

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ONE**  
**July 27, 2023**  
**Meeting begins at 9:00 a.m.**  
**Zoom/Video Conference Call and Conference Rm B**

**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](mailto: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](mailto:mutualsecretaries@lwsb.com), by no later than 3:00 p.m., the business day before the date of the meeting.

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder)
3. ROLL CALL (Introduction of Directors)
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUESTS:
  - Mr. Weber, GRF Representative
  - Ms. Gambol, GRF Representative
  - Ms. Sedgwick, Executive Director
  - Mr. Stolarz, Building Inspector
  - Ms. Barua, Sr. Portfolio Specialist
  - Ms. Equite, Assistant Portfolio Specialist
5. **APPROVAL OF MINUTES:**
  - a. Regular Meeting Minutes of May 25, 2023
  - b. Organizational Meeting Minutes of June 12, 2023. (pp. 3-4)
6. **GUEST SPEAKER** Ms. Sedgwick
  - a. Discuss and vote to approve CINC Portal & Invoice Approval (pp. 5-8)
7. **BUILDING INSPECTOR'S REPORT** Mr. Stolarz
  - Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 9-13)
  - a. Discuss and vote to amend bait stations proposal from Fenn Pest Control (p. 14)
  - b. Discuss and vote to approve J&J Landscaping proposal for Building 49 G-F (pp. 15-16)
  - c. Discuss and vote to approve J & J landscaping proposal for Building 58 (pp. 17-18)
  - d. Discuss and vote to amend Section 5.3 – GRF Permit for Building Alterations /Additions(pp. 19-20)
  - e. Discus and vote to approve MJ Jurado proposal for Buildings 2, 3, and 9 (pp. 21-22)
  - f. Discus and vote to approve MJ Jurado proposal for Buildings 29, 32, and 33 (pp. 23-24)
  - g. Discus and vote to approve MJ Jurado proposal for Buildings 69, 52, and 49 (pp. 25-26)
8. **GRF REPRESENTATIVES** Mr. Weber /Ms. Gambol
9. **UNFINISHED BUSINESS**
  - a. Discuss and vote to ratify the amended Fine Schedule of the Rules & Regulations (pp. 27-30)
  - b. Discuss and vote to ratify amended Article II, Section 4.3 Caregiver Parking of the Rules & Regulations (pp. 31-32)
  - c. Discuss and vote to ratify amended Section 6. – Pets of the Rules and Regulations (pp. 33-34)
  - d. Discuss and vote to ratify amended Section 9.3 – Fine Schedule/ Carports and Section 10.2 – Enforcement of Community Traffic Regulations of the Rules and Regulations (pp. 35-37)
  - e. Discuss and vote to ratify amended Article V. Landscape/Garden Rules and Regulations of the Rules and Regulations (pp. 38-48)

10. **NEW BUSINESS**

- a. Discuss and vote to approve Monthly Finances (p. 49)
- b. Discuss and vote to approve/deny Notice of Intent to withdraw (p. 50)
- c. Discuss and vote to approve/deny receiving monthly meeting minutes of other mutuals (p. 51)
- d. Discuss and vote to approve/deny property tax postponement application (pp. 52)
- e. Discuss and vote to approve/deny release of Mutual Board Contact information (p. 53)
- f. Discuss and vote to approve "Yes", "No" and abstention votes in Mutual minutes. (p. 54)
- g. Discuss and vote to approve/deny the appointment setting commitment (p. 55)
- h. Discuss and vote to approve/deny maintaining Procedure 01-7510-3 (p. 56)
- i. Discuss and vote to approve the Mutual Administration Website Access Agreement (pp. 57-61)
- j. Discuss and vote to require new Mutual One residents to have a Trust (p. 62)
- k. Discuss and vote to allow Interact Solutions to provide internet & cable TV service (p. 63)
- l. Discuss and vote to authorize the spending of up to \$3,500 per incidence by Mutual One Landscaping Chair (p. 64)
- m. Discuss and vote to authorize the spending of up to \$5,000 per incidence for the Mutual Building Inspector (pp. 65)
- n. Discuss and vote to require two Directors to sign for transferring money between accounts(p. 66)
- o. Discuss and vote to approve to deliver Mutual One Matters newsletter to all Mutual One residences every two months (p. 67)
- p. Discuss assigning Committees to Directors
- q. Discuss Seal Beach water restrictions
- r. Discuss to initiate study of alternatives to grass in front of units
- s. Discuss status report on process to collect FICO score
- t. Discuss light poles, they are property of the Mutual not the residence

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

11. SECRETARY / CORRESPONDENCE

Ms. St. Aubin

12. CHIEF FINANCIAL OFFICERS REPORT

Mr. Markovich

13. PORTFOLIO SPECIALIST

Ms. Equite

14. ANNOUNCEMENTS

- a. **NEXT BOARD MEETING:** Thursday, August 24, 2023, at 9:00 a.m., via Zoom/Video Conference Call and Conference Rm B.

15. COMMITTEE REPORTS

- a. Landscape Committee
- b. Physical Property Report
- c. New Buyer Orientation Report
- d. Paint Committee
- e. Emergency Preparedness

16. DIRECTORS' COMMENTS

17. SHAREHOLDER COMMENTS

18. ADJOURNMENT

19. EXECUTIVE SESSION

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

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
June 12, 2023**

The organizational meeting of Seal Beach Mutual One was held following the annual shareholders meeting at Clubhouse Four. Mutual Administration Director Jodi Hopkins, acting as chairperson, called the meeting to order at 11:03 a.m. The purpose of the meeting was to elect the officers for the 2023-2025 term of office and to ascertain the regular monthly board meeting location, day, and time.

Those directors present were Dan Weber, Ruben Collazo, Saundra Luther-Stark, John W. Rockwood, JoAnn St. Aubin, John Markovich, and Richard Stone. Also present were Executive Director Sedgwick, Mutual Administration Director Hopkins, and Assistant Portfolio Specialist Equite.

Mutual Administration Director Hopkins opened the nominations for the one-year term as a Director for the 2023-2024 term of office. Saundra Luther-Stark nominated Leah Perrotti for a one-year term. There being no further nominations, Leah Perrotti was elected for the one-year term of office as a director for 2023-2024.

Mutual Administration Director Hopkins opened the nominations for the two-year term as a Director for the 2023-2025 term of office. JoAnn St. Aubin nominated John Barreras for the two-year term. There being no further nominations, John Barreras was elected for the two-year term of office as a director for 2023-2025.

Mutual Administration Director Hopkins opened the nominations for the office of President. Saundra Luther-Stark nominated Dan Weber for President. There being no further nominations, Dan Weber was elected to the office of President for the 2023-2024 term of office.

The chair was turned over to newly elected President Weber, who then called for nominations for the office of Vice President. JoAnn St. Aubin nominated Saundra Luther-Stark for Vice President. There being no further nominations, Saundra Luther-Stark was elected to the office of Vice President for the 2023-2024 term of office.

President Weber called for nominations for the office of Secretary. Ruben Collazo nominated JoAnn St. Aubin for Secretary. There being no further nominations, JoAnn St. Aubin was elected to the office of Secretary for the 2023-2024 term of office.

President Weber called for nominations for the office of Chief Financial Officer. Ruben Collazo nominated John Markovich for Chief Financial Officer. There being no further nominations, John Markovich was elected to the office of Chief Financial Officer for the 2023-2024 term of office.

President Weber stated that the previous year's organizational meeting minutes have already been approved.

Upon a MOTION duly made by President Weber and seconded by Director Collazo, it was,

RESOLVED to appoint Kathy Almeida as an Advisory Director for Mutual One Board of Directors for the 2023-2024 term.

The MOTION passed.

President Weber then assigned John Rockwood as Physical Property Committee Chair. JoAnn St. Aubin assigned as Landscape Committee Chair. Dan Weber assigned as New Buyer Committee Chair. Sandra Luther-Stark assigned as Hotline Committee Chair and Annual Inspection Committee Chair. Ruben Collazo assigned as Finance Committee Chair. Leah Perrotti and John Barreras assigned as Carports/Patio Committee Chair. Richard Stone assigned as Caregivers/ Pets Committee Chair.

Upon a MOTION duly made by President Weber and seconded by Vice President Luther-Stark, it was,

RESOLVED that the regular monthly board meeting remains on the fourth Thursday of each month, in Building 5, Conference Room B, with the meeting starting at 9:00 a.m.

The MOTION passed.

There being no further business, the meeting was adjourned at 11:13 a.m.

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Attest, JoAnn St. Aubin. Secretary  
SEAL BEACH MUTUAL ONE  
DE: 06/12/23

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE CINC RESIDENT PORTAL & INVOICE APPROVAL (GUEST SPEAKER, ITEM A)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to approve the CINC Portal & Invoice Approval from GRF and “turn on” the following modules for CINC Director Portals: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

# CINC PORTAL & INVOICE APPROVAL

## PORTAL DESCRIPTION

CINC provides homeowners with a customized portal to pay dues, submit maintenance requests, access governing documents, and communicate with their HOA management team. CINC Systems' homeowner portals also enable Board members to view aging reports, accounts receivables and electronically approve invoices.

The new CINC systems also allows for electronic signing of checks.

## PORTAL OPTIONS

Please check whether the Board opts to "turn on" the following modules:

### Shareholder View Only:

Yes No

Work Orders\*  
(when launched)

ACC Requests\*  
(when launched)

Calendar

Photos

### Board View Only:

Yes No

Board Aging  
Report

Board Invoice  
Approval

# \_\_\_\_\_

# of Approvers

Electronic Check  
Signing

\$ \_\_\_\_\_

Max Electronic\*  
Check Signing  
Amount

## BOARD APPROVAL

Mutual #: \_\_\_\_\_

Board Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# NOTES

## ACC REQUESTS

The ability to add a ACC (Permit) has been disabled in the resident view. If the Board chooses to add the ACC module it will only be for residents to view their permits, but they will not be able to add.

