

**MINUTES OF THE REGULAR MONTHLY MEETING VIA ZOOM  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
March 23, 2023**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Collazo at 9:00 a.m. on Thursday, March 23, 2023, via Zoom Video and Conference Call and Conference Rm A.

**ROLL CALL**

Present: President Collazo, Vice President Luther-Stark, Chief Financial Officer Frank, Secretary St. Aubin, Director Markovich, Weber, Rockwood, and Perrotti

GRF Representative: Ms. Gambol (entered at 9:03 a.m.) and Ms. Perrotti

Guests: Two Mutual One Shareholders (via zoom)  
One Mutual One Shareholders (in-person)

Staff: Ms. Hopkins, Mutual Administration Director (via zoom)  
Mr. Stolarz, Building Inspector  
Ms. Barua, Senior Portfolio Specialist  
Ms. Equite, Assistant Portfolio Specialist

**SHAREHOLDER COMMENTS**

No shareholders made a comment.

**MINUTES**

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

RESOLVED to approve the Regular Meeting Minutes of February 23, 2023.

The MOTION passed with seven “yes” votes (Collazo, Luther-Stark, Frank, St. Aubin, Rockwood, Perrotti and Weber) and one “no” vote (Markovich).

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

RESOLVED to approve the Special Meeting Minutes of February 8, 2023.

The MOTION passed unanimously.

The Special Meeting Minutes of March 8, 2023, were approved by general consensus of the board, as corrected.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Stolarz presented his report (attached).

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

RESOLVED to propose a rule change by amending Article IV Physical Properties, Section 1.3 – Dishwashers of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

The MOTION passed unanimously.

Following questions, Mr. Stolarz left the meeting at 9:19 a.m.

**GRF REPRESENTATIVES' REPORTS**

GRF Representative Gambol and Perrotti provided GRF updates on upcoming projects.

**UNFINISHED BUSINESS**

No unfinished business.

**NEW BUSINESS**

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

RESOLVED 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 February 2023.

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by President Collazo and seconded by Chief Financial Officer Frank, it was

RESOLVED to approve the CliftonLarsonAllen LLP Engagement Letter for the 2022 audit and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

**BOARD OF DIRECTORS  
MUTUAL ONE**

**March 23, 2023**

Following a discussion and upon a MOTION duly made by Director Perrotti seconded by Director Rockwood, it was

RESOLVED to appoint Accurate Voting Services as Mutual One's Inspectors of Elections for the 2023-2024 Election of Directors.

The MOTION passed unanimously.

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

RESOLVED to authorize GRF IT Department to provide M01 Directors to have a LWSB email address, at a cost of \$6 a month per Director for a total yearly cost of \$648. Funds to come from Miscellaneous Services and authorize the President to sign any necessary documentation.

The MOTION passed unanimously.

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

RESOLVED to not have a townhall meeting.

The MOTION passed unanimously.

GRF Representative Gambol left the meeting at 9:44 a.m.

Following a discussion and upon a MOTION duly made by Chief Financial Officer Frank and seconded by President Collazo, it was

RESOLVED to approve the transfer of \$36,268.84 from Infrastructure Reserves to Painting Reserves

The MOTION passed unanimously.

Following a discussion and upon a MOTION duly made by Vice President Luther-Stark and seconded by Secretary St. Aubin, it was

RESOLVED to propose a rule change by amending Article VII and Fine Schedule of the Rules and Regulations and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

The MOTION passed with seven "yes" votes (Collazo, Luther-Stark, St. Aubin, Rockwood, Perrotti, Markovich, and Weber) and one "no" vote (Frank).

**SECRETARY / CORRESPONDENCE**

No correspondence received.

Director Weber left the meeting at 9:59 a.m. and returned at 10:00 a.m.



**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Frank presented his report (attached).

**PORTFOLIO SPECIALIST'S REPORT**

Senior Portfolio Specialist Barua presented the Portfolio Specialist Report (attached).

**ANNOUNCEMENTS**

**NEXT BOARD MEETING:** Thursday, April 27, 2023, at 9:00 a.m. via Zoom Video/Conference Call and Conference Rm A.

**COMMITTEE REPORTS**

Landscape Committee

Secretary St. Aubin provided an update.

