who is concerned about a resident's safety. When a security officer is called out to a residence to conduct a resident check:

- Whenever possible, two security officers should be present when entry is made to the residence.
- Knock on the door loudly and state you are from the Security Department.
- If there is no answer, use the residence key found in the lockbox to gain entry.
- When entering the residence state in a loud voice you are from the Security Department.

If all rooms are checked and no one is found, please ensure you have checked the following areas for someone:

- Shower
- Underneath the bed
- All closets
- Underneath large piles of clothes or blankets

If a person is found and they require immediate medical attention:

- Call 911 immediately from the resident's phone.
- If a resident's phone is not available, use a two-way radio to advise dispatch to call 911 immediately.
- After calling 911, security officers should remain outside of the residence and wait for police, fire, and/or a coroners' unit to arrive.

The watch commander will complete the Resident Check Log to document the resident check.

Occupancy Checks

An occupancy check is a procedure where a Mutual verifies all people residing inside a unit to ensure that all regulations of the occupancy agreement are being followed.

If it is not an emergency and a Mutual representative wishes to conduct an occupancy check, please refer them to the Mutual Administration Department. Mutual Administration has the expertise to advise a Mutual of the best course of action to take to ensure occupancy agreement compliance.

If it is decided that an occupancy check is warranted, Mutual Administration will send an e-mail request and approval to the watch commander. The patrol unit completing the occupancy check will complete an Occupancy Check Report and send a copy to the Mutual Administration Department.

Death Investigations

If security is called to a location where someone is deceased or if during a resident check a person is found deceased:

- Call 911 immediately from the resident's phone.
- If a resident's phone is not available, use a two-way radio to advise dispatch to call 911 immediately.

On most occasions, police and coroner units will be taking over the investigation. Remain outside of the residence until the police and/or coroner clear the scene.

When there is activity of this type at a residence, other resident's may ask a security officer what is happening at the location. To maintain confidentiality, Security will advise anyone who is asking about the incident, "We received a request for medical aid at this address." *EXCEPTION: If a Mutual President or Director ask about this type of incident, the security officer may share that there is an on-going death investigation at the scene.*

The security officer at the scene will complete a Death Investigation Report as soon as possible after the incident. If the Mutual President was not at the scene, the watch commander on duty will immediately e-mail the Mutual President to advise them of the incident.

Interactions Involving Family Members at a Death Investigation

The loss of a loved one is a very stressful event for a family. As the security officer at the scene, you may be dealing with a wide range of emotions, even if a death was expected.

When loved ones are at a residence of a deceased person, be patient and give family members the time to grieve. **NEVER** say to a grieving person:

- "He's in a better place."
- "It was his time."
- "There's a reason for everything."
- "I know how you feel."

It is best to be silent or you may simply say, “I’m sorry for your loss.”

Establishing Legal Authority

After a death investigation is completed, security must ensure that anyone who wants to stay at the residence after the scene has been cleared by police and/or coroner has ‘legal authority’ to remain inside the residence.

Establishing who has legal authority to remain at a residence with unlimited in and out and overnight stay privileges can be confusing. Family members and/or caregivers may be advise you that they have legal authority of a residence due to the fact they have a “Power of Attorney”, an “Executor of a will”, a “Non-resident co-owner” or “Head of a trust and an inheritor.”

The only people with legal authority to stay in a residence after a resident death are:

- Member resident
- Co-Occupant

Security officers do not have the power to review or interpret legal documents or determine who has legal authority to stay in a residence. All legal authority issues must be reviewed and approved by the Stock Transfer Department.

Caregivers have no authority to stay after a resident is deceased.

Security may not allow any unauthorized person to stay at a residence of deceased shareholder. Security should advise anyone remaining in the unit in a firm but polite manner:

“I’m Security Officer _____. Your name, Sir/Ms. _____? Mr/Ms _____, unfortunately, since there is no member resident or a co-occupant present, I must ask you to leave. You may call the Stock Transfer Office during regular business hours and they will be able to assist you in how to gain access to the unit.”

If unauthorized people still refuse to leave the unit, The Security Officer will state:

“Please understand we must protect the interest of the deceased, so I must ask you to leave.”

