

A G E N D A
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
December 27, 2016, at 9:00 a.m.
Administration Building, Conference Room A

CALL TO ORDER

SHAREHOLDER COMMENTS – (2-minute limit per shareholder)

ROLL CALL

INTRODUCTION OF GUESTS AND STAFF:

Mr. McGuigan, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Hurtado, Building Inspector
Mrs. Aquino Recording Secretary

APPROVAL OF MINUTES: **Regular Meeting of November 28, 2016**

BUILDING INSPECTOR'S REPORT (**Pages 3-4**)

Mr. Hurtado

UNFINISHED BUSINESS

- a. Discussion of Policy 7582 – Towing Vehicles and Policy 7502.8 – Carport Regulations
- b. Discuss/adopt Policy 7426.8 – SmartBurners (**Page 5**)
- c. Ratify phone poll vote (12-2-16 – 12-3-16) regarding Attorney Selection

NEW BUSINESS

- a. Discussion of Drones and the Unmanned Aerial Vehicle Policy (**Page 6**)
- b. Non-Smoking City Ordinance for Seal Beach (**Pages 7-8**)
- c. Discussion of Carport Assignments by Director
- d. Discussion of Policy 7452 – Equipment Standards (**Pages 9-10**)
- e. Ratify purchase of two Inverters for Photovoltaic Cell Production /Conversion: Buildings 192 L and 204 L at a cost of \$5,380
- f. Review of Occupancy Agreement, Article 5 – “Member shall occupy the dwelling unit...”
(Page 11)
- g. Building Captains Meeting and Update
- h. Approve purchase of 14 new Laundry Room Bulletin Boards
- i. State of California Property Tax Postponement Program
- j. Discuss attaching Directors Reports to Minutes (one staple)

STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins

GRF REPRESENTATIVE

Mr. McGuigan

CHIEF FINANCIAL OFFICER'S REPORT

Mrs. Berg

DIRECTOR(S)' COMMENTS

ANNOUNCEMENTS

SHAREHOLDER COMMENTS – (2 minute limit per shareholder)

ADJOURNMENT

EXECUTIVE SESSION (member issues, legal)

STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.

**NEXT MEETING: January 23, 2016 1:30 p.m.
Administration Building, Conference Room A**

To have the Mutual Eight Board of Directors
minutes e-mailed to you monthly,
please send your request to:
mutual8webmaster@gmail.com

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (08) EIGHT

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: December 27, 2016

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
202E	washer/dryer, flush beam	yes	05/25/16	11/30/16	yes		Mamuschia Construction
177B	remove wall, flooring	yes	11/09/16	11/30/16	no	final 12/6/16	Roberts Construction
193H	dishwasher, micro, counter	yes	11/30/16	01/30/17	no		Los Al Builders
204G	washer dryer, brm pushout	yes	10/18/16	02/16/17	no	footing, roughg plumb	Hadi
180E	washer dryer	yes	11/08/16	01/16/16	no	ground, rough 12/15	Ogan
191G	heat pump	yes	9/225/16	12/31/16	no		Greenwood

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
191B	12/13/2016						
177C		11/07/16		11/28/16	12/08/16		
185I			11/10/16	11/23/16	12/06/16		
202J		11/08/16	11/21/16	12/12/16			

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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (08) EIGHT

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: December 27, 2016

CONTRACTS	
CONTRACTOR	PROJECT
John's Landscape	Mutual gardening
So Cal Fire Protection	laundry room fire extinguishers
Empire Pipe and Supply	Mutual sewer cleaning
Fenn	termites and pests

SPECIAL PROJECTS	
CONTRACTOR	PROJECT

APARTMENT VISITS

184H roof leak
191K roof leak
202F roof leak
198A roof leak
187J sprinklers

MUTUAL OPERATIONS**SERVICE MAINTENANCE****DRAFT POLICY FOR ADOPTION****SmartBurners – Mutual Eight**

Under Article 5 of the Occupancy Agreement, “the Member shall not permit or suffer anything to be kept upon said premises which will increase the rate of insurance on the building...” Therefore, in the interest of fire safety, SmartBurners made by Pioneer Technology, shall be installed on all standard Mutual Eight cooktops. Said SmartBurners are replacements for spiral burners. (According to testing done by The Caring Home, a project of Weill Cornell Medical College, while the maximum temperature of the SmartBurner is 662°F, the ignition temperatures for oil, metals, and most common fibers start at 728°F.) <http://www.thiscaringhome.org/products/low-temp-safety-burners.php>>

Under Article 11 of the standard Occupancy Agreement, the Corporation shall provide and pay for all necessary repairs, maintenance and replacements...” of the Member’s dwelling unit, including repairs for maintenance of standard improvements within the interior of the unit. Furthermore, under this Article, the employees of the Corporation shall have the right to enter the dwelling unit of the Member in order to effectuate “necessary repairs, maintenance and replacements...”