Physical Properties

Director Rockwood provided an update.

New Buyer Orientation

Director Weber provided an update.

Painting Committee

Vice President Luther-Stark provided an update.

**DIRECTORS' COMMENTS**

Several Directors made comments.

**SHAREHOLDERS' COMMENTS**

Several shareholders made a comment.

**ADJOURNMENT**

President Collazo adjourned the meeting at 10:17 a.m. and announced there will be an Executive Session following the meeting to discuss member issues.

**EXECUTIVE SESSION SUMMARY**

The Board met in Executive Session on Thursday, March 23, 2023, at 10:36 a.m., and took the following actions:

The Mutual One Board approved the executive session minutes of February 23, 2023.

1. Legal Matters
  - a. Several legal matters were discussed.

**BOARD OF DIRECTORS  
MUTUAL ONE**

**March 23, 2023**

2. Contracts
  - a. No contracts were discussed.
3. Assessments / Delinquencies
  - a. Several files were closed.
  - b. Several letters were drafted.
  - c. Several files to monitor.
4. Disciplinary Hearings
  - a. No Disciplinary hearings occurred.

President Collazo adjourned the meeting at 12:01 p.m.



Attest, JoAnn St. Aubin, Secretary

SEAL BEACH MUTUAL ONE

DE/RB 03/23/23

**(These are tentative minutes subject to approval by the Mutual One Board at the next regular meeting.)**

**MINUTES OF THE SPECIAL BOARD MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
February 8, 2023**

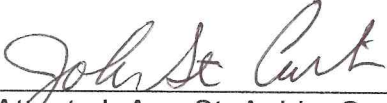
A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Collazo at 2:04 p.m. on Wednesday, February 8, 2023, in Conference Room C.

Those members present were President Collazo, Vice President Luther-Stark, Secretary St. Aubin, Chief Financial Officer Frank, Director Markovich, Director Rockwood, Director Perrotti, and Building Inspector Stolarz.

No shareholders were present.

The purpose of the meeting was to discuss preparing February's Agenda.

President Collazo adjourned the meeting at 3:10 p.m.

  
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Attest, JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE  
DE 03/16/23

**MINUTES OF THE SPECIAL BOARD MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
March 8, 2023**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Collazo at 2:05 p.m. on Wednesday, March 8, 2023, in Conference Room C.

Those members present were President Collazo, Vice President Luther-Stark, Secretary St. Aubin, Chief Financial Officer Frank, Director Markovich, Director Rockwood, Director Perrotti, Director Weber and Building Inspector Stolarz.

One shareholder was present.

Vice President Luther-Stark entered the meeting at 2:20 p.m.

The purpose of the meeting was to discuss preparing March's Agenda.

President Collazo adjourned the meeting at 2:55 p.m.



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Attest, JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE  
DE 03/23/23

# Mutual Corporation No. One

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*SIGN IN SHEET*    2-23-23

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	GUEST NAME & UNIT NUMBER
1.	Robert Dufney – 070E (In-person)
2.	Mark Scott – 013K (zoom)
3.	Mike Stabile – 030D (zoom)