If unauthorized people continue to stay, the security officer will notify the watch commander. The watch commander will notify the Mutual President immediately regarding the refusal to leave, regardless of the date or time. The Mutual President has the authority to allow someone to stay in a unit or ask them to leave.

If the Mutual President denies anyone from staying in the unit and they still refuse to leave, the Mutual President can ask us to contact the Seal Beach Police Department for assistance. Security will follow the instructions of the police department at the scene. If police officers allow unauthorized persons to stay in the unit and police will take no further action, ensure you receive the name and serial number of the police officer at the scene to document on the report.

If a Mutual President allows someone to stay in the unit, ensure this information is noted in the report.

Coroner's Investigations

When a Coroner is conducting a death investigation they may place a 'Coroners Seal' on the door when they leave the residence. This seal forbids anyone from entering the residence (including those who have legal authority to do so) until they have completed their investigation.

After a Coroner's investigation is completed, they will usually notify the next of kin to the deceased that their investigation is complete and they may enter the residence. However, there are two important issues to remember:

- Even though the next of kin are stating the Coroner is allowing entry, this information must be verified with the Orange County Sheriff-Coroner/Coroner Division. This information will be documented by the watch commander on a Coroner's Information Report.
- If the coroner verifies that entry is allowed, the Security Department must ensure that the next of kin must have legal authority to enter the residence. If the next of kin does not have legal authority, they may not enter.

Refer any next of kin claiming legal authority to the Stock Transfer Department.

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
November 12, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Potterton at 10:06 a.m. on Thursday, November 12, 2020, via Zoom Video and Conference Call.

Those members present were: President Potterton, Vice President Cho, Secretary Brennan, Chief Financial Officer Gambol, Directors Merritt, Luther-Stark, Barreras, and Tous.

No shareholder provided comments.

The purpose of the meeting was to announce the appointment of Kathy Almeida as a new Board Director and to propose revisions of Rules and Regulations of Policy 7427.G – Barbecues, 7557.01 – Caregiver Rules, 7508.01 – Patio/Estate Sales and Forms, 7575.01 – Laundry Room Use, 7504.G – Lock Resolution, 7549.01 – Lockout Procedures, and 7701.01-Personal Property Liability Insurance.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Gambol and seconded by Vice President Cho, it was

RESOLVED to rescind Policy 7427.G – Barbecues-Usage and General Safety Precautions and adopt Policy 7427.01 – Barbecues-Usage and General Safety Precautions on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Gambol and seconded by Secretary Brennan, it was

RESOLVED to amend Policy 7557.01 – Caregivers on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed with one “no” vote (Luther-Stark).

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

RESOLVED to amend Policy 7575.01 – Use of Laundry Room on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to amend Policy 7549.01 – Lockout Procedures on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Gambol and seconded by Director Tous, it was

RESOLVED to amend Policy 7701.01 – Personal Property Liability Insurance on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

President Potterton adjourned the meeting at 11:43 a.m.

Announcement: Next Special Meeting on Wednesday, November 18, 2020 at 10:00 a.m. via Zoom.

Attest, Jill Brennan, Secretary
SEAL BEACH MUTUAL ONE
Rb: 11/27/20

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
November 18, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Potterton at 10:20 a.m. on Wednesday, November 18, 2020, via Zoom Video and Conference Call.

Those members present were: President Potterton, Chief Financial Officer Gambol (entered at 10:20 a.m.), Directors Merritt, Luther-Stark, Barreras, and Tous.

Those members absent were: Vice President Cho and Secretary Brennan.

No shareholder provided comments.

The purpose of the meeting was to discuss and vote on policies.

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

RESOLVED to rescind Policy 7504.G – Lock Resolution and adopt Policy 7504.01 - Lock Resolution on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7551.G – Unsanitary Premises and Fire Loaded Conditions and adopt Policy 7551.01 – Unsanitary Premises and Fire Loaded Conditions on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7501 – Pet Ownership Policy and adopt Policy 7501.01 – Pet Policy on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and

take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7590.G – Feeding Wildlife and adopt Policy 7590.01 – Feeding Wildlife on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Potterton and seconded by Director Merritt, it was

RESOLVED to adopt Policy 7532.01 – Smoking Rules and Regulations on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

President Potterton adjourned the meeting at 11:11 a.m.

