

**A G E N D A**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL EIGHT**  
**September 15, 2017 10:00 a.m.**  
**Administration Building, Conference Room A**

CALL TO ORDER

SHAREHOLDER COMMENTS – (2 minute limit per shareholder)

ROLL CALL

INTRODUCTION OF GUESTS AND STAFF:

Ms. Hopkins, Mutual Administration Director

Mrs. Aquino, Recording Secretary

**UNFINISHED BUSINESS**

- a. Discussion/Resolution – Emergency Information/ Mutual Participation in the Great Shakeout, etc
- b. Carport 102 – Review and accept Building proposal and permits
- c. Tree Bid proposal – Review and adopt
- d. Report on Policy 7406 – Encroachment onto Common Areas (pages 2-4)

**NEW BUSINESS**

- a. Discuss adopting Policy 7025.08 – Common Interest Development (page 5)
- b. Cost sharing of Policies, Occupancy Agreement, Bylaws Review, etc. with 4-6 other Mutuals
- c. Report/Resolution Landscape Contract

**STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

DIRECTOR(S') COMMENTS

ANNOUNCEMENTS:

SHAREHOLDER COMMENTS – (2 minute limit per shareholder agenda items only)

ADJOURNMENT

EXECUTIVE SESSION (member issues, legal)

**NEXT MEETING: September 25, 2017 at 1:30 p.m.**  
**Administration Building, Conference Room A**

**In order to view the Minutes, Agendas, etc., for Mutual 8, please follow these directions:**

1. Go to LWSB website at: <http://www.lwsb.com>
2. Go across the black bar at the top of the webpage to the category called "Mutuals"
3. Scroll down to Mutual 8, click on Mutual 8
4. You are now on the website for MU 8

**You will see Minutes at the top and in the bottom also. Click on Minutes or what you want to view.**

## **MUTUAL OPERATIONS**

### **PHYSICAL PROPERTY**

#### **Encroachment onto Common Areas for Exclusive Private Use of Shareholder – Mutual Eight**

Mutual Eight limits Exclusive Private Use of Common Area to the following terms and conditions:

##### **1.Exemptions:**

- A. One entry walkway not to exceed 48 inches in width (6-inch decorative ribbon allowed on each side for maximum width of 60 inches) from a public sidewalk, or as required by the Uniform Building Code.
- B. A garden area of up to 36 inches from the original apartment wall in front of and at the end of the apartment. Where a sidewalk or retaining wall is 72 inches or less from the original apartment wall, the shareholder may have all garden area or all grass.
- C. One pad for an air conditioner/heat pump installed within 36 inches of the original apartment wall, or as required by Uniform Building Code. See Policy 7402.2.8.
- D. One additional single door stoop up to 36 inches deep from original apartment wall, or as required by Uniform Building Code.
- E. Up to four bay windows with the outside wall no more than 20 inches deep from original apartment wall.

##### **2.Approvals:**

- A. Any proposed exclusive private use of common area must be approved by the Mutual Eight Board and permitted by GRF under the following conditions:
  - i. A request describing the proposed exclusive use area must be made in writing to the Board via the GRF Physical Property Department supported by acceptable drawings, photos, and specifications meeting all Mutual, GRF, and city of Seal Beach requirements, setting out all specifics of the request, dimensions and the square footage needed in order for the Board to consider the request.
  - ii. Request must set out all legal information identifying the shareholder, the location of the apartment, the specific location of the encroachment, and specific use/reason for the encroachment.
  - iii. As condition of approval, the shareholder must agree to Terms and Conditions of the Addendum to the Occupancy Agreement as set out in paragraph 3 below.

##### **3.The Addendum to the Occupancy Agreement:**

(Oct 14)

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Encroachment onto Common Areas for Exclusive Private Use of Shareholder – Mutual Eight**

- A. The shareholder must complete and have an approved and signed Addendum (signed by both the shareholder and Board) and which has been delivered to the Stock Transfer Department before any construction or removal begins.
- B. The Addendum shall provide the following information and/or agreements:
  - i. Terms and conditions of use;
  - ii. Amount of square footage;
  - iii. Agreement to provide liability insurance;
  - iv. The amount of the original assessment for Exclusive Private Use and the start date of such exclusive use;
    - a. Calculation of Assessment: the original monthly assessment will be the square footage requested times the square foot value assigned by the latest Orange County Tax Assessor valuation times 10 percent (10%) ROI divided by 12 months. All assessments for Exclusive Private Use may be recalculated starting on the first day of each new decade by the GRF Finance Department.
    - b. Start Date: The start date is conditioned on an understanding that it may be delayed. Any changes or alterations will require Mutual Eight Board approval;
    - a. An agreement to maintain the Exclusive Private Use area: If the Exclusive Private Use area is not maintained to exceed or match surrounding area, the Board may cancel the Exclusive Private Use approval and terminate the Addendum to the Occupancy Agreement and restore the area to match similar common area at the shareholder's expense.
  - v. Agreement that the encroachment must be removed at selling; shareholder's expense unless buying shareholder agrees to execute a new Addendum to the Occupancy Agreement assuming all liability.

**4.Existing Encroachments:**

- A. Pre-January 22, 2007, Encroachments: Any encroachment added before January 22, 2007, (the original date of this policy) or previously permitted by GRF will be allowed to remain until there is a sale, request for alteration, or transfer of stock. On resale, a request for alteration, or transfer, the shareholder must remove the encroachment, restoring the common area to a condition as good as similar common area as determined by the Mutual Eight Board, or the shareholder or new shareholder must enter into a Board-approved Addendum to the Occupancy

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Encroachment onto Common Areas for Exclusive Private Use of Shareholder – Mutual Eight**

Agreement for Exclusive Private Use of the common area at issue under the terms and conditions set out in paragraph 3 above.

- B. Post-January 22, 2007, Encroachments: The shareholder must remove any encroachment added without a permit from GRF or approval of the Mutual Eight Board after January 22, 2007 (original date of this policy), within 90 days of notification of the violation by the Mutual Eight Board of Directors or GRF (the management company). In the event the encroachment was not approved by the Mutual Eight Board or permitted by GRF, the shareholder may agree to execute, with Mutual Eight Board approval, an Addendum to the Occupancy Agreement under the terms and conditions set out in paragraph 3 above. In all cases, on resale, a request for alteration, or transfer, the shareholder must remove the encroachment, restoring the common area to a condition as good as similar common area as determined by the Mutual Eight Board, or the shareholder or new shareholder must enter into a Board-approved Addendum to the Occupancy Agreement for Exclusive Private Use of the common area at issue.

**5. Encroachments:**

The following is a non-exclusive list of common area encroachments: expanded garden areas, extra doorway stoops, extra walkways, patios or patio-like areas, golf cart parking pads, extra wide entry walkways, and any other unapproved use of common area.

Shareholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Shareholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original to Stock Transfer Corporate File**

**MUTUAL ADOPTION**  
EIGHT: 01-22-07

**AMENDMENTS**  
10-27-14

(Oct 14)

**MUTUAL OPERATIONS****Common Interest Development – Mutual Eight**

Seal Beach Mutual Eight, a recognized general law corporation, and a stock cooperative common interest development, is subject to and will abide by California Civil Code Sections 1350-1378, "The Davis-Stirling Common Interest Development Act."

Robert's Rules of Order shall govern all Mutual Eight meetings.

**MUTUAL****ADOPTION**

EIGHT: