

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL SIX
September 28, 2018
Meeting begins at 9:30 a.m.
Administration Building Conference Room A

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (limited to 2-3 minutes - agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Ms. Hopewell, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Van Horn, Building Inspector
 - Ms. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of August 24, 2018
6. GUEST SPEAKER Ms. Miller
 - a. Discuss and vote to approve/deny the Mutual Budget 2019 (p.3)
7. BUILDING INSPECTOR'S REPORT Mr. Van Horn

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (handout)
8. GRF REPRESENTATIVE Ms. Hopewell
9. **UNFINISHED BUSINESS**
 - a. Discuss and vote to adopt Policy 7541 –Co-Occupants, Qualified Permanent Residents and Health Care Providers (p.4-5)
 - b. Discuss and vote to ratify adopted/posted Policy 7490.pb.06 – Payment and Performance Bond (p.6-7)
 - c. Update Townhall Meeting (October 16, 2018 at 6:00 p.m. Clubhouse 3 Room 2)
10. **NEW BUSINESS**
 - a. Update on Fire Inspection Schedule
 - b. Discuss Policy 7502.6- Carport Regulations (p.8-11)
 - c. Appointment of Washer and Dryers Leasing Committee (p. 12)
 - d. Appointment of Committee for 2019 Re-piping Project (p. 13)
 - e. Appointment of Committee for 2019 Landscape Contract (p.14)
 - f. Discuss and vote to approve the Annual GCARP (General Counsel Attorney Retainer Program) (p. 15)
11. SECRETARY / CORRESPONDENCE Ms. Simpson

STAFF BREAK BY 11:00 a.m.

12. CHIEF FINANCIAL OFFICERS REPORT Mr. Turetskiy
 - a. Discuss and approve the transfer of \$45,000 from Infrastructure Reserves to Roofing Reserves (p.16)
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. COMMITTEE REPORTS Mrs. Burge
 - a. Landscape Mr. May
 - b. Physical Property Mrs. Homan
 - c. Policy Review Committee
 - i. 7501 - Pet Policy
 - ii. 7502.06.1 - Adoption of GRF Policy 1927-37 – Parking Rules
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ANNOUNCEMENTS
 - a. **NEXT MEETING, October 24, 2018 at 9:30 a.m. in the Administration Building, Conference Room A**
18. ADJOURNMENT

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

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE 2019 MUTUAL BUDGET
(GUEST SPEAKER ITEM A)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

At the September 22, 2017, Board Meeting, the Board of Directors passed the following resolution: *RESOLVED, To accept the 2018 Operating Budget for Mutual Six of \$748,401, resulting in a regular monthly Mutual assessment of \$152.86 per apartment per month, for an increase of \$1.15 per month over the total Mutual operating costs of 2017, as presented, and to adopt this budget forthwith.*

On September 28, 2018, the Board of Directors will review and vote to approve the Mutual Budget for 2019.

RESOLVED, To approve the 2019 Operating Budget for Mutual Six of \$796,188, resulting in a regular monthly assessment of \$162.62 per apartment per month, for an increase of \$9.76 per month over the total regular assessment of 2018, as presented, and to adopt this budget forthwith.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7541 – CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS
(UNFINISHED BUSINESS ITEM A)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I move to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.

DRAFT

RESIDENT REGULATIONS

Co-Occupants, Qualified Permanent Residents and Health Care Providers

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(e)(4)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
 - i.) Is 55 years of age or older
 - ii.) Has completed the Co-Occupant Application
 - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
 - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(e)(4)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(e)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(e)(6)~~ **51.3(B)(7)**, shall be required to obtain a Caregiver Pass and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7490.PB.06 –
PAYMENT AND PERFORMANCE BOND (UNFINISHED BUSINESS ITEM B)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

At the August 24, 2018, Board Meeting, the Board of Directors adopted Policy 7490.pb.06 – Payment and Performance Bond.

The 30-day posting requirement has been met and on September 28, 2018, the Board of Directors will vote to ratify the adopted/posted Policy 7490.pb.06 – Payment and Performance Bond (attached).

I move to ratify adopted/posted Policy 7490.pb.02 – Payment and Performance Bond.