Announcement: Next Special Meeting on Monday, November 23, 2020 at 10 a.m. via Zoom.

Attest, Jill Brennan, Secretary
SEAL BEACH MUTUAL ONE
Rb: 11/27/20

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
November 23, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Potterton at 10:05 a.m. on Monday, November 23, 2020, via Zoom Video and Conference Call.

Those members present were: President Potterton, Vice President Cho, Chief Financial Officer Gambol, Secretary Brennan, Directors Merritt, Luther-Stark, and Tous.

Those members absent were: Director Barreras.

Two shareholders were present.

The purpose of the meeting was to discuss and vote on policies.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by Chief Financial Officer gambol, it was

RESOLVED to rescind Policy 7508 – Patio/Estate Sales and amend Policy 7508.01- Patio/Estate Sales on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by President Potterton, it was

RESOLVED to rescind Policy 7503 – Plumbing Stoppages, adopt Policy 7503.01 – Plumbing Stoppages, and amend Policy 7431.01 – Service Maintenance Requests on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

President Potterton adjourned the meeting at 12:06 p.m.

Announcement: Next Special Meeting on Tuesday, December 1, 2020 at 10 a.m. via Zoom.

Attest, Jill Brennan, Secretary
SEAL BEACH MUTUAL ONE
Rb: 11/27/20

DRAFT

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
December 01, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Potterton at 10:3 a.m. on Tuesday, December 1, 2020, via Zoom Video and Conference Call.

Those members present were: President Potterton, VP Cho (arrived 10:17 a.m.), Secretary Brennan, CFO Gambol (arrived 10:17 a.m.), Director Barreras, Director Luther Stark, Director Almeida (arrived 10:17 a.m.), Director Merritt, Director Tous (arrived 10:31 a.m.)

One shareholder was present.

The purpose of the meeting was to discuss and vote on policies.

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

Director Merritt presented the following proposed policy/rule changes:

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

RESOLVED to rescind Policy 7574.1 - Satellite Dish and TV antennas and adopt 01-7574-1 - Security Cameras, Drones, Satellite Dish on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by President Potterton, it was

RESOLVED to rescind Policy 7425.01 - Landscape Areas, Trees, Shrubs and adopt 01-7425-1 - Rules and Regulations for Landscape, Gardens and Common Areas a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Gambol and seconded by Director Luther-Stark it was

RESOLVED to rescind Policy 7531.01 - Inspection of Vacant, Unoccupied Units, and adopt Policy 01-7531-1 Inspection of Vacant, Unoccupied Units, rescind Policy 7545.01 - Inspection Fees, Inheriting Share of Stock and adopt Policy 01-7545-1 - Listing Inspections & Withdrawal Fee , rescind Policy 7410.01 - Fire and Safety Inspections and adopt Policy 01-7410-1 - Unit Fires Inspections and Special Unit Inspection and Rescind Policy 7708 - Listing Inspections, Rescind 7709 - Notice of Intent to Withdraw, on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7401- Contractor License, and adopt 01-7401-1 - Contractor License, rescind Policy 7402.01 - Working hours, contractors, vendors, and shareholders and adopt Policy 01-7402-1 Working Hours Contractor , Vendor and Shareholders, rescind Policy 7403 - Building Alterations or Additions and adopt Policy 01-7403-1 – GRF Building Alterations or Additions and rescind Policy 7408.1 - Contractors/Vendors Liability for Damages and adopt 01-7408-1 – Mutual Not Responsible for Damage on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7403.2 - Installation of bathtubs and adopt Policy 01-7403.2-1 Installation of Bathtubs on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by CFO Gambo, it was

RESOLVED to rescind Policy 7413.1 - Walk in, Therapeutic Bathtubs and adopt Policy 01-7413-1 – Walk-in Therapeutic Jacuzzi Hot Tubs – Spa Type Bathtubs on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by President Potterton, it was

RESOLVED to rescind Policy 7465.1 - Skylights and Solar Tubes and adopt Policy 01-7465-1 – Skylights and Sola Tubes on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7403.6 - Microwave ovens and adopt Policy 01-7403.6-1- Microwave Ovens on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7403.7 - Ceiling Fans and adopt Policy 01-7403.7-1 – Ceiling Fans on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

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

RESOLVED to rescind Policy 7407.01 - Washers and Dryers in units and adopt Policy 01-7407-1- Washers and Dryers in units on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed with one “no” vote (Gambol).