If, for any reason, such as remodeling, the shareholder replaces the standard cooktop with a non-standard cooktop, such as a glass top, the full set of four SmartBurners must be returned to Mutual Eight. The shareholder shall be responsible for replacement costs if any of the four SmartBurners are missing. (Under Article 12 of the standard Occupancy Agreement, “the Member shall not, without the written consent of the Corporation, make any structural alterations in the premises or other fixtures connected therewith, or remove any improvements, or fixtures from the premises.”)

Under Article 12, “the Member shall not, without the prior written consent of the Corporation, install or use in or about Member’s dwelling unit any air conditioning equipment, washing machine, or other item which, when installed, would be considered a fixture under California law.”

Shareholders owning or installing a freestanding stove or glass top stove, shall be provided the SmartBurners or another fire safety option to replace the high heat electric burners.

MUTUAL ADOPTION

EIGHT: ***date after 30 posting period***

(draft created 12/13/16 jl)

PROPOSED/SUGGESTED STANDARD POLICY STATEMENT FOR ALL MUTUALS

UNMANNED AERIAL VEHICLE (UAV) POLICY

The operation of UAV's on or within Mutual _____property is prohibited, unless in the best interest of the Mutual and conducted in accordance with a Flight Plan approved by the Mutual President or Authorized Agent.

A Flight Plan would include: Purpose, Location, Date/Time/Duration, UAV's Registration No., Pilot's Name, AMA Membership No. (or other proof of insurance)

Leisure World Security is to be notified prior to commencing operations

POLICY REGARDING SMOKING

1. Background

A. On October 1, 2013, the City Council of the City of Walnut Creek adopted Ordinance No. 2118 concerning second hand smoke (the "Ordinance").

B. The Ordinance provides that, effective January 29, 2014, smoking is prohibited in all multi-unit housing located in the City of Walnut Creek:

- Within all existing multi-unit residential units,
- On all balconies, patios, decks and carports, and
- In all areas within 25 feet of "enclosed areas (e.g., all multi residential buildings).

C. The Mutual and the properties located within the First Walnut Creek Mutual housing cooperative are subject to the Ordinance.

D. The Ordinance also provides that multi-unit housing providers (including the Mutual) may establish designated smoking areas provided they meet the criteria set forth in the Ordinance and outlined in paragraph 1.B. above.

2. Smoking Complaints by Residents

A. Informal Resolution. As a first step, residents who witness smoking by other residents in violation of the Ordinance are encouraged to try to address the issue directly with the "smoker." As with other nuisance issues, the violation can often be resolved informally at the "neighbor-to-neighbor" level without involvement by governmental authorities or the Mutual.

B. Enforcement by City of Walnut Creek. Failing resolution through the informal "neighbor-to-neighbor" process recommended above, residents are encouraged to follow the enforcement procedures established by the City. Those procedures provide that all violations can be reported to the City's non-smoking hotline number at (925) 256-3535, or via e-mail at nosmoking@walnut-creek.org. The City has advised that inquiries and reports will be responded to within 24-hours. The Ordinance provides that initial violations will receive a warning notice and repeat violations may be subject to a citation and fee of \$100 for first violations, \$200 for second violations and \$500 for each violation thereafter.

3. Nuisance Complaint to Mutual

- A. As with any nuisance claim, residents who choose to submit complaints about residents who are smoking in areas that are not permitted by the Ordinance shall submit them to the Mutual in writing.
- B. Complaints, together with any supporting evidence, shall be submitted to the Board of Directors in care of the Mutual Board Office, 1001 Golden Rain Road, Walnut Creek, CA 94595.
- C. The Board will follow, in its normal course of business, the same process that it does with other resident complaints, i.e., conduct an investigation of the allegations in the complaint; as the Board deems appropriate, call the alleged violator to a hearing; weigh the evidence received and determine whether a violation has occurred; and, if the Board determines that there has been a violation, decide what, if any, sanctions will be imposed as authorized by the Mutual's Violation and Fining Policy/Schedule of Fines (contained in Section 23.0 of the Policy Manual) or other actions taken on account of the violation.

