

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
December 27, 2016**

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Thompson at 9:02 a.m. on Monday, December 27, 2016, in the Administration Building Conference Room A.

ROLL CALL

Present:	President Thompson, Vice President/CFO Berg, Secretary Curtin, and Director Kline
Absent	Director Winslow, Advisory Director Tupas
Guests:	Nine Mutual Eight shareholders
Staff:	Mr. McGuigan, GRF Representative Ms. Hopkins, Mutual Administration Director Mrs. Aquino, Recording Secretary

INTRODUCTION

President Thompson welcomed the staff and guests to the meeting.

MINUTES

President Thompson asked if there were any corrections to the November 28, 2016, Regular Meeting minutes. There being no corrections, the Minutes were approved as printed.

BUILDING INSPECTOR

In Inspector Hurtado's absence, President Thompson presented his report (attached).

UNFINISHED BUSINESS

Following a discussion, it was the consensus of the Board to review Policy 7502.8 – Carport Regulations and address the changes to the policy at the January Board Meeting.

(GRF Representative McGuigan left at 9:15 a.m.)

Following a discussion, and upon a MOTION duly made by Vice President/CFO Berg and seconded by Secretary Curtin, it was

RESOLVED, To adopt Policy 7426.8 – SmartBurners on a preliminary basis until the 30 – day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Vice President/CFO Berg, it was

RESOLVED, To ratify the phone poll vote from December 2, 2016 to December 3, 2016, to approve the hiring of Roseman Associates the new Mutual attorney.

The MOTION passed.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by Director Kline and seconded by Secretary Curtin, it was

RESOLVED, To adopt Policy
7591.8 – Unmanned Aerial Flight Vehicles on
a preliminary basis until the 30-day posting
period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Vice President/CFO Berg, it was

RESOLVED, To have a resolution urging the
City of Seal Beach to adopt a non-smoking
policy for the City of Seal Beach.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Kline and seconded by President Thompson, it was

RESOLVED, To adopt the new Carport
Assignments by Director as follows; Vice
President/CFO Berg, Carports 93 and 92;
Director Kline, Carports 94, 95, and 99;
President Thompson, Carports 96 and 101;
Director Winslow, Carports 102 and 103; and
Secretary Curtin, Carports 97, 98, and 100.

The MOTION passed.

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board to postpone the discussion of Policy 7452 – Equipment Standards until the policy is updated by GRF.

Following a discussion, and upon a MOTION duly made by President Thompson and seconded by Secretary Curtin, it was

RESOLVED, To ratify the purchase of two Invertors for conversion of electricity at Laundry Rooms 191–L and 204–L at a cost of \$5380.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone further discussion regarding the Occupancy Agreement Article 5, so that it may be reviewed by the Mutual attorney.

Following a discussion, and upon a MOTION duly made Secretary Curtin and seconded by Director Kline, it was

RESOLVED, To have Building Captains, Co-Captains, and any interested members attend a meeting on March 21, 2017, at Clubhouse One.

The MOTION passed.

NEW BUSINESS (continued)

Following a discussion, and upon a MOTION duly made by Vice President/CFO Berg and seconded by Secretary Curtin, it was

RESOLVED, To approve the purchase of fourteen new bulletin boards for the laundry rooms.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Director Kline, it was

RESOLVED, That Mutual Eight 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.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Director Kline, it was

RESOLVED, That the Mutual Eight Board minutes and reports return to a one-stapled packet.

DIRECTORS COMMENTS

Several Directors made comments.

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Director Kline, it was

RESOLVED, To add an emergency item on the agenda.

The MOTION passed.

EMERGENCY ITEM

Following a discussion, and upon a MOTION duly made by Secretary Curtin and seconded by Director Kline, it was

RESOLVED, To purchase an emergency storage shed similar to the current sheds for emergency preparedness supplies, and that the cost be added to this year's budget.

The MOTION passed.

(Vice President/CFO Berg left the meeting at 10:30 a.m.)

DIRECTORS COMMENTS (continued)

Several Directors made comments.

**BOARD OF DIRECTORS
MUTUAL EIGHT**

December 27, 2016

ADJOURNMENT

There being no further business to conduct, President Thompson adjourned the meeting at 10:32 a.m.



Attest, Dan Curtin, Secretary
SEAL BEACH MUTUAL EIGHT

ka:12/28/16
Attachments

NEXT MEETING: Monday January 23, 2017
Meeting starts at 1:00 p.m.

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

**RESOLUTIONS IN THE REGULAR
MONTHLY MEETING OF DECEMBER 27, 2016**

12/27/16 RESOLVED, To adopt Policy 7426.8 – SmartBurners on a preliminary basis until the 30 – day posting period is completed.

RESOLVED, To ratify the phone poll vote from December 2, 2016 to December 3, 2016, to approve the hiring of Roseman Associates the new Mutual attorney.

RESOLVED, To adopt Policy 7591.8 – Unmanned Aerial Flight Vehicles on a preliminary basis until the 30–day posting period is completed.

RESOLVED, To have a resolution urging the City of Seal Beach to adopt a non–smoking policy for the City of Seal Beach.

RESOLVED, To adopt the new Carport Assignments by Director as follows; Vice President/CFO Berg, Carports 93 and 92; Director Kline, Carports 94, 95, and 99; President Thompson, Carports 96 and 101; Director Winslow, Carports 102 and 103; and Secretary Curtain, Carports 97, 98, and 100.

RESOLVED, To ratify the purchase of two Invertors for conversion of electricity at Laundry Rooms 191–L and 204–L at a cost of \$5380.

RESOLVED, To have Building Captains, Co-Captains, and any interested members attend a meeting on March 21, 2017, at Clubhouse One.

RESOLVED, To approve the purchase of fourteen new bulletin boards for the laundry rooms.

RESOLVED, That Mutual Eight 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.

RESOLVED, That the Mutual Eight Board minutes and reports return to a one-stapled packet.

RESOLVED, To add an emergency item on the agenda.

RESOLVED, To purchase an emergency storage shed similar to the current sheds for emergency preparedness supplies, and that the cost be added to this year's budget.

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

CFO Report: 12/27/2016

Good Afternoon: I trust you had a good Christmas, are enjoying Hanukah and are looking forward to 2017.

Financial Analysis: The Income and expenditures of the Mutual appear to be stable again for the month of November, 2016. Overages appeared in Service Maintenance in the amount of 1,041 and in Replacements in the amount of 5,201. Overall, we replaced 3 washers and several items in member units. Additionally, we has a significant roofing repair as well as lots of dry rot. An additional significant repair was needed due to a leak in a wall pipe. Of Interest, we have had some significant expenditures in the replacement of solar invertors Since February, a total of 5 invertors have been replaced, 2 of which do not appear on this financial statement.

BNY Melon

The Mutual's investments with BNY Melon earned 4.71% interest in November, with a total of 50,637.67 earned year-to-date.

See the overview and recap on the web site.

If you have questions or concerns, please contact me. Your support is much appreciated.

Ruth G. Mullins Berg, PhD, RN, CPNP

562-936-1274; rgmullins@sprintmail.com

Financial Overview

Income

Month (Nov. 30, 2016)

This Month

Year-to-date

Total current income & contributions to capital

**(Including Regular Assessment, Reserve Funding, Service Income,
Interest income)**

Actual
112,570

Budget
112,675

Actual
1,238,932

Budget
1,239,425

Variance: (105)

Variance: (493)

Excess income after off-budget items: (28,973)

Expenses

**(Including Trust Maintenance, Utilities, Professional
Fees, outside services, Taxes, Insurance, Contribution to Reserves,
Depreciation)**

Actual
104,215

Budget
112,673

Actual
1,208,330

Budget
1,239,403

Variance: 8,458

Variance: 31,073

Annual unused budget: 143,774

Restricted Reserves

Appliance Reserve: 35,413

Painting Reserve: 10,220

Roofing Reserve: 1,628,792 Total: 1,929,405

Emergency Reserve: 64,887

Infrastructure Reserve: 190,091

Total Net Worth & Liabilities

3,976,875.33

Investment Account Activity

Market value: + Accrued income

1,243,584

Income This Period: 7,826.57 Year-to-date: 50,639.67

Estimated annual income: 53,324.59

Bond Matured: 0

Bond Purchased: 0

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Financial Statement Recap
11/30/2016

Page: 1

P.O. Box 2069
Seal Beach CA 90740

Nov Actual	Nov Budget		2016 Y-T-D Actual	2016 Y-T-D Budget
80,973	80,973	Carrying Charges	890,702	890,703
26,699	26,698	Reserve Funding	293,684	293,678
107,671	107,671	Total Regular Assessments	1,184,386	1,184,381
1,094	1,500	Service Income	12,262	16,500
1,501	1,507	Financial Income	16,195	16,577
2,303	1,997	Other Income	26,088	21,967
4,898	5,004	Total Other Income	54,545	55,044
112,570	112,675	Total Mutual Income	1,238,932	1,239,425
50,164	50,164	GRF Trust Maintenance Fee	551,804	551,804
6,680	8,613	Utilities	86,867	94,743
613	1,124	Professional Fees	8,604	12,364
17,566	18,763	Outside Services	183,048	206,393
2,494	7,311	Taxes & Insurance	84,322	80,421
26,699	26,698	Contributions to Reserves	293,684	293,678
104,215	112,673	Total Expenses Before Off-Budget	1,208,330	1,239,403
8,354	2	Excess Inc/(Exp) Before Off-Budget	30,602	22
148	0	Depreciation Expense	1,628	0
8,206	2	Excess Inc/(Exp) After Off-Budget	28,973	22
		Restricted Reserves		
(915)	0	Appliance Reserve Equity	35,414	0
1,800	0	Painting Reserve	7,981	0
10,000	0	Roofing Reserve	1,628,793	0
696	0	Emergency Reserve Equity	64,887	0
9,916	0	Infrastructure Reserve	190,092	0
21,497	0	Total Restricted Reserves	1,927,166	0

The Mutual Administration Director's Report

December, 2016

The Holidays are here!

Happy Holidays to All
From Mutual Administration:

Jodi Hopkins
Cathy Dailey
Jason Lee
Carol Day
Kheara Aquino
Stephanie Louison
Cindy Tostado

Pet Registration Reminder

January 2017 will be here very quick.

Your pet must be registered annually within the month of January of each year and every year.

Please contact the Stock Transfer Office at (562) 431-6586 extension 346, for assistance in registering a new pet or re-registering your current pet. Remember you must provide proof of personal liability insurance covering your pet.

Year-end mail out information

The 2017 guest passes, and property tax and assessment information will be mailed to addresses on file beginning December 29, 2016.

- Payment coupons will be mailed under separate cover.
- If you pay your monthly assessment via direct debit, the money will automatically be withdrawn from your account.
- As a reminder, guest passes are intended for your trusted family and friends, and are NOT to be given to contractors, caregivers, neighbors or people you've hired to work in your home.
- If you have not received your guest passes or payment coupons by January 16, 2017, call the Stock Transfer Office at (562) 431-6586 extensions 347 or 348.

Estates will not receive guest passes but will receive financial information.

As a reminder, the 2017 caregiver registration begins in late December. Make sure your caregiver is currently registered with a special photo pass.

Mutual 8
Report for December 2016
GRF Representative
Steven McGuigan

Well here we are just two days after Christmas. Wishing everyone had a Merry Christmas and looking forward to a Happy New Year 2017. Last year we were concerned about the record breaking El Nino and had very little rain. This year we are told that new are having an El Nina and to expect very little rain. So far this season we appear to be ahead of the average rain fall for this early in the season. So maybe we will get a decent amount of rainfall this year but not enough to cause us problems.

The GRF Board of Directors have been busy this last month. We are reviewing the RV Club lease and are meeting to see the best way to continue with the lease. The Policy 1927-37, Parking Rules for Trust Property is up for final approval before the GRF Board. The Policy 1927.1-37 Fees (fines) for Parking Rules Violations on trust Property is on the agenda before the GRF Board. Finally those that break the rules will have to pay a fine for doing so. Those that follow the rules will have nothing to worry about.

The Holidays events have been fun and well attended. The Lighting of the Christmas Tree at the Health Care Center, the Christmas Party at Club House 4 with the Toys for Tots, Christmas lights and decorations, Christmas lights bus tours, Rolling Thunder Christmas parade. The people of Leisure World know how to celebrate the Holiday Season. There has even been evidence of Good Will towards others, not surprising.

The GRF Board meeting is held on the fourth Tuesday of each month at 10:00am in Club House 4. The next few months the meeting will be held in Club House 2 while Club House 4 is going through a renovation. The Board meetings and Committee meeting schedules are posted in the LW News. All are welcome to attend and are encouraged to do so. Please come and see how your community works for you,.

Just to keep life in balance, I have to speak about surfing. I may have mentioned that I have been sidelined because of a shoulder injury. I had surgery for a torn rotator cuff and torn bicep ligaments. Even though I can't surf for 6 months I go to the beach and take photographs of the people surfing. Its a way of participating. The guy and gals enjoy seeing themselves surf. If I had to choose a time to be out of surfing this has been the time. Little to no surf has been the rule the last coupe of months. Time that I can spend on recovery and getting myself in better shape for surfing in a few months. We have to look on the positive side of life. I maintain that life in Leisure World is great. So with that thought in mind I will take your leave and wish you a Happy New Year and above all else - Hang Loose.



December 27, 2016

President's Report Mutual 8

Camille Thompson

Special thanks to shareholders/residents who helped with this report: Mike, Ray, Sandra and Janice.

Contacts w/members: 47

Contacts w/non- mutual residents: 2

Contacts w/providers: 2

Orientations: 2

Contacts with Bd Members: 13 times

Staff requests: 3

Meetings: 5

Discussions:

laundry: 1 incident. 1 problem with machines. Definitely better cleanliness in Mutual.

landscape: tour of problems x2, overhanging trees, cataloged trees that could become issues.

policies: reviewed 5

carport issues: **Everyone** cleaned up their carport area according to our Policies. Thank you so much in the entire Mutual. We do a good job in Mutual 8. I am impressed.

Termites: Swarms visible in one building.
Treated by Fenn's x2

Staff meetings: 2

Website: 1

Here is the email for the Mutual 8 webmaster.

mutual8webmaster@gmail.com

*****M8 shareholders should send their requests stating that MU8 minutes be emailed to them *****

Presidents Report 12/27/16

Information to Shareholders/Residents

a.) Use of Drones in LW- May use a drone if prior permission, proof of insurance, flight plans, etc. Call President to find out. Policy will take effect by late February at the earliest. See minutes. Drones are not allowed unless insurance, etc is proven. Drone Club of Leisure World can help. Also, add drone to your required HO-6 policy (personal liability) if you want to pilot a drone on MU08 property.

b.) How to request SmartBurners installed in your unit in 2017? We have 79 units here in storage and ready to install starting January 2017. Please call any Director (or email) and ask to be added to the list. We just signed up 11 apartments for the first installations. It's free to shareholders. There is a new a policy that spells it all out. See minutes

for details. Again, just ask for one to be installed. The funds are in a reserve account for shareholders/ members to use.

c.) **Caregiver renewals start in January.** Must register again. I would be glad to help register a caregiver who works nights and on weekends or any caregiver. It is hard to come in here on off hours, I know. It's difficult to leave the shareholder you take care of. Other Mutuals are helping caregivers register who are not here 9-4. Call your President (760-219-0852) for assistance. We now have a total of 16 caregivers registered in MU08.

d.) Please welcome new faces to our community. We have had 2 orientations in November-December. Remember, new residents don't know what they don't know. The index for the policies for all Mutuals is 12 pages long!

e.) **Mutual Use of Common Space** policies did not pass at the November meeting. The vote was 2-2 and therefore the motion failed. Policy will be voted on again in January or February.

f.) **Extra passes** can be purchased by shareholder/residents after mid January. Mutual 8 will allow two extra passes to be purchased at \$10.00 a piece. You still ***receive 4 free passes*** with your tax statement from GRF in the mail.

g.) **GRF- Traffic Code Violations Reports**
Citations issued by Security Gates and Patrol
June- December 2016: Mutual 08 only

86 Violations total

48% Expired Registration (42 citations)
 8% Carport Violation (7 "
 13% Moving Violation (11 "
 19% Resident Parking Violation (16 "
 9% Visitor Parking Violation (8 "
 2% Pet Violation with pet in the car (2 ")

99%

Let any Director know what you think of this.
 Interesting.....?!?? Is one problem worse than another?

(h). Do you love a **tree** on your plaza area or by your apartment or anywhere in the Mutual? We

have a special tree project coming this year. We have between 250-300 trees over 18 feet tall in our Mutual. They all need a resident to look after particular tree's health and report. Director Ron Kline is doing an excellent job with landscape but he needs help too. We have a lot of trees and more big ones than most mutuals. We need 'eyes on the ground or up the trunk..' Starting an inventory to keep track of care. Please join us in a fun project. Let Ron Kline or myself know if you have a special tree you watch.

i.) We have a **new website format** being created by GRF. Sometimes the website for MU08 will be wacko. We are going to a WordPress format and it looks better already. However, there are times when I have not been able to find our webpage, links don't work, etc. President's email stays the same:

thompsonrain23@gmail.com.

Please be patient with 'work in progress'. I think the new improved website will be up and running by mid January. Meanwhile, the old website still is there and functioning most of the time.

Facts About Insurance Every LW Resident Should Know

Your Mutual's Master Policy covers your Mutual's buildings along with all common areas, but it does not cover:

- Your personal belongings;
- Non-standard property inside the walls of your condo or co-op, including the non-structural upgrades, alterations and/or interior or exterior improvements of your co-op or interior of your condo unit. These would include, but not be limited to upgraded doors, bay windows, triple-pane windows, flooring, window treatments, granite counter tops, appliances, air-conditioning, heat pumps, etc...
- Your personal liability in the event you become legally liable for causing bodily injury and/or property damage to another person;
- Any Earthquake damage

As a shareholder in a co-op, you face similar insurance risks as a homeowner, but your insurance needs are somewhat different in that you are only responsible for the non-standard property, upgrades, alternations and/or interior improvements of your unit. Insurance companies do not have a policy that is specifically designed for co-ops so the best fit for your co-op unit is what is called an HO-6 condo policy. This policy is broad enough to provide the coverage you will need to insure your personal property and interior items that are your responsibility, along with your personal liability.

In the event you (or the previous owner) expanded your co-op and everything was properly permitted, the expansion becomes part of the Mutual's buildings and in the event of a covered loss your unit would be re-built by the Mutual's insurance according to standard building materials only. You would be responsible for any non-standard, non-structural items within the expansion including but not limited to upgraded doors, bay windows, triple-pane windows, flooring, window treatments, granite counter tops, appliances, air conditioning, heat pumps etc. It is important you advise your insurance agent if your unit contains these types of upgrades and/or alterations.

Facts About Insurance Every LW Resident Should Know

You should also be sure your personal insurance policy covers you for Additional Living Expenses (ALE). This is normally standard on an HO-6 policy. This coverage would come into play if your co-op or condo becomes uninhabitable due to a covered cause of loss, not attributable to the Mutual, such as fire or water damage and would contribute towards the additional living expenses you incur to live elsewhere until such time as your co-op or condo is again habitable.

Your personal liability is also a standard component within an HO-6 policy. This coverage is meant to pay your defense costs in the event you are named in a lawsuit along with any judgment costs that are levied against you. This coverage is triggered when you have been accused of causing bodily injury or property damage to another person. Examples of loss could include a person (s) injured inside your home, dog bites, golf cart accidents, etc. Any costs an insurance company would pay in the event of a covered cause of loss would only be up to the policy limit you chose.

Many of the more expensive items a resident owns can have limited coverage under a standard HO-6 policy. If you have such items they should be scheduled within a "Personal Article Floater" to insure you are properly insured. These items include jewelry, furs, expensive cameras, golf equipment, fine arts, collections, computer equipment, etc.

To insure you are properly compensated for your damaged items you should keep an inventory of all your personal belongings and those should be sent to your agent. Many insurance companies offer a "household inventory" form that will enable you to list items of concern along with the purchase dates and original costs. Pictures should also be taken of each valuable item along with each room, including closets, open drawers and carport storage cabinets that contain items you would want replaced in the event of a loss. Pictures and receipts of major items should be sent to your insurance agent along with also being kept in a fireproof safe or an offsite location.

The best advice is to consult with a professional insurance agent that is knowledgeable about you and your co-op or condo to insure that you are sufficiently prepared in the event of a loss or disaster

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.

SIGN-IN SHEET

BOARD OF DIRECTORS MEETING MUTUAL NO. EIGHT DATE: December 27, 2016

	GUEST NAME
1.	Herb Williams
2.	KC Park
3.	Mari Ann McGrath
4.	Tom McGrath
5.	Sandy Weisenstein
6.	Marta Davis
7.	Rosie Haugen
8.	Michael Chang
9.	Ben Berg
10.	Ron Davis
11.	
12.	
13.	
14.	
15.	