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

RESOLVED to rescind Policy 7494 - Filled Concrete Block and Footings and adopt Policy 01-7494-1 – Filled Concrete Block and Footings on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed.

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

RESOLVED to Policy 7405.1 - Flooring and floor covering permits and adopt Policy - 01-7405-1 - Flooring a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed.

President Potterton adjourned the meeting at 12:06 p.m.

Announcement: Next Special Meeting on Tuesday, December 1, 2020 at 10 a.m. via Zoom.

Attest, Jill Brennan, Secretary
SEAL BEACH MUTUAL ONE
KG: 12/01/2020

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF DIRECTORS
SEAL BEACH MUTUAL ONE
December 08, 2020**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Potterton at 10:04 a.m. on Tuesday, December 8, 2020, via Zoom Video and Conference Call.

Those members present were: President Potterton, VP Cho, CFO Gambol, Director Barreras, Director Almeida Director Merritt, Director Tous

Absent: Secretary Brennan, Director Luther-Stark

No shareholder was present.

The purpose of the meeting was to discuss Mutual 1 Policies.

Director Merritt presented the following proposed policy/rule changes:

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

RESOLVED to rescind Policy 7498.1 - Front Exterior Building Façade; and adopt Policy 01-7498-1 – Front Exterior Building Façade, rescind Policy 7418 - Exterior Paint and adopt Policy 01-7418-1 Exterior Paint; and rescind Policy 7495.1 - Bay Windows; Entry Sidewalks and adopt Policy 01-7495-1 - Bay Windows; Entry Sidewalks on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Director Merritt and seconded by VP Tous, it was

RESOLVED to rescind Policy 7491 – Roof Standards and adopt Policy - 01-7491-1 – Roof Standards a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed.

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

RESOLVED to rescind Policy 7499 – HVAC and adopt Policy - 01-7499-1 – HVAC a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receives no comments.

The MOTION passed.

President Potterton adjourned the meeting at 11:55 p.m.

Attest, Denise Potterton
SEAL BEACH MUTUAL ONE
KG: 12/08/2020

DRAFT

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : (01) ONE

INSPECTOR: RICH STOLARZ

MUTUAL BOARD MEETING DATE: #####

PERMIT ACTIVITY	
39	Permits
18	Inspections
15	Signed Off
ESCROW ACTIVITY	
<u>0</u> New Member Inspection	<u>5</u> Close of Escrow
<u>34</u> Pre Listings	<u>9</u> Release of Funds
CONTRACTS AND PROJECTS	
Contractors	Projects
Fenn Good Through 4/30/2023	Termites, Pest and Gofers
Fenn Good Through 6/30/2023	Bait Stations
Wash Good Through 11/21/2022	Washer and Dryer Service
Brightview Good Through 11/30/2021	Tree Arborist
J&J Landscape Good Through 11/30/2021	Landscaping
Empire Pipe Cleaning 11/30/2022	Sewer Cleaning
A-1 Total Service Plumbing	Sewer Pipe Relining
Bruno Alvarez - BA Construction	Dry Rot Repair
UPDATE: SOUTHERN PROPERTY FIRE PROTECTION - FIRE EXTINGUISHER CERTIFICATIO	
UPDATE: EMPIRE PIPE HAS CLEANED ALL THE OUTGOING SEWER LINES FOR 2020	
UPDATE: BA CONSTRUCTION HAS COMPLETED MUTUAL DRY ROT	
UPDATE: MJ JURADO COMPLETED CARPORT CONCRETE - CONCRETE SIDEWALKS	
UPDATE: J&J LANDSCAPE INSTALLING ROOT GUARD ALONG THE NEW SIDEWALKS	
MUTUAL & SHAREHOLDERS REQUEST	
Site Visits	Calls
79	69

