

**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
August 27, 2018**

The Regular Meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Thompson at 9:34 a.m. on Monday, August 27, 2018, in Building Five Conference Room B, following Shareholders Open Forum.

**ROLL CALL**

Present: President Thompson, Chief Financial Officer Park, Secretary Dolch, Director Banfield and Advisory Director Kline

Absent: Vice President Berg

GRF Representative: Mrs. Fekjar

Guests: Sixteen Mutual Eight Shareholders

Staff: Ms. Hopkins, Mutual Administration Director  
Mr. Swordes, Building Inspector  
Mrs. Aquino, Recording Secretary

**INTRODUCTION**

President Thompson welcomed staff and guests to the meeting.

**MINUTES**

The July 23, 2018, Regular Minutes were approved by general consent of the Board as corrected.

The August 13, 2018, Special Meeting Minutes were approved by general consent of the Board as written.

**BUILDING INSPECTOR'S REPORT**

Building Inspector Swordes updated the Board on Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (attached).

Following questions, Inspector Swordes left at 10:01 a.m.

**GRF Representative**

GRF Representative Mrs. Fekjar, submitted her report (attached).

Following questions, Mrs. Fekjar left the meeting at 10:06 a.m.

**UNFINISHED BUSINESS**

Following a discussion, it was the consensus of the Board to further amend Policy 7780.08 – Listing Inspections.

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

RESOLVED, To ratify amended/posted Policy 7525 –  
Withdrawal Inspection Process Fee.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Banfield and seconded by Secretary Dolch, it was

RESOLVED, To ratify amended/posted Policy 7502.08 –  
Carport Regulations.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Dolch and seconded by Director Banfield, it was

RESOLVED, To ratify amended/posted Policy 7406.08 –  
Common Areas for Exclusive Private Use of Shareholder.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone the following items until the next Regular Board Meeting, Update Budget Preview and Reserves Preview, Mutual Eight Park at 189 A–L, and the Mutual Eight Park at 204 A.

President Thompson adjourned to Regular Monthly Meeting at 10:40 a.m. to go into Executive Session.

President Thompson reconvened the Regular Monthly Meeting at 11:55 a.m.

**NEW BUSINESS**

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

RESOLVED, To approve the repair at Unit 177–I, at a cost not to exceed \$10,000, including if necessary, the sewer line repairs, and authorize the President to sign the contract. Work to be completed by Roberts Construction.

The MOTION passed.

**NEW BUSINESS (continued)**

Following a discussion, and upon a MOTION duly made by Director Banfield and seconded Secretary Dolch, it was

RESOLVED, To approve to rescind the following resolution dated November 27, 2017; *RESOLVED, To place a moratorium on Policy 7406 – Encroachment onto Common Area for Exclusive Use of Shareholder and any applications for exclusive use of common area, with the exception of DMV designated disability Golf Cart Pad.*

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone the following items until the next Regular Board Meeting; Website Feedback – Report on update website, Restatement of Bylaws revision #2 Town Hall Meeting Dates, Discussion and review of Fire Safety Report, Discuss and vote to approve/deny Mr. C's Towing agreement for 2018-2019, Discuss and vote to approve/deny amount of additional guest passes for 2019, Discuss and vote to adopt Policy 7490.pb.08 – Payment and Performance Bond.

**CHIEF FINANCIAL OFFICER'S REPORT**

Chief Financial Officer Park submitted his report (attached).

**MUTUAL ADMINISTRATION**

Mutual Administration Director Hopkins submitted her report (attached).

**ANNOUNCEMENTS**

NEXT MEETING Monday September 24, 2018 at 9:00 a.m. Building Five Conference Room B.

**COMMITTEE REPORTS**

There were no committee reports.

**DIRECTORS COMMENTS**

No Director comments were made.

**SHAREHOLDER COMMENTS**

No shareholder comments were made.

**RESOLUTIONS IN THE REGULAR  
MONTHLY MEETING AUGUST 27, 2018**

8/27/18      RESOLVED, To ratify amended/posted Policy 7525 –  
Withdrawal Inspection Process Fee.

RESOLVED, To ratify amended/posted Policy 7502.08 – Carport  
Regulations.

RESOLVED, To ratify amended/posted Policy 7406.08 –  
Common Areas for Exclusive Private Use of Shareholder.

RESOLVED, To approve the repair at Unit 177–I, at a cost not to  
exceed \$10,000, including if necessary, the sewer line repairs,  
and authorize the President to sign the contract. Work to be  
completed by Roberts Construction.

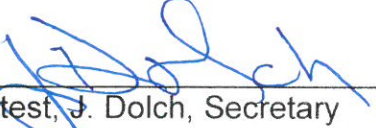
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use of common area, with the exception of DMV designated  
disability Golf Cart Pad.*

**BOARD OF DIRECTORS  
MUTUAL EIGHT**

**August 27, 2018**

**ADJOURNMENT**

There being no further business to conduct, President Thompson adjourned the meeting at 12:05 p.m.

  
\_\_\_\_\_  
Attest, J. Dolch, Secretary  
SEAL BEACH MUTUAL EIGHT  
ka: 09/10/18  
Attachments



# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **AUGUST 27TH, 2018**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
192 G	total remodel	yes	04/23/18	09/30/18	no	6/6/18 shear walls	Kress
192 G	total remodel	yes	04/23/18	09/30/18	no	6/18/18 pl/el/frame	Kress
198 A	microwave	yes	05/01/18	05/20/18	no	7/6/18 final	Real McCoy
205 F	heatpump/attic access/2.5ton	yes	07/10/18	10/11/18	no	8/9/18 final	Greenwood
196 A	4 windows/one sliding door	yes	07/13/18	08/30/18	no		Seascope Enterprises
191 H	A/C 12,000 btu Fujitsu	yes	07/16/18	07/24/18	no	7/30/18 final	Alpine
184 F	carport cabinets	GRF	07/16/18	08/30/18	no		J & J Construction
186 J	kitchen remodel	yes	05/02/18	08/31/18	no	7/18/18 final	Los Al Builders
191 D	dual zone heat pump	yes	07/25/18		no		Greenwood
203 i	A/C and heat pump	yes	07/23/18	10/31/18	no	8/10/18 final	Greenwood
203 K	A/C and heat pump	yes	07/23/18		no		Greenwood
186 G	granite kitchen countertop	yes	07/25/18	08/30/18	no	8/9/18 final	Nationwide Painting
195 A	6 windows/screens/entry door	yes	06/22/18	07/29/18	no	8/2/18 final	Swenman Company
200 L	A/C 12,000 btu Fujitsu	yes			no	8/6/18 final	Alpine
187 H	bedroom extend/remodel	yes	05/25/18	08/31/18	no	8/9/18 foundation	Roberts construction
200 G	remodel	yes	06/26/18	12/28/18	no	8/9/18 plumb rough	LW Décor
193 H	A/C 2.5 ton/concrete base	yes	08/03/18	12/05/18	no		Greenwood
180 A	bathroom remodel	yes	08/03/18	10/31/18	no		Los Al Builders
203 A	kit/bth counters/flooring	yes	08/06/18	10/15/18	no		Mamuscia
185 i	heat pump/concrete base	yes	08/03/18	12/04/18	no		Greenwood
194 F	micro/fans/electrical/moulding	yes	06/26/18	12/24/18	no	8/13/18 final	LW Décor
192 A	vinyl sheet/floor	yes	08/09/18	08/31/18	no	8/14/18 final	Cornerstone
195 L	A/C 12,000 btu Fujitsu	yes	07/19/18	10/30/18	no	8/7/18 final	Greenwood

## ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
189 B		10/9/2017	03/05/18	3/22/2018	4/26/2018		
181 K		4/4/2018	04/12/18	4/12/2018	4/26/2018	6/18/2018	
200 G		11/16/2017	04/05/18	4/12/2018	4/25/2018	6/22/2018	
188 H		3/12/2018					
194 F		2/7/2018	05/15/18	5/22/2018	6/4/2018	6/15/2018	
191 A		2/27/2018	05/23/18	5/23/2018	6/7/2018	6/15/2018	
201 G		1/4/2018	05/30/18	5/31/2018	6/13/2018	7/25/2018	
204 D		2/7/2018	06/01/18	6/1/2018	6/8/2018		
188 E		6/25/2018					
178 G		6/25/2018					
182 L		6/27/2018					
197 C		7/31/2018					
192 B		7/31/2018					
201 i		8/9/2018					
202 E		8/9/2018					
178 B		8/15/2018					
200 i		8/15/2018					
181 D		6/27/2018					

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

## CONTRACTS

CONTRACTOR	PROJECTS
Brightview Landscape	Mutual gardening
So Cal Fire Protection	laundry room fire extinguishers

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **AUGUST 27TH, 2018**

Empire Pipe and Supply	Mutual sewer cleaning
Fenn	termites and pest control
SITE VISITS	
UNIT	REASONS
July 23rd	Inspectors report 9:30 am
July 24th bldgs 178/194	fire inspections of all 24 units
July 25th bldgs 193/195	fire inspections of all 24 units
July 26th bldg 199	fire inspections of all 12 units
July 27th bldgs 187/188	fire inspections of all 24 units
July 30th 177 i	met with Banfield and S.M over patio wall sinking
July 31st 199 H	concerns over dirty water in pipes(had main break in street)
August 2nd 188 C	checked on unit because of tree limb and crack under counter
August 2nd 189 K	shareholder had contractor out to do unpermitted work/redtagged
August 9th Physical Properties	met with Mutual president about fire inspections



Mutual 8 CFO Report – August 27, 2018

**Operating activities:** The Balance Sheet as of the end of July, 2018 shows the following amounts. The total assets of Mutual 8 are \$5,029,758.96 with \$2,378,701.40 in reserves which are in the financial institutions as follows:

Reserves	US Bank Money Market	Bond Par Value and Money Market in BNY Mellon	Total
Appliance	\$18,481.35	\$0.00	\$18,481.35
Painting	\$45,425.08	\$4,505.58	\$49,930.66
Roofing	\$685,650.97	\$1,074,668.28	\$1,760,319.25
Emergency	\$9,088.60	\$5,000.00	\$14,088.60
Infrastructure	\$470,606.48	\$65,275.06	\$535,881.54
<b>Total</b>	<b>\$1,229,252.48</b>	<b>\$1,149,448.92</b>	<b>\$2,378,701.40</b>

The total liabilities of the Mutual to date are \$138,034.23. The Excess Income for the current year is \$32,770.

Significant Expenses over budget (>\$500.00) includes water consumption, Landscape Maint.-Extras, and Service Maintenance-Standard. The water usage decreased from \$9,455 in June to \$5,630 in July.

The water usage is as follows for the last 7 months:

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
Usage:	\$4,953	\$3,688	\$5,306	\$3,809	\$4,743	\$9,455	\$5,630

The Landscape Maintenance-Extras expense was \$6,835. This was due to replacing brass valves for \$799.49 and new tree installation for \$6,036.00. Annual unused budget is \$13,499 as of the end of July. We expect to spend our budget for the trimming and maintenance for the next 5 months.

The Service Maintenance-Standard went up from \$3,807 in June to \$7,281 in July. This is because of disassembling and refinishing Brunsting Park Benches. They were cut, sanded, primed and painted. They cost \$2,523.88.



**2019 Budget:** Our President, Vice president and I had a budget meeting with Finance Director, Carolyn Miller, on August 7, 2018. The 2019 preliminary budget was created after this meeting. This budget will continue to be updated before it is finalized and approved by the board.

The necessary information was sent to the Association Reserves for the 2019 Reserve Study on August 7, 2018.

**Investing activities:** The board decided to sell our bonds and invest in the Certificate of Deposit at the July meeting but did not mention the date to sell at the meeting. In August, I think we have to decide by when we need to sell the bonds so that we can move to the next step.

