

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
June 26, 2017**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Thompson at 1:30 p.m. on Monday, June 26, 2017, in the Administration Building Conference Room A.

**ROLL CALL**

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

Guests: Twelve Mutual Eight shareholders

Staff: Mr. McGuigan, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Hurtado, Building Inspector  
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 April 24, 2017, Regular Meeting minutes. There being none, the minutes were approved as printed.

**MINUTES (continued)**

President Thompson asked if there were any corrections to the April 5, 2017, Special Meeting minutes. A correction was noted on page 1 the fourteenth line should read "if any arcing causes a fire..." A correction was noted on page 2 second line should state, "we have." A correction was also noted on page 4 the line stating, "this does not include replacing water lines..." should be omitted. The minutes were approved as corrected.

President Thompson asked if there were any corrections to the May 8, 2017, Special Meeting minutes. There being none, the minutes were approved as written.

President Thompson asked if there were any corrections to the May 22, 2017, Organizational Meeting minutes. There being none, the minutes were approved as written.

**BUILDING INSPECTOR**

Building Inspector Hurtado updated the Board on activity in the Mutual (attached).

Inspector Hurtado left the meeting at 1:49 p.m.

**UNFINISHED BUSINESS**

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

RESOLVED, To ratify adopted/posted Policy  
7581.08 – Enforcement of Community Traffic  
Regulations.

The MOTION passed.

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

**UNFINISHED BUSINESS (continued)**

RESOLVED, To ratify adopted/posted Policy  
7585.08 – Governing Documents Compliance  
Corrective Measures and Fines.

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 ratify adopted/posted Policy  
7502.08.01 – Adoption of GRF Policy 1927-37  
Fines for Parked Vehicles.

The MOTION passed.

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

RESOLVED, To ratify adopted/posted Policy  
7549.08 – Lockout Procedures.

The MOTION passed with one "no" vote (Winslow).

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

RESOLVED, To ratify amended/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 approve the 3-year Fenn Pest Control/Termite Proposal.

The MOTION passed.

**NEW BUSINESS**

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

RESOLVED, To approve the Active Living Disclosure without the request of a Doctor's note.

The MOTION passed.

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

RESOLVED, To amend Policy 7020.08 – Approval of Escrow 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 President Thompson and seconded by Director Winslow, it was

RESOLVED, To amend Policy 7510.08 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.



**NEW BUSINESS (continued)**

Following a discussion, it was the consensus of the Board to postpone further discussion regarding draft Policy 7510 – Eligibility Requirements, from Presidents' Council, until further research can be done.

President Thompson called a break from 3:23 p.m. to 3:37 p.m.

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

RESOLVED, That in the event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutual's cost.

The MOTION passed.

Following a discussion, it was the consensus of the Board to have Director Winslow inspect the electrical boxes in the laundry rooms for GFCI outlets and report back to the Board at the next Regular Board meeting.

The Board discussed the 2018 Budget Planning Project. Following a discussion, it was the consensus of the Board to submit to Mr. Ankeny that the Mutual anticipates working on the installation of SmartBurners as a project in 2018.

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

RESOLVED, To pay for the certification of shareholders who receive CERT, Defibrillator, and basic First Aid Training.

The MOTION passed.

**NEW BUSINESS (continued)**

Following a discussion, it was the consensus of the Board to review the Mutual Bylaws for discussion at the next Regular Board meeting.

Following a discussion, it was the consensus of the Board to accept the Tree Survey Report of May 2017 by SALCO, Frank Spina, Arborist, as well as present a copy of the report to the Physical Property Department.

Following a discussion, it was the consensus of the Board to postpone discussion regarding; Policy 7406.08 – Exclusive Private use of Common Property by Shareholders and Policy 7406 – Encroachment onto Common Areas for Exclusive Private Use of Shareholder until the next Regular Board meeting.

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

RESOLVED, That Mutual Eight authorizes the Board's President and/or duly appointed Officer, to act on behalf of the Board, to execute the Notice of Intent to Withdraw.

The MOTION passed.

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

Resolved, That according to Mutual Eight the Occupancy Agreement Article 23, Late Charges and Other Costs in Case of Default; that a late charge of \$10.00 or 10%, whichever is greater, for each month of delinquency will be assessed to a delinquent shareholder.

The MOTION passed.

**NEW BUSINESS (continued)**

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

RESOLVED, That according to Policy 7510.08, if there is a question of financial eligibility, Mutual Eight is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.

The MOTION passed.

**MUTUAL ADMINISTRATION DIRECTOR**

Ms. Hopkins updated the Board on Mutual Administration activities (attached).

**GRF REPRESENTATIVE**

Mr. McGuigan updated the Board on the GRF activity (attached).

**CHIEF FINANCIAL OFFICER'S REPORT**

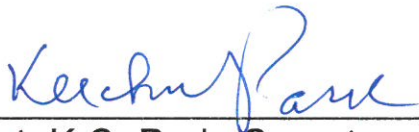
Vice President/CFO Berg presented her report (attached).