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUS AND VOTE TO RATIFY ADOPTED POLICY 7532.01 SMOKING RULES AND REGULATIONS (UNFINISHED BUSINESS, ITEM A)
DATE: DECEMBER 22, 2020
CC: MUTUAL FILE

I move to ratify adopted Policy 7532.01 Smoking Rules and Regulations; the 28- day posting requirement has been met.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Smoking Rules and Regulations – Mutual One****SEAL BEACH MUTUAL NO. ONE****PURPOSE**

The purpose of these Rules and Regulations is to address secondhand smoke within the Community. Mutual One intends to eventually become a completely smoke-free property.

Exposure to secondhand smoke, as defined below, can cause severe health effects in adults and children. In addition, exposing others to secondhand smoke creates conditions that interfere with the use and enjoyment of other shareholders units, thereby constituting a nuisance in violation of the Occupancy Agreement as well as state and local regulations.

Seal Beach Municipal Code Sections 7.35.010(A)-(B) defines a public nuisance as “any violation of the code or anything injurious to health, indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property by a neighborhood or by a considerable number of persons even when the damage inflicted is unequal...” and specifically includes the emission of noxious fumes or odors as a public nuisance.

In addition, exposing others to secondhand smoke violates The Mutual No. One Occupancy Agreement (“Occupancy Agreement”), which states in pertinent part:

“...Member[s] shall not...interfere with the rights of other occupants... nor commit or permit any nuisance on the premises...”

DEFINITIONS:

1. For the purposes of this rule, "Smoking" shall mean and include (A) the inhaling, exhaling, burning or carrying of any lighted cigarette, cigar, or other tobacco product, marijuana or illegal substance, (B) the inhaling, exhaling, burning or carrying of any e- cigarette, personal vaporizer or electronic nicotine delivery system, and/or (C) the use of any other similar type of paraphernalia related to smoking or alternatives to smoking.
2. For the purpose of this rule, “Secondhand smoke” is defined as smoke and aerosols inhaled involuntarily from burning or heating tobacco through a cigarette, cigar, pipe, hookah, or electronic cigarette. They also come from the air a smoker exhales while smoking
3. For the purpose of this rule, “Thirdhand Smoke” is the residue from tobacco smoke that collects on surfaces
4. For the purpose of this rule, “Enclosed” is defined as an area closed in by a roof and contiguous walls or windows, connected floor to ceiling with appropriate opening for ingress and egress.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Smoking Rules and Regulations – Mutual One****SMOKING AND NUISANCES**

1. Smoking is not permitted in any common area. Until January 1, 2023, smoking is permitted in the carport area.
2. Smoking is not permitted on any porch or patio, unless such porch or patio is fully Enclosed.
3. No shareholder or occupant shall cause a nuisance to any other occupant due to his/her Smoking.
4. Secondhand Smoke that emanates from one area to another constitutes a nuisance.
5. Any nuisance caused by a shareholder or occupant shall be treated by the Mutual as a violation of these rules and the Occupancy Agreement.
6. If the Board elects to designate sections within the common area where Smoking is allowed, shareholders and/or residents/occupants/guests may only do so in those designated as areas.
7. Shareholders will NOT throw cigarette butts on the ground. Shareholder must carry a portable ashtray or dispose of extinguished cigarette butts appropriately.
8. Any shareholder and/or an occupant/guest who is in violation of this rule shall be in violation of the Occupancy Agreement. The shareholder is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes, but not limited to, any Co-occupant, guest, care provider, vendor, invitee or contactor.
9. Shareholders are responsible for any damage and/or liability arising from the emission of Secondhand Smoke by such shareholder or their occupant/guest.

PHASE-OUT OF SMOKING IN UNITS

1. Smoking within units is only permitted for those who are currently shareholders as of the date this Rule is adopted.
2. Any unit that is vacated or transferred after the date this Rules is adopted will permanently become a smoke-free unit. Therefore, persons who become shareholders after the date this Rule is adopted are not permitted to Smoke within their units.