## WORK ORDER REQUESTS

For Work Order Requests (Formerly known as SROs), the resident would have the ability to submit a work order through the system.

For those Mutual Associations that require Board Approval for any work orders, we can factor that into the workflow process and still allow for residents to submit online.

## BOARD AGING REPORT

The Board Aging Report shows the outstanding a prepaid amounts broken out by Account Number and Address. This report is required to be reviewed by the Board per the CA Civil Code Section 5500

## BOARD INVOICE APPROVAL

Electronic (online) approval of invoices will be set to 2 Board members automatically. If the Board wishes they can increase to no more than 3 required approvers.

## MAX ELECTRONIC CHECK SIGNING AMOUNT

If the Board opts to approve electronic invoice approval and check signing, an amount will need to be set for the maximum amount a check can be before a wet signature is required.

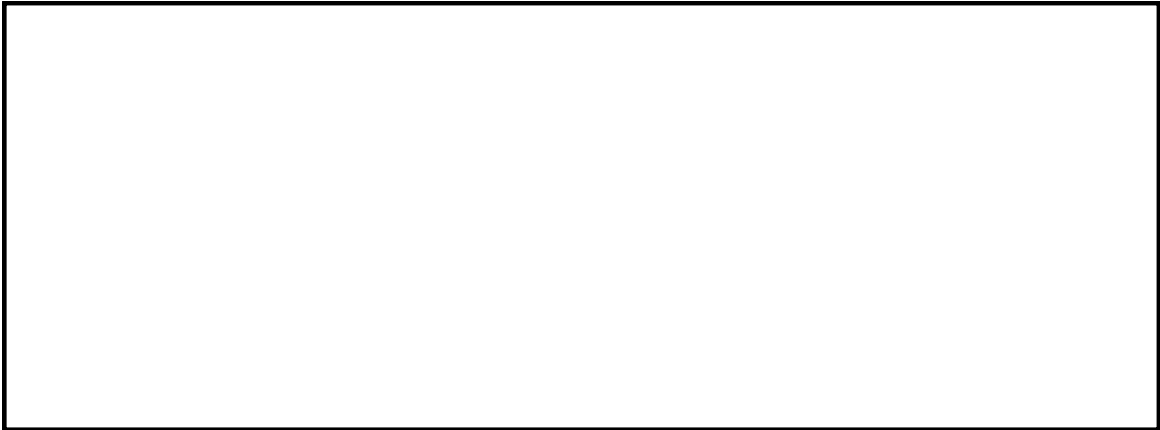
# ELECTRONIC CHECK SIGNING

If the Board approves to sign checks electronic, two Board members will need to sign in the following spaces. Signature must be wholly contained within the box:

BOARD MEMBER ONE



BOARD MEMBER TWO





# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: July 27, 2023

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
2-D	HEAT PUMP	BOTH	05/22/23	08/22/23	NO	06/21/23 FINAL	GREENWOOD
2-L	WINDOWS	BOTH	03/14/23	06/30/23	NO	05/22/23 FINAL	MP CONSTRUCTION
3-B	FLOORING	GRF	07/01/23	08/30/23	NO	07/20/23 FINAL	KARY'S CARPETS
4-C	SHOWER CUT DOWN	BOTH	07/19/23	08/19/23	NO	NONE	NUKOTE
5-B	CARPORT CABINET	GRF	07/01/23	07/20/23	NO	NONE	VICKER'S CONSTRUCTION
5-D	SHOWER CUT DOWN	BOTH	05/10/23	06/10/23	NO	06/01/23 FINAL	NUKOTE
5-E	FLOORING	BOTH	04/10/23	04/30/23	NO	06/08/23 FINAL	BIXBY PLAZA CARPETS
5-F	PATIO & PERGOLA	GRF	06/08/23	08/18/23	NO	NONE	LOS AL BUILDERS
7-J	SHOWER CUT DOWN	BOTH	04/27/23	05/27/23	NO	06/01/23 FINAL	NUKOTE
8-A	HEAT PUMP	BOTH	04/20/23	07/20/23	NO	NONE	GREENWOOD
8-E	FLOORING	GRF	05/15/23	06/30/23	NO	07/12/23 FINAL	KARY'S CARPETS
10-E	COUNTER TOPS / FLOORING	BOTH	02/20/23	07/31/23	NO	07/13/23 FINAL	ACE MAINTENANCE
12-C	FLOORING	GRF	05/30/23	07/01/23	NO	06/07/23 FINAL	KARY'S CARPETS
13-B	SHOWER CUT DOWN	BOTH	05/31/23	06/30/23	NO	06/15/23 FINAL	NUKOTE
13-E	REMODEL	BOTH	12/15/22	03/30/23	NO	06/13/23 FINAL	J.C. KRESS
14-E	ABATEMENT	GRF	07/17/23	07/18/23	NO	NONE	UNIVERSAL ABATEMENT
14-E	HEAT PUMP	BOTH	07/06/23	09/26/23	NO	NONE	SWIFT HVAC
14-E	FLOORING	GRF	07/10/23	08/31/23	NO	NONE	MICHAEL'S CARPET
15-G	HEAT PUMP	BOTH	04/03/23	07/13/23	NO	05/27/23 FINAL	GREENWOOD
17-C	SHOWER	BOTH	07/14/23	08/14/23	NO	NONE	NUKOTE
18-A	HEAT PUMP	BOTH	04/20/23	07/20/23	NO	06/20/23 FINAL	GREENWOOD
22-H	MISC. REMODEL	BOTH	10/30/22	02/28/23	NO	PENDING	BRUNO H. ALVAREZ
25-H	BATHROOM LIGHT	GRF	05/23/23	06/30/23	NO	06/20/23 FINAL	LW DÉCOR
25-H	NUKOTE	BOTH	04/21/23	05/21/23	NO	06/01/23 FINAL	NUKOTE

# INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL : (01) ONE**

**INSPECTOR : RICH STOLARZ**

**MUTUAL BOARD MEETING DATE: July 27, 2023**

26-L	WASHER / DRYER	BOTH	07/01/23	08/01/23	NO	07/12/23 FINAL	M&M SKYLIGHTS
27-B	SHOWER CUT DOWN	BOTH	04/07/23	05/07/23	NO	06/08/23 FINAL	NUKOTE
27-D	KITCHEN REMODEL	BOTH	04/26/23	07/30/23	NO	06/08/23 FINAL	MP CONSTRUCTION
28-H	HEAT PUMP	BOTH	05/22/23	08/22/23	NO	06/12/23 FINAL	GREENWOOD
28-I	WINDOWS / DOOR	BOTH	06/10/23	09/30/23	NO	NONE	MP CONSTRUCTION
33-H	SHOWER CUT DOWN	BOTH	04/10/23	05/10/23	NO	06/01/23 FINAL	NUKOTE
34-E	CARPORT CABINET	GRF	07/10/23	08/01/23	NO	NONE	VICKER'S CONSTRUCTION
37-I	REMODEL	BOTH	12/20/22	05/20/23	YES	06/01/23 FINAL	MAMUSCIA CONSTRUCTION
38-E	SHOWER CUT DOWN	BOTH	04/24/23	05/24/23	NO	06/01/23 FINAL	NUKOTE
38-H	HEAT PUMP	BOTH	05/18/23	08/18/23	NO	06/21/23 FINAL	GREENWOOD
39-G	WASHER / DRYER	BOTH	04/26/23	07/30/23	NO	06/26/23 FINAL	MP CONSTRUCTION
40-D	FLOORING	GRF	06/28/23	07/31/23	NO	07/17/23 FINAL	KARY'S CARPETS
40-D	HEAT PUMP	BOTH	08/02/23	10/02/23	NO	NONE	ALPINE HEATING & AIR
42-J	SHOWER CUT DOWN	BOTH	07/26/23	08/26/23	NO	NONE	NUKOTE
43-B	FLOORING	GRF	01/27/44	06/01/23	NO	06/20/23 FINAL	B&B CARPETS & FLOORING
45-G	SHOWER	BOTH	06/28/23	07/28/23	NO	NONE	NUKOTE
46-H	SHOWER	BOTH	05/22/23	07/22/23	NO	NONE	REBORN CABINETS
50-G	GLASS AND GATE	GRF	06/01//23	09/30/23	NO	NONE	LW DÉCOR
52-D	SHOWER CUT DOWN	BOTH	04/24/23	05/24/23	NO	06/01/23 FINAL	NUKOTE
53-I	REMODEL	BOTH	02/27/23	05/13/23	YES	06/12/23 FINAL	JOHN M. BERGKVIST
53-I	PLANTER BOARDER	GRF	06/21/23	06/26/23	NO	NONE	ANGUIANO LAWN CARE
54-J	PORCH CARPET	GRF	07/11/23	08/15/23	NO	NONE	B&B CARPETS & FLOORING
56-B	FLOORING	GRF	03/02/45	07/18/72	NO	NONE	KARY'S CARPETS
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	NONE	OGAN CONSTRUCTION
56-E	KITCHEN REMODEL	BOTH	04/01/23	06/01/23	NO	07/19/23 FINAL	OGAN CONSTRUCTION
56-E	REMODEL	BOTH	04/03/23	06/15/23	NO	07/19/23 FINAL	OGAN CONSTRUCTION
59-D	PATIO FLOORING	BOTH	03/15/23	05/03/23	NO	06/26/23 FINAL	INZUNZA BUILDERS
62-H	WINDOWS / DOOR	BOTH	05/30/23	06/30/23	YES	NONE	VICKER'S CONSTRUCTION