**DIRECTORS COMMENTS**

Several Directors made comments.

**ADJOURNMENT**

There being no further business to conduct, President Thompson adjourned the meeting at 4:30 p.m. and announced an Executive Session would follow to discuss member issues.



Attest, K.C. Park, Secretary  
SEAL BEACH MUTUAL EIGHT  
ka:6/28/17 Attachments

**NEXT MEETING: REGULAR BOARD MEETING**  
**MONDAY JULY 24, 2017 AT 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](mailto:mutual8webmaster@gmail.com)

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING OF JUNE 26, 2017**

- 6/26/17      RESOLVED, To ratify adopted/posted Policy 7581.08 – Enforcement of Community Traffic Regulations.
- RESOLVED, To ratify adopted/posted Policy 7585.08 – Governing Documents Compliance Corrective Measures and Fines.
- RESOLVED, To ratify adopted/posted Policy 7502.08.01 – Adoption of GRF Policy 1927-37 Fines for Parked Vehicles.
- RESOLVED, To ratify adopted/posted Policy 7549.08 – Lockout Procedures.
- RESOLVED, To ratify amended/posted Policy 7531.08 – Inspection of Vacant, Unoccupied or Occasional – Use Units.
- RESOLVED, To approve the 3-year Fenn Pest Control/Termite Proposal.
- RESOLVED, To approve the Active Living Disclosure without the request of a Doctor's note.
- RESOLVED, To amend Policy 7020.08 – Approval of Escrow on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, To amend Policy 7510.08 – Eligibility Requirements on a preliminary basis until the 30-day posting period is completed.
- RESOLVED, That in the event of failure of a lighting ballast to the original bedroom/den soffit and kitchen light fixtures, a standard LED light fixture (supplied by the Purchasing Department) shall be installed at the Mutuals cost.
- RESOLVED, To pay for the certification of shareholders who receive CERT, Defibrillator, and basic First Aid Training.
- Resolved, That according to Mutual Eight the Occupancy Agreement Article 23, Late Charges and Other Costs in Case of Default; that a late charge of \$10.00 or 10%, whichever is greater, for each month of delinquency will be assessed to a delinquent shareholder.

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (08) EIGHT

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: June 26, 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
197G	heatpump	yes	03/16/17	05/25/17	no		Shik Builders
179B	bath counter ,backsplash	yes	3/2*/17	05/31/17	no		Konrad
186F	walkin closet, flooring	yes	03/29/17	11/15/17	no		LW Décor
182D	heatpump	yes	04/03/17	07/15/17	no		Greenwood
199I	heat pump	yes	04/24/17	06/03/17	no		Alpine
189B	heat pump	yes	04/24/17	06/01/17	no		Alpine
184K	400sq.ft. remodel,bath,kitchen	yes	03/30/17	09/25/17	no		Kang
194K	patio concrete	yes	04/27/17	05/20/17	no		Jurado
191D	can lights	yes	05/08/17	06/30/17	no		Bergkvist
203I	deco blocks, screen door	yes	05/11/17	06/30/17	no		Bergkvist
186A	skylight	yes	05/19/17	06/30/17	no		Skylights Plus
181I	abatement	yes	05/11/17	06/20/17	no		Universal
197D	carport cabinet	yes	05/24/17	07/05/17	no		Handyman
197G	carport cabinet	yes	05/24/17	06/05/17	no		Handyman
197E	carport cabinet	yes	05/24/17	07/05/17	no		Handyman
189F	ADA shower	yes	05/24/17	07/06/17	no		Nu kote
191C	ADA shower	yes	06/01/17	07/15/17	no		Nu Kote
186C	windows	yes	05/31/17	07/31/17	no		Los Al Builders
198K	carport cabinet	yes	06/14/17	07/25/17	no		Handyman
198A	carport cabinet	yes	06/14/17	07/25/17	no		handyman
184L	cabinets, counters, shower	yes	06/19/17	06/30/17	no		Ogan
181D	dishwasher	yes	06/13/17	08/24/17	no		Ogan
189D	heat pump	yes	06/12/17	09/30/17	no		Greenwood
198G	drop beam, bedroom remodel	yes	03/27/17	08/31/17	no		Los Al Builders
185K	kitchen skylight	yes	02/14/17	07/20/17	no		Mamuscia
ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
184L			04/11/17	04/17/17	04/27/17		
204D			06/06/17	06/08/17	06/20/17		
182F		01/10/17	03/13/17	06/14/17			
187K		03/29/17	06/14/17	06/19/17			
202A			05/25/17	05/25/17	06/07/17		
180H			05/09/17		05/22/17		
186K			05/04/17	05/10/17	05/22/17		
202J					04/27/17		
182I			04/25/17	05/03/17	05/15/17		
179G		05/04/17					

Pre-Listing Inspection NBO = New Buyer Orientation

Final COE Inspection ROF = Release of Funds



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (08) EIGHT

INSPECTOR: George Hurtado

MUTUAL BOARD MEETING DATE: June 26, 2017

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									
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VARIOUS

# Mutual Administration Director's Report

## June 2017

### SPOTLIGHT ON ENTERTAINMENT

#### Year of the Tribute

The **2017** Amphitheater Season, Leisure World's free summer music series, kicks off on June 29. Shows are held on the stage of the 2,500-seat Amphitheater at the Administration complex and starts at 8 p.m. until September, when they start at 7:30 p.m.