I plan to earn about \$50,000 per year by investing in CDs and this interest income is reflected in the 2019 preliminary budget. The CD interest rate may go down soon. The sooner we invest in the CD the more we earn.

The BNY Mellon broker came to Leisure World Seal Beach for an open discussion about the bond investments on August 13, 2018.

Please let me know if you have any comments.

K.C. Park  
CFO Mutual 8



P.O. Box 2069  
Seal Beach CA 90740

Jul Actual	Jul Budget		2018 Y-T-D Actual	2018 Y-T-D Budget
88,926	88,925	Carrying Charges	622,489	622,475
28,667	28,666	Reserve Funding	200,667	200,662
<b>117,593</b>	<b>117,591</b>	<b>Total Regular Assessments</b>	<b>823,156</b>	<b>823,137</b>
631	787	Service Income	5,221	5,509
2,725	1,486	Financial Income	14,739	10,402
566	2,409	Other Income	38,419	16,863
<b>3,922</b>	<b>4,682</b>	<b>Total Other Income</b>	<b>58,378</b>	<b>32,774</b>
<b>121,514</b>	<b>122,273</b>	<b>Total Mutual Income</b>	<b>881,534</b>	<b>855,911</b>
53,140	53,140	GRF Trust Maintenance Fee	365,232	371,980
8,816	9,469	Utilities	65,794	66,283
2,198	2,203	Professional Fees	16,531	15,421
25,958	21,003	Outside Services	136,117	147,021
7,907	7,792	Taxes & Insurance	55,340	54,544
28,667	28,666	Contributions to Reserves	200,667	200,662
<b>126,685</b>	<b>122,273</b>	<b>Total Expenses Before Off-Budget</b>	<b>839,681</b>	<b>855,911</b>
<b>(5,171)</b>	<b>0</b>	<b>Excess Inc/(Exp) Before Off-Budget</b>	<b>41,854</b>	<b>0</b>
1,283	0	Depreciation Expense	9,083	0
<b>(6,453)</b>	<b>0</b>	<b>Excess Inc/(Exp) After Off-Budget</b>	<b>32,770</b>	<b>0</b>
		<b>Restricted Reserves</b>		
(2,216)	0	Appliance Reserve Equity	18,481	0
2,250	0	Painting Reserve	49,931	0
7,333	0	Roofing Reserve	1,760,319	0
1,333	0	Emergency Reserve Equity	14,089	0
15,417	0	Infrastructure Reserve	535,882	0
<b>24,117</b>	<b>0</b>	<b>Total Restricted Reserves</b>	<b>2,378,701</b>	<b>0</b>

# Mutual Administration Director's Report

## AUGUST 2018



In the summer heat a reminder to rest and cool down in the shade, minimize direct exposure to the sun and stay hydrated, drink plenty of water.

Slow down: reduce, eliminate or reschedule strenuous activities until the coolest time of the day.

Dress for summer: Wear lightweight, loose fitting, light-colored clothing to reflect heat.

Avoid extreme temperature changes.

### Hot weather brings out the thirsty, hungry critters

- We must not feed wildlife. Bird feeders will attract rats, squirrels, and rabbits which will attract coyotes to your home.
- We must keep food, water and trash off our patios. Keep pet food and water bowls inside and not on your patio.

Cats and small dogs **should never be allowed outside alone.** Pets must always be accompanied by their owner and must be on a 6-foot leash at all times while outside. Do not use a retractable leash.

Never leave pets unattended in vehicles LOOK before you LOCK.

# **Town Hall Meeting**

**MONDAY**

**11/12/18**

**Clubhouse 4**

**10:30A-12:30P**

**Brunch**

**Bring your favorite**  
**'brunchie' food.**

**TABLES WITH INFORMATION ON  
HEALTH CENTER, RESTATEMENT BY  
LAWS, LANDSCAPE, OTHER...**

**PLEASE COME AND ENJOY COMPANY,  
FOOD AND INFORMATION**

**MUTUAL EIGHT EVENT**





## **PROPER USE OF GARBAGE DISPOSAL**

**When using the garbage disposal be sure to run plenty of water!**

Follow these easy steps when using the garbage disposal:

1. Turn on the cold water
2. Turn on the disposal
3. Feed the material into the disposal a little at a time
4. When the hammering stops, turn off the disposal and keep the water running for one minute
5. Make sure to run the disposal every day, even though you are not putting it to normal use
6. If the disposal stops working, locate the RED re-set button on the bottom surface of the unit and hold for 30-seconds.