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **July 27, 2023**

64-K	CART PAD	GRF	05/12/23	06/20/23	NO	05/31/23 FINAL	J&J LANDSCAPE
64-L	HEAT PUMP	BOTH	07/20/23	10/20/23	NO	NONE	GREENWOOD HEATING & AIR
66-I	CARPORT CABINET	GRF	07/10/23	07/30/23	NO	07/20/23 FINAL	VICKER'S CONSTRUCTION
66-K	SKYLITES	BOTH	05/12/23	06/30/23	NO	07/20/23 FINAL	M&M SKYLIGHTS
69-K	FLOORING	GRF	04/01/23	06/01/23	NO	06/07/23 FINAL	MICHAEL'S CARPET
70-D	SHOWER CUT DOWN	BOTH	05/15/23	06/15/23	NO	06/15/23 FINAL	NUKOTE
70-G	HEAT PUMP	BOTH	07/13/23	09/13/23	NO	NONE	ALPINE HEATING & AIR

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-C		03/14/23					
1-D		03/20/23					
2-F		07/13/23					
2-D		01/18/23	04/13/23	04/24/23	05/08/23	07/06/23	
8-E		07/12/23					
9-L		06/16/23					
10-G		04/10/23					
10-L		06/13/23					
12-C		03/10/23	05/11/23	05/11/23	05/25/23		
14-L		10/10/22					
17-D		06/13/23					
20-A		04/10/23					
21-F		08/30/22	07/07/23	07/18/23	08/01/23		
26-B		06/27/23					
26-L		03/22/23					

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **July 27, 2023**

28-A		04/20/23				
30-K		05/17/23				
32-E		04/10/23	05/23/23	05/24/23	06/08/23	
36-B		07/14/23				
39-B		05/17/23	05/22/23	05/31/23	06/12/23	
40-D		08/18/22				
43-B		07/19/23				
44-D		03/10/23	05/31/23	05/31/23	06/12/23	
45-B		09/14/22				
47-H		06/16/23	07/21/23	07/20/23	08/03/23	
49-B		02/10/23	05/22/23	05/22/23	06/06/23	
50-I		03/20/23	04/13/23	04/17/23	05/01/23	07/06/23
56-B		03/02/23	05/01/23	05/01/23	05/15/23	
56-D	06/01/23					
62-D	06/01/23					
64-H		07/19/23				
64-K		03/02/23	03/05/23	04/20/23	05/04/23	

**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 5/01/2026	TERMITES & PEST SERVICE
FENN GOOD THROUGH 6/30/2026	BAIT STATIONS
WASH GOOD THROUGH 06/30/28	WASHERS & DRYERS
J&J LANDSCAPING GOOD THROUGH 12/01/2024	LANDSCAPING

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **July 27, 2023**

A-1 TOTAL SERVICE PLUMBING 12/31/23

SEWER PIPE RELINING

SOUTHERN PROPERTY FIRE PROTECTION - FIRE EXTINGUISHER CERTIFICATION GOOD THROUGH 12/2023

UPDATE - A1 TOTAL PLUMBING - WORKING ON BLDG. 63 & 64 - COMPLETED BLDG 60, 61, 62, WITH REPAIR AT UNIT 62-I

RECEIVED 3 PROPOSALS FROM MJ JURADO - TO REMOVE & REPLACE 8,256 SQ. FT. CONCRETE SIDEWALKS PLUS ENTRY WALKS NEEDED FROM LIST AT DIFFERENT LOCATIONS THROUGHOUT MUTUAL 1 - \$145,887.40

DISCUSS AND VOTE TO AMEND FENN BAIT STATION PROPOSAL TO REFLECT 3 YEAR TOTAL \$27,600.00

DISCUSS AND VOTE TO AMEND SECTION 5.3 - GRF PERMIT FOR BUILDING ALTERATIONS

## MUTUAL & SHAREHOLDER REQUEST

103

SITE VISITS

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND RESOLUTION DATED 5/25/23 – BAIT STATION PROPOSAL (BUILDING INSPECTOR, ITEM A)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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On May 25, 2023 the Mutual One Board of Directors passed a resolution, “RESOLVED to approve the Fenn Termite and Pest Control, proposal for inspection and maintenance of 200 bait stations from 2023-2025 at a cost not to exceed \$2,300.00. Funds to come from Operating and authorize the President to sign any necessary documentation.”

I move to amend the resolution dated May 25, 2023, “RESOLVED to approve the Fenn Termite and Pest Control, proposal for inspection and maintenance of 200 bait stations from 2023-2025 at a cost not to exceed \$2,300.00. Funds to come from Operating and authorize the President to sign any necessary documentation,” to change the dollar amount from \$2,300 to \$27,600.

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE J&J LANDSCAPING PROPOSAL FOR BUILDING 49 G-F (BUILDING INSPECTOR, ITEM B)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve J & J Landscaping proposal to remove rocks from building 49 G-F, at a cost not to exceed \$2,800. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



**J & J**  
Landscaping

Lic# 790032

## INVOICE

(562) 650-1511  
[CD\\_Juventud@yahoo.com](mailto:CD_Juventud@yahoo.com)

11535 Belcher St.,  
 Norwalk, CA 90650

Attention:  
 Mutual No. 1  
 Golden Rain Foundation  
 P.O. Box 2069  
 Seal Beach, CA 90740  
 Date: 6-24-23

Description	Quantity	Unit Price	Cost
Remove rocks from building 49 G-F ; fill with dirt , redo sprinklers and sod it. Remove rocks from greenbelt in front of building 49G. Move one sprinkler , fill with dirt and sod it.			\$ 2,800
<b>Labor and materials</b>		Total	\$ 2,800

Thank you for choosing J & J Landscaping!



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE J&J LANDSCAPING PROPOSAL FOR BUILDING 58 (BUILDING INSPECTOR, ITEM C)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve J & J Landscaping proposal to remove rocks and plants from triangle by building 58, at a cost not to exceed \$2,600. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



**J & J**  
Landscaping

Lic# 790032

# PROPOSAL

(562) 650-1511  
[CD\\_Juventud@yahoo.com](mailto:CD_Juventud@yahoo.com)

11535 Belcher St.,  
Norwalk, CA 90650

Attention:

Golden Rain Foundation  
P.O. Box 2069  
Seal Beach, CA 90740  
Date: 6-26-23

Description	Quantity	Unit Price	Cost
Remove rocks and plants from triangle by building 58 . Redo the sprinklers from drip to regular sprinklers. Re sod the triangle			\$ 2,600
<b>Labor and materials</b>		Total	\$ 2,600

Thank you for choosing J & J Landscaping!

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND SECTION 5.3 – GRF PERMIT FOR BUILDING ALTERATIONS/ADDITIONS (BUILDING INSPECTOR, ITEM D)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to propose a rule change by amending Section 5.3 – GRF Permit for Building Alterations/Additions 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.

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations**

- Contractors or vendors engaged by a shareholder for the purpose of performing interior or exterior remodeling, or installing or removing equipment and appliances associated with such work on the unit in this Mutual, will be permitted to do so only between the hours of 8:00 a.m. and 5:00 p.m.
- No work is permitted on Saturdays, Sundays, or holidays except as noted below. These limitations also apply to shareholders who are doing any permissible work on their own.

Shareholders or their contractors or vendors doing work in a unit may work on Saturdays if:

- Prior permission is obtained from the Mutual President or other Mutual director.
- The work is done between the hours of 8:00 a.m. and 5:00 p.m.

Contractors must follow the rules and regulations as set forth by the Golden Rain Foundation Physical Property Department.

**5.3 GRF Permit for Building Alterations/Additions.**

- In order to conduct any construction for the alterations and/or additions in the Shareholder's Unit within the Mutual buildings, the Shareholder or contractor shall submit an application for issuance of a building permit to the Physical Property Department and obtain a GRF Permit for the alterations and/or additions.
- The Shareholder must provide the Physical Property Department with a written, signed proposal and contract between the Shareholder and the contractor performing the work, which describes the work to be done by the contractor, the fees to be paid, and the commencement and completion dates of the work.
- Such contract must be in the form of the appropriate Standard Form Contract provided by GRF and must be properly completed and signed by the Shareholder and contractor proposing to do the work.
- The Standard Form Contract will contain a per day penalty for every calendar day that exceeds the completion date set forth in the Contract. Said penalty to be paid by the Contractor to the Shareholder. The Mutual Board, or its designee, may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems.
- Mutual requires the signature of the Mutual **Corporation's** President or, **in the absence of the President, the Vice President, Physical Properties Director or any other Board Officer** ~~any designated Director~~ on any building permit, building plans, and or change orders issued for Unit remodeling. ~~and approved by GRF.~~
- No Shareholder shall make any structural alterations in the Unit or Mutual premises, or in the water, electrical conduits, plumbing, or other fixtures connected therewith, or remove any additions, improvements or fixtures from the Unit or Mutual premises, without the prior written consent of the Mutual and GRF.

(March 2023)

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MJ JURAD BUILDING INSPECTOR PROPOSAL FOR BUILDINGS 2, 3, AND 9 (BUILDING INSPECTOR, ITEM E)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve MJ Jurado proposal for buildings 2, 3, and 9 to replace sidewalk concrete, at a cost not to exceed \$40,487.40. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



10552 Chestnut Avenue ~ Stanton CA, 90680  
 P 714.397.6491 F 714.827.2110

# Estimate

Date: 7/14/2023      Estimate No.: 17-1307

Mutual 1  
 Seal Beach  
 Leisure World  
 Attn: Ryan

Project			
BUILDING 2, 3 & 9			
Description	Qty	Rate	Total
<b>BUILDING 2 AND 3</b>			
Remove and replace sidewalk 4" concrete with #3 rebar (2244sf)	2,244	15.35	34,445.40
<b>BUILDING 9</b>			
Remove and replace sidewalk 4" concrete with #3 rebar (120sf)	120	15.35	1,842.00
<b>BUILDING 2</b>			
Unit F - Entry Walk (24sf)		500.00	500.00
Unit E - Entry Walk (16sf)		400.00	400.00
Unit D - Entry Walk (16sf)		400.00	400.00
Unit C - Entry Walk (32sf)		500.00	500.00
Unit B - Entry Walk (16sf)		400.00	400.00
<b>BUILDING 3</b>			
Unit K - Entry Walk (16sf)		400.00	400.00
Unit J - Entry Walk (16sf)		400.00	400.00
Unit I - Entry Walk (16sf)		400.00	400.00
Unit H - Entry Walk (16sf)		400.00	400.00
Unit G - Entry Walk (18sf)		400.00	400.00
<b>WALK LIGHTS INCLUDED</b>			
Thank you for your business.		<b>Total</b>	\$40,487.40

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MJ JURAD BUILDING INSPECTOR PROPOSAL FOR BUILDINGS 29, 32, AND 33 (BUILDING INSPECTOR, ITEM F)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve MJ Jurado proposal for buildings 29, 32, and 33 to replace sidewalk concrete, at a cost not to exceed \$50,279.10. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



10552 Chestnut Avenue ~ Stanton CA, 90680  
 P 714.397.6491 F 714.827.2110

# Estimate

Date            Estimate No.  
 7/14/2023        17-1310

Mutual 1  
 Seal Beach  
 Leisure World  
 Attn: Ryan

Project			
BUILDING_ 29, 32 & 33			
Description	Qty	Rate	Total
Remove and replace sidewalk 4" concrete with #3 rebar (2826sf)	2,826	15.35	43,379.10
<b>BUILDING 29</b>			
Unit G- Entry Walk (36sf)		800.00	800.00
Unit H- Entry Walk (16sf)		400.00	400.00
Unit I - Entry Walk (16sf)		400.00	400.00
Unit J - Entry Walk (16sf)		400.00	400.00
Unit K - Entry Walk		0.00	0.00
<b>BUILDING 32</b>			
Unit B - Entry Walk (32sf)		800.00	800.00
Unit C - Entry Walk (48sf)		900.00	900.00
Unit D - Entry Walk (16sf)		400.00	400.00
Unit E - Entry Walk (16sf)		400.00	400.00
Unit F - Entry Walk (16sf)		400.00	400.00
<b>BUILDING 33</b>			
Unit B - Entry Walk (16sf)		400.00	400.00
Unit C - Entry Walk (16sf)		400.00	400.00
Unit D - Entry Walk (16sf)		400.00	400.00
Unit E - Entry Walk (16sf)		400.00	400.00
Unit F - Entry Walk (20sf)		400.00	400.00
<b>WALK LIGHTS INCLUDED</b>			
Thank you for your business.	<b>Total</b>		\$50,279.10



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MJ JURAD BUILDING INSPECTOR PROPOSAL FOR BUILDINGS 69, 52, AND 49 (BUILDING INSPECTOR, ITEM G)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve MJ Jurado proposal for buildings 69, 52, and 49 to replace sidewalk concrete, at a cost not to exceed \$55,120.90. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



# Estimate

10552 Chestnut Avenue ~ Stanton CA, 90680  
 P 714.397.6491 F 714.827.2110

Date            Estimate No.  
 7/14/2023        17-1306

Mutual 1  
 Seal Beach  
 Leisure World  
 Attn: Ryan

Project			
BUILDING _ 69, 52 & 49			
Description	Qty	Rate	Total
BUILDING 52 AND 49 Remove and replace sidewalk 4" concrete with #3 rebar (2580sf)	2,580	15.35	39,603.00
BUILDING 69 Remove and replace sidewalk 4" concrete with #3 rebar (594sf)	594	15.35	9,117.90
BUILDING 69 Unit H- Entry Walk (16sf)		400.00	400.00
Unit I - Entry Walk (16sf)		400.00	400.00
Unit J - Entry Walk (20sf)		500.00	500.00
Unit K - Entry Walk (16sf)		400.00	400.00
BUILDING 52 Unit K - Entry Walk (16sf)		400.00	400.00
Unit J - Entry Walk (24sf)		600.00	600.00
Unit I - Entry Walk (16sf)		400.00	400.00
Unit H - Entry Walk (16sf)		400.00	400.00
Unit G - Entry Walk (20sf)		500.00	500.00
BUILDING 49 Unit G - Entry Walk (24sf)		600.00	600.00
Unit H - Entry Walk (16sf)		400.00	400.00
Unit I - Entry Walk (16sf)		400.00	400.00
Unit J - Entry Walk (16sf)		400.00	400.00
Unit K - Entry Walk (24sf)		600.00	600.00
WALK LIGHTS INCLUDED			
Thank you for your business.	<b>Total</b>		\$55,120.90

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED FINE SCHEDULE FROM THE RULES AND REGULATIONS (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JUL 27, 2023  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending the Fine Schedule of the Rules and Regulations; the 28-day posting requirement has been met.

**SEAL BEACH MUTUAL NO. ONE**

**AMEND**

**Rules and Regulations**

(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.

4. 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

**FINE SCHEDULE**

The Fine Schedule may be imposed after or concurrent with notice and opportunity for hearing, and the Board of Directors, or committee appointed by the Board, in its discretion, has determined that a resident shareholder is non-compliant with or has violated the “Governing Documents”.

FINE SCHEDULE Notice of Violation: Warning or Fine of \$25.00

Continuing non-compliance will result in further fines of \$25.00 for each day the violation continues.

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

Invoices for fines are due and payable immediately.

**APPENDIX A**

**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)	Notice to Comply in 48 hours	<del>\$25.00</del> <b>\$500.00</b>	<del>\$25.00</del> <b>\$500.00</b> May be imposed on as frequently as a daily basis

(March 2023)

**SEAL BEACH MUTUAL NO. ONE**

**AMEND**

**Rules and Regulations**

residing longer than permitted)			until corrected, <b>cumulative; 1<sup>st</sup> month \$500, 2<sup>nd</sup> month an additional \$500 for a total of \$1,000, etc., with no limit on total fine amount; or \$100, 2<sup>nd</sup> month additional \$100 for a total of \$200. With no limit on total amount.</b>
Violation of Mutual Occupancy Agreement & all other Policies	Written Warning	<del>\$25.00</del> <b>\$100.00</b>	<del>\$25.00</del> <b>\$500.00</b> May be imposed on as frequently as a daily basis until corrected, <b>cumulative; 1<sup>st</sup> month \$500, 2<sup>nd</sup> month an additional \$500 for a total of \$1,000, etc., with no limit on total fine amount; or \$100, 2<sup>nd</sup> month additional \$100 for a total of \$200. With no limit on total amount.</b>
Carport Driveway	\$50.00	\$50.00	\$75 for the first 30 days past the hearing and first fine stage  \$100 each month thereafter until corrected
Walls by Trash Area	Written Warning	\$25.00	\$25.00  May be imposed on as frequently as a daily basis until corrected.
Laundry Room Areas	\$25.00	\$25.00	\$25.00  May be imposed on as frequently as a daily basis until corrected.
Garden Violations	Written Warning	\$25.00	\$25.00

(March 2023)

**SEAL BEACH MUTUAL NO. ONE**

**AMEND**

**Rules and Regulations**

			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.

**ARTICLE VIII. COLLECTION RULE**

SEAL BEACH MUTUAL NO. ONE  
COLLECTION POLICY

The effective and prompt collection of assessments (sometimes referred to as carrying charges) is critical to the running of our Cooperative. Only through the collection of these assessments can we maintain and, hopefully, increase the value of our property. The policies and practices of Seal Beach Mutual No. One (the “Cooperative”) with regard to the collection of delinquent assessments are as follows:

1. Assessments are due on the first day of each month and are delinquent if not received by the 15th day of each month. If a special assessment is necessary, you will be notified of the due date therefor.
2. In the event an assessment is not received within fifteen (15) days after it is due, the owner will be required to pay to the Cooperative a late charge in the amount of ten percent (10%) of the delinquent assessment or ten dollars (\$10.00), whichever is greater. Also, if an assessment is not paid within thirty (30) days from the day that it was originally due, interest at the rate of twelve percent (12%) per annum will be added to the owner’s account each month.
3. If payment is not received within forty-five (45) days after the original due date of the assessment, the matter will be turned over to the Cooperative’s attorneys for further handling. Upon receipt from the Cooperative of such a matter, the Cooperative’s attorneys will send a letter notice by certified mail demanding payment for the outstanding assessments and related charges within ten (10) days of the date of the letter (the “10-Day Letter”). Alternatively, the Cooperative or Cooperative’s management company may send the 10-Day Letter in lieu of the Cooperative’s attorneys.
4. If the payment is not received as set forth in the above-described letter, the Cooperative may serve on the Member a thirty-day notice to pay or quit (the “Notice”), informing the Member that the Member’s right to occupy the premises subject to the Occupancy Agreement may terminate at the expiration of the time stated in the Notice, unless the delinquent assessments have been paid.
5. In the event the payment is not received within time frame stated in the Notice, Member’s Occupancy Agreement shall terminate and the Cooperative shall have the right to

(March 2023)

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED ARTICLE II, SECTION 4.3  
CAREGIVER PARKING (UNFINISHED BUSINESS, ITEM B)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending Article II, Section 4.3 Caregiver Parking of the Rules and Regulations; the 28-day posting requirement has been met.

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations**

- Caregivers who serve as 24-hour caregivers, and live within the Shareholder's Unit, may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.

**4.2 Caregiver Actions**

Caregivers, as an invitee of the Shareholder, must act in compliance with the Rules and Regulations of the Mutual at all times. Specifically:

- Caregiver must cease any noise that could be considered disruptive (i.e., no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of other Qualifying Residents and Shareholders), after 10:00 p.m.
- Caregivers are not allowed to have guests or invitees, including without limitation, family members or friends, to the Unit or anywhere within the Mutual
- Caregivers shall not bring any pets into the Mutual and/or Leisure World.
- Caregivers shall not utilize any Mutual and/or GRF community facilities.

**4.3 Caregiver Parking**

If a Shareholder does **NOT** own a vehicle, the Shareholder's caregiver may use the carport space associated with the Shareholder's Unit, for purposes of parking their own vehicle, as follows:

- Obtaining a temporary parking permit through the GRF Stock Transfer Office. Such temporary parking permit must always be clearly displayed on dashboard of the caregiver's vehicle.
- ~~Any vehicle without a Mutual One LW sticker on the windshield or caregiver parking pass on vehicle's dashboard will be towed if parked on Trust Streets from 11:00 p.m. to 6:00a.m.~~

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 expired.

**5. PORCHES, PATIOS, GARDEN EXPANSIONS, PERGOLAS, RETRACTABLE AWNINGS AND GOLF CART PADS**

**Porch:** A porch is the space under the roof of the structure open to the outside or enclosed from the weather.

**Patio:** A patio is any surface other than garden material that is attached to, or adjacent to the outside wall structure of a unit.

(March 2023)



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED SECTION 6 – PETS OF THE RULES AND REGULATIONS (UNFINISHED BUSINESS, ITEM C)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending Section 6 – Pets of the Rules and Regulations; the 28-day posting requirement has been met.

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations**

- The breed of the pet shall be of such nature that its weight is not expected to exceed twenty-five (25) pounds at time of full maturity.
- Pets are prohibited from common area facilities, such as clubhouse facilities, library, Golf course, health care center, Amphitheater, swimming pool area, Administration.
- Building, lobbies, and laundry rooms. In all other permitted areas, the pet must be on a leash not longer than six feet and under the control of, and accompanied by, a resident and/or adult agent of the resident pet owner and/or responsible adult.
- While traversing the streets or sidewalks of the Mutual Corporation while making ingress and egress to or from the resident's apartment, at all times, the resident pet owner and/or responsible adult must have in evidence and in plain view a plastic bag and/or a poop scoop device for the purpose of immediately removing any pet waste deposited on any lawn or ground area.
- In accordance with Seal Beach City Code, Section 3-10.26 - Maintaining Sanitary Conditions, persons allowing their dog or cat to defecate on property other than their own property, shall remove such feces immediately or be subject to a city fine of \$25.
- The resident pet owner shall immediately, and forthwith, remove any pet waste deposited by the pet in all common areas where said pet is permitted.
- The Mutual Corporation will impose a fine, per occurrence, on any resident pet owner who fails to immediately remove any such pet waste deposited by their pet.
- **The Mutual Corporation may impose a fine pursuant to the Fine Schedule per Occurrence on any resident pet owner who violates any of the pet rules and regulations.**
- ~~The Mutual Corporation may impose a fine pursuant to the Fine Schedule, per occurrence, on any resident pet owner who fails to immediately remove any such pet waste deposited by their pet. The imposed fine shall be \$25, per occurrence or the actual amount charged by the janitorial services company to have one of its employees remove the pet waste, if greater than \$25.~~
- The imposed fine shall be paid by the resident pet owner to the Mutual Corporation.
- Resident pet owners are required to control noise and odor caused by a pet. Any noise or odor which adversely affects any other resident is not permitted.
- All quadruped pets brought into the Mutual by a resident pet owner shall have been spayed or neutered.
- No quadruped pet may be left unattended in any dwelling area for more than four (4) hours. All pets must be under the resident pet owner's control in an apartment, so as not to be a hazard to security officers, maintenance staff, fire inspectors, paramedics, mail carriers or service providers or other employees requiring access to an apartment where there are pets.
- Resident pet owners who, on a temporary basis, allow a neighbor to assume responsibility for their pet for a period longer than four (4) consecutive hours must notify the Security Department of the temporary arrangement and provide a sign for the neighbor to post on the exterior of the neighbor's residence, near the front door, notifying service providers and employees who require access to the apartment in an emergency that a pet is

(March 2023)

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDED SECTION 9.3 – FINE SCHEDULE/ CARPORTS (UNFINISHED BUSINESS, ITEM D)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to propose a rule change by amending Section 9.3 – Fine schedule/ Carports and Section 10.2 – Enforcement of Community Traffic Regulations of the Rules and Regulations; the 28-day posting requirement has been met.

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations**

- Electric carts cannot be parked on a walkway or grass while being charged.
- Electric cords for charging cannot be placed across any walkway.
- Electric carts should not be parked in such a way as to interfere with the entry into or the exit from an apartment.
- Electric carts MUST have a current SBLW decal issued by the Security Department affixed to the lower left windshield or the front of the electric cart.
- Any electric cart being used in Mutual One must have sufficient liability and property damage insurance in case of accident.
- The owner is personally responsible for any property damage or personal injury to another resident or person or pet.
- Plans for the construction of a charging pad must be approved by the Golden Rain Foundation Physical Property Department.
- An electrical outlet may be installed, by permit, in the carport for the purpose of charging.
- an electric cart. The approved contractor will tap into the existing lighting circuit and install a box and a switch in the locker and an approved outlet box outside the locker. All materials will be painted to match the garage space.
- A flat, monthly charge of \$\_\_\_\_\_ (determined on a case-by-case basis) will be paid by the resident to Golden Rain Foundation and Mutual One accounts. Periodically, the Mutual will monitor the outlet use for any changes in the flat-rate estimate.
- Maintenance of the electrical circuit is the resident's responsibility. Failure to comply with timely payments will result in the circuit being disconnected at the resident's expense.
- Upon resale or transfer of the share of stock, it is the responsibility of the resident, at his or her expense, to remove the electrical circuit and return the carport to its original condition, if the new buyer does not want the circuit.
- The Mutual encourages all residents to park any and all vehicles in carports as much as possible and obtain carport space and use for each vehicle they operate.

Any resident that fails to comply with the Electric Carts policy shall receive written notice of the violation and shall have ten (10) days to cure the violation (the "Cure Period"). If the resident fails to cure the violation within the Cure Period, the Mutual Board may fine the resident pursuant to the Fine Schedule.

**9.3 Fine Schedule/Carports**

A resident who fails to comply with the Carport Regulations may be fined by the Mutual Board pursuant to the **cumulative fine schedule outlined in Appendix A. Fine Schedule following progressive fine schedule:**

- ~~• Upon the first offense by the resident, the Mutual Board may issue an initial fine of \$50.~~
- ~~• Should the resident fail to cure the Carport Regulation violation within thirty (30) days after the issuance of the first offense fine, the Mutual board may issue a second offense fine against the resident in the amount of \$75.~~

(March 2023)

**SEAL BEACH MUTUAL NO. ONE****AMEND****Rules and Regulations**

- ~~• Provided the resident fails to cure the Carport Regulation violation within thirty (30) days after the issuance of the second offense fine, the Mutual Board may issue a third offense fine against the resident in the amount of \$100.~~
- ~~• If the Resident fails to comply with the Carport Regulations after the Mutual Board has issued a third offense fine, for each thirty-day (30-day) period thereafter, the Mutual Board may issue a thirty-day reoccurring fine against the resident in the amount of \$100 until such time as the resident is in compliance with these carport rules and regulations.~~

**10. TRAFFIC****10.1 Limitation of Vehicles Per Unit**

Mutual One will only approve one car per person per unit. At the time of Escrow closing, the shareholder will sign a document acknowledging this agreement. Security will only issue decals for the number of members per unit. In the event of any errors on the part of GRF security, the Mutual One rules and regulations regarding one car per person per unit will prevail.

**10.2 Enforcement of Community Traffic Regulations**

~~The Golden Rain Foundation has adopted a series of regulations for the control of traffic within the confines of Seal Beach Leisure World and it is the desire of this Mutual Board, in the interest of safety, that these regulations be observed and enforced.~~

~~The Mutual 1 Board will review the case of any Mutual resident whose record of violation is referred to the Board, and take one or more of the following actions:~~

- ~~• Direct a letter of warning to the offender.~~
- ~~• Appoint a Director or a Committee to confer with and warn the offender.~~
- ~~• Summon the offender to a regular or special Board meeting for a conference/ warning.~~
- ~~• Take Board action to find the offender in violation of the Occupancy Agreement and order eviction.~~

~~While it is customary for three violations to be accumulated in the file before a resident's record is referred to the Mutual Board by the Security Department, it is understood that a single violation may be of sufficient importance to be immediately referred to the Board for action.~~

~~In the interest of obtaining uniform application within the community, the Security, Bus and Traffic Committee of Golden Rain Foundation will be informed of action taken and its apparent results in each instance cited above.~~

**10.3 Towing Vehicles**

(March 2023)

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND ARTICLE V. LANDSCAPE/GARDEN RULES AND REGULATIONS (UNFINISHED BUSINESS, ITEM E)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to propose a rule change by amending Article V. Landscape/Garden Rules and Regulations 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.

## **LANDSCAPING/GARDEN RULES AND REGULATIONS**

### **Landscape Areas, Trees and Shrubs**

#### **PURPOSE**

These rules and regulations are adopted to enhance the enjoyment of the Mutual One living style by setting and enforcing standards for Mutual One landscaping.