Amphitheater, Thursday Night Show schedule:

- |                  |  |
|------------------|--|
| 1. June 29       | Desperado: The Premier Eagles Tribute Band                                     |
| 2. July 6        | Garratt Wilkin and the Parrotheads: A Celebration of Jimmy Buffett's Music     |
| 3. July 13       | Kenny Metcalf as Elton John  |
| 4. July 20       | The Bird Dogs present The Everly Brothers Experience                           |
| 5. July 27       | Rumours: The Ultimate Fleetwood Mac Tribute                                    |
| 6. August 3      | The Garth Guy featuring Dean Simmons The Ultimate Garth Brooks Tribute Show    |
| 7. August 10     | Stayin' Alive: Tribute to the Bee Gees   |
| 8. August 17     | The Temptations Revue  |
| 9. August 24     | Gregory Wolfe as Rod Stewart   |
| 10. August 31    | December '63: Tribute to Frankie Valli & the Four Seasons                      |
| 11. September 7  | America's Diamond Live featuring Jay White                                     |
| 12. September 14 | The Highwaymen Live: A Tribute to Johnny Cash, Willie Nelson & Waylon Jennings |

Free Summer Service ~ GRF Minibus service is available for the summer Amphitheater season. A bus will run from 6:30 p.m.-7:55 p.m., making five stops at the Amphitheater.

Flag down the bus from any curb ~ Passengers can flag down the blue-and -white busses from any curbside location along the path of the route. Pick up a copy of the Spotlight and see pages 26 and 27 for the route.

Home Delivery ~ minibuses will be available for boarding about 15 minutes before the show ends. Following the concert, minibus drivers will transport passengers to any safely accessible location near their LW homes. If buses become full, the driver will return to pick up remaining passengers.

Amphitheater Movies ~ All movies start at 8:30 p.m.

- |              |   |
|--------------|---|
| 1. July 7    | The Magnificent Seven                       |
| 2. July 21   | Sully-Miracle on the Hudson                 |
| 3. August 1  | Miss Peregrine's Home for Peculiar Children |
| 4. August 11 | Jack Reacher                                |
| 5. August 18 | Queen of Katwe                              |
| 6. August 25 | Deepwater Horizon                           |

Come out and enjoy the summer nights in your community



**Mutual 8**  
**Report for June 2017**  
**GRF Representative**  
**Steven McGuigan**

Summer is here. Beautiful long days and cool nights. We have another new GRF Board of Directors and another year of lots to do. Linda Stone is the new Board President, Carole Damoci is the Vice President, Joy Reed is the Secretary, and Barry Lukoff is the Treasurer.

There is not much to report as we have not had any meetings yet. So I will just get into the surf report. Surf has been up and it has been fun. We had some surf that was up to 6 feet high. Every once in while wave of 7-8 foot would arrive. Lots of excitement. Rode a lot of waves and wiped out on many. All part of surfing. So remember, hang loose.



**CFO Report: Mutual 8  
June, 2017**

Good afternoon. Thank you for coming to the Mutual's June meeting. I hope you enjoyed our Annual Luncheon last month.

The total net worth and liabilities of Mutual 8 is \$4,602,473.23. While our expenses exceed budget year-to-date by \$10,310, the income is \$3,134 above budget. We need to use caution in spending, but overall Mutual 8 is doing well fiscally.

Expenses exceeding budget by \$250.00 or more include the following categories: water, legal fees, Maintenance Services and miscellaneous services (a May-only event), and Maintenance Replacements, offset by the reserves which is on-budget. Income exceeds expectations in all but a few minor categories. So to date, the Mutual is doing well.

But caution is always expected. There will be some major expenses in the near future (like roofing) and while we are prepared for that, we must remain so.

The budget: The budget committee for 2018 consists of the President, Clarence Fuqua for Reserve budget, and myself for operating budget. Of course, anyone in the Mutual is welcome to comment and make suggestions at any time. The most efficient way to do that is to email me. Additionally, in the next week I will be submitting the Reserve data so that year 2 can be analyzed. This data is used to assist in the professional analysis by Association Reserves of Orange County. Rich Winslow, as Property Director serves as the liaison for the technical side of the study.

Thank you once again for your kind words of encouragement. Please contact me as needed.