ENFORCEMENT

1. Upon receiving a complaint that any shareholder is causing a potential nuisance with Secondhand Smoke, the Mutual and/or GRF will conduct an informal investigation regarding the allegations and facts.
2. Following the investigation, if GRF and/or the Mutual determines the complaint is valid, the shareholder who is the subject of the complaint will be provided the opportunity to insulate his/her Unit, at his/her expense. The installation of a HEPA filter and closing the unit windows will be required.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Smoking Rules and Regulations – Mutual One**

- a. All insulation of shareholder Units as set forth above shall be conducted by GRF and/or a vendor of GRF, who will then invoice the shareholder for the cost.
 - b. In no case shall the Mutual pay for the insulation of a Unit, and/or the mitigation of the effects of a shareholder's Secondhand Smoke.
3. In the event of a violation of these rules, the Mutual reserves the right to pursue any remedy under the law and its Governing Documents, including, but not limited to, levying a monetary penalty after notice and hearing, and engaging in internal dispute resolution pursuant to Mutual Policy among other things.

EXCEPTIONS

If any shareholder believes that he/she is entitled to an exception to any of these rules as a reasonable accommodation of a disability, he/she may submit such a request. All requests will be considered on a case-by-case basis.

MUTUAL

ADOPTION

ONE

11-24-20

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: DECEMBER 22, 2020
CC: MUTUAL FILE

I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, an income and expense statement for the mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of November 2020.

Mutual Corporation No. One

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7210.01 ANNUAL ELECTIONS
(NEW BUSINESS, ITEM C)
DATE: DECEMBER 22, 2020
CC: MUTUAL FILE

I move to amend Policy 7210.01 Annual Elections on a preliminary basis until the 28-day posting period has been completed. The policies will be ratified at the next scheduled meeting and take effect if the Board receive no comments.

MUTUAL OPERATIONS**AMEND****STOCKHOLDERS MEETINGS****Elections - Mutual One**

In accordance with State Law and the Mutual One Bylaws, the following policy is established for the general election and all other elections of directors to the Mutual One Board of Directors. The general election of Mutual One is held every year. The elections shall be staggered. The member shall elect nine (9) directors as follows: The five (5) candidates, in even numbered years, receiving the highest number of votes shall serve for two (2) consecutive years. The four (4) candidates, in odd numbered years, receiving the highest number of votes shall serve for two (2) consecutive years. Directors' terms are for two years.

1. Candidates**a. Candidate Eligibility**

In accordance with the Bylaws, all Shareholders in good standing are eligible to run for election to the Mutual One Board of Directors. Only one shareholder per unit.

b. Notification of Nominations for Election of Directors

The Board of Directors shall place notice in the *Golden Rain News* and in the laundry rooms not less than 90 days prior to the election meeting that any shareholder of Mutual One may place his/her name into nomination for the election to the Mutual One Board of Directors.

c. Self-Nomination by Shareholders

Shareholders who wish to nominate themselves as a candidate for election to the Board of Directors must do so in writing to the Nominating Committee not more than 90 days or less than 60 days prior to the election meeting date.

d. Nominating Committee

The Mutual One Board of Directors will appoint a Nominating Committee no later than 90 days before the election meeting (no later than the February Board of Directors' Meeting for the annual Board of Directors' election). The complete Nominating Committee Report, including all self-nominated candidates, all incumbents wishing to run, and others agreeing to run, must be delivered to the Inspectors of the Election 45 days before the date of the election meeting.

(Draft Created on 12-18-2020)

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Elections - Mutual One**e. Nominations from the Floor

Candidates may be nominated from the floor during the election meeting.

f. Equal Access to Clubhouse Facilities

Equal access to clubhouses shall be provided at no cost to all candidates, including those who are not incumbents, and to all Shareholders advocating a point of view, including those who are not endorsed by the Board of Directors, for purposes reasonably related to the election. The clubhouses are subject to availability by reservation only on a first-come, first-serve basis.

2. Election Process

- a. The Golden Rain Foundation may provide a contracted vendor to assume all election services and who will be directed to conduct the election in accordance with this policy and State Law. If the Golden Rain Foundation does not provide a contracted vendor to assume all election services, then the Golden Rain Foundation or the Mutual will conduct the election in accordance with this policy and State Law.