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: March 23, 2023

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-Z	ELECTRICAL PANEL	BOTH	10/19/22	01/14/23	NO	02/24/23 FINAL	J.C. KRESS
4-D	SHOWER CUT DOWN	BOTH	03/20/23	04/20/23	NO	NONE	NUKOTE
5-I	LIGHT & OUTLETS	BOTH	02/01/23	05/15/23	NO	NONE	JULIAN ELECTRICAL
5-I	WINDOWS & SCREEN	BOTH	12/10/22	04/30/23	NO	NONE	LW DÉCOR, INC.
7-I	ELECTRICAL PANEL	BOTH	10/19/22	12/14/22	NO	WORK COMPLETE	BRUNO H. ALVAREZ
9-F	F.A.U	BOTH	02/13/23	05/13/23	NO	NONE	GREENWOOD
9-I	PATIO FLOORING	GRF	03/06/23	05/30/23	NO	NONE	LW DÉCOR, INC.
10-E	ELECTRICAL PANEL	BOTH	12/19/22	02/03/23	NO	WORK COMPLETE	BRUNO H. ALVAREZ
10-E	COUNTER TOPS / FLOORING	BOTH	02/20/23	07/31/23	NO	NONE	ACE MAINTENANCE
13-E	REMODEL	BOTH	12/15/22	03/30/23	NO	01/11/23 FRAMING	J.C. KRESS
13-E	REMODEL	BOTH	12/15/22	03/30/23	NO	01/11/23 WIRING	J.C. KRESS
13-E	REMODEL	BOTH	12/15/22	03/30/23	NO	01/13/23 GROUND	J.C. KRESS
13-E	REMODEL	BOTH	12/15/22	03/30/23	NO	01/13/23 PLUMBING	J.C. KRESS
15-I	ELECTRICAL PANEL	BOTH	11/16/22	12/30/22	NO	WORK COMPLETE	BRUNO H. ALVAREZ
15-I	WINDOW / DOOR	BOTH	02/01/23	06/01/23	NO	03/01/23 FINAL	BODIE'S GLASS SERVICES
17-I	ELECTRICAL PANEL	BOTH	10/31/22	12/14/22	NO	WORK COMPLETE	BRUNO H. ALVAREZ CONTRACTOR
18-G	WINDOWS	BOTH	03/20/23	06/28/23	NO	NONE	LOS AL BUILDERS
20-A	PATIO FLOORING	GRF	02/20/23	03/30/23	NO	03/02/23 FINAL	KARY'S CARPETS
21-G	CENTRAL HEATING & AIR	BOTH	12/27/22	03/27/23	NO	03/15/23 FINAL	GREENWOOD HEATING & AIR
22-H	MISC. REMODEL	BOTH	10/30/22	02/28/23	NO	NONE	BRUNO H. ALVAREZ
27-D	FLOORING	GRF	03/15/23	04/30/23	NO	NONE	KARY'S CARPETS
32-F	F.A.U.	BOTH	03/28/23	06/28/23	NO	NONE	GREENWOOD
33-A	HEAT PUMP	BOTH	03/16/23	06/17/23	NO	NONE	GREENWOOD
37-C	SLIDING DOORS	BOTH	02/01/23	05/01/23	NO	NONE	BODIE'S GLASS SERVICE

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **March 23, 2023**

37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	01/23/23 FOOTING	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	02/15/23 ROUGH WIRING	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	02/15/23 FRAMING	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	02/17/23 SHEAR PANEL	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	02/17/23 INSULATION	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	02/28/23 SCRATCH COAT	MAMUSCIA CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	NO	03/03/23 BROWN	MAMUSCIA CONSTRUCTION
44-H	ELECTRICAL PANEL	BOTH	12/08/22	02/01/23	NO	WORK COMPLETE	BRUNO H. ALVAREZ
46-B	FLOORING / DISHWASHER	BOTH	12/19/23	01/31/23	NO	NONE	DE LA CRUZ, INC
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	10/27/22 ROUGH WIRING	WARD-TEK CONSTRUCTION
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	10/27/22 ROUGH PLUMBING	WARD-TEK CONSTRUCTION
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	10/27/22 GROUND	WARD-TEK CONSTRUCTION
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	10/28/22 FRAMING	WARD-TEK CONSTRUCTION
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	11/03/22 INSULATION	WARD-TEK CONSTRUCTION
47-H	FIRE REMODEL	BOTH	08/15/22	02/17/23	YES	11/03/22 DRYWALL	WARD-TEK CONSTRUCTION
53-B	COUNTER TOPS	BOTH	01/23/22	02/17/23	NO	NONE	OGAN CONSTRUCTION
53-I	REMODEL	BOTH	02/27/23	05/13/23	NO	03/09/23 GROUND	JOHN M. BERGKVIST
53-I	REMODEL	BOTH	02/27/23	05/13/23	NO	03/14/23 FOOTING	JOHN M. BERGKVIST
55-I	SHOWER CUT DOWN	BOTH	02/06/23	03/06/23	NO	NONE	NUKOTE
55-J	FLOORING	GRF	03/30/23	04/30/23	NO	NONE	KARY'S CARPETS
56-G	PATIO / BLOCKWALL	GRF	01/12/23	02/28/23	NO	NONE	MJ JURADO INC.
59-D	COUNTER TOPS / FLOORING	BOTH	03/15/23	05/03/23	NO	NONE	INZUNZA BUILDERS
60-C	SHOWER CUT DOWN	BOTH	03/14/23	04/14/23	NO	NONE	NUKOTE
60-F	SKYLIGHT DOMES	GRF	01/20/23	03/06/23	NO	NONE	M&M SKYLIGHTS
60-K	HEAT PUMP	BOTH	03/20/23	06/20/23	NO	NONE	GREENWOOD HEATING & AIR
70-F	FLOORING	GRF	12/15/22	01/30/23	NO	NONE	KARYS CARPET