Ruth G. Berg, PhD, RN, CPNP-R  
CFO/VP, Mutual 8

## Financial Overview

Month (May 31, 2017)

### Income

This month

Year-to-Date

Total current income & contributions to capital  
(Including Regular Assessment, Reserve Funding, service income, & Interest Income)

Actual: 116,844      budget: 113,524

Actual: 570,754      Budget: 567,620

Variance: 3,320

Variance: 3,134

Excess income after off-budget items: 17,789

### Expenses

(including Trust Maintenance, Utilities, Professional fees, Outside services, Taxes, insurance,  
Contribution to Reserves, Depreciation)

Actual: 113,628      Budget: 113,527

Actual: 577,945      Budget: 567,635

Variance: (101)

Variance: (10,310)

Annual unused budget: 784,348

### Restricted reserves

Appliance: 30,422.70

Painting: 19,013.97

Roofing: 1,666,159.25

Total: 2,016,073.23

Emergency Reserve: 49,326.46

Infrastructure: 251,150.85

Total Net Worth & Liabilities: 4,602,473.41

### BNY Mellon

Total market value plus accrued income: 1,260,428

Income this month: 7,834

Income year-to-date: 25,271

Bonds matured: 50,000    University Calif Rev @ 100.00

Bonds Bought: 0

P.O. Box 2069  
Seal Beach CA 90740

May Actual	May Budget		2017 Y-T-D Actual	2017 Y-T-D Budget
82,688	82,688	Carrying Charges	413,441	413,440
26,699	26,700	Reserve Funding	133,493	133,500
<b>109,387</b>	<b>109,388</b>	<b>Total Regular Assessments</b>	<b>546,934</b>	<b>546,940</b>
717	790	Service Income	3,908	3,950
1,504	1,506	Financial Income	7,847	7,530
5,236	1,840	Other Income	12,065	9,200
<b>7,457</b>	<b>4,136</b>	<b>Total Other Income</b>	<b>23,820</b>	<b>20,680</b>
<b>116,844</b>	<b>113,524</b>	<b>Total Mutual Income</b>	<b>570,754</b>	<b>567,620</b>
50,352	50,352	GRF Trust Maintenance Fee	251,760	251,760
8,961	8,161	Utilities	33,729	40,805
1,611	1,135	Professional Fees	13,517	5,675
17,804	20,101	Outside Services	104,240	100,505
8,202	7,078	Taxes & Insurance	41,206	35,390
26,699	26,700	Contributions to Reserves	133,493	133,500
<b>113,628</b>	<b>113,527</b>	<b>Total Expenses Before Off-Budget</b>	<b>577,945</b>	<b>567,635</b>
<b>3,216</b>	<b>(3)</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>(7,191)</b>	<b>(15)</b>
2,119	0	Depreciation Expense	10,597	0
<b>1,097</b>	<b>(3)</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>(17,789)</b>	<b>(15)</b>
		<b>Restricted Reserves</b>		
(1,058)	0	Appliance Reserve Equity	30,423	0
2,167	0	Painting Reserve	19,014	0
6,667	0	Roofing Reserve	1,666,159	0
1,449	0	Emergency Reserve Equity	49,326	0
14,750	0	Infrastructure Reserve	251,151	0
<b>23,973</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>2,016,073</b>	<b>0</b>

## President's Report

June 2017

What a wonderful annual meeting we had. Next year I hope to see another 100 of you come to Clubhouse 04 and have a very nice lunch with neighbors. We had almost 90 residents at the meeting and lunch and also had Golden Rain staff, Physical Property staff, Maintenance staff plus other people we work with come and eat. Next year, we need to take more food back to residents who can't come to the meeting. Please call me early in May of 2018 so we can help those who aren't as able to get out or sit through meetings/lunch. We also cut through the meeting quite fast. We were ready to eat easily by 11:30AM.

Thanks to Ruth Mullins, CFO and Vice President for all her organizing, Rosie Page and her crew set up lively tablescapes of Memorial Day colors. The food was so delicious cooked by Kathy Nielsen, Shirley's daughter. Just make a note to leave open the 4th Monday in May for the Annual Meeting and Luncheon. We can easily provide meals for those who can't come. Just need neighbors to transport food back to apartments.

Some reminders:

- Still have 40+ SmartBurners to install in stovetops for safe, level cooking. Just call me or email and you can get on a list. This is provided at no cost for you by the Mutual. 760-219-0852
- Notice weird smells in the air? We have had two different days of a diesel-type smell this month

that ranged from 200 buildings up to 178-179. Call the South Coast Air Quality Management District at 1-800-288-7664. It's also on the Mutual 08 website. This is the only intergovernmental agency that can watch the Hayes Power Plant (LA) and the AES (formerly Edison). They answer the phone with a human being most of the time. !!

- Within two months, we will start a more regular inspection of vacant, non-occupied and seasonal apartments. We just have to do a little more monitoring in our 50 plus year old buildings. Sewer gases coming up into units that have not had a running water in them for months, rodents, black widows, water leaks, chirping alarms that won't warn us, termites inside and many other details need to be monitored.
- We switched some building assignments with the election of a new Board member, Mr. KC Park. Carports also changed assignments. The new ones area posted in the Laundry Rooms and on the Website.
- We had 31 orientations for 'new owners' in Mutual 8 this year. Some of our 'owners' are children of former owners who have been coming into Mutual 08 for 25 years! We have had some transfers from other Mutuels. People love the 'feel' of Mutual 08. It's the residents who make a difference.
- The Tree Inventory is finished and working! If you want to discuss a tree with Ron Kline (949-212-

3628) get the number from the tag on the tree before you call. Then we know exactly what kind of tree, where, etc that you are talking about. You can call any Director about a tree. They are a special asset for our Mutual, all 316 of them. These Modesto Ashes are over 60' tall. We need to start planting new trees also. I have building 177 and 202 on my new tree list. Tell me about your area for new trees.

- Very soon, every car parked anywhere in Leisure World will need a pass on the dashboard or a current LW sticker. Mutual 8 just passed this requirement for our Carports and carport parking. Tickets will have monetary fines of usually \$25.00 after the warning ticket in Mutual 8. Have current registration and insurance on all vehicles. This is for our safety. Did you notice all the leaking old cars are gone on Trust Named Streets?
- JULY 13th THURSDAY: Bring your old ID and yourself to Clubhouse 6 from 8-1PM and pick up your new ID card. They are printed ahead of time. Please turn in any changes in phone numbers, etc. This is the easy way to redo your emergency phone numbers, delete your old land line that is long gone, etc. ONE STOP FIXER WITH NEW ID CARD !!
- Starting now, the Mutual will pay for lights in the living room, dens when they go out. We have been paying for the bulbs but now we will upgrade to new LED lighting paid by the Mutual. We do this only

when the fluorescent lights quit working. The bulbs are supposed to last 50,000 hours. Regular LED bulbs are for sale now at the Store in Maintenance Yard.

- New Store in Building Five! Get items soon in Building Five behind the Health Center. All from the GRF store. Next to the new office to get vehicle stickers and other security questions.
- I have helped two caregivers get their GRF/Stock Transfer licenses by taking their pictures, running forms to Stock Transfer, etc. I want to rewrite the Caregiver rules and leave out the City of Seal Beach license requirement. Now these caregivers get a parking sticker and come and go legally, not on a 'family' or green pass. I will help your caregiver register at no cost. Just call me.
- Thanks for registering your pets with Stock Transfer. We have over 62 currently on file.

Finally, if you have a complaint and can't get anything resolved, your monthly Board meeting is a place to let the situation be known. We meet on the fourth Monday of every month. We will take some compliments also but that is the shareholders time to say whatever they want. I like to remember what my Aunt Rebecca told me many years ago

" Help my words to be tender today, for tomorrow I may have to eat them"

Camille Thompson President



## Secretary Report

Good afternoon, administration staff, shareholders, and directors.

I am honored to volunteer as a director. My duty as a secretary is as follows:

1. Agenda: Pick up Agenda from the Administration Copy Service office and ensure they are delivered to Directors and posted in the Laundry Rooms within 4 days of the meeting.
2. Minutes: Review the GRF Secretary's minutes for accuracy and sign.
3. Minutes: Pick up final minutes from the Administration Copy Service office and ensure they are delivered to Directors.
4. Notice and Flyer: Pick up the flyers and notices for special meetings or important information and deliver to Directors and post in the Laundry Rooms.
5. Roster: Pick up updated Rosters and deliver to Directors and post them in the Laundry Rooms.
6. Building Captains List: Update Building Captain Roster and provide updates to GRF Administration Secretary to update Master Copy. Pick up current roster and deliver to Directors.
7. Policy Changes: Post New or Amended Policies in the Laundry Rooms.
8. Checks:
  - a. Co-sign corporate checks and/or co-initial electronic transfers.
  - b. Ensure the invoice for the transaction has been approved by the CFO.
  - c. Ensure the invoice has been reviewed and signed by GRF staff.
  - d. Review and comment on financial matters with other Board Members that affect Mutual 8.
9. Emergency Preparedness coordinator: Work as emergency preparedness coordinator with emergency preparedness chairperson, Mike Chang and GRF staff.

Since I became a director, I learned a lot from all directors, especially our president, Camille Thompson.

In June, I proposed and updated assignments for Buildings, Carports, and Laundry Rooms with the Board's approval.

I am currently working on the sheds for emergency preparedness and will make a motion later today to spend funds not to exceed \$1,500 in order to move shed to a new location for triage and purchase emergency supplies.

I emailed Mr. Hurtado on June 19 and mentioned part of the sidewalk in front of 192-H has an issue for Trip and Fall with two photos.

K.C. Park

MU08 Secretary

## **Items in all sheds (four for Emergency and two for Physical Property)**

### **Shed at carport 95:**

- a. Contents: This shed is empty now.
- b. SRO: Maintenance will move this shed to carport 96.
- c. Emergency Preparedness will use this shed.

