

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
May 8, 2017**

The Special Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Thompson at 10:01 a.m. on Monday, May 8, 2017, in Building Five, Conference Room C.

**ROLL CALL**

Present: President Thompson, Vice President/CFO Berg, Secretary Curtin and Directors Kline and Winslow

Absent: Advisory Director Tupas

Guests: Three Mutual Eight shareholders

Staff: Ms. Hopkins, Mutual Administration Director  
(10:06 a.m.)  
Mrs. Aquino, Recording Secretary

**INTRODUCTION**

President Thompson welcomed the staff and guests to the meeting.

**SHAREHOLDER COMMENTS**

One shareholder made a comment.

**EMERGENCY AGENDA ITEM**

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

RESOLVED, To amend today's Special Meeting agenda of May 8, 2017, by adding tree removal.

The MOTION passed.

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

RESOLVED, To approve the removal of the dying Liquid Amber tree by John's Landscape at Unit 181-K, at a cost not to exceed \$1,200.

The MOTION passed.

**UNFINISHED BUSINESS**

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

RESOLVED, To ratify adopted/posted Policy 7531.08 – Inspection of Vacant, Unoccupied or Occasional-Use Units.

The MOTION passed.

**UNFINISHED BUSINESS (continued)**

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

RESOLVED, To ratify rescinded/posted  
Policy 7512 – Guarantor Agreement Form.

The MOTION passed.

**NEW BUSINESS**

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

RESOLVED, To adopt Policy 7549.08 –  
Lockout Procedures on a preliminary basis  
until the 30-day posting period is completed.

The MOTION passed with 4 “yes” votes,(Thompson, Berg, Curtin and Kline) and 1 “no” vote (Winslow).

**DIRECTORS COMMENTS**

Several Directors made comments.

**SHAREHOLDER COMMENTS**

No shareholder comments were made.

May 8, 2017

## ADJOURNMENT

There being no further business to conduct, President Thompson adjourned the meeting at 11:04 a.m. and announced an Executive Session would follow to discuss member issues.

*Carlike Thompson*

FOR - Attest, Dan Curtin, Secretary  
SEAL BEACH MUTUAL EIGHT

ka:5/09/17 Attachments

**NEXT MEETING: ANNUAL SHAREHOLDERS' MEETING**  
**MONDAY MAY 22, 2017 AT 10:00 A.M. CLUBHOUSE 4**

**NEXT REGULAR BOARD MEETING: JUNE 26, 2017, AT**  
**1:30 P.M. IN THE 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](mailto:mutual8webmaster@gmail.com)

May 8, 2017

**RESOLUTIONS IN THE SPECIAL  
MEETING OF MAY 8, 2017**

5/8/17

RESOLVED, To amend today's Special Meeting agenda of May 8, 2017, by adding tree removal.

RESOLVED, To approve the removal of the dying Liquid Amber tree by John's Landscape at Unit 181-K, at a cost not to exceed \$1,200.

RESOLVED, To ratify adopted/posted Policy 7531.08 – Inspection of Vacant, Unoccupied or Occasional-Use Units.

RESOLVED, To ratify rescinded/posted Policy 7512 – Guarantor Agreement Form.

RESOLVED, To adopt Policy 7549.08 – Lockout Procedures on a preliminary basis until the 30-day posting period is completed.

**MUTUAL OPERATIONS****DRAFT****RESIDENT REGULATIONS****Lockout Procedures**

The following will be in effect for units after the death of a shareholder/owner:

1. Death with Surviving Shareholder/Owner Living in the Unit

If the death of the shareholder/owner occurred at the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be left at the unit by Security.

If the death of the shareholder/owner occurred outside the unit and a surviving shareholder/owner is living in the unit at the time, a Bereavement Book will be provided by Foundation personnel at the time the death is reported.

2. Death of Sole Owner

a. Unattended Death

If death is unattended and the unit is sealed per law enforcement or coroner's order, then no one may access the unit until official next-of-kin determination is made by the coroner's office. Security will leave a Bereavement Book at the unit and place a knob lock on the door. If the door cannot accommodate a knob lock, a plywood sheet shall be affixed over the door. If someone comes forward as Trustee, non-resident co-owner or with other legal authority, Foundation personnel must check with the coroner's office before permitting access to the unit.

b. Attended Death

Security will identify on the DOA report those present at the time of death, including family members, hospice workers, caregivers, and other individuals. A Bereavement Book will be left at the unit. If someone present is identified as legal authority of the unit and can provide evidence of same, Security will instruct them to visit the Stock Transfer Office as soon as possible. Security will inform all persons present that no one may stay in the unit overnight without Mutual permission, unless they are a registered caregiver or co-occupant.

If legal authority is not established at the unit via documentary evidence, all persons present will be asked to leave the unit until legal authority is established at the Stock Transfer Office. From there, the unit will be knob locked or a plywood sheet shall be affixed to the door. The exception to this is if a registered co-occupant or caregiver lives at the unit, or if Mutual permission is obtained.

**MUTUAL OPERATIONS****DRAFT****RESIDENT REGULATIONS****Lockout Procedures****3. Reporting of Death to Mutual President**

Shareholder/owner deaths shall be reported to the Mutual President within one (1) to two (2) business days with the following information:

- a. Name of decedent
- b. Date and location of death
- c. Identification of persons present at unit (if any)
- d. Name, relationship and contact information of surviving shareholder/owner (if any)
- e. Name, relationship and contact information of decedent's emergency contacts (if no surviving shareholder/owner is present at the unit)
- f. If legal authority has been established
- g. If/how the unit was secured
- h. If there are any registered co-occupants, caregivers or pets at the unit

**MUTUAL ADOPTION**

Mutual: \_\_\_\_\_ date

# SIGN-IN SHEET

## SPECIAL BOARD OF DIRECTORS MEETING MUTUAL NO. EIGHT DATE: May 8, 2017

	GUEST NAME
1.	K.C. Park
2.	Larry Slutsky
3.	Sandy Weisenstein