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **March 23, 2023**

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
2-D		01/18/23	02/13/23				
10-E		09/08/22	12/16/22	12/19/22	01/04/23	03/06/23	
12-C		03/10/23	02/16/23				
13-L		01/09/23					
14-L		10/10/22					
15-D		09/14/22	01/06/23	01/13/23	01/27/23	03/13/23	
18-A		01/09/23					
20-A		08/11/22					
21-F		08/30/22					
22-J		09/21/22	12/23/22	01/04/22	01/18/23	03/01/23	
27-D		01/25/23	02/09/23	02/09/23	02/24/23	003/09/23	
33-B		01/18/23	03/01/23	03/08/23	03/22/23		
37-C		10/07/22	01/03/23	01/03/23	01/18/23	03/09/23	
38-D		09/21/22	01/26/23	02/06/23	02/21/23	03/09/23	
38-E		09/21/22	01/09/23	01/20/22	02/03/23	03/09/23	
40-D		08/18/22					
44-d		03/10/23					
45-B		09/14/22					
49-B		02/10/23					
56-B		03/02/23					
56-E	03/07/23						
64-K		03/02/23					
68-I		01/04/23	02/01/23	02/02/23	02/16/23		

# INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL : (01) ONE**

**INSPECTOR : RICH STOLARZ**

**MUTUAL BOARD MEETING DATE: March 23, 2023**

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

## CONTRACTS AND PROJECTS

CONTRACTOR	PROJECTS
FENN GOOD THROUGH 4/30/2023	TERMITES, PEST AND GOPHERS
FENN GOOD THROUGH 6/30/2023	BAIT STATIONS
WASH GOOD THROUGH 06/30/23	WASHERS & DRYERS
J&J LANDSCAPING GOOD THROUGH 12/01/2024	LANDSCAPING
A-1 TOTAL SERVICE PLUMBING 12/31/23	SEWER PIPE RELINING
SOUTHERN PROPERTY FIRE PROTECTION - FIRE EXTINGUISHER CERTIFICATION GOOD THROUGH 12/2023	
HUTTON PAINTING 05/2023	PAINTING
BA CONSTRUCTION	BUILDING WOOD REPAIRS
HUTTON PAINTING - COMPLETED PAINT PROJECT	
A1 TOTAL PLUMBING - COMPLETED BUILDING 55 WITH REPAIRS AT UNIT J - WORKING ON BLDG. 56 - 57	
FIRE INSPECTIONS - BUILDINGS 1 - 42 - TO BE COMPLETED BY MARCH 21, 2023	
UPDATE LAUNDRY ELECTRICAL PANEL REPLACEMENTS AND DRYER VENT RELOCATION	