These rules and regulations outline the shared responsibilities of Mutual One and its Shareholders. The Landscape Committee is entrusted with the management of landscaping including the responsibility for inspections and enforcement of these rules and regulations.

If all Shareholders follow the rules and regulations as outlined below, the landscape areas will display what most Shareholders would consider an appealing appearance of Mutual One, a benefit to us all as a good place to live and enhancement of property values in the event of resale.

#### **GARDEN AREAS SIZES**

Every Shareholder is allowed the privilege of a flowerbed area in front of their unit. Existing flowerbeds range in width from 24" to 36" and cannot be more than 36". The flowerbed must, however, conform and align with the existing flowerbeds in front of the building. Under no circumstances can flowerbeds exceed the width of the predominate flowerbeds in front of the building. The maximum permissible width of 36" is measured from the outer edge of the building/porch/patio toward the sidewalk, and must be aligned with the adjacent flowerbeds in a straight and contiguous alignment. At the time of sale, transfer of stock or remodel, extensions will be returned to the permissible width in conformity with the established predominant alignment in front of the building. The work will be done by Mutual One at the Shareholder's expense when a remodel occurs or as a Seller's expense upon sale of the unit.

The Mutual will advise residents of violations of these Rules and Regulations, in writing. If the violating Shareholder does not correct the violation within 30 days, the Mutual will make the correction(s) at the expense of the Shareholder. (Refer to Appendix A - Shareholder Garden Notice to Comply Letter.)

The Mutual's landscape contract includes routine trimming of shrubbery, cultivating and weeding. Rose bushes are pruned annually, usually in January.

**LANDSCAPE RULES AND REGULATIONS:**

- \* Shareholders must contact the HELPLINE for any gardening requests or sprinkler service. Shareholders are prohibited from requesting such work directly from the landscapers.
- \* Shareholder's "set limits" for Shareholder flowerbed areas are set by the existing flowerbed border. (Refer to Patio Rules and Regulations)
- \* The Mutual reserves the right to determine if a Shareholder flowerbed area has become cluttered or unsightly. If so determined, the Mutual will send a 30 day written notice to the violating Shareholder. If further action is needed, the Mutual will take steps to bring the Shareholder flowerbed area into compliance at the expense of the Shareholder and the Shareholder will not be reimbursed for any discarded items. (Refer to Appendix A - Shareholder Flowerbed - Notice to Comply Letter.)
- \* Containers on the ground in the standard Shareholder flowerbed area must be decorative. Nursery containers are not permitted.
- \* Shareholders may plant greenery of their choice from the Mutual One approved planting list (page 7 ), at their cost, subject to the restrictions set forth in these Rules and Regulations.
- \* Vines (all varieties) are not permitted. Vines provide ready habitat for rats and other small animals; they also increase humidity against all surfaces, causing dry rot.
- \* All parts of all plantings must be at least 6" from the building/porch/patio and remain 18" below the eaves.
- \* All non-conforming plantings will be cut back by the Mutual at the Shareholder's expense.
- \* All plants/trees in the flowerbed areas with a trunk diameter of 4" or more will be removed by the Mutual at the Shareholder's expense.
- \* All fertilization and plant pest control within the flowerbed area are the responsibility of the Shareholder at their expense. Pesticide application requires careful attention to prevent endangerment to others as well as danger to useful insects.



- \* Flowerbed areas are cultivated, weeded, and trimmed by Contracted Landscaping Staff. Shareholders who desire to do that work themselves may alert Contracted Landscaping Staff by placing red flags within the flowerbed areas. Flags are available from Directors.
- \* The staff members of the Contracted Landscaping Service are instructed to remove weeds from all flowerbed areas, including Baby's Tears, wild mint, and plants of the spiderwort family. All these plants are capable of spreading onto the lawns or invading neighboring flowerbeds.
- \* In no instance are plants of any sort permitted to become entwined, lay upon, or in any manner touch a roof, an exposed beam, or any portion of a structure, as these conditions tend to invite termites, rats, and mice.
- \* Any plant materials in the flowerbed areas whose roots are damaging the building structure, walkways, lawn area, or retaining wall must be removed at the expense of the Shareholder and the damages repaired at the expense of the Shareholder.
- \* Plants not already trimmed to acceptable standards will be cut back, at the Shareholder's expense, when the structure is painted or repaired.
- \* No more than 15 pots/containers will be allowed per side of personal flowerbed areas of common areas of an individual unit (end units 15 in front and 15 on the side). Under no circumstances should potted plants prohibit unit ingress or egress.
- \* Any potted plants placed in the flowerbed areas must be in decorative pots - they may not be left in nursery containers. Potted plants are to be kept trimmed and in a healthy state. The flowerbeds are to be kept in an attractive state to avoid an overabundance of plants that can be an eyesore and attract black widow spiders, other spiders, bugs and rodents.
- \* Care must be exercised to avoid over-planting flowerbed areas.
- \* Patio furniture is not permitted in the flowerbed area.
- \* Containers that have no drainage holes and standing water are not permitted, they are breeding grounds for mosquitoes.
- \* Freestanding inanimate objects are permitted in Shareholder flowerbed areas, but shall be limited to six (6) objects.
- \* Hanging objects on porches are limited to six (6).

- \* Shareholders are prohibited from leaving unused gardening materials/equipment, empty pots, fertilizer, pavers, trash, newspapers, household items. water dishes or food of any kind in their flowerbeds and common areas. Units with outside storage cabinets cannot store fertilizers in the storage units or in the carport storage units (fire hazard). If not removed within 30 days, a 30 day written notice to correct will be issued.
- \* At all times, entrance walkways, from the sidewalk to the structure/porch/patio, must be kept clear of potted plants and all other impediments, including electric carts. Nothing that will in any way impede the full use of the 36-inch-wide walkway and entry from the sidewalk to the entrance onto the porch is permitted to remain on the walkway. Plant materials must not extend outside the flowerbed limits, over scallop borders, walkways, turf areas, or onto neighboring flowerbed areas.
- \* Block, brick or concrete must border each decorative walkway and between Shareholder flowerbed area and turf. Edging must be approved by the Architectural Committee, prior to installation.
- \* Plants are not permitted on top of the Padmount transformer, cable vaults, and telephone vaults, hung or placed on Padmount enclosures (per policy 7492), telephone poles, or adjacent areas.
- \* Plants must never rub against the building structure, stucco, or deco blocks.
- \* All non-conforming plantings will be cut back by the Mutual at the Shareholder's expense.
- \* All plants and trees must remain at least eighteen inches (18) below the eaves to allow access for inspection and maintenance (i.e., painting).
- \* A maximum of six (6) hanging items is permitted which includes flower baskets, wind chimes or other artifacts. Plants must be kept trimmed, healthy and on non-rusting hangers.
- \* Shareholder's of units A, and L, upon prior written Board approval, may be allowed to plant in the areas adjacent to the ends or sides (triangles in A and L) of their units. If the Shareholder has written permission to use the area, the Shareholder must follow the rules as to what plants are permitted and care for the planting, so as to keep them aesthetically appealing. Approval for these special areas may be revoked by the Board and the plants removed at any time without reimbursement to the Shareholder for the items removed. A 36" unencumbered aisle or dirt walkway will be maintained from the sidewalk to the front window of the 2nd bedroom to ensure unobstructed access for emergency personnel. Violation of

this requirement is not protected by a “grandfather” clause and any such plantings will be removed at the Shareholder’s expense without compensation.

- \* Watering flowerbed areas is the Shareholder’s responsibility. Slow watering of plants all day or all night is not permitted. Watering plants without attendance is not permitted; this is to prevent flooding and over watering of the area. Hoses may not be left unattended if the water is on, and soaker hoses are not permitted.
- \* If a flowerbed is deemed to be an eyesore by the Landscape Committee and provides hiding places for spiders and rodents, then the Shareholder will be asked, in writing, to clean it out. If the Shareholder does not clean out the “overgrown” flowerbed and/or overabundance of potted plants, then the Mutual will do it at the Shareholder’s expense, and the Shareholder will not be reimbursed for any plants, pottery, containers or non-authorized “items” in the flowerbed.
- \* Flowerbed and patio solar lighting must be installed that such lighting does not interfere with mowing or edging.
- \* Maintenance of solar lighting is the responsibility of the Shareholder.
- \* The Landscape Contractor and/or Mutual will not reimburse the Shareholder for the damages to any flowerbed and/or patio lighting.
- \* Any electrical lighting installations must be permitted by the Golden Rain Foundation Physical Property Department.
- \* Shareholders may install holiday lighting and decorations in their flowerbed and/or porch/patio areas only with materials that are approved for outdoor usage.
- \* Decoration of the walkway light poles and light globes is prohibited. Decorating or blocking the light in these walkway lights in any way can limit the necessary and appropriate light for safe passage through the area. Items that are placed on, in or around the walkway lights/poles (i.e., painting the globes, potted plants, planting in the ground, ornamental items or items that block the light, placed around the poles, will be removed with no compensation to the Shareholder.
- \* The limited planting area around Shareholders’ units does not allow for the planting of trees in the ground.
- \* Trees are allowed (above ground in pots) but cannot have roots extend through the pot into the soil of the flowerbed area and cannot come into contact with the unit walls or exterior decor.