### **Shed at carport 98:**

- a. Contents: two generators and emergency items. A list of the supplies is in Packing Slip attached.
- b. SRO: Maintenance will move one generator and all supplies to shed at carport 96.
- c. SRO: Maintenance will move one generator to shed at carport 93
- d. Physical Property will use this shed.

### **Shed at carport 92:**

- a. Contents: One refrigerator, stove tops, 7 boxes of Christmas lights, wheelchair
- b. SRO: Maintenance will move one refrigerator, stove tops, and Christmas lights to shed at carport 98 and leave the wheelchair in this shed.
- c. Emergency Preparedness will use this shed.

### **Shed at Building 196:**

- a. Contents: Dolly, Ladder, Shovel, Tools, etc. This shed is full.
- b. Emergency Preparedness will use this shed.

### **Shed at carport 93:**

- a. Contents: This shed is empty now.
- b. Emergency Preparedness will use this shed.

### **Shed at carport 100:**

- a. Contents: two refrigerators
- b. Physical Property will use this shed.

**AMENDED DRAFT**

**RESIDENT REGULATIONS**

**Eligibility Requirements – Mutual Eight**

All persons seeking approval of the Board of Directors of Seal Beach Mutual No. Eight to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified monthly income that is at least four (4) times or greater the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least \$25,000. Verified monthly income/assets may be in the form of the past two years of:

- 1. Tax returns;
- 2. 1099s for interest and dividends;
- 3. 1099-Rs for retirement income from qualified plans and annuities;
- 4. SSA-1099 Social Security Benefit Statement;
- 5. Brokerage statements and current interim statement.
- 6. Six to twelve months of checking/savings account statements.

- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.

**MUTUAL OPERATIONS****AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Eight**

- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.<sup>1</sup>

Verification shall be done by the escrow company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).

- d. Only the resident shareholder's income shall be considered for qualifying.
- e. If moving within Leisure World, or if there are any additions/changes to the title, the proposed shareholder(s) must meet these eligibility requirements.

3. Health

Have reasonably good health for a person of his/her age, ~~as evidenced by a letter from his/her physician,~~ so that shareholder can take care of normal living needs without calling on other members of the cooperative for an undue amount of assistance.

4. Character

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<sup>1</sup> If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

**MUTUAL OPERATIONS****AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Eight**

Have a reputation for good character in his/her present community.

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

**MUTUAL ADOPTION****AMENDMENT DATES**

**EIGHT:** 04-27-70

09-17-93, 08-25-08

**MUTUAL OPERATIONS****AMENDED DRAFT****Approval of Escrows –****RESOLUTION:**

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

~~WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and~~

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act on behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

**MUTUAL****ADOPTION****AMENDMENT**

EIGHT

11-27-72

## Solar Workshop Session Mutual 8

April 5, 2017

Shareholders and Mutual 08 Board of Directors

10-11:15AM Building 5 Conference Room #C

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The meeting was called to order shortly after 10 AM with John Allen, sales from AMECO, Patrick Redgate, owner of AMECO, our solar provider, the Board of Directors of Mutual 08, residents from MU02 and a Director from MU17, Michael Chang, shareholder, KC Park, shareholder, George Hurtado, Physical Property Inspector, Mark Weaver, Facilities Director, GRF and Clarence Fuqua, former Director who supplied historical context for our current system. Clarence explained that the existing solar panels had a warranty of 20 years and that the inverters had a warranty of 5 years. They were installed by 2005. AMECO pointed out they are not able to service the warranty with replacement inverters as replacement parts are becoming not available to USA standards. The National Electric Code requires 'arc faulty detectors' in any converter as of January, 2017. AMECO does not want to be liable if any arcing causes a fire from that forward. The inverters are no longer manufactured and are rebuilt from all over the world. We have 6 original inverters out of the 16 operational in MU08 Laundry Rooms. It was also pointed out that MU08 has entered into a Federal Court 'settlement agreement' with British Petroleum who manufactured the panels on the roofs. There were excessive failure rates on the BP panels and we petitioned for inspections and replacements if found deficient. We have not heard from the Court Administrators. Our panels appear to be working well according to our Southern California Edison bills.

In 2020, we are scheduled to begin replacing roofs in Mutual 8. Since the solar panels are on the residential roofs, we are looking at all parts of implementation/maintenance. Current prices for roofs



are \$75,000.00 per building. We are on track with our reserves for this effort. Re-piping water lines are estimated at \$40,000.00 per building. We estimate our reserves for roofing and re-piping are going to be adequate by implementation time.

Existing solar panels were installed in 2005 and we estimate they have saved money in Edison bills. There are no data driven reports on this matter; our bills are just lower than other Mutuals. The original cost after rebates was around \$228,000 in 2004-2005.

Our existing system consists of 8 Laundry Rooms, 324 solar panels and 16 inverters. We have the old inverters which do not allow us to draw current during the day if SCE systems are not working. The newer models with new panels do have this feature.

New solar power systems require 'arc detection' equipment because short circuits can develop in the wiring of the solar panels that can start a fire. State of the art inverters automatically shut the system down before they cause a fire. Our system does not have this capability. Our panels degrade about 1% a year, according to AMECO. New panels incorporate redundant circuitry that are less prone to failure and do not lose as much power when temporarily shaded.

AMECO recommended any of four new systems to replace our existing system. Panasonic Solar Edge is the most efficient at \$196, 092.00. Hyundai Solar Edge is the cheapest at \$163, 980.00. Both systems have online monitoring but in the advent of a power failure, we could not access the power directly from the panels. SMA (Sunnyboy) costs \$207, 252.00 with the Panasonic equipped SMA costs \$175,140.00. SMA has the feature of providing enough direct 120 volt power to operate a few lights, a small refrigerator, some battery charging for phones, etc. in the



event of a SCE power failure. This ability to utilize some power from the panels without SCE functioning is of great interest to our emergency preparedness efforts.

AMECO states they have roofers with experience in coordinating installations on 'residential' roofs. They are not approved with GRF at this time.

### **ADJOURNMENT**

There being no further business to conduct, President Thompson adjourned the meeting at 11:15 a.m.



Attest;

Camille Thompson, President

Seal Beach Mutual Eight

4/5/17



523 Somerset Blvd., Paramount, CA 90723

(562) 633-4400

State Lic. 483280

Solar Electric Systems  
Mutual 8 Common Areas  
Lighting & Laundries  
Presented to  
Camille Thompson, President  
April 5<sup>th</sup>, 2017

Module	Panasonic	Panasonic		Hyundai	Hyundai	
Inverter	SolarEdge	SMA		SolarEdge	SMA	
Size kW	6.175	6.175		6.035	6.035	
Building						
179	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
182	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
188 a	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
188 b	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
191	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
195	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
196	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
200	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
204	\$ 21,788	\$ 23,028		\$ 18,220	\$19,460	
Total Cost	\$196,092	\$ 207,252		\$ 163,980	\$175,140	

Warranties: Modules 25 years  
Inverters 20 years

\* - system has  
outlet for offshore  
voltage when  
SCE goes  
down.

- Solar Edge Inverters provide online (by cellular) monitoring 12 year contract
- SMA will possess a standalone emergency power but onsite monitoring only
- Removing old panels and associated mounting hardware will add \$480 to the cost of each system
- A 3.5% discount will be applied if five buildings or more are converted

**MUTUAL OPERATIONS****Approval of Escrows –****RESOLUTION:**

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

~~WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and~~

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

<b><u>MUTUAL</u></b>	<b><u>ADOPTION</u></b>	<b><u>AMENDED</u></b>
FIFTEEN	11-20-72	

## **MUTUAL OPERATIONS**

### **RESIDENT REGULATIONS**

#### **Eligibility Requirements – Mutual Fifteen**

All persons seeking approval of the Board of Directors of Seal Beach Mutual No. Fifteen to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:

- 1. Age

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.

- 2. Financial Ability

- a. Verified monthly income that is at least four (4) times or greater the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least \$25,000. Verified monthly income/assets may be in the form of the past two years of:
  - 1. Tax returns;
  - 2. 1099s for interest and dividends;
  - 3. 1099-Rs for retirement income from qualified plans and annuities;
  - 4. SSA-1099 Social Security Benefit Statement;
  - 5. Brokerage statements and current interim statement.
  - 6. Six to twelve months of checking/savings account statements.
- b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.
- c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Fifteen**

District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.

Verification shall be done by the escrow company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).

d. Only the resident shareholder's income shall be considered for qualifying.

3. Health

Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members of the cooperative for an undue amount of assistance.

4. Moves within Leisure World Mutuals AND additions/changes to the Title.

The proposed shareholder(s) must meet ALL requirements the same as any new buyer to Leisure World from outside Leisure World.

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1 If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Fifteen****5. Character**

Have a reputation for good character in his/her present community.

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.

**MUTUAL ADOPTION**

**FIFTEEN:** 04-20-71

**AMENDMENT DATES**

09-20-93, 08-18-08, 04-20-15

**MUTUAL OPERATIONS****DRAFT****SERVICE MAINTENANCE****Service Maintenance Requests –**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed at Mutual expense if such services do not result from negligence on the part of the shareholder. Request for such service must be made to the building Director **of Physical Property** responsible for that building in Mutual No. Fifteen. Except for after hours or weekend emergencies, a request for Service Maintenance services made directly by the shareholder will be charged to the shareholder.
2. Emergency services in off hours can be made by the shareholder through Security and charged to the Mutual.
3. Service Personnel are normally dispatched the day following the request except for emergency services. Plumbing stoppages, water line breaks, and electrical outages are treated as emergency needs with response as soon as someone is available.
4. Service personnel are bonded and entry into an apartment with a passkey can result in quicker and less costly service. Shareholders should always authorize passkey entry into their apartment for maximum service.
5. Board members and other shareholders are asked not to make any arrangements directly with the individual serviceman with whom they come in contact on a job.
6. Board members and shareholders are requested not to contact the Service Maintenance Supervisor directly unless it is absolutely necessary, thus assuring the most efficient and effective service.
7. Service Maintenance requests for appointment for any repairs: the resident shareholder will be charged \$40.00 for appointments not used and not cancelled.