MUTUAL OPERATIONS**ACCOUNTING DEPARTMENT****Equipment Standards**

It is recommended that the Mutuals approve a revised standardization of appliances list and that this list be updated by the Purchasing Department from time to time as manufacturers improve, modify or replace models, thereby altering the current applicable model numbers. The revised list will be published annually.

REFRIGERATORS

Frigidaire FFHT 1826LQ9
Frigidaire PFHT 1826LW9

DESCRIPTION

18.2 Cubic Feet frost free - Bisque
18.2 Cubic Feet frost free - White

ELECTRIC OVENS

Sears Kenmore Brand

White 22-48782
Black 22-48787
SS 22-48783

ELECTRIC COOKTOPS

Sears Kenmore Brand

White 22-41202
Black 22-41209
SS 22-41203

WASTE DISPOSALS

Insinkerator, $\frac{3}{4}$ H.P.

Pro Essential – PRO ES

KITCHEN FAUCETS

Delta #100-LF-HDL
Delta #300-DST

Without hose
With sprayer

BATHROOM FAUCETS

Delta B510LF

BATHROOM SHOWER FIXTURES

Delta Shower Head 59462

White

KITCHEN SINKS

Kohler K5950W
Kohler K5950A
Kohler K5950B

White
Almond
Bisque

BATHROOM SINKS DESCRIPTION

Mansfield 249 4"
Mansfield 249 4"

Round – Bone and White
Oval – Bone and White

(Jan 13)

MUTUAL OPERATIONS**ACCOUNTING DEPARTMENT****Equipment Standards****BATHROOM TOILET BOWLS & TANKS**

Toto C715 #01 Bowl	White Standard
Toto ST 706 #01 Tank	White Standard
Toto C715#03 Bowl	Bone Standard
Toto ST706#03 Tank	Bone Standard
Toto C744 #01 Bowl	White Hi-Boy
Toto ST743 #01 Tank	White Hi-Boy
Toto C744 #03 Bowl	Bone Hi-Boy
Toto ST743 #03 Tank	Bone Hi-Boy

DESCRIPTION**BATHROOM FAN/HEATER**

Nutone	Model 9965
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WASHERS

Maytag Model MHN30PD	Coin/Non-coin Washer (front load)
Maytag Model MAT14PD	Digital Washer
Maytag Model MAT14CS	Coin Slide Washer
Maytag Model MAT15MN	Non-coin Washer
Whirlpool Model CAM2762TQ	Coin Slide Washer
Whirlpool Model GCAM2762TQ	Non-coin Washer

DRYERS

Maytag Model MDE17CS	Coin Dryer
Maytag Model MDE17MN	Non-coin Dryer
Whirlpool Model CEM2760TQ	Coin Slide Dryer
Kenmore Model 26-61252	Non-coin Dryer

ELECTRIC WATER HEATERS

Apartments - 30-Gallon 3000W	American Standard E30L-2-12
Mutual Fifteen – 40-Gallon 3000W	American Standard E40L-2-12
Laundry Rooms – 80-Gallon 4500W	American Standard E80T-2-6

WATER HEATER ALARMS

Model PWA 4NE49	Pro Series
Sonin Water Alarm with Dual Sensor	Model 00702

SMOKE DETECTORS

BRK Electronics (ionized)	Model 9120 B (battery back-up)
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ARTICLE 5. PREMISES TO BE USED FOR RESIDENTIAL PURPOSES ONLY

The Member shall occupy the dwelling unit covered by this agreement as a private residential dwelling for the Member, or for qualified members of Member's immediate family, who are over the age of 55 and for no other purpose, and may enjoy the use, in common with the other members of the Corporation, of all community property and facilities of the project, so long as Member continues to own the aforesaid common stock of the Corporation, occupies the dwelling unit, and abides by the terms of this agreement. Member shall not own more than one share of stock in Corporation, or any other Mutual Corporation located in Seal Beach Leisure World concurrently, Member being expressly obligated to fully divest ownership in Corporation prior to acquiring, owning or occupying a dwelling unit other than as set forth above.

The Member shall not permit or suffer anything to be done or kept upon said premises which will increase the rate of insurance on the building, or on the contents thereof, or which will obstruct or interfere with the rights of other occupants, or annoy them by unreasonable noises or otherwise, nor will Member commit or permit any nuisance on the premises or commit or suffer any illegal act to be committed thereon. The Member shall comply with all of the requirements of the Board of Health and of all other governmental authorities with respect to said premises. If by reason of the occupancy or use of said premises by the Member the rate of insurance on the building shall be increased, the Member shall become personally liable for the additional insurance premiums.