3. Election Materialsa. Notice Letter

The notice letter, mail-in secret ballot, voting instructions and mailing instructions for the election shall be mailed by the Inspector(s) of the Election to each Shareholder no later than thirty (30) days prior to the election meeting.

b. Secret Ballots Returned By Mail

The mail-in secret ballot or proxy form is required to be mailed to the Inspector(s) of the Election for proper verification and validation, and must be received before 4:00 p.m. on the day before the election meeting.

The mail-in secret ballot is irrevocable once the Inspector(s) of the Election validate it.

If the mail-in secret ballot or proxy form is sealed and properly mailed, the Inspector(s) of the Election will open the mail-in secret ballot or proxy form the day of the election meeting.

MUTUAL OPERATIONS**AMEND****STOCKHOLDERS MEETINGS****Elections - Mutual One**b. Balloting and Proxies at the Election Meeting

If a secret ballot or proxy form has not been recorded with the Inspector(s) of the Election before 4:00 p.m. on the day before the election meeting, a Mutual One Shareholder may record a qualifying secret ballot or proxy form with the Inspector(s) of the Election at the election meeting, up until the time the election is closed by the Mutual One President.

4. Inspectors of the Electiona. Qualifications and Appointment of Inspector(s)

The Mutual One Board of Directors must appoint an Inspector or Inspector(s) of the Election no later than ninety (90) days before the election meeting (no later than the February Board of Directors' Meeting for the annual Board of Directors' election). The Inspector(s) of the Election must be qualified to conduct the election in compliance with this policy and Davis-Stirling State Law and certify the election by the end of the Shareholders' Meeting.

An inspector(s) of the election may not be a member of the Mutual One Board of Directors, or a candidate for the Mutual One Board of Directors, or related to a member of or candidate for the Mutual One Board of Directors, or under contract to Mutual One for any compensable services. (Note: Inspector(s) may be a contractor hired to conduct the election, one to three Shareholders, or any other qualified party.)

b. Observers of the Election Appointed By the Mutual One Board of Directors

There shall be one or three observers of the election appointed by the Board of Directors thirty (30) days before the election meeting day. The Board may also appoint alternative observers of the election. Official observers will be seated at the counting table across from the inspector(s) to observe the complete counting process. Observers must not interfere with the counting process, but watch and listen. Any issue of concern should be brought to the attention of the lead inspector. All other shareholder observers will be seated six feet away from the counting table.

c. Inspector(s) of the Elections - Duties

1. Determine the number of shareholders entitled to vote and the voting power of each.

(Draft Created on 12-18-2020)

MUTUAL OPERATIONS**AMEND****STOCKHOLDERS MEETINGS****Elections - Mutual One**

2. Determine the authenticity, validity and effect of proxies, if any.
3. Establish the mailing address for mail-in ballots and proxy forms, and the contact phone number for shareholder questions.
4. Prepare and mail to all Mutual One Shareholders, no later than thirty (30) days prior to the election meeting, the notice letter, mail-in secret ballot, voting instructions and mailing instructions for the Mutual One election, in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."
5. Receive mail-in secret ballots and proxy forms.
6. Open mail-in secret ballots and proxy forms at the election meeting.
7. Hear and determine all challenges and questions in connection with the right to vote.
8. Count and tabulate all votes.
9. Determine the results of the election.
10. Perform his or her duties expeditiously, impartially, and in good faith at all times.
11. Certify the election.

5. Votinga. Qualification for Voting

Mutual One Shareholders may cast votes:

1. By using the mail-in secret ballot; or
2. By ballot in person on the day of the election meeting; or
3. By using a proxy form.

b. Cumulative Voting

The Secret Ballot will state: You have Nine (9) votes: "Vote for Nine (9)," OR "Distribute Nine (9) Votes for One Candidate" OR "Split the Nine (9) Votes between Multiple Candidates as long as the votes cast equal Nine (9)."

In accordance with the Mutual One Bylaws voting may be "cumulative."

The following excerpt from the Mutual One Bylaws must be stated clearly on the Secret Ballot: