

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ONE**  
**February 22, 2024**  
**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 #8 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:

Ms. Gambol, GRF Representative  
Mr. Stolarz, Building Inspector  
Ms. Equite, Portfolio Specialist

5. **APPROVAL OF MINUTES:**

- a. Regular Meeting Minutes of January 25, 2024
- b. Special Meeting Minutes of February 7, 2024 (p. 3)

6. **BUILDING INSPECTOR'S REPORT**

Mr. Stolarz

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 4-7)

- a. Discuss and vote to approve garden proposal for Unit 025-F (pp. 8-10)
- b. Discuss and vote to approve replacement of the bollards, repainting curbs and adding a loading zone behind carport #3 (pp. 11-12)
- c. Discuss and vote to approve revision changes for Unit 048-F (pp. 13-14)
- d. Discuss physical property items

7. **GRF REPRESENTATIVES**

Mr. Weber /Ms. Gambol

8. **UNFINISHED BUSINESS**

- a. No unfinished business

9. **NEW BUSINESS**

- a. Discuss and vote to approve Monthly Finances (p. 15)
- b. Discuss and vote to approve townhall meeting budget (p. 16)
- c. Discuss and vote to approve Green Belt singers for townhall meeting (p. 17)
- d. Discuss loss liability insurance of \$300,000

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

10. SECRETARY / CORRESPONDENCE

Ms. St. Aubin

11. CHIEF FINANCIAL OFFICERS REPORT

Mr. Markovich

12. PORTFOLIO SPECIALIST REPORT

Ms. Equite

13. ANNOUNCEMENTS

- a. **MUTUAL ONE ELECTION:** In order to receive your ballot at your other residence an address form will be mailed in our election ballot this spring. There will be instructions provided. Most importantly, we need every shareholder to vote!
- b. **NEXT BOARD MEETING:** Thursday, March 28, 2024, 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
- e. Emergency Preparedness

Ms. Almeida

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  
February 7, 2024**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by Vice President Luther-Stark at 1:18 p.m. on Wednesday, February 7, 2024, in Conference Room B.

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

Absent: President Weber

One shareholder was present.

The purpose of the meeting was to prepare Agenda items for the scheduled February 2024 Board Meeting.

Vice President Luther-Stark adjourned the meeting at 2:35 p.m.

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Attest, JoAnn St. Aubin, Secretary  
SEAL BEACH MUTUAL ONE  
DE 02/07/24

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL : **(01) ONE**

INSPECTOR : **RICH STOLARZ**

MUTUAL BOARD MEETING DATE: **February 22, 2024**

REPORT DATE: **February 15, 2024**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-K	INTERIOR REMODEL	BOTH	01/08/24	04/30/24	NO	02/12/24 GROUND	LOS AL BUILDERS
1-K	INTERIOR REMODEL	BOTH	01/08/24	04/30/24	NO	02/12/24 ROUGH PLUMBING	LOS AL BUILDERS
1-K	ABATEMENT	GRF	01/08/24	04/30/24	NO	NONE	LOS AL BUILDERS
3-A	GFCI OUTLET	BOTH	01/18/24	01/31/24	NO	NONE	OGAN CONSTRUCTION
3-B	SHOWER	BOTH	01/01/24	02/15/23	NO	01/23/24 FINAL	VICKER'S CONSTRUCTION
8-C	SOUND WALL	BOTH	02/05/24	04/30/24	NO	NONE	LW DÉCOR
8-F	FLOORING	GRF	01/11/24	02/11/24	NO	NONE	FAMILY FLOORS
10-C	FLOORING	GRF	12/10/23	01/30/24	NO	01/23/24 FINAL	KARY'S CARPETS
11-J	HEAT PUMP	BOTH	01/31/24	05/01/24	NO	02/14/24 FINAL	GREENWOOD
12-L	REMODEL	BOTH	09/05/24	03/30/24	NO	NONE	MP CONSTRUCTION
16-A	WINDOW	BOTH	08/28/23	10/30/23	YES	02/14/24 FINAL	LW DÉCOR
16-K	ATTIC ACCESS / CEILING FAN	GRF	12/16/23	12/22/23	NO	ESCROW	TOP DOWN
18-I	FLOORING	GRF	01/21/24	02/21/24	NO	NONE	FAMILY FLOORS
21-G	CART PAD	GRF	12/28/24	02/01/24	NO	02/15/24 FINAL	J&J LANDSCAPING
22-H	INTERIOR REMODEL	BOTH	01/18/24	04/30/24	NO	NONE	BRUNO H. ALVAREZ
24-E	HEAT PUMP	BOTH	01/02/24	04/02/24	NO	NONE	GREENWOOD
24-L	HEAT PUMP	BOTH	01/30/24	04/30/24	NO	NONE	GREENWOOD
25-G	PATIO / GLASS	BOTH	11/02/23	12/31/23	YES	01/30/24 FINAL	BJ & COMPANY
25-I	FLOORING	GRF	11/25/23	12/30/23	NO	NONE	KARY'S CARPETS
30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	01/25/24 GROUND	MP CONSTRUCTION
30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	01/25/24 FRAMING	MP CONSTRUCTION
30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	01/30/24 ROUGH PLUMB	MP CONSTRUCTION
30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	01/30/24 ROUGH WIRING	MP CONSTRUCTION
30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	01/30/24 INSULATION	MP CONSTRUCTION

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30-G	WASHER/ DRYER/ COUNTERS	BOTH	10/23/23	03/30/24	YES	02/06/24 DRYWALL	MP CONSTRUCTION
40-D	COUNTER TOPS	BOTH	10/10/23	10/31/23	YES	NONE	MAMUSCIA CONSTRUCTION
40-G	CARPENT CABINET	GRF	01/20/24	03/01/24	NO	NONE	VICKER'S CONSTRUCTION
47-F	FLOORING	GRF	01/15/24	02/29/24	NO	NONE	KARY'S CARPETS
48-F	PATIO / BLOCKWALL	GRF	01/12/24	03/12/24	NO	NONE	MJ JURADO INC
54-A	DISHWASHER	GRF	01/10/24	02/25/24	NO	NONE	J.C. KRESS
54-A	HEAT PUMP	BOTH	01/22/24	04/22/24	NO	NONE	GREENWOOD HEATING & AIR
56-B	HEAT PUMP	BOTH	11/15/23	02/15/24	NO	NONE	GREENWOOD HEATING & AIR
56-A	SHOWER CUT DOWN	BOTH	02/28/24	03/28/24	NO	NONE	NUKOTE
57-J	OUTLETS & SWITCHES	BOTH	12/15/23	03/30/24	NO	01/19/24 FINAL	JA ELECTRICAL
58-H	PORCH GATE	GRF	11/10/23	12/27/23	NO	02/14/24 FINAL	LW DÉCOR, INC

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-A		10/31/23					
2-F		07/13/23					
6-F		11/16/23					
9-L		02/07/24					
10-E		12/11/23	12/18/23	01/02/24	01/16/24	01/26/24	
10-G		04/10/23					
14-L		02/07/24					
16-K		09/27/23	12/08/23	12/08/23	12/22/23		
17-G		12/11/23	01/26/24	02/02/24	02/16/24		
18-I		11/01/23	12/12/23	12/12/23	12/27/23	02/01/24	
20-A		04/10/23					
24-I		01/02/24					

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25-K		11/01/23	11/28/23	12/05/23	12/19/23		
28-A		04/20/23					
28-E		02/07/24					
33-B		08/25/23	12/13/23	12/21/23	01/08/23	01/26/24	
35-B	01/23/24						
36-B		07/14/23	01/29/24	01/30/24	02/13/24		
36-H		12/19/23					
39-A		01/18/24					
44-K		01/23/24					
46-J		09/20/23	12/23/23	12/28/23	01/12/24	02/05/24	
46-A		08/25/23					
46-L		09/22/23	12/01/23	12/12/23	12/27/23	01/26/24	
51-C		09/05/23					
57-C		10/11/23	12/06/23	12/06/23	12/20/23		
58-B		12/11/23	01/31/24	01/31/24	02/14/24		
60-E		01/02/24					
61-E		01/19/24					
64-H		07/19/23					
68-H		12/11/23					

