

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ONE**  
**October 26, 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  
Mr. Stolarz, Building Inspector  
Ms. Equite, Portfolio Specialist

5. **APPROVAL OF MINUTES:**
  - a. Regular Meeting Minutes of September 28, 2023
  - b. Special Meeting Minutes of October 11, 2023 (p. 3)
6. **BUILDING INSPECTOR'S REPORT** Mr. Stolarz  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 4-8)
  - a. Discuss and vote to authorize Building Inspector go out for bids to replace attic screens (p. 9)
  - b. Discuss and vote to authorize Building Inspector go out for bids to replace laundry room counters (p. 10)
  - c. Discuss and vote to approve patio proposal for Unit 25G (pp. 11-14)
7. **GRF REPRESENTATIVES** Mr. Weber /Ms. Gambol
8. **UNFINISHED BUSINESS**
  - a. Discuss and vote to ratify Article V. – Landscape/Garden Rules and Regulations of the Rules and Regulations (pp. 15-25)
  - b. Discuss and vote to approve/deny whether Mutual Board documents should still be posted on the public LWSB Mutual website (p. 26)

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

9. **NEW BUSINESS**
  - a. Discuss and vote to approve Monthly Finances (p. 27)
  - b. Discuss and vote to approve of having Mutual Directors sign the Ethics Policy (pp. 28-30)
  - c. Discuss and vote to approve Mr. C's Towing Agreement (pp. 31-33)

- d. Discuss and vote to authorize GRF to not allow any parking on Annandale Street (p. 34)
- e. Discuss no increase in Mutual One assessments

10. SECRETARY / CORRESPONDENCE Ms. St. Aubin

11. CHIEF FINANCIAL OFFICERS REPORT Mr. Markovich

12. PORTFOLIO SPECIALIST Ms. Equite

13. ANNOUNCEMENTS

- a. An address form will be provided election ballots will be mailed to your summer residence. MOST IMPORTANCE we need every shareholder to VOTE
- b. **NEXT BOARD MEETING:** Thursday, November 30, 2023, at 9:00 a.m., via Zoom/Video Conference Call and Conference Rm B.

14. COMMITTEE REPORTS

- a. Landscape Committee
- b. Physical Property Report
- c. New Buyer Orientation Report
- d. Carport/Patio Report

15. DIRECTORS' COMMENTS

16. SHAREHOLDER COMMENTS

17. ADJOURNMENT

18. EXECUTIVE SESSION

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

**MINUTES OF THE SPECIAL BOARD MEETING OF THE  
BOARD OF DIRECTORS  
SEAL BEACH MUTUAL ONE  
October 11, 2023**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Weber at 1:35 p.m. on Wednesday, October 11, 2023, in Conference Room C.

Those Directors present were President Weber, Vice President Luther-Stark, Chief Financial Officer Markovich, Director Perrotti, Director Collazo, Directors Barreras and Rockwood. Also present was Building Inspector Stolarz.

Absent: Secretary St, Aubin

One shareholder was present.

The purpose of the meeting was to prepare Agenda items for the October Board Meeting.

President Weber adjourned the meeting at 2:58 p.m.

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Attest, JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE  
DE 10/11/23

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE:           **October 26, 2023**          

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-I	FLOORING	GRF	08/15/23	09/30/23	NO	NONE	KARY'S CARPETS
1-K	FLOORING	GRF	09/15/23	10/30/23	NO	09/19/23 FINAL	KARY'S CARPETS
2-D	ELECTRICAL	BOTH	08/07/23	09/07/23	NO	NONE	OGAN CONSTRUCTION
3-B	CARPORT CABINET	GRF	07/25/23	09/07/23	NO	09/21/23 FINAL	VICKER'S CONSTRUCTION
3-B	CEILING FAN	GRF	09/20/23	10/30/23	NO	NONE	VICKER'S CONSTRUCTION
3-K	SCREEN ROOM	GRF	09/18/23	11/30/23	NO	10/18/23 FINAL	LOS AL BUILDERS
4-A	SKYLIGHT REPLACEMENT	BOTH	08/01/23	09/30/23	NO	09/26/23 FINAL	M&M CONSTRUCTION & SKYLIGHTS
9-A	SHOWER CUT DOWN	BITH	10/02/23	11/02/23	NO	NONE	NUKOTE
12-L	F.A.U.	BOTH	08/21/23	10/21/23	NO	09/22/23 FINAL	ALPINE HEATING & AIR
16-A	WINDOW	BOTH	08/28/23	10/30/23	NO	NONE	LW DÉCOR
16-W	WINDOW / DOOR	BOTH	07/26/23	09/30/23	NO	NONE	LOS AL BUILDERS
16-W	SHOWER CUT DOWN	BOTH	11/09/23	12/09/23	NO	NONE	NUKOTE
23	FLOORING	GRF	09/11/23	11/11/23	NO	09/27/23 FINAL	B&B CARPET & FLOORING
19-B	SHOWER	BOTH	10/12/23	11/12/23	NO	NONE	NUKOTE
20-A	FLOORING	GRF	09/30/23	11/30/23	NO	NONE	KARY'S CARPETS
20-D	FLOORING	GRF	08/27/23	10/30/23	NO	10/05/23 FINAL	LW DÉCOR
21-F	SKYLIGHT / CEILINGS	BOTH	09/01/23	10/27/23	NO	10/09/23 FINAL	KONRAD KONSTRUCTION
21-F	ABATEMENT	BOTH	09/07/23	10/27/23	NO	09/21/23 FINAL	KONRAD KONSTRUCTION
23-A	HEAT PUMP	BOTH	10/04/23	01/04/23	NO	NONE	GREENWOOD
26-A	FLOORING	GRF	10/20/23	11/30/23	NO	NONE	KARY'S CARPETS
27-C	SHOWER	GRF	11/13/23	12/29/23	NO	NONE	JOHN M. BERGKVIST
29-L	SHOWER	BOTH	10/02/23	11/02/23	NO	10/12/23 FRAMING	OGAN CONSTRUCTION
29-L	SHOWER	BOTH	10/02/23	11/02/23	NO	10/12/23 ROUGH FRAMING	OGAN CONSTRUCTION
29-L	SHOWER	BOTH	10/02/23	11/02/23	NO	10/12/23 GROUND	OGAN CONSTRUCTION

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **October 26, 2023**

30-K	FLOORING	GRF	09/30/23	10/30/23	NO	10/13/23 FINAL	KARY'S CARPETS
33-E	SECURITY SCREEN DOOR	GRF	08/31/23	10/15/23	NO	NONE	LW DÉCOR
35-L	REMOVE AC & STUCCO	GRF	10/10/23	12/30/23	NO	NONE	MP CONSTRUCTION
40-D	COUNTER TOPS	BOTH	10/10/23	10/31/23	NO	NONE	MAMUSCIA CONSTRUCTION
46-H	SHOWER	BOTH	10/01/23	12/22/23	NO	NONE	JOHN M. BERGKVIST
48-D	SHOWER CUT DOWN	BOTH	08/23/23	09/23/23	NO	NONE	NUKOTE
49-A	SHOWER CUT DOWN	BOTH	08/21/23	09/21/23	NO	NONE	NUKOTE
49-J	FLOORING	GRF	09/30/23	10/30/23	NO	10/13/23 FINAL	KARY'S CARPETS
50-G	SKYLIGHT	GRF	09/25/23	10/30/23	NO	NONE	M&M CONSTRUCTION & SKYLIGHTS
53-C	WINDOW / DOOR	BOTH	09/13/23	11/15/23	NO	NONE	LOS AL BUILDERS
54-K	SECURITY DOOR	GRF	09/07/23	10/30/23	NO	NONE	LW DÉCOR
56-B	INTERIOR REMODEL	BOTH	10/09/23	12/01/23	NO	NONE	KONRAD KONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	08/24/23 FOOTING	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/07/23 FRAMING	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/07/23 LATH	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/07/23 ROUGH WIRING	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/07/23 ROUGH PLUMBING	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/08/23 INSULATION	OGAN CONSTRUCTION
56-D	REMODEL	BOTH	08/28/23	11/15/23	NO	09/12/23 DRYWALL	OGAN CONSTRUCTION
56-D	FLOORING	BOTH	09/30/23	10/23/23	NO	NONE	KARY'S CARPET
58-H	FLOORING	GRF	09/05/23	10/30/23	NO	09/27/23 FINAL	KARY'S CARPET
61-F	PATIO	GRF	07/24/23	09/24/23	NO	NONE	MJ JURADO INC
61-i	FLOORING	GRF	10/01/23	12/30/23	NO	NONE	BIXBY PLAZA CARPET & FLOORING
70-E	WINDOWS	BOTH	08/15/23	11/15/23	NO	10/19/23 FINAL	BODIES GLASS SERVICE

## ESCROW ACTIVITY

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **October 26, 2023**

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-C		07/14/23	08/16/23	08/15/23	08/29/23	09/26/23	
1-D		03/20/23	09/22/23	09/28/23	10/12/23		
1-K		09/19/23					
2-F		07/13/23					
5-J		08/25/23	10/03/23	10/13/23	10/27/23		
8-E		07/12/23	09/05/23	09/15/23	09/29/23		
9-L		06/16/23					
10-G		04/10/23					
10-L		06/13/23					
14-I		09/01/23					
14-L		10/10/22					
16-K		09/27/23					
17-D		06/13/23	08/16/23	08/21/23	09/05/23	10/11/23	
20-A		04/10/23					
21-G		08/21/23					
25-I		09/20/23					
26-B		06/27/23	08/11/23	08/11/23	08/25/23	09/26/23	
26-L		03/22/23	07/25/23	07/31/23	08/14/23	09/26/23	
28-A		04/20/23					
30-K		05/17/23	08/15/23	08/23/23	09/07/23	09/26/23	
33-B		08/25/23					
36-B		07/14/23					
36-D		09/08/23	10/10/23	10/12/23	10/26/23		
40-D		08/18/22	06/13/23	06/14/23	06/26/23		
43-B		07/19/23	08/31/23	08/31/23	09/15/23	10/02/23	
46-J		09/20/23					

# INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL : (01) ONE**

**INSPECTOR : RICH STOLARZ**

**MUTUAL BOARD MEETING DATE:                    October 26, 2023**

46-A		08/25/23					
46-L		09/22/23					
47-H		06/16/23	07/21/23	07/20/23	08/03/23	09/25/23	
51-C		09/05/23					
57-C		10/11/23					
57-J		10/11/23					
64-H		07/19/23					

**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
A-1 TOTAL SERVICE PLUMBING 12/31/23	SEWER PIPE RELINING
SOUTHERN PROPERTY FIRE PROTECTION - FIRE EXTINGUISHER CERTIFICATION GOOD THROUGH 12/2023	
DISCUSS REPLACEMENT OF ATTIC SCREENS	
DISCUSS REPLACEMENT OF LAUNDRY ROOM COUNTER TOPS	
DISCUSS & VOTE TO APPROVE REVISION / CHANGES TO APPROVED PATIO PLANS AT 25-G	

## MUTUAL & SHAREHOLDER REQUEST

**INSPECTOR MONTHLY MUTUAL REPORT**

**MUTUAL : (01) ONE**

**INSPECTOR : RICH STOLARZ**

**MUTUAL BOARD MEETING DATE: October 26, 2023**

**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 AUTHORIZE BUILDING INSPECTOR TO GO OUT FOR BIDS TO REPLACE ATTIC SCREENS (BUILDING INSPECTOR, ITEM A)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to authorize Building Inspector to go out to bids to replace attic screens.

# *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 BUILDING INSPECTOR TO GO OUT FOR BIDS TO REPLACE LAUNDRY ROOM COUNTERS (BUILDING INSPECTOR, ITEM B)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to authorize Building Inspector to go out to bids to replace laundry room counters.

# *Mutual Corporation No. One*

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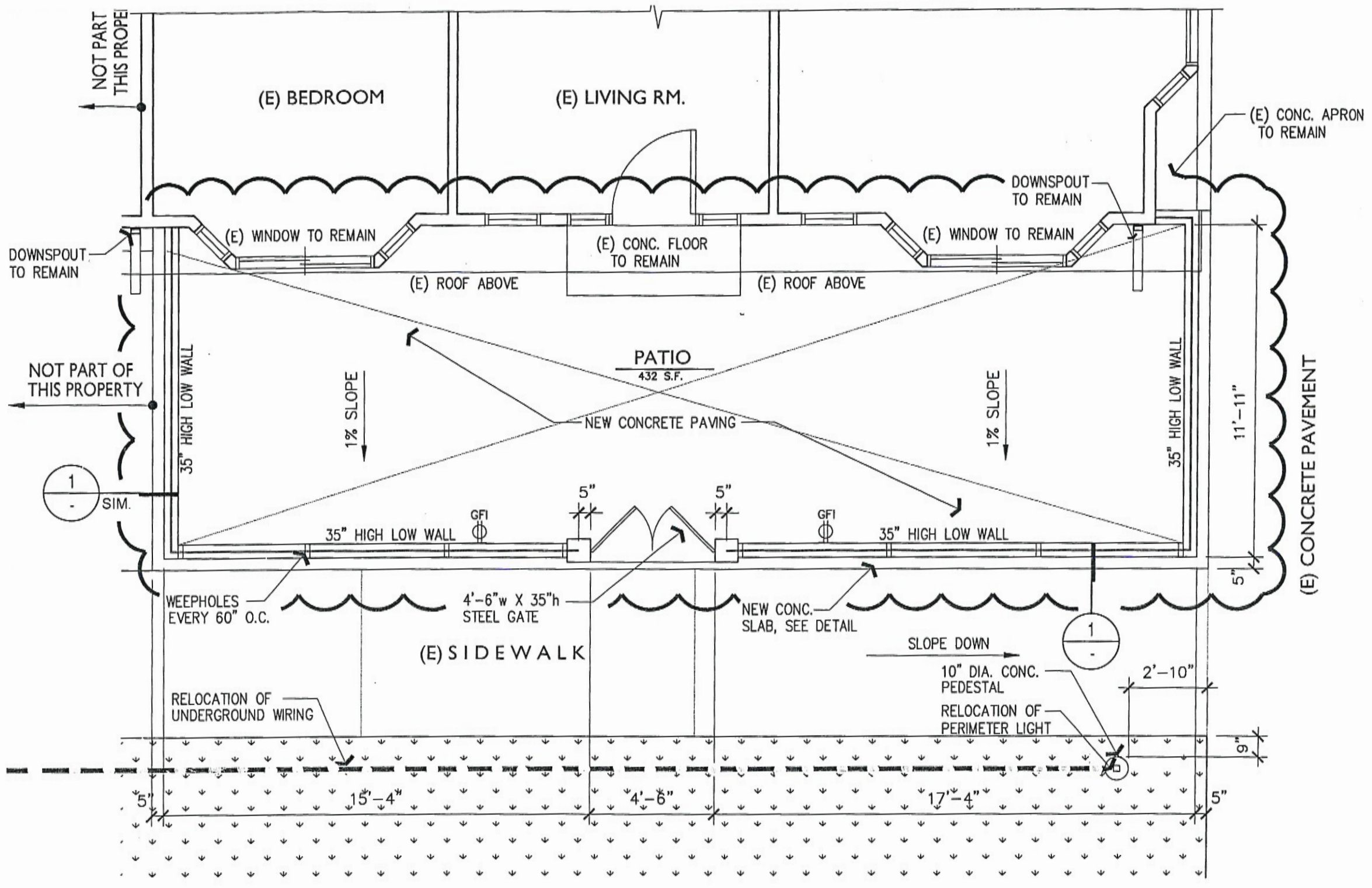
## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE PATIO PROPOSAL FOR UNIT 25G  
(BUILDING INSPECTOR, ITEM C)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to approve patio proposal for Unit 25G, work to be done at the shareholder's expense.

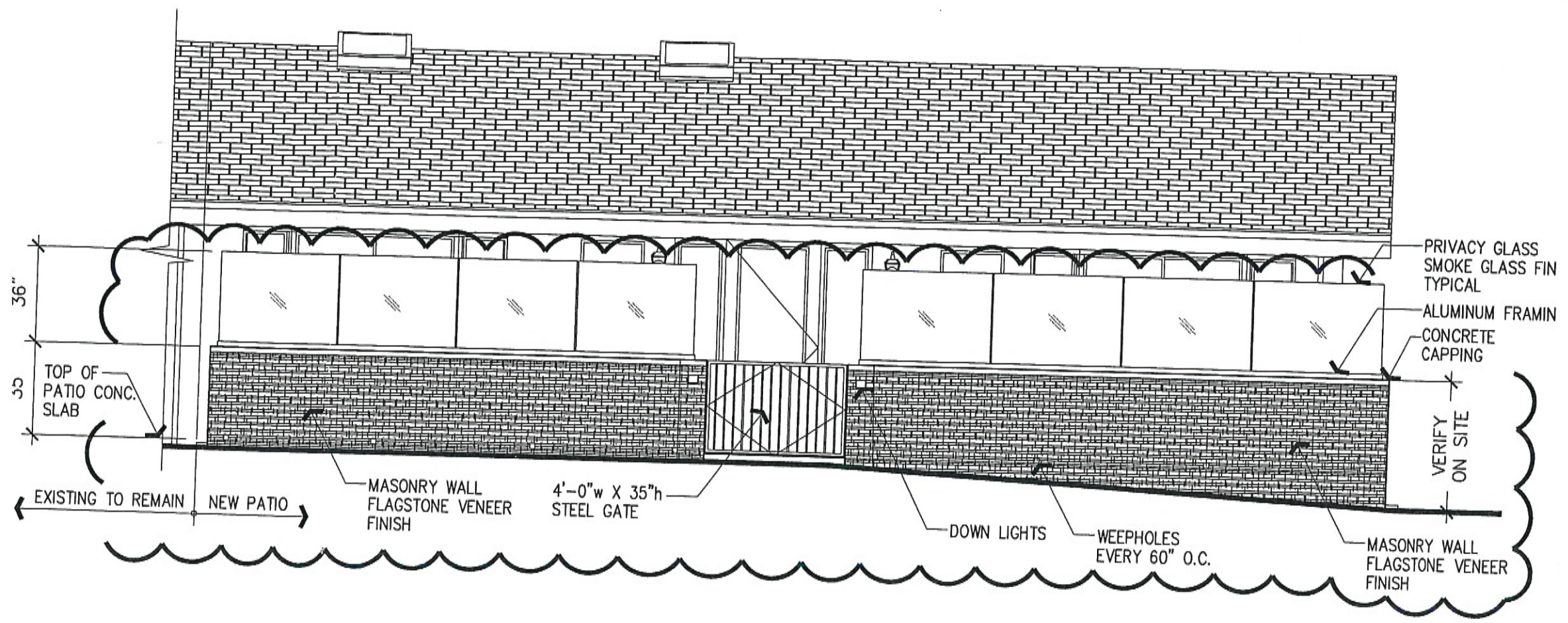


**NEW FLOOR PLAN**

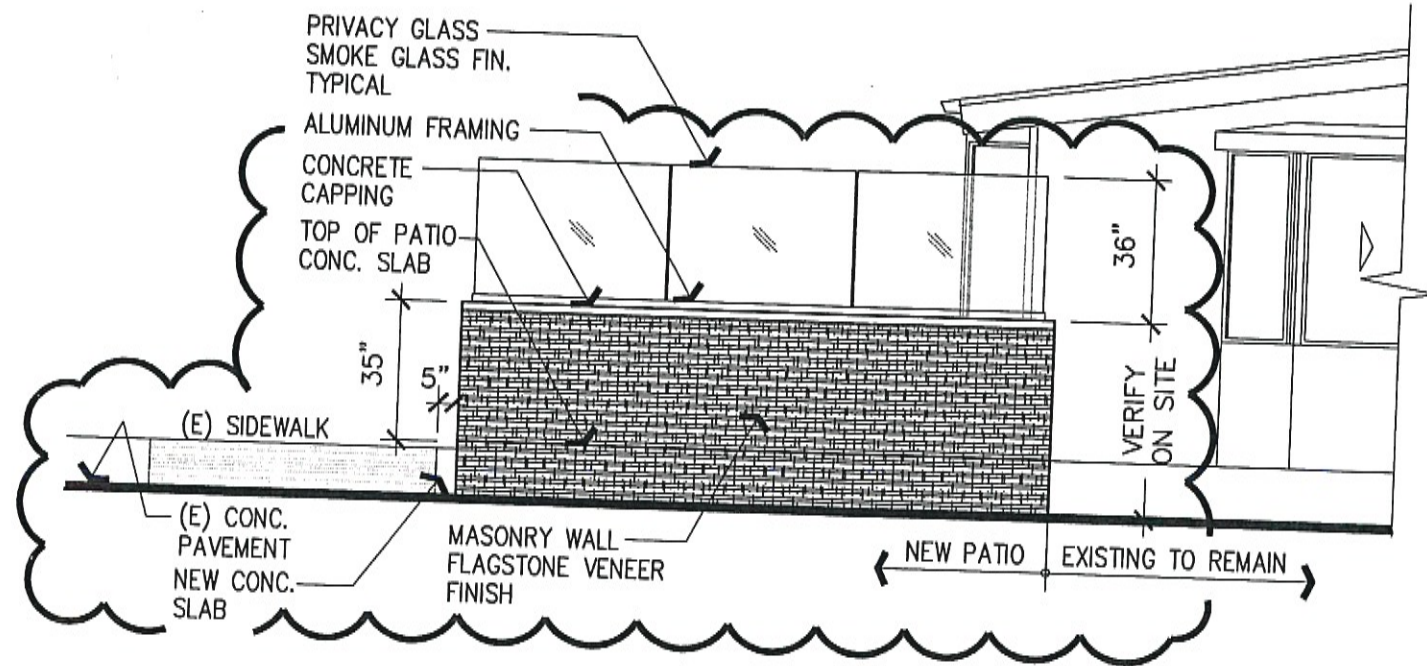
SCALE: 1/4" = 1'-0"







**FACING NORTH-WEST ELEVATION (NEW)**  
 SCALE: 1/4" = 1'-0"



**FACING SOUTH-WEST ELEVATION (NEW)**

SCALE: 1/4" = 1'-0"

# *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 V. LANDSCAPE/  
GARDEN RULES AND REGULATIONS (UNFINISHED BUSINESS, ITEM A)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending Article V. Landscape/Garden Rules and Regulations of the Rules and Regulations; the 28-day posting requirement has been met.



## **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	Mexican Sage
Santa Barbara Nandia Gulfstream	Marjorie Channon Pittosporum
Nandia - Gulfstrea	Duranta
Raphilolepis - Pink Lady	Heather - Mexican Heather
Agepanthus	Holy Family
Fuchsia	Hydrangea
Roses	Lily of the Nile
Verbena	Linrope

approved plant list continued:

Pyracantha	Cape Honeysuckle
Hot Lips Sage	Lantana Little Lucky
Heaven's Breath	Blonde Ambition
Statice Plant	Carrissa Green Carpet
Echeveria	Aloe
Kniphofia-Red Hot Poker	Carex (Foothill Sedge)
Penniselium Fairy Tails	Pink Muhlygrass
Euonymus Variegated	Impatiens
Vinca	

### 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:** DISCUSS AND VOTE TO APPROVE/DENY WHETHER MUTUAL BOARD DOCUMENTS SHOULD BE POSTED ON LWSB MUTUAL WEBSITE (UNFINISHED BUSINESS, ITEM B)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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**Mutual Documents:** agendas, minutes, summary reports, governing documents, policies/rules, bylaws, occupancy agreement, board roster

I move to have Mutual meeting documents: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, removed from the public LWSB Mutual Website and posted only to CINC for Mutual 01 shareholders viewing only.

Or

I move to deny removing the Mutual meeting documents from the public LWSB Mutual Website.

# *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:** OCTOBER 26, 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 months of August and September 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 OF HAVING MUTUAL DIRECTORS SIGN THE ETHICS POLICY (NEW BUSINESS, ITEM B)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to approve the Mutual One Directors to sign the Mutual One Ethics Policy for the 2023-2024 term.

# ETHICS POLICY FOR DIRECTORS & COMMITTEE MEMBERS

adopted July 25, 2019

The Board of Directors has temporarily adopted the following ethics policy for its board members and committees. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct. The policy will be reviewed by board members and incorporate changes if needed.