## MUTUAL & SHAREHOLDER REQUEST

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SITE VISITS

P.O. Box 2069  
Seal Beach CA 90740

Feb Actual	Feb Budget		2023 Y-T-D Actual	2023 Y-T-D Budget
272,893	272,891	Carrying Charges	545,785	545,782
91,665	91,665	Reserve Funding	183,330	183,330
<b>364,557</b>	<b>364,556</b>	<b>Total Regular Assessments</b>	<b>729,115</b>	<b>729,112</b>
4,349	4,997	Service Income	9,641	9,994
1,282	1,722	Financial Income	2,457	3,444
4,560	3,122	Other Income	8,220	6,244
<b>10,191</b>	<b>9,841</b>	<b>Total Other Income</b>	<b>20,318</b>	<b>19,682</b>
<b>374,748</b>	<b>374,397</b>	<b>Total Mutual Income</b>	<b>749,432</b>	<b>748,794</b>
163,086	163,086	GRF Trust Maintenance Fee	326,172	326,172
27,046	32,950	Utilities	51,670	65,900
9,334	4,177	Professional Fees	9,359	8,354
0	8	Office Supplies	0	16
3,299	54,204	Outside Services	50,878	108,408
32,213	28,308	Taxes & Insurance	64,426	56,616
91,665	91,665	Contributions to Reserves	183,330	183,330
<b>326,642</b>	<b>374,398</b>	<b>Total Expenses Before Off-Budget</b>	<b>685,834</b>	<b>748,796</b>
<b>48,106</b>	<b>(1)</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>63,598</b>	<b>(2)</b>
30,291	0	Depreciation Expense	60,192	0
<b>17,815</b>	<b>(1)</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>3,406</b>	<b>(2)</b>
		<b>Restricted Reserves</b>		
22,202	0	Appliance Reserve Equity	84,120	0
(89,673)	0	Painting Reserve	78,820	0
375	0	Contingency Operating Equity	218,658	0
67,881	0	Roofing Reserve	654,517	0
0	0	Emergency Reserve Equity	383,930	0
(29,463)	0	Infrastructure Reserve	2,901,753	0
<b>(28,678)</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>4,321,799</b>	<b>0</b>



# PORTFOLIO SPECIALIST'S REPORT

## March 2023



If an overabundance of personal belongings gets in the way of living your life comfortably, speak to your healthcare professional.

Collecting and keeping too many things in your Unit, or on your patio/porch, might present a clear and present danger of rodent and insect infestation, and even the possibility of creating a fire hazard within your Unit.

**Please note:** It is against the Law to place electronic waste, smoke detectors, batteries, paint cans, sharps, pesticides and herbicides, auto parts and light bulbs, including fluorescent light bulbs, in either the **GREEN** or the **WHITE** Waste Containers.

**Large items:**

**DO NOT** leave any large items around the waste bin areas.

Furniture, mattresses, tables, chairs, and all other large items may be taken to the North-West corner of Seal Beach Leisure World. However, there are a number of local thrift stores who will pick up large items.

An assessment per item may be brought against an individual Unit for leaving these items in or around the waste bin areas.

If you are not sure or have any questions regarding proper disposal of any items, please ask your Building Captain or Mutual Director for clarification.



**Mutual and GRF Elections will be beginning soon.**

**This is your community! Please see the 2023 GRF & Mutual Election and Annual Meeting Schedule in LW Weekly!**



# GUIDE TO RECYCLING...

## SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags CANNOT be recycled. Please be sure to place recyclables from plastic bags into WHITE bin and place plastic bags into the GREEN trash bin.



### GLASS

- o Clear
- Brown
- Green
- Liquor
- Soft Drink
- e Juice & Food Jars

## RECYCLABLES

111411114

RECYCLABLES  
ONLY



### METAL

- Aluminum Foil
- o Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



### PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- o Containers with Numbers 1-7



### PAPER

- Newspaper
- Junk Mail & Magazines
- o Envelopes & Paper
- o Wrapping Paper (non-metallic)
- Cereal Boxes
- o Egg Cartons
- e Paper Shopping Bags
- e Phone Books
- Cardboard Boxes (flattened)
- o Juice Drink Boxes



# IT'S AGAINST THE LAW...

To place these items into either the GREEN or the WHITE Regular Waste Containers:

- Electronic Waste\*
- Household Batteries\*
- Pesticides & Herbicides
- Ⓡ Smoke Detectors
- Paint Cans & All Paint Products
- Auto Products
- Ⓡ Sharps
- Fluorescent/Light Bulbs\*



## HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items MUST be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



## E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- Ⓡ **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- e **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office

## LARGE ITEMS

Furniture, mattresses, water closets and other large items may be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn RIGHT into the Mini-Farm area. Please use the Resident Recycling Containers. Local Thrift Stores will also pick items up.