**MUTUAL**  
**FIFTEEN:****ADOPTION**



**MUTUAL OPERATIONS****RESCIND MUTUAL FIFTEEN****SERVICE MAINTENANCE****Service Maintenance Requests**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed without cost to the resident, if such services do not result from negligence on the part of the resident. Any resident can arrange for this service by telephoning the Service Desk. Requests for other than standard services should also go through the Service Desk.
2. Servicemen are normally dispatched the day following the request by the resident for standard services. A maximum of five (5) days should be allowed for performance of this type of service, and if the work is not done within this period, the resident may wish to contact the Service Desk again to determine if the work has been scheduled. Plumbing stoppages, water line breaks and electrical outages are emergency items requiring priority over other requests. This is why it could take up to five (5) days for action on a normal request.
3. Requests for service called in over the weekend may not be received by the Dispatcher until Monday morning; consequently, it may be Friday or Monday morning before the work is performed.
4. Servicemen are all bonded, and entry to an apartment with a passkey can often mean quicker and less costly service. Residents must always authorize passkey entry into their apartments for maximum service.
5. Mutual Board members contacted by residents with requests for service should first determine whether the resident has previously reported the problem to the Service Desk to avoid duplication of two servicemen going out on the same job, resulting in a charge made for the time of both men.
6. Board members and other residents are asked not to make any arrangements directly with the individual servicemen with whom they come in contact.
7. Board members and residents are requested not to contact the Service Maintenance Supervisor unless it is absolutely necessary. This can result in delay instead of the fast, desired action. It should be kept in mind that emergencies take priority in the scheduling of work and that other work orders are filled according to the date of the call for service. For the Service Maintenance Supervisor to arbitrarily place any request at the top of the list would be unfair and costly.

**MUTUAL**  
**EIGHT**  
**NINE**  
**FOURTEEN**

**ADOPTION**

**RESCINDED**  
 02-23-15 (See Policy 7505.08)  
 06-13-16  
 10-11-00 (See Policy 7431.14)



# **SIGN-IN SHEET**

## **BOARD OF DIRECTORS MEETING MUTUAL NO. EIGHT DATE: June 26, 2017**

	<b>GUEST NAME</b>
1.	Joan S. Tranchida
2.	Sandy Weisenstein
3.	Ben Berg
4.	Lawrence Murhpy
5.	Ronald Parks
6.	Michael Chang
7.	Rosie Haugen
8.	Ellie West
9.	Laura Garcia
10.	Mari Ann McGrath
11.	Tom McGrath
12.	Ray Fujimoto

**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.

## 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

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL EIGHT**  
**May 22, 2017**

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Eight was held, following the Annual Shareholders' Meeting, in Clubhouse 4. Ms. Hopkins, acting as Chairperson, called the meeting to order at 10:49 a.m. She stated the purpose of the meeting was to elect the officers of the Corporation for the 2017-2018 term of office and to ascertain the place, date, and time of the Board of Directors' Regular Monthly Meeting.

Those Directors present were: Ruth Berg, Keechul Park, Ron Kline, Camille Thompson, and Richard Winslow. Also present were Mutual Administration Director Jodi Hopkins, and Recording Secretary Aquino.

Ms. Hopkins opened the nominations for the office of President. Mr. Winslow nominated Ms. Thompson for President. There being no further nominations, Ms. Thompson was elected to the office of President for the 2017-2018 term of office.

The chair was turned over to newly-elected President Thompson, who then called for nominations for Vice President. Ms. Thompson nominated Ms. Berg for Vice President. There being no further nominations, Ms. Berg was elected to the office of Vice President for the 2017-2018 term of office.

Ms. Thompson then called for nominations for Secretary. Ms. Thompson nominated Mr. Park for Secretary. There being no further nominations, Mr. Park was elected to the office of Secretary for the 2017-2018 term of office.

Ms. Thompson then called for nominations for CFO. Mr. Winslow nominated Ms. Berg for Chief Financial Officer. There being no further nominations, Ms. Berg was elected to the office of Chief Financial Officer for the 2017-2018 term of office.

Ms. Thompson said that the minutes of the 2016 Organizational Meeting have already been approved.

Ms. Thompson said Ms. Berg will be in charge of all financial matters, Mr. Winslow will be the Physical Property Coordinator, and Mr. Kline will be the Landscaping Coordinator.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Ms. Berg and seconded by Mr. Winslow, it was

RESOLVED, That Mutual Eight will continue to meet on the fourth Monday of each month at 1:30 p.m. in the Administration Building Conference Room A.

The MOTION passed.

There being no further business, the meeting was adjourned at 10:56 a.m.



Attest, Keechul Park, Secretary  
SEAL BEACH MUTUAL EIGHT

ka:5/22/17