- \* Shareholders with fruit trees in pots (fruit trees are prohibited from being planted in the ground in the flowerbed area) are required to keep the ripened fruit picked and remove any fallen fruit immediately to deter rodents. For any non-compliance, the Shareholder will be notified and given 30 days to comply, otherwise, the fruit tree will be removed by the Mutual at the Shareholder's expense with no compensation.
- \* Fruits and vegetables are permitted to be grown in pots (not in the ground) in the Shareholder's flowerbed area.
- \* Free-standing, hanging, and inanimate objects are permitted within the Shareholder's flowerbed area with the following limitations:
  - \* Limit of 6
  - \* May not flash, blink, spin, rotate, or cause a public nuisance of any kind
  - \* Decorations, including holiday decorations, landscape or accent lighting, wall mounted flags and lanterns, for sale, patio sale, yard sale, and political campaign signs, as long as erected and taken down in a timely manner
  - \* No signs may be placed on common property
  - \* Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood or security lights
  - \* The Board may request a Shareholder remove an item(s) if surrounding Shareholders complain
  - \* Commercial advertising signs and flags are prohibited

### **COMMON AREA MAINTENANCE & USE**

Common areas/turf areas are described as the ground areas located outside the unit's flowerbed area. The Mutual is responsible for the maintenance of this area. Laundry room planters are a part of the Mutual's landscape/lawn property - they are not for the Shareholders' use. If a Shareholder infringes upon this area, the Mutual will ask the Shareholder to remove such infringements and removed with no compensation to the Shareholder.

Shareholders are not permitted to install, maintain, remove, or relocate plants or any other landscaping or non-landscaping materials in the common or turf areas, around trees, irrigation corners on greenbelts, or around walkway light poles. Any items, including plants and other landscaping material that is placed in the common/turf area by a Shareholder may be removed at the Shareholder's expense. Directors have the authority to authorize such removal.

Shareholders are not permitted to install, relocate, or adjust common/turf area sprinklers. Shareholders are not permitted to hand water common/turf areas except for areas inadequately irrigated by the sprinkler system.

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The Mutual will not plant or replace trees in common or turf areas that have less than an eight foot clearance from planting to the sidewalk and/or entrance walkway.

Temporary use of common/turf areas by Shareholders, requires prior written approval by a Director (examples could include a picnic, party, moving, construction material storage, etc.).

Walkway lights may not be decorated, have anything attached to them or any items (plants or decorative) placed at the base of the walkway light pole on common/turf areas.

Any damages or fees incurred by the Mutual for items placed in the common or turf areas by Shareholders will be the responsibility of the Shareholder.

Common/turf area trees will be removed due to age or disease and may be replaced with approval from the Board of Directors. Shareholders can speak to the Landscape Chairperson about donating a tree to the Mutual greenbelt area.

## APPROVED AND PROHIBITED PLANTS

The list of approved plants is shown below (no other plants are to be placed in the flowerbeds). If a Shareholder has a question about a plant that does not appear on the approved list, the Shareholder needs to contact the Mutual One Landscape Chairperson for clarification and obtain written approval from the Chairperson prior to planting. If planted without prior written approval, the Mutual will remove, at its discretion, the offending plant(s) at the Shareholder's expense.

### Approved Plant List:

If a Shareholder has a question about a plant that does not appear on the approved plant list, the Shareholder needs to contact the Landscape Director for clarification and written approval prior to planting. If planted prior to written approval, the Mutual will remove, at its discretion the offending plant, at the Shareholder's expense.

Daylily  
Santa Barbara Nandia Gulfstream  
Nandia - Gulfstrea  
Raphilolepis - Pink Lady  
Agepanthus  
Fuchsia  
Roses  
Verbena

Mexican Sage  
Marjorie Channon Pittosporum  
Duranta  
Heather - Mexican Heather  
Holy Family  
Hydrangea  
Lily of the Nile  
Linrope

approved plant list continued:

Pyracantha  
Hot Lips Sage  
Heaven's Breath  
Statice Plant  
Echeveria  
Kniphofia-Red Hot Poker  
Penniselium Fairy Tails  
Euonymus Variegated  
Vinca

Cape Honeysuckle  
Lantana Little Lucky  
Blonde Ambition  
Carrissa Green Carpet  
Aloe  
Carex (Foothill Sedge)  
Pink Muhlygrass  
Impatiens

**Prohibited Plant List:**

Flowers or plants on the non-approved list shall not be planted in the garden area effective as of the date of the adoption of these rules. Additional prohibited flowers and plants may, in the future, be added to the list by the Board of Directors. The common name of the non-approved plants will be listed first, and the botanical or Latin names will follow in parentheses.

Asparagus Fern (Myer's Asparagus) Asparagus densiflorus, Myer's Cactus, large cactus  
Ivy (Hedera helix)  
Wild Mint (Mentha arvensis)  
Spiderwort (Tradescantia Virginiana)  
Bamboo (bambusa vulgaris)  
Ficus (Ficus spp.)  
Palms with a trunk diameter larger than 4 inches  
Elephant Ears (Colocasia Esculenta)  
Firestick Plant (Euphorbia Tirucalli)  
Split Leaf Philodendron (Jade)  
All vines

**NOTE:** Any tree or plant will be removed if deemed by the landscaper or Physical Property Inspectors to have roots that will cause damage to the sewers or infrastructure.

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## **ENFORCEMENT**

Any Shareholder that does not adhere to the flowerbed area Rules and Regulations requirements will be advised in writing of the problem(s) that needs to be corrected. If the Shareholder does not correct the problem(s), the Mutual will cause the correction to be made at the Shareholder's expense. The Internal Dispute Resolution (IDR) process is available for any disputes or concerns.

At the time of sale or transfer of the share of the unit, any vegetation not in compliance with these Rules and Regulations, including vegetables and fruit trees, in the Shareholders flowerbed area, shall be removed and remediated at the Seller's expense.

Final inspection and signing of escrow shall not take place until the above changes have been completed.

## **ADMONITIONS**

Use of leaf blowers by Shareholders is strictly prohibited.

Legally, shopping carts from stores and markets that are brought into Leisure World are considered stolen property. TAKE THEM BACK.

Shareholders with a four-legged pet must clean up after their pet if it relieves itself in any area of the Mutual. Defecated material destroys grass and is a costly hazard to the landscapers.

Easily transported trash or other small items for disposal should be placed into the trash bins provided. Trash or other items may **NOT** be left on the ground, on the cover of a trash bin, or on the wall of the trash enclosure.

ANY and all electronic waste (computers, toasters, televisions, household furniture, etc., must be take to the Maintenance Yard (located at the very end of Golden Rain Road) and disposed of properly. DO NOT LEAVE THESE ITEMS IN THE TRASH BIN AREA.

Large, heavy items not destined for donation and pick-up by some organization must not be placed into a dumpster, or left on the ground adjacent to the dumpster. These types of items must be takes to a special dumpster located on the street opposite the

Mini-Farm. If that is inconvenient, contact a Director who will arrange for the item(s) to be transported to the Mini-Farm area (Shareholder will be charged a fee for this service).

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If large, heavy trash items are abandoned at or near a dumpster in the Mutual, the cost to properly dispose of these items will be charged to the owner, if the owner is identified. If the owner is not identified then the Mutual will have to pay for it and that means that all of Mutual One Shareholders pay for the removal of your abandon items when you leave them at the dumpster.

Be careful with hanging baskets, pots, hummingbird feeders (no other type of bird feeders are permitted), and any other items that hang from the eaves. If the item is too heavy, it may damage the eaves. If not well-fastened, it may be blown off by a strong wind and break a window or injure someone.



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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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 May and June 2023.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE NOTICE TO INTENT TO WITHDRAW  
(NEW BUSINESS, ITEM B)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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On June 23, 2022 the board,"RESOLVED to approve 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."

I move to **approve** 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.

OR

I move to **deny** 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.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RECEIVE MONTHLY MEETING MINUTES FROM OTHER MUTUALS. (NEW BUSINESS, ITEM C)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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On June 23, 2022 the Mutual One Board, "RESOLVED to deny that Mutual One continues to receive one hard copy of the various mutuals' monthly minutes in their mailbox in the Stock Transfer Office."

I move to **approve** that Mutual One continues to receive one hard copy of the various mutuals' monthly minutes in their mailbox in the Mutual Mailroom.

**OR**

I move to **deny** that Mutual One continues to receive one hard copy of the various mutuals' monthly minutes in their mailbox in the Mutual Mailroom.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PROPERTY TAX POSTPONEPOST APPLICATION (NEW BUSINESS, ITEM D)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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On June 23, 2022 the Mutual One Board, "RESOLVED to approve 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."

I move to **approve** 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.

OR

I move to **approve** that Mutual One **does 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.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE RELEASE MUTUAL BOARD CONTACT INFORMATION . (NEW BUSINESS, ITEM E)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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On June 22, 2022, Mutual One Board of Directors "RESOLVED to deny that the Mutual One Board of Directors authorizes the Mutual Administration Department to release all contact information as requested."

I move to **approve** that the Mutual One Board of Directors authorizes the Mutual Administration Department to release Director information as requested.

OR

I move to **deny** that the Mutual One Board of Directors authorizes the Mutual Administration Department to release Director information as requested.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO DISCLOSE “YES”, “NO” AND “ABSTENTIONS”  
VOTES IN THE MINUTES (NEW BUSINESS, ITEM F)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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On June 23, 2022, Mutual One Board of Directors “RESOLVED to **approve** that the Mutual One meeting minutes disclose “yes” votes, “no” votes, and abstentions in the meeting minutes effective June 2022.”

I move to **approve** that the Mutual One meeting minutes disclose “yes” votes, “no” votes, and abstentions in the motion results effective July 2023.

OR

I move to **deny** that the Mutual One meeting minutes disclose “yes” votes, “no” votes, and abstentions in the motion results effective July 2023.

# Mutual Corporation No. One

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE THE APPOINTMENT SETTING COMMITMENT (NEW BUSINESS, ITEM G)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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The GRF staff provides valuable services to all Mutuals. To maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission to maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and, most importantly, expense, I need to take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may ensure all goals and tasks are accomplished in a timely and productive manner.

On June 23, 2022, the Mutual One Board of Directors, "RESOLVED to approve a commitment by the Board of Directors of Mutual One, to help support the unified mission of the collective mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff."

I move to **approve** a commitment by the Board of Directors of Mutual One, to help support the unified mission of the collective mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

OR

I move to **deny** a commitment by the Board of Directors of Mutual One, to help support the unified mission of the collective mutuals of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

# Mutual Corporation No. One

## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY MAINTAINING PROCEDURE PER RULE 05-7510-1 AND THE STOCK TRANSFER OFFICE (NEW BUSINESS, ITEM H)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

On June 23, 2022, the Mutual One Board of Directors, "RESOLVED to approve that Mutual One authorizes, that according to Procedure 01-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual One **WILL NOT** be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Procedure 01-7510-3 – Eligibility Requirements, and all Mutual One Rules and Regulations and Procedures, are to be followed as written."

I move to **approve** that Mutual One authorizes, that according to Procedure 01-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual One **WILL NOT** be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Procedure 01-7510-3 – Eligibility Requirements, and all Mutual One Rules and Regulations and Procedures, are to be followed as written

**OR**

I move to **approve** that Mutual One authorizes, that according to Procedure 01-7510-3 – Eligibility Requirements, if there is a question of financial eligibility; Mutual One **WILL BE** contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to send a letter to the Golden Rain Foundation to state that Procedure 01-7510-3 – Eligibility Requirements, and all Mutual One Rules and Regulations and Procedures, are to be followed as written.



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MUTUAL ADMINISTRATION  
WEBSITE ACCESS AGREEMENT (NEW BUSINESS, ITEM I)  
**DATE:** JULY 27, 2023  
**CC:** MUTUAL FILE

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I move to approve GRF Mutual Administration Website Access Agreement for Mutual 01, if required to fix any issues that are not “general upkeep” of the website the Mutual will be billed \$180/ per hour. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

## MUTUAL ADMINISTRATION WEBSITE ACCESS AGREEMENT

This agreement is with Golden Rain Foundation, (“GRF”), Mutual \_\_\_\_\_ (“Mutual”), and Mutual’s designated webmaster, \_\_\_\_\_ (“Webmaster”). Mutuals and their designated webmaster must agree to this Administrative Access Agreement (“Agreement”) and any other document referred to herein as a condition precedent to being issued credentials to access administrative areas of their Mutual website.

### Terms:

1. GRF owns and hosts the Mutual domain name and website. GRF retains all property rights in the Mutual domain name and Mutual website with this Agreement.
2. GRF is not responsible for any content created and uploaded by Mutual. The content created and uploaded by Mutual does not reflect the view and/or opinions of GRF and GRF expressly disclaims any affiliation with content created by Mutual. Any content created and uploaded by Mutual must include the following reference, or the equivalent without material modifications: *“The content created and uploaded by Mutual does not reflect the view and/or opinions of GRF and GRF expressly disclaims any affiliation with content created by Mutual.”*
3. GRF is only responsible for “general upkeep” of the Mutual website and uploading meeting minutes and agendas. “General upkeep” of the website shall include the following tasks: making regular backups of the websites, testing loading speeds, testing browser capability, and testing links. Should any issues arise that are not included in the “general upkeep” of the website, including, but not limited to, the website failing, any functionality issues, or content needing intervention and troubleshooting by GRF staff, the Mutual and Webmaster are responsible for any costs arising from said issues. The time required to fix any issues that are not “general upkeep” of the website will be billed to the Mutual at a billable rate of one hundred and eighty dollars (\$180.00) an hour.
4. Mutual and Webmaster are held responsible for any uploaded content deemed to be illegal, false, defamatory, misleading, out of compliance or not in accordance with GRF Governing Documents and Policies. GRF retains its complete authority to modify or delete any content or code uploaded to or displayed on the Mutual website.

5. Mutual hereby expressly acknowledges and agrees that the record and data of the Mutual website and Mutual domain for which access is provided under this Agreement are and shall remain records under the control and custody of GRF. Mutual is to use the highest standard of care to protect, preserve, and maintain the confidentiality of any records provided by GRF to access the Mutual website and Mutual domain.
6. Mutual hereby acknowledges and agrees to access and use Mutual website as follows:
  - a. Shall be for the sole purpose of uploading, creating, editing, and modifying content created by Mutual.
  - b. Is provided solely for the use by Mutual, Webmaster, and GRF. Mutual hereby expressly agrees that it will not allow anyone not authorized by this Agreement to access the Mutual website nor allow anyone not authorized by this Agreement to use the Mutual website domain. GRF has the right, at all times, to access and use the Mutual website and Mutual domain, and to edit, modify, and remove content from the Mutual website.
  - c. Will be accessed and used by Mutual only in the manner expressly authorized and permitted by GRF, in writing, and this Agreement. Mutual agrees that it will neither use nor permit use of the Mutual website and Mutual website domain in any manner or for any purpose which is not authorized by GRF or which is unlawful or which is likely to cause damage or disrepair to GRF equipment, GRF software, GRF records or the Mutual website and Mutual Website Domain.
7. Mutual shall and hereby agrees to indemnify GRF for, and to defend and hold GRF harmless from any claims, demands, suits, damages, judgments, settlements or costs, of any kind, arising out of or relating to use and access provided under this Agreement, caused or claimed to be caused by any act or failure of GRF, other than any act or failure of GRF arising from its gross negligence or willful misconduct.
8. Mutual and Webmaster shall obtain and supply, at its sole cost, all equipment, including computer, peripherals, modems, software and connections to operate Mutual website and shall be responsible for and pay any and all other fees or costs necessary to implement this Agreement.
9. This Agreement shall continue until such time as it is terminated pursuant to the provision in the following subsection.
10. This Agreement may be terminated by either GRF or by the Mutual upon thirty (30) days written notice. Upon termination of this Agreement, Mutual and Webmaster shall surrender all access rights to the Mutual domain name and Mutual website and shall delete all copies of content acquired through access to the Mutual domain name and Mutual website and shall deliver to GRF all files, documents, and information obtained through the use of the Mutual domain name and Mutual website. Upon termination, Mutual and Webmaster shall surrender and lose all credentials to Mutual domain name and Mutual website.

11. GRF hereby expressly disclaims any express or implied warranties of the Mutual domain name and Mutual website and any risk related to the use and access provided under this Agreement.
12. GRF shall not be liable in any manner under this Agreement for any error, inaccuracy or incomplete information contained in the records for which access is provided, and Mutual hereby expressly releases GRF from any claim, demand or suit arising from or as a result of any such error, inaccuracy or incomplete information.  
  
Further, GRF shall not be liable in any manner under this Agreement for any failure, malfunction or other delay, inconvenience, or inability of the computer system, software or equipment, and Mutual hereby expressly releases GRF from any claim, demand, or suit arising from or as a result of any such failure, malfunction or other delay.
13. This Agreement shall not be assigned, nor shall any use or access provided under this Agreement be subcontracted, co-opted or allowed to any other person, firm or other legal entity without the express written consent of GRF, and such consent may be conditioned upon such terms and conditions as GRF may reasonably require.
14. This Agreement shall be construed in accordance with the laws of the State of California.
15. Each individual executing Agreement represents and warrants that he is duly authorized to execute and deliver this Agreement on behalf of the party to Agreement.
16. This Agreement, together with any rules or procedures adopted by GRF shall constitute the entire Agreement between the parties, and Mutual hereby expressly acknowledges that it is not relying upon any other representations or agreements not expressed in writing as a part of this Agreement. Any other representations and agreements between the parties are superseded by this Agreement. This Agreement may not be amended or modified, except in writing, and signed by all parties.

*[Signatures to Follow]*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

GOLDEN RAIN FOUNDATION,  
a California non-profit mutual benefit corporation

GRF President: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GRF Secretary: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

“GRF”

MUTUAL \_\_\_\_\_

Mutual President: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

“Mutual”

Mutual Webmaster

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

“Mutual Webmaster”

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO REQUIRE NEW MUTUAL 01 RESIDENTS TO HAVE A TRUST (NEW BUSINESS, ITEM I)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to require new Mutual One residents to set up a trust.

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ALLOW INTERACT SOLUTIONS TO PROVIDE INTERNET AND CABLE TV SERVICE (NEW BUSINESS, ITEM K)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to allow Interact Solutions to provide internet and cable TV service to Mutual One shareholders.

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AUTHORIZE THE SPENDING OF UP TO \$3,500 PER  
INCIDENCE BY MUTUAL ONE LANDSCAPING CHAIR (NEW BUSINESS, ITEM  
L)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to to authorize the spending of up to \$3,500 per incidence by the Mutual One Landscaping chair. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.



# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AUTHORIZE THE SPENDING OF UP TO \$5,000 PER  
INCIDENCE FOR THE MUTUAL BUILDING INSPECTOR (NEW BUSINESS,  
ITEM M)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to to authorize the spending of up to \$5,000 per incidence for the Mutual One Building Inspector. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO REQUIRE TWO DIRECTORS TO SIGN FOR TRANSFERRING MONEY BETWEEN ACCOUNTS (NEW BUSINESS, ITEM N)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to require two directors; \_\_\_\_\_ and \_\_\_\_\_ to sign for transferring money between accounts for Mutual One.

# *Mutual Corporation No. One*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE TO DELIVER MUTUAL ONE MATTERS NEWSLETTER TO ALL MUTUAL ONE RESIDENCE EVERY TWO MONTHS (NEW BUSINESS, ITEM O)  
**DATE:** JULY 27, 2023  
**CC:** FILE

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I move to approve to deliver Mutual One Matters newsletter to all Mutual One residence every two months, at a cost not to exceed \$\_\_\_\_\_. Funds to come from \_\_\_\_\_ and authorize the President to sign any necessary documentation.