**PLEASE NOTE:** If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.





**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations****5. WILD BIRDS**

California law prohibits the disturbance of nesting birds. Should birds nest on your porch, patio, or carport, they must be left in place until the young have fledged. Upon their departure, the nest may be removed, you may request the Service Maintenance Department to install anti nesting material to deter future nesting habits.

**6. TEMPORARY RELOCATION**

The Mutual shall not assume responsibility for relocating and/or housing Shareholders during the repair and maintenance of Common Area.

**ARTICLE IV. PHYSICAL PROPERTIES****1. ARCHITECTURAL GUIDELINES: APPLIANCES****General**

A shareholder that has lived in his/her Unit for six (6) months or less, and received new appliances from the Mutual, may not remove the appliances/fixtures in a remodel unless they refund the Mutual the full value of the appliances at the time of installation.

- No appliance which is Mutual property may be sold, given away, or disposed of by the shareholder and/or the contractor without approval and consent from the Mutual.
- The shareholder or contractor must notify the GRF Building Inspector to confirm what options are authorized. This notification must be made at least seven (7) days prior to the removal of the appliances.
- If any appliance is stored in the Unit, it must continue to be cleaned and left undamaged until the Mutual picks up the appliance at the shareholder's expense.
- Mutual appliances/fixtures are defined as: cooktops, ovens, refrigerators, stove hoods, garbage disposals, water heaters, sinks, faucets, lighting fixtures and bathroom ceiling heater/vent/light units.
- All expansions or permanent fixtures and appliances to the unit become Mutual property when attached to the building. The Mutual and/or GRF will not be responsible for any reimbursement of any expansions or fixtures which become Mutual property.
- Seller Warranty on Non-Standard Appliances. The existing Shareholder, upon the sale of a Unit, shall obtain a one (1) year warranty on each non-standard appliance and provide all warranties to the new Shareholder in the escrow packet.
- Equipment Standards. An updated standardized appliance list is available at the Purchasing Department.

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations****1.1 Appliance Upgrades**

Shareholders wishing to upgrade any of their appliances through Service Maintenance will be responsible to pay for the difference between the standard appliance and the upgraded appliance prior to the appliance being delivered and installed in the Shareholders unit.

**1.2 Microwave Ovens**

- A Shareholder may install a microwave in the kitchen of the Shareholder's Unit, at the Shareholder's own expense, in place of the stove hood.
- The installed microwave will be a permanent installation to be maintained and repaired by the Shareholder and on resale of the Unit, the new Shareholder will assume responsibility for the maintenance and repair.
- NO deferred maintenance or repairs will be allowed.

**1.3 Dishwashers**

- Shareholders may have any make or model built-in dishwasher installed in their Units at their own expense by a licensed contractor approved by the GRF Physical Property Department and the City of Seal Beach permits for construction work are required prior to beginning work.
- The dishwasher requires a separate electrical circuit.
- The Shareholder assumes full responsibility for any damage incurred as a result of a dishwasher. **whether built-in or portable in their unit.**

**1.4 Washers and Dryers**

- All washers and dryer installations must be permitted by GRF Physical Properties Department and inspected by GRF Inspector.
- All venting must meet manufacturer's directions.

**1.5 Washer and Dryer in a Shareholder's Unit**

- Any dryer in a Shareholder's Unit, of any make or model, whether side by side or stackable, shall be cleaned every two (2) years, so that all dryer vent areas are free of lint for clear passage of air flow from machine to roof top areas. Any washer and/or dryer cleaning is at the Shareholder's own expense.
- A sticker with the date of cleaning must be affixed on or close to the cleanout cover every time a cleaning is performed by Service Maintenance or an outside vendor.
- All washing machine hoses and fittings must be checked every year during fire inspections for any leakage or hardening and/or cracking of the hoses. Moving the washer/dryer is not a requirement.