## A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend board meetings,
- review material provided in preparation for board meetings,
- review the association's financial reports, and
- make reasonable inquiry before making decisions.

## B. PROFESSIONAL CONDUCT

In general, directors and committee members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. **Self-Dealing.** Self-dealing occurs when directors or committee members make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, no director or committee member may:

- solicit or receive any compensation from the association for serving on the board or any committee,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association,
- seek preferential treatment for themselves or their relatives,
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. **Confidential Information.** Directors and committee members are responsible for protecting the association's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director or committee member may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors and committee members,
- private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved--directors may not discuss such matters with persons not on the board without the prior approval of the association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. **Misrepresentation.** Directors and committee members may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. **Interaction with Employees.** To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, committee members and directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matters.
- Except for the president, committee members and directors may not give direction to management, employees or vendors.
- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors or committee members are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director or committee member.
- Directors and committee members are prohibited from harassing or threatening employees, vendors, directors, committee members, and owners, whether verbally, physically or otherwise.

5. **Proper Decorum.** Directors and committee members are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors and committee members must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

### C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and committee members should immediately raise such situations with the board. If appropriate, the board will seek guidance from the association's legal counsel.

1. **Disclosure & Recusal.** Directors and committee members must immediately disclose the existence of any conflict of interest, whether their own or others. Directors and committee members must withdraw from participation in decisions in which they have a material interest.

2. **Violations of Policy.** Directors and committee members who violate the association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

Prior to taking any of the actions described above, the board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director/committee member believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the board for appropriate action. The board shall endeavor to meet with the director/committee member in executive session prior to imposing disciplinary action against that person.

# *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 TOWING AGREEMENT FOR 2023-2024  
(NEW BUSINESS, ITEM C)  
**DATE:** OCTOBER 26, 2023  
**CC:** FILE

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I move to approve Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Rules, effective 2023-2024, and authorize the President to sign the agreement.



# PRIVATE PROPERTY TOW SERVICES AGREEMENT

<b>AGREEMENT DATE:</b>		<b>EFFECTIVE DATE:</b>	
<b>CUSTOMER:</b>	Mutual One Corporation		
<b>PROPERTY:</b>	Mutual One		
<b>TYPE OF PROPERTY:</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail
	<input type="checkbox"/> HOA		

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

## ACCEPTED

<b>Customer:</b>	Mutual One Corporation	<b>Tow Company:</b>	Mr. C's Towing
<b>Signed:</b>		<b>Signed:</b>	
<b>Print Name:</b>		<b>Print Name:</b>	
<b>Title:</b>	Mutual One Board President	<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	



# ACCOUNT INFORMATION

Original  Updated \_\_\_\_\_

<b>Property/Complex Name:</b>	
<b>Property Address:</b>	
<b>City/Zip:</b>	
<b>Cross Streets:</b>	
<b>Mailing Address:</b>	PO Box 2069, Seal Beach, CA 90740
<b>Property Management Co.</b>	X Yes <input type="checkbox"/> No
<b>If Yes, Name, Address &amp; Phone:</b>	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377

MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
<b>Security Company:</b>	X Yes <input type="checkbox"/> No	
<b>If Yes, Name, Address &amp; Phone:</b>	Internal Department of Property Management Company (562) 431-6586, Ext. 377	

<b>Persons Authorized to Sign for Vehicle Removals</b>  <b>(Two Board Members Must be Present)</b>	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large

## PLEASE CHECK APPROPRIATE BOXES

<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
<input type="checkbox"/> Violation of Mutual One Policies on Mutual One Property, when directed by authorized Board Member		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual One on a case-by-case basis.		

<b>Local Rate Jurisdiction:</b>	
<b>Tow Rate:</b>	<b>\$220.00</b>
<b>Storage Rate/Day:</b>	<b>\$85.00</b>
<b>Other / Weekend Drop Fee:</b>	<b>Gate Fee: \$110.00      Drop Fee: \$108.00</b>

# *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 GRF TO NOT ALLOW ANY PARKING ON ANNANDALE STREET (NEW BUSINESS, ITEM D)  
**DATE:** OCTOBER 26, 2023  
**CC:** MUTUAL FILE

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I move to authorize GRF to not allow any parking of large trucks and RV's on Annandale street.