

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
January 28, 2019
Open Forum begins at 9:00 a.m. – Meeting begins at 9:30 a.m.
Building Five, Conference Room B

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Mrs. Fekjar, GRF Representative
Mr. Rocha, Security Services Director
Mr. Weaver, Facilities Director
Ms. Hopkins, Mutual Administration Director
Mr. Swordes, Building Inspector
Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES:
Regular Meeting Minutes of November 26, 2018
5. **GUEST SPEAKER** **Mr. Rocha**
 - a. Introduction of New Security Service Director (p.3)
6. **GUEST SPEAKER** **Mr. Weaver**
 - a. 2019 Mutual Projects
7. BUILDING INSPECTOR'S REPORT Mr. Swordes

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.4-5)

 - a. Discuss and review recent roof leaks
8. GRF REPRESENTATIVE Mrs. Fekjar
9. **UNFINISHED BUSINESS**
 - a. Update on Fire Safety Inspection non-compliance units
 - b. Update on Vacant, Unoccupied Seasonal-Use Units within Mutual Eight from July to November 2018
 - c. Update on the restatement of Bylaws, Occupancy Agreement and Policies
10. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny permit for Unit 200–G (p.6)
 - b. Discuss and vote to approve/deny permit for Unit 198–A (p.7)
 - c. Discuss and vote to approve/deny Golf Cart Pad for Unit 187–L (p.8)
 - d. Discussion – Block Wall at Carport 95

NEW BUSINESS (continued)

- e. Discuss and vote on the separation of Mutual Eight Minutes and Board Reports (p.9)
- f. Discuss and vote to approve the transfer of funds from Emergency Reserves to Non-Restricted/Operating Account (p.10)
- g. Discuss and vote to approve/deny the transfer of \$100,000 matured CD to a one-year CD Account with US Bank (p.11)
- h. Discuss and vote to approve/deny the transfer of \$50,000 matured CD to a three-month CD Account with US Bank (p.12)
- i. Discussion and report of 2018 Laundry Room costs
- j. Discuss and vote to approve/deny the GRF Leisure World Seal Beach Buyer and Seller Process Handout (p.13-22)

STAFF BREAK BY 11:00 a.m.

- 11. SECRETARY / CORRESPONDENCE Ms. Dolch
- 12. CHIEF FINANCIAL OFFICERS REPORT Mr. Park
- 13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
- 14. ANNOUNCEMENTS
 - a. NEXT MEETING: **Monday, February 25, 2019, at 9:00 a.m. Building Five, Conference Room B**
- 15. COMMITTEE REPORTS
- 16. DIRECTORS' COMMENTS
- 17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 18. ADJOURNMENT
- 19. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.



Leisure World Seal Beach is pleased to welcome our new Security Services Director, Victor Rocha.

Victor is a security and safety professional with over 25 years of private sector experience. Throughout his career, Victor has successfully developed and implemented comprehensive security, workplace violence, emergency management and loss prevention programs for HOA communities and high-profile businesses throughout the United States.

As a former police officer and detective with the Los Angeles Police Department, his efforts in security and safety earned Victor the LAPD Southeast Division's prestigious "*Officer of the Year*" award in 1990.