### **\*REMINDER\***

#### **Please do not grind these items**

Bones	Onion Skins
Carrot peelings	Pea Pods
Celery & Rhubarb Stalks	Potato Peelings
Coffee Grounds	Grease
Corn Cobs–Husks or Silks	Pills
Egg Shells	Glass
	Rice
	Any fibrous materials

If the disposal is not grinding as well as it should, grind some ice to sharpen the blades.

To deodorize the disposal grind some lemon, lime or orange rinds.

## Mutual Administration Report February 2017

### **부엌 찌꺼기 분쇄 처리기 (디스포저) 사용법**

**디스포저를 사용할 때는 물을 많이 틀어놓고 사용하세요!**

디스포저 사용 방법은 다음과 같습니다:

1. 수도 꼭지의 차거운 물을 툰다.
2. 디스포저의 전기 스위치를 툰다.
3. 찌꺼기를 조금씩 디스포저에 넣는다.
4. 디스포저가 돌아가지 않을 때 디스포저의 전기 스위치를 끈 후 1분 동안 수도물이 내려가게 한다. 그리고 다시 스위치를 툰다.
5. 디스포저를 사용할 필요가 없을 때라도 하루에 한번 정도 디스포저를 돌려 동작하는지 확인한다.
6. 만약 디스포저가 동작하지 않을 때는 디스포저의 밑바닥에 있는 빨간색 복원 스위치 (reset switch)를 약 30초 동안 누른다.

\*주의 사항: 다음과 같은 음식 찌꺼기는 디스포저에 넣고 갈지 마세요

고기 뼈, 당근껍질, 셀러리 줄기, 커피찌꺼기, 옥수수속, 옥수수 겉껍질, 달걀 껍데기, 양파 껍질, 완두콩 꼬투리, 감자 껍질, 고기 기름 또는 지방, 알약, 유리조각, 쌀, 섬유가 많은 물질

디스포저가 잘 갈아지지 않을 때는 얼음을 조금 넣고 갈면 디스포저 칼날이 날카로워 진다.

디스포저에서 나쁜 냄새가 날 경우 레몬(Lemon), 라임(Lime), 또는 오렌지 껍질 등을 조금 넣고 갈면 나쁜 냄새가 없어질 수 있다.

번역: 박기철

# **SIGN-IN SHEET**

## **BOARD OF DIRECTORS MEETING**

**MUTUAL NO. EIGHT**

**DATE: August 27Pri, 2018**

	<b>GUEST NAME</b>
1.	Priscilla Fain
2.	Marcia Rinaldi
3.	June Dunn
4.	Laura Garcia
5.	Paul Stalhut
6.	Sandy Weisenstein
7.	Colette Greenwood
8.	Swana White
9.	Michael Chang
10.	Cindy Menzel
11.	Gehl Davis
12.	Carol Evans
13.	Richard Winslow
14.	Rosie Haugen
15.	Beth Winslow
16.	Linda Klein


**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL EIGHT  
August 13, 2018**

A Special Meeting of the Board of Directors of Seal Beach Mutual One was called to order by President Thompson at 9:00 a.m. on Monday, August 13, 2018, in Building 5, Conference Room C.

Those members present were: President Thompson, Vice President Berg, CFO Park, Secretary Dolch, and Director Banfield. Also present were Nine Mutual Eight Shareholders.

The purpose of the meeting was to discuss agenda items for the August 27, 2018 Regular Monthly Board Meeting.

President Thompson adjourned the meeting at 12:15 p.m.

  
Attest: Jeri Dolch, Secretary  
SEAL BEACH MUTUAL EIGHT  
ka:08/19/18