(March 2023)



### 3. Enforcement Procedures

The following procedure will apply to all violations and infractions of the Governing Documents. At the time a violation is noted or reported, action will be taken as follows:

1. Warning; First Violation. The Board shall give written notice to the shareholder. The notice will identify the violation, and, if appropriate, a time frame for correcting the violation. Notwithstanding the foregoing, under circumstances involving conduct that constitutes (a) an immediate and unreasonable infringement of, or threat to, the safety or quiet enjoyment of neighboring shareholders; (b) a traffic or fire hazard, or (c) a threat of material damage to, or destruction of, the Common Area (collectively, a "Safety Violation"), the Board may forego a warning letter, and proceed immediately with corrective or enforcement action.

2. Repeat Violation. If the same violation is repeated (as such term is defined below) within a twelve-month period or in the event of a Safety Violation, the Board shall give the shareholder a written notice of the violation personally or by mail sent by first class or registered mail, return receipt requested, at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to the provisions of the Mutual's governing documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty based on the Fine Schedules below, suspension of privileges, and/or termination of occupancy, etc.), and (d) and the date, time and location of the hearing concerning such alleged violation.

The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. At the hearing, the Board shall allow the shareholder to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the shareholder notice of the disciplinary action taken against him within 15 days after the Board's decision. The Board's notice of decision shall provide a written explanation of the fine, suspension, termination or conditions, if any, imposed by the Board.

For the purposes of this Fine Schedule, a "repeated violation" shall be one which is assessed to a single unit within a twelve-month period. However, should a twelve month period pass without any violations, a first notice to correct the violation must be sent by the Mutual prior to imposing any fines.

3. On-Going Violation. If a violation is not corrected within the time frame referenced in the warning letter or in the event of a Safety Violation, the Board shall give the shareholder written notice of the violation personally or by mail sent by first class or registered mail, return receipt requested, at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to the provisions of the Mutual's Governing Documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty based on the Fine Schedules below, suspension of privileges, and/or termination of occupancy, etc.) and (d) the date, time and location of the hearing concerning such alleged violation.

The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. At the hearing, the Board shall allow the shareholder to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the shareholder notice of the disciplinary action taken against him within 15 days after the Board's decision. The Board's notice of decision shall provide a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

If the violation continues past the hearing and first fine stage, additional fines may be assessed on a daily, weekly or monthly basis as provided for, and at the rates set forth, below in the Fine Schedule without further hearing until the violation is abated by the shareholder. For the purposes of this Fine Schedule, "continuing violations" shall refer to violations that remain unchanged and ongoing until abated by the shareholder.

6. Legal Counsel; Alternative Dispute Resolution. At any time, the Board may refer a matter to the Mutual's legal counsel for enforcement or pursue any other remedy provided by the Mutual's Governing Documents or law. Additionally, if required by Civil Code Section 5925 et seq., mediation or arbitration will be offered. If a lawsuit is filed, the shareholder may be liable for Mutual's legal costs and fees.

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**FINE SCHEDULE**

Fines for violations may be levied in accordance with the following schedule:

Invoices for fines are due and payable immediately.

**FINE SCHEDULE**

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup>/Repeated Violation</b>	<b>On-Going Violation (if the violation continues past the hearing and first fine stage)</b>
Residency/Occupancy Violations (e.g., unauthorized occupants, guests residing longer than permitted)	Notice to Comply in 48 hours	\$25.00	<b>\$25.00</b> May be imposed on as frequently as a daily basis until corrected
Violation of Mutual Occupancy Agreement & all other Policies	Written Warning	\$25.00	<b>\$25.00</b> May be imposed on as frequently as a daily basis until corrected
Carport Driveway	\$50.00	\$50.00	<b>\$75 for the first 30 days past the hearing and first fine stage</b> <b>\$100 each month thereafter until corrected</b>
Walls by Trash Area	Written Warning	\$25.00	<b>\$25.00</b> May be imposed on as frequently as a daily basis until corrected
Laundry Room Areas	\$25.00	\$25.00	<b>\$25.00</b> May be imposed on as frequently as a daily basis until corrected

Garden Violations	Written Warning	\$25.00	\$25.00 May be imposed on as frequently as a daily basis until corrected
All Other Violations of Rules	Written Warning	\$25.00	\$25.00 May be imposed on as frequently as a daily basis until corrected