Victor is a long-standing member of the Association of Threat Assessment Professionals and earned his B.A. in Criminal Justice from California State University, Fullerton.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **JANUARY 28, 2019**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
187 H	bedroom extend/remodel	yes	05/25/18	10/31/18	YES	12/5/18 lath/scratch	Roberts construction
200 G	remodel	yes	06/26/18	12/28/18	#3 2/20/19	11/6/18 drywall	LW Décor
187 B	AC/heat pump & electrical	yes	07/02/18	08/02/18	no	12/21/18 final	Alpine
181 E	bedroom carpet	GRF	09/04/18	10/04/18	YES	12/28/18 final	Lowe's
181 K	heat pump/smoke detectors	yes	10/29/18	01/30/18	no	11/27/18 final	Greenwood
191 A	remodel	yes	09/23/18	06/20/19	no	1/9/19 hot mop/lathe	Alpha Master Builders
191 A	2 ton heat pump	yes	12/10/18	03/10/19	no		Yes Remodeling&Maintenance
180 H	carport cab #102 sp #14	GRF	12/31/18	01/31/19	no	1/17/19 final	Imagination Unlimited
199 B	storage turn into bed closet	yes	10/08/18	11/30/18	no	12/17/18 final	Los Al Builders
203 C	vinyl and carpet	GRF	01/03/19	03/03/19	no		Bixby Plaza Carpet&Flooring
182 i	entry gate/walkway/patio wall	yes	01/07/18	01/21/19	no	1/22/19 framing	Seaport Sash & Door
200 i	washer/dryer/upgrade panel	yes	11/16/18	11/23/18	no	11/21/18 ground	Hadi Construction
200 i	in/outdoor carpet/vinyl flooring	GRF	11/25/18	12/25/18	no	12/4/18 final	Karys Carpets
178 B	carpet	GRF	01/02/19	01/05/19	no	1/14/19 final	Family Floors
194 G	carport cab/95 #31	GRF	12/15/18	01/15/19	no	12/26/18 final	Imagination Unlimited
185 C	door/doorbell/paint	GRF	10/31/18	11/15/18	no	12/3/18 final	Imagination Unlimited
200 F	walk in tub/panel/water heater	yes	12/14/18	12/21/18	no	1/16/19 final	Hadi Construction
178 F	asbestos abatement	yes	12/13/18	01/17/19	no		Lance Freedman Construction
195 L	carport cab/95 #1	GRF	12/15/18	01/15/19	no		Imagination Unlimited
182 C	heat pump/smoke detectors	yes	12/27/18	03/30/19	no	1/15/19 final	Greenwood
185 K	kitchen counter/faucet/sink	both	12/30/18	03/01/19	no		Mamuscia
188 E	flooring/baseboards	GRF	11/21/18	12/21/18	no	11/28/18 final	Karys Carpets
197 L	carport cab/96 #10	GRF	12/15/18	01/15/19	no	1/3/19 final	Imagination Unlimited
194 G	solatube 14"	both	11/29/18	12/29/18	no	12/17/18 final	Solatube Home
192 G	satellite dish	GRF	12/14/18	12/21/18	no	12/14/18 final	X-Factor Communications
204 D	patio tile	GRF	06/10/18	07/10/18	no	12/21/18 final	Karys Carpets
194 E	3 fans at patio	both	05/10/18	06/10/18	no	12/28/18 final	Kress
194 F	AC/heat pump/attic access	both	01/14/19	03/30/19	no		Greenwood
187 L	cartpad 5' x 8' with pavers	GRF	01/02/18	02/02/18	no		Anguiano Lawn Care
198 A	patio fan/solatube	both	01/19/19	02/05/19	no		Real McCoy
192 G	ez access/remove shwr door	GRF	11/07/18	12/07/18	no	1/2/18 final	NuKote

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
188 H		3/12/2018	1/3/2019	1/7/2019			
188 E		6/25/2018	10/30/2018	10/30/2018	11/13/2018	11/28/2018	
178 G		6/25/2018					
182 L		6/27/2018	10/25/2018	10/31/2018	11/9/2018	1/2/2019	
197 C		7/31/2018					
192 B		7/31/2018	9/17/2018	9/17/2018	9/27/2018		buyer damaged floor doing asbestos test
201 i		8/9/2018					
202 E		8/9/2018					
178 B		8/15/2018	11/6/2018	11/20/2018	12/4/2018	1/17/2019	
200 i		8/15/2018	10/31/2018	11/1/2018	11/12/2018	1/9/2019	
177 G		8/27/2018	11/15/2018	11/19/2018			
195 F		9/10/2018					
197 F		10/25/2018					
183 E		10/23/2018	12/4/2018	12/5/2018	12/17/2018	1/17/2019	
177 L		11/6/2018					
200 E		11/7/2018					
186 L		11/30/2018					
177 i		11/30/2018					
178 F		9/10/2018	11/15/2018	11/21/2018	12/3/2018	1/3/2019	
195 J	1/11/2019						
203 A		9/17/2018	10/11/2018	10/12/2018	10/23/2018	1/3/2019	
181 D		6/27/2018	10/10/2018	10/12/2018	10/24/2018		