ADOPT DRAFT

PHYSICAL PROPERTY

Payment and Performance Bond – Mutual Six

RESOLVED, Performance Bond – permits for any construction work valued at more than \$10,000 performed in Mutual Six shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual Six for any reason. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

MUTUAL

ADOPTION

SIX:

(draft created on 08-01-18 ka)

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Carport Regulations – Mutual Six Only

A. Carport Use

1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets, except as stated in Section A, Paragraph 8.
2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.
3. All vehicles, when parked in the carports, must be headed in.
4. Vehicles parked in carports must have a current Leisure World decal identification issued by Gates & Patrol. Should a shareholder have a guest using the carport, see Section B paragraph 2, for instructions on a temporary parking form.
5. Any vehicle parked in the carport shall and must have current vehicle registration and tags issued by the state noted on the license plate.
6. The towing policy for all vehicles parked in carports and on all streets will be in accordance with Mutual Policy 7582 – Towing Vehicles, incorporated herein by this reference. The Towing Policy is in accordance with Section 22658(a) of the California Vehicle Code. Vehicles not belonging to the Mutual Six residents or Mutual Six visitors will receive a 96-hour Notice to Tow when parked on Mutual Six property.
7. Vehicles parked in carports shall not leak any fluids on the concrete slab. Clean up of any spills or leakage will be the responsibility of the shareholder.
8. A maximum of two bicycles or tricycles, in operating condition, may be parked under the cabinets in the shareholder's assigned or rented space. Vehicles such as motorcycles, mopeds, electric carts, bicycles and tricycles may not be parked between self-propelled land vehicles in adjacent carport spaces due to infringement upon another occupant's vehicle space. A grocery cart/hand cart and a ladder or step stool for access to storage is allowed in front of the car.
9. Any damage sustained to the carport are the responsibility of the assigned shareholder.
10. At each inspection of the carports by the Mutual Board Representative, a notice will be given to any shareholder whose carport space is found in violation of this policy. Improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Carport Regulations – Mutual Six Only**

11. Shareholders are permitted to have a cabinet built directly beneath the existing cabinet in the carport under the following conditions:
 - a. Typically, the dimensions of the new cabinet shall be 95.5"-110" wide by 28" deep by 48" tall (see attached drawing), and the material shall be 2"x4" wood frame with ¾" plywood.
 - b. The exterior painted color and hardware shall match the existing cabinet.
 - c. Approval must be obtained from the Board of Directors of the Mutual before cabinet is built and installed.
 - d. A permit from the GRF Physical Property Department is required for the cabinet.
 - e. If a new shareholder/resident does not want the lower carport cabinet, then the seller must return the space to the original format at the seller's expense.
 - f. The back end of all vehicles must not extend beyond the drip line of the carport.

B. Carport Assignments

1. Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.
2. Shareholders desiring to change carport assignments must obtain approval of the Mutual Board of Directors so that the change can be recorded in the Stock Transfer Office. Exception: The carport assignee may allow temporary, short-term parking of a vehicle (up to 30 days) used by a house guest if a "Temporary Parking" form is approved by a Director and posted on the dashboard of a guest's vehicle.
3. The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. Either party may withdraw from the agreement at any time provided the Mutual Board of Directors is notified. The Mutual Corporation, at all times and at its discretion, retains the authority to revoke and cancel temporary change of carport assignments. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Carport Regulations – Mutual Six Only

Mutual Adoption

Amendment Dates

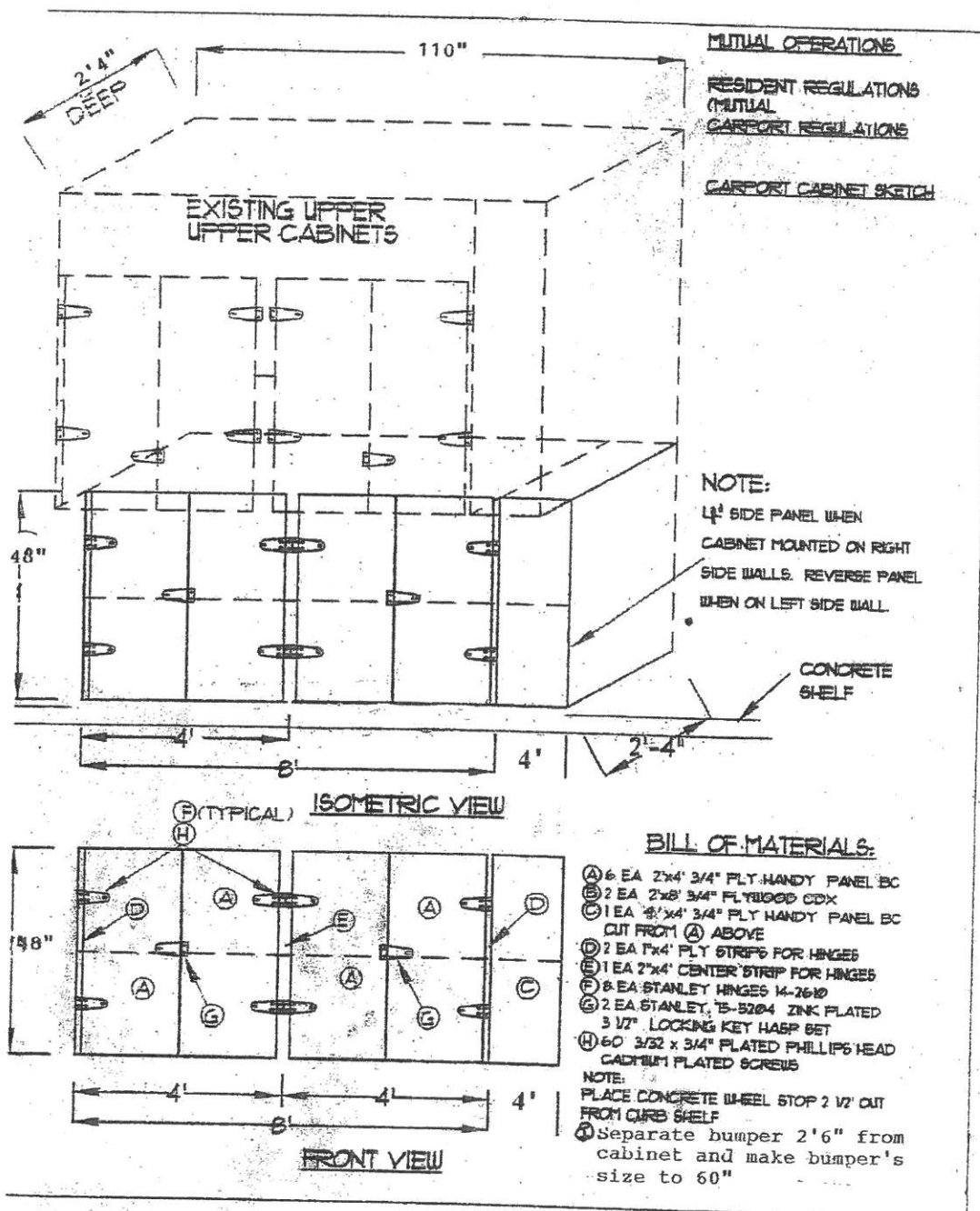
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09-28-90, 02-23-93, 02-22-11, 11-27-12, 02-28-14,
05-30-14

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Carport Regulations – Mutual Six Only



(May 14)

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT OF WASHER AND DRYER LEASING COMMITTEE
(NEW BUSINESS ITEM C)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I appoint _____, as a member to the Washer and Dryer Leasing Committee.

I appoint _____, as a member to the Washer and Dryer Leasing Committee.

I appoint _____, as a member to the Washer and Dryer Leasing Committee.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT OF COMMITTEE FOR 2019 RE-PIPING PROJECT
(NEW BUSINESS ITEM D)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I appoint _____, as a member to the 2019 Re-Piping Committee.

I appoint _____, as a member to the 2019 Re-Piping Committee.

I appoint _____, as a member to the 2019 Re-Piping Committee.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINTMENT OF COMMITTEE FOR 2019 LANDSCAPE PROJECT
(NEW BUSINESS ITEM E)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I appoint _____, as a member to the 2019 Landscape Contract Committee.

I appoint _____, as a member to the 2019 Landscape Contract Committee.

I appoint _____, as a member to the 2019 Landscape Contract Committee.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE ANNUAL GCARP (GENERAL COUNSEL ATTORNEY RETAINER PROGRAM) (NEW BUSINESS ITEM F)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I move to approve/deny the annual GCARP (General Counsel Attorney Retainer Program) with Roseman Law, APC, effective immediately, at a cost not to exceed \$500, and authorize the Mutual President to sign the necessary documentation.

Mutual Corporation No. Six

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND APPROVE THE TRANSFER OF \$45,000 FROM
INFRASTRUCTURE RESERVE TO ROOFING RESERVE (CHIEF FINANCIAL
OFFICER ITEM A)
DATE: SEPTEMBER 28, 2018
CC: MUTUAL FILE

I move to approve the transfer of \$45,000 from Infrastructure Reserve back to Roofing Reserve Funds per March 2018 Board of Directors Resolution.