**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

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FENN GOOD THROUGH 6/30/2026	BAIT STATIONS
WASH GOOD THROUGH 06/30/28	WASHERS & DRYERS
EMPIRE PIPE GOOD THROUGH 12/31/25	SEWER CLEANING
J&J LANDSCAPING GOOD THROUGH 12/01/2024	LANDSCAPING
SOUTHERN PROPERTY FIRE PROTECTION - FIRE EXTINGUISHER CERTIFICATION GOOD THROUGH 12/2024	
DISCUSS AND VOTE TO APPROVE GARDEN PROPOSAL FOR UNIT 25-F	
DISCUSS AND VOTE TO APPROVE ESTIMATE FROM SERVICE MAINTENANCE TO REPLACE BOLLARDS AND PAINT CURBS BEHIND CARPORT 3 AT A COST OF \$1,760.00	
DISCUSS & VOTE TO APPROVE REVISION / CHANGES TO APPROVED PATIO PLANS AT 48-F	
DISCUSS PHYSICAL PROPERTY ITEMS	

## MUTUAL & SHAREHOLDER REQUEST

67

SITE VISITS

# *Mutual Corporation No. One*

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## MEMO

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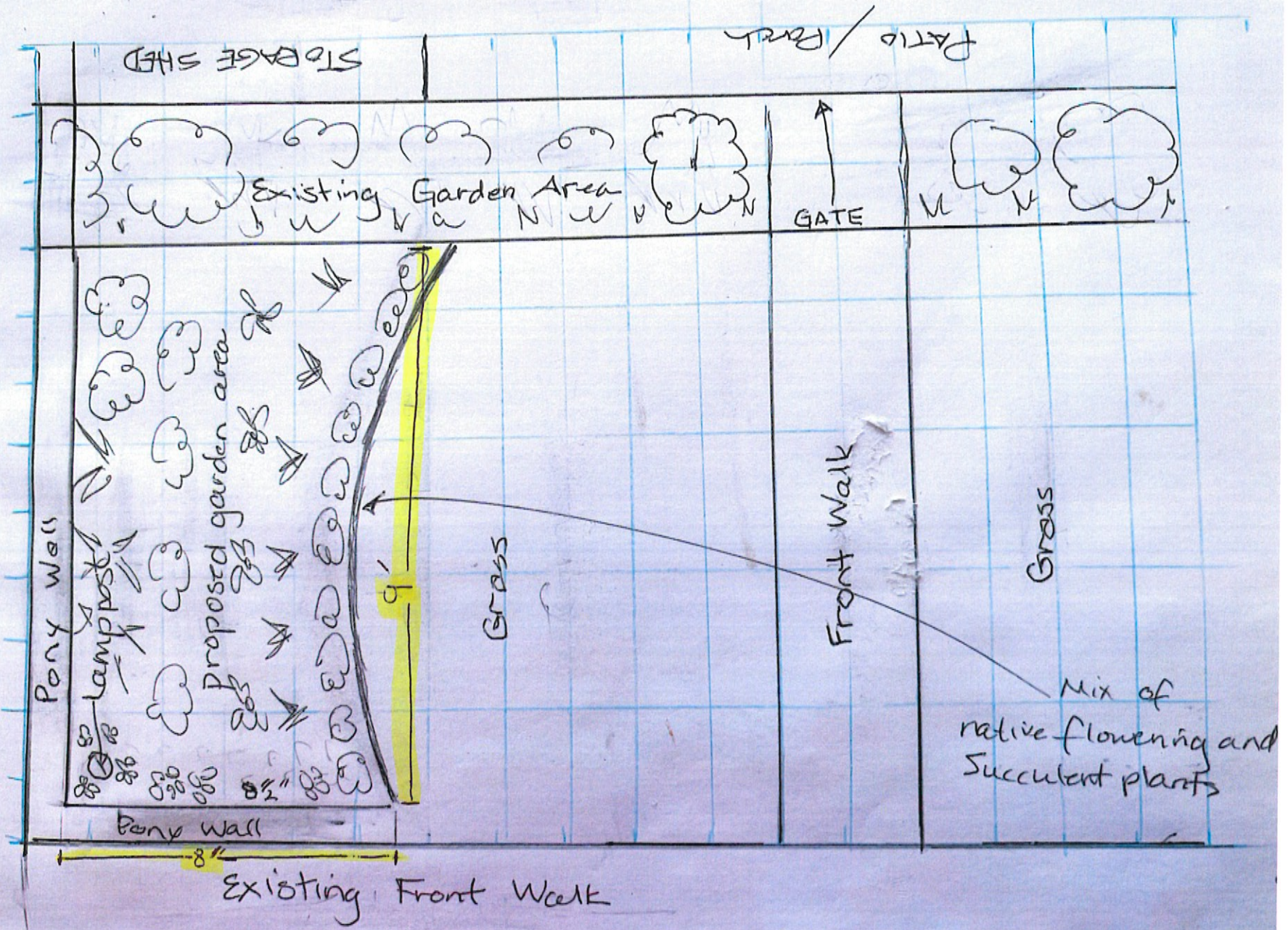
**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE GARDEN PROPOSAL FOR UNIT 01-025-F (BUILDING INSPECTOR, ITEM A)  
**DATE:** FEBRUARY 22, 2024  
**CC:** MUTUAL FILE

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I move to approve the garden proposal for Unit 01-025-F to extend garden area, work to be done at the shareholders expense.



Proposed Plan for garden extension 25-F





# *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 REPLACEMENT OF THE BOLLARDS  
REPAINTING CURBS AND ADDING A LOADING ZONE BEHIND CARPORT #3  
(BUILDING INSPECTOR, ITEM B)  
**DATE:** FEBRUARY 22, 2024  
**CC:** MUTUAL FILE

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I move to approve replacement of the bollards, repainting curbs, and adding a loading zone behind carport #3, from GRF Service Maintenance Department, at a cost not to exceed \$1,760.00. Funds to come from Operating Expense and authorize the Vice President to sign any necessary documentation.

# GRF Service Maintenance Department

## Approximate Labor & Materials Cost

Date: 02-30-2024

To: Mutual One Board

From: Ruben G. Gonzalez; Service Maintenance Director

Subject: ESTIMATE

Location: M 1 by CP 3

### Itemized List for Labor and Material(s)

Disclaimer: Please note this is an ESTIMATE, only any unforeseen items may increase the total cost of the job.

Replace - 4 - damaged bollards. Paint curb.

**Material: \$710.00, bollards, concrete, paint etc.**

**Labor:1,050.00**

**Labor & Material: \$1,760.00**

This information applies only to the job described above, is valid for thirty (30) days and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

*If you would like the above work to be performed by the Service Maintenance Department, please complete the information below and return this form to the Service Maintenance Department. Valid for thirty (30) days only*

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**Please make arrangements to perform the above work.**

My anticipated completion date is: \_\_\_\_\_  
(You will be notified of the starting date)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Mutual Number: \_\_\_\_\_  
(If applicable)

cc: Supervisor  
Department Manager  
Executive Director (as needed)

# *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 REVISION CHANGES TO APPROVED PATIO PROPOSAL FOR UNIT 048-F (BUILDING INSPECTOR, ITEM C)  
**DATE:** FEBRUARY 22, 2024  
**CC:** MUTUAL FILE

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I move to approve revision changes to approved patio proposal for Unit 048-F, work to be done at the shareholders expense.

13741 THUNDERBIRD DR., 48F

CHANGE TO ENTRANCE TO PATIO  
DUE TO FRONT ENTRANCE RAMP SLOPE  
CONCERN

PROPOSED CHANGE TO  
A. SIDE ENTRANCE

[EXISTING SIDEWALK]

EXISTING SIDEWALK

12'3"

8'5"

8'

STAMPED CONCRETE

INSIDE STUCCO

10" W/ CAP

GARDEN

CONCRETE

4" GARDEN BORDER

4" MOW STRIP

EXTERIOR SPLIT STONE LEDGER

29" HIGH  
6" CONCRETE BLOCK WALL  
10' WIDE, 2" THICK STONE CAP

38" WIDE x 29" HIGH GATE  
4" WIDE OPENING FOR GATE

ENTRY SIDEWALK

6" BLOCK WALL

REMOVE EXISTING ENTRY

6" CONCRETE SLAB

[EXISTING SIDEWALK]

13'8"

13'

# *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:** FEBRUARY 22, 2024  
**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 January 2024.

# *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 A TOWN HALL BUDGET (NEW BUSINESS, ITEM B)  
**DATE:** FEBRUARY 22, 2024  
**CC:** MUTUAL FILE

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I move to approve a Mutual One town hall budget of \$750.00. Funds to come from General Operating Account and authorize the Vice 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 APPROVE GREENBELT SINGERS FOR MUTUAL TOWNHALL MEETING (NEW BUSINESS, ITEM C)  
**DATE:** FEBRUARY 22, 2024  
**CC:** MUTUAL FILE

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I move to approve Greenbelt singers performance at the Mutual One town hall meeting.