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
Empire Pipe and Supply	sewer cleaning - complete- paid 12/06/18 \$1,971.20
Fenn	termites and pest control
Roberts Construction	patio at 177 i- paid 11-20-18 payment 1 of 2

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(08) EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **JANUARY 28, 2019**

UNIT	SITE VISITS REASONS
November 26th	Inspectors report 9:30 am
November 26th 184 C	concerns over downspout not being painted
November 27th 191 F	concerns over bugs/turned out to be moths
November 27th 191 A	check on progress of construction
November 29th	follow up fire inspections
November 30th	meet with mutual president
November 30th	building backup at bldg 182 and attached laundry rooms
November 30th	concerns over gutter again
November 30th 198 E	redtag order for nonpermitted work/flooring/smoke detector/cabinet
December 4th 214 D	concerns over golf cart damaging her block wall and posts
December 4th 178 B	following up on escrow work
December 6th	inspect gutters in the rain
December 7th 204 B	empty unit inspection of sound coming from unit
December 10th	measure all encroachments for admin and Mutual
December 11th 194 F	wall heater/water heater/sprinkler concerns
December 11th 189 A,B,C	gutters needed to be fixed
December 11th 197 J & G	called Fenn for ants at units
December 13th	met with KC Park over bench/trash/laundry room expense at 200
December 13th 183 A	met with shareholder and painter over roof leak damage at unit
December 14th 178 D	posted unit for special inspection/bugs
December 14th	measured encroachments with Mutual president
December 17th bldg 200	checked laundry room electrical with SM for inconsistencies
January 7th	met with Mr. Kline and electrician over lights at park
January 7th 196 C	met with SM and president over roof leak at building
January 7th bldg. 191	met with building captain about smell from remodel(hot mop)
January 7th 179 H carport 102 #5	met with shareholder and electrician over charging port for golfcart
January 9th 178 F	met with contractor at unit to salvage sinks and bath fan cover
January 9th 188 H	inspect concrete at patio
January 11th bldg 188	concrete to be removed at sidewalk due to safety concern
January 18th	posted vacant units for inspection
January 22nd	sent in inspectors report

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 200-G
(NEW BUSINESS ITEM A)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 200–G as submitted, with work to be completed by Bodies Glass Service.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 198-A
(NEW BUSINESS ITEM B)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 198-A as submitted, with work to be completed by Real McCoy Builders.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY GOLF CART PAD FOR UNIT
187-L (NEW BUSINESS ITEM C)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

I move to approve/deny the DMV designated Golf Cart Pad at Unit 187 – L (40 square feet) located adjacent to the sidewalk (N) by the entry door. All permits approved by Physical Property department including slight slope for drainage. Work to be completed by John's Landscape.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE SEPARATION OF MUTUAL EIGHT MINUTES AND BOARD REPORTS (NEW BUSINESS ITEM E)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

On January 28, 2019 the Mutual Eight Board of Directors will vote to separate all Board Meeting Reports from Board Meeting Minutes.

I move to approve/deny that Mutual Eight separate all Board Meeting reports and all Committee Reports from Board Meeting minutes, effective January 28, 2019.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF FUNDS
FROM EMERGENCY RESERVES TO NON-RESTRICTED/OPERATING
ACCOUNT (NEW BUSINESS ITEM F)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

*I move to approve/deny, the one-time transfer of funds, in the amount of \$20,000 from
Emergency Reserves to Non-Restricted/Operating account.*

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF \$100,000
MATURED CD TO A ONE-YEAR CD ACCOUNT WITH US BANK
(NEW BUSINESS ITEM G)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

I move to approve/deny, the one-time transfer of a CD (Certificate of Deposit), in the amount of \$100,000, which will mature on January 30, 2019, be reinvested into a one-year CD account with US Bank Wealth Management Account.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TRANSFER OF \$50,000
MATURED CD TO A THREE-MONTH CD ACCOUNT WITH US BANK
(NEW BUSINESS ITEM H)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

I move to approve/deny, the one-time transfer of a CD (Certificate of Deposit), in the amount of \$50,000, be reinvested into a three-month CD account with US Bank Wealth Management Account.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE BUYING AND SELLING
PROCESS HANDOUT (NEW BUSINESS ITEM J)
DATE: JANUARY 28, 2019
CC: MUTUAL FILE

At the December 6, 2018 Presidents Council meeting the Buying and Selling Process Handout was submitted to all Presidents for review. It was asked of the Council that this be placed on all January agendas for approval by all Mutual Boards.

I move to approve/deny that the Buying and Selling Process Handout, prepared and submitted by GRF, be placed on Seal Beach Leisure World Website and further to be submitted to all Real Estate Agents and be included in the new buyer packet.



SEAL BEACH LEISURE WORLD BUYING AND SELLING HANDOUT

Golden Rain Foundation
December 4, 2018



INTRODUCTION



Seal Beach Leisure World (SBLW) is a gated, active adult community. Golden Rain Foundation (GRF) is the Management Services provider. The following are the procedures and information you will need to successfully list, sell or buy a unit in this community.

LISTING A SEAL BEACH LEISURE WORLD UNIT

1. NOTICE OF INTENT TO WITHDRAW (NOI):

this notifies the Mutual Corporation 1-12 or 14-16 of the seller's intent to sell their share of stock.

- ▶ The NOI may be obtained from the escrow company. The NOI is valid for six months.
- ▶ When the seller has signed the NOI, the escrow company courier delivers the signed form to the GRF Stock Transfer Office to be signed by the Mutual President. This may take approximately 10 working days.
- ▶ After the President signs, the NOI goes back to the escrow company. The escrow company sends the original NOI to the GRF Physical Property Escrow clerk. This authorizes the Pre-Listing Inspection (PLI).
- ▶ Mutual 9 PLI process is different. Check with the Stock Transfer Office for details.
- ▶ A set of keys for all unit doors, patio and carport storage units are required
- ▶ Mutual 17 is condominiums and follows some common real estate processes but you must consult with Stock Transfer Office personnel.



2. PRE-LISTING INSPECTION (PLI):

Identifies repairs that the seller is responsible for completing prior to the close of Escrow.

- ▶ Pre-listing inspections differ from mutual to mutual.
- ▶ When the inspection is completed the PLI is sent to the escrow company for the signature of the seller.

3. INSTALLATION OF LOCK BOX:

The NOI must be signed by the Mutual President and the PLI completed before the realtor may place the lock box on the unit door and show the unit.

4. NO OPEN HOUSES PERMITTED

BUYING OR SELLING A SEAL BEACH LEISURE WORLD UNIT



1. ESCROW OPENED:

- ▶ A final inspection is conducted two weeks prior to the close of escrow.
- ▶ If the required work has not been completed by the seller, the inspector contracts and schedules the work to be completed prior to the close of escrow. The cost will be deducted from the Repair Deposit (RD). The Repair Deposit amount varies from Mutual to Mutual.

2. CLOSE OF ESCROW:

- ▶ Costs are compiled and sent to the Golden Rain Foundation Finance Department to be paid from the Repair Deposit. The remaining balance is refunded to the seller generally within 45 to 60 days after the close of escrow.

3. SALE BY TRUST OR ESTATE:

- ▶ Contact the **Stock Transfer Office** at 562-431-6586 ext. 347.

BUYING A SEAL BEACH LEISURE WORLD UNIT

1. BUYER QUALIFICATIONS:

- ▶ **55** years of age or older
- ▶ **Meet financial requirements** (these vary from mutual to mutual)
- ▶ Pay a **one-time Amenities fee** to Golden Rain Foundation (GRF) for use of Trust property.
- ▶ For current requirements and fees visit www.lwsb.com website.

2. UNITS IN MUTUALS 1-12 AND 14-16:

- ▶ Buyer is purchasing a share of stock in a Stock Cooperative with rights of occupancy in that unit. Buyer owns stock, not the unit.
- ▶ This purchase is cash only. No mortgage is permitted.
- ▶ Buyer becomes a stockholder, not an owner.

3. UNITS IN MUTUAL 17:

- ▶ Buyer is purchasing a condominium (Grant Deed)
- ▶ Mortgages are permitted.
- ▶ Buyer becomes the owner of the unit.

ELIGIBILITY REQUIREMENT POLICIES

[7510.01 Eligibility Requirements MU 01](#)

[7510.02 Eligibility Requirements MU 02](#)

[7510.03 Eligibility Requirements MU 03](#)

[7510.04 Eligibility Requirements MU 04](#)

[7510.05 Eligibility Requirements MU 05](#)

[7510.06 Eligibility Requirements MU 06](#)

[7510.07 Eligibility Requirements MU 07](#)

[7510.08 Eligibility Requirements MU 08](#)

[7510.09 Eligibility Requirements MU 09](#)

[7510.10 Eligibility Requirements MU 10](#)

[7510.11 Eligibility Requirements MU 11](#)

[7510.12 Eligibility Requirements MU 12](#)

[7510.14 Eligibility Requirements MU 14](#)

[7510.15 Eligibility Requirements MU 15](#)

~~[7510.16 Eligibility Requirements MU 16](#)~~

[7510.17 Eligibility Requirements MU 17](#)

MONTHLY FEES

<http://www.lwsb.com/welcome/monthly-fees/>

4. FINANCIAL QUALIFICATION PROCESS:

- ▶ Mutual Boards = have sole authority to set and change Mutual Financial Qualification Process.
- ▶ Mutual Financial Qualification Policy - located on lwsb.com as link in the Realtor Information link Policy 7510.
- ▶ Stock Transfer Office - verifies financial qualifications adhere to Mutual Policy Stock Transfer Office has no authority to approve applications that do not comply with Mutual Policy.

5. BUYER ORIENTATION MEETING:

- ▶ A Buyer Orientation is required prior to the close of Escrow.
- ▶ The meeting is generally conducted by the Mutual President and a Mutual Director with the buyer and GRF Building Inspector in attendance.
- ▶ The meeting includes a review of the Pre-Listing Inspection report, Mutual rules and expectations.
- ▶ The meeting will take approximately 1 to 2 hours.

6. COMPARISON CHART:

- ▶ See attached table for additional comparisons of Stock Cooperatives and Condominiums

COMPARISON CHART

STOCK COOPERATIVES: MUTUALS 1-12 AND 14-16	CONDOMINIUM: MUTUAL 17 ONLY
DIFFERENCES	
Mutual owns the property which allows you to live in and make improvements to the unit	You own the Condominium (Grant Deed issued)
Occupancy Agreement	Covenants, Conditions, and Restrictions (CCRs)
No Mortgage Purchase price paid in full	Mortgage is possible
No Reverse Mortgage	Reverse Mortgage possible on an approved building
No lease or rental allowed	Lease is allowed
SIMILARITIES	
<p>Each unit is all electric. No gas is available.</p> <p>Visitor limited to maximum of 60 days, per year</p> <p>Mutual approval required for improvements</p> <p>Must use GRF vetted contractors</p> <p>Permits required for most work</p> <p>One-time amenities fee</p> <p>Pets allowed, with some restrictions</p> <p>Co-Occupants must be approved</p>	