

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
September 23, 2019
Open Forum begins at 9:00 a.m. – Meeting begins at 9:30 a.m.
Administration Building, Conference Room A

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

Mrs. Fekjar, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Swordes, Building Inspector
Ms. Crow, Recording Secretary
4. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of August 26, 2019**
 - b. **Special Meeting Minutes of August 30, 2019 (p. 3)**
5. BUILDING INSPECTOR'S REPORT Mr. Swordes
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-9)
6. GRF REPRESENTATIVE Mrs. Fekjar
7. CONSENT CALENDAR
 - a. Discuss and vote to approve authorization of transfers of funds for Mutual Eight (p. 10)
8. **UNFINISHED BUSINESS**
There is no unfinished business to discuss.
9. **NEW BUSINESS**
 - a. Approval Mutual Monthly Finances (p. 11)
 - b. Discuss and vote to approve transfer of funds from Emergency Reserves/Operating Reserves Contingency to Operating Reserves (p. 12)
 - c. Discuss and vote to approve transfer of funds from Emergency Reserves to Appliance Reserves (p. 13)
 - d. Discuss Mutual Eight Operating Budget for 2020
 - e. Discuss and vote to amend Policy 7499.08 – Air Conditioning/HVAC/Heat Pump Units (p. 14-19)
 - f. Discuss and vote to amend Policy 7557.8 – Caregiver Policy (p. 20-22)
 - g. Discuss and vote to amend Policy 7530 – Withdrawal Inspection (p. 23-24)

9. **NEW BUSINESS (continued)**
 - h. Discuss and vote to amend resolution dated July 22, 2019, regarding Policy 7413.08 – Walk-In Therapeutic/Jacuzzi Type Bathtubs (p. 25)
 - i. Discuss and vote to approve contract for concrete work (p. 26)
 - j. Discuss and vote to approve Towing Agreement for 2019-2020 (p. 27-29)

STAFF BREAK BY 11:00 a.m.

10. SECRETARY / CORRESPONDENCE Ms. Weisenstein
11. CHIEF FINANCIAL OFFICER'S REPORT Ms. Thompson
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. ANNOUNCEMENTS
 - a. **NEXT MEETING: Monday, October 28, 2019, at 9:00 a.m.
Administration Building, Conference Room A**
14. COMMITTEE REPORTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDERS' COMMENTS (2-3 minutes)
17. ADJOURNMENT
18. EXECUTIVE SESSION

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

MUTUAL EIGHT EMAIL BLAST

If you would like to keep up with the Mutual Eight current information and events, please submit your email address to President Dolch. To be included in the Mutual Eight email blast, please email President Dolch at the email address provided with a subject line referencing your unit number:

m8emails@gmail.com

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
August 30, 2019**

A special meeting of the Board of Directors of Seal Beach Mutual Eight was called to order by President Dolch at 8:00 a.m. on Friday, August 30, 2019, in the Administration Building, Conference Room A.

Those members present were: President Dolch, Vice President Banfield, Secretary Weisenstein, and Director Youngs. Chief Financial Officer Thompson was absent. Also present were Physical Property Manager Rudge, Building Inspector Swordes, and representatives from J & J Landscaping.

There were no shareholders present.

The purpose of this meeting was to accept a new landscaper for Mutual Eight.

Following a discussion and upon a MOTION duly made by President Dolch and seconded by Vice President Banfield, it was

RESOLVED to accept J & J Landscaping as the new landscaper for Mutual Eight.

The MOTION passed.

Physical Property Manager Rudge sent a two-week termination notice to previous landscaper.

President Dolch adjourned the meeting at 8:26 a.m.

Attest, Sandy Weisenstein, Secretary
SEAL BEACH MUTUAL EIGHT
ck:08/30/2019

(These are tentative minutes subject to approval by the Board of Directors at the next regular board meeting.)

MONTHLY INSPECTORS REPORT

MUTUAL: **EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **SEPTEMBER 23, 2019**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
177 G	kich/bath remodel/flare skylights/shower	both	05/30/19	08/31/19	no	6/11/19 ground	Los Al Builders
177 G					06/21/19		"
177 G						7/29/19 rough electrical	"
177 G						7/29/19 plumbing	"
177 G						7/29/19 frame & sheathing	"
177 G						7/30/19 insulation & lathe	"
177 i	flooring throughout	GRF	07/09/19	07/13/19	no	7/16/19 final	Bixby Plaza Carpet&Flooring
177 i	bath & kitchen countertops	both	06/18/19	08/18/19	no	8/21/19 final	Westby4Homes
177 L	replace wire to kitchen lights	GRF	02/28/19	03/28/19	no	3/13/19 final	Bergin Electric
178 A	washer/dryer/upgrade panel	both	04/22/19	06/28/19	no	5/17/19 rough	Bruno H. Alvarez
178 A						5/29/19 final	"
178 B	carpet	GRF	01/02/19	01/05/19	no	1/25/19 final	Family Floors
178 D	AC	both	07/05/19	08/05/19	no	7/3/19 final	Alpine Heating & Air
178 F	asbestos abatement	both	12/13/18	01/17/19	no	2/7/19 final	Lance Freedman Construction
178 F	remodel	both	02/13/19	08/01/19	#1 9/1/19	2/28/19 plumbing ground	Lance Freedman Construction
178 F						3/8/19 footing/rebar	"
178 F						4/22/19 sheer	"
178 F						4/25/19 framing	"
178 F						4/25/19 electrical	"
178 F						4/25/19 plumbing	"
178 F						4/25/19 lath	"
178 F						4/29/19 insulation	"
178 F						5/3/19 drywall	"
178 F						5/17/19 scratch	"
178 F						8/21/19 final	"
178 F	heat pump/AC	both	05/15/19	10/29/19	no	8/21/19 final	Heatwave A/C & Heating
178 G	relocate electrical feed/5 LED/countertops	both	04/30/19	06/15/19	no	6/26/19 final	Los Al Builders
178 i	replace cooktop	GRF	04/25/19	05/04/19	no	5/8/19 final	Real McCoy Builders
179 A	carport cabinet/ CP 102 sp 12	GRF	03/01/19	03/15/19	no	3/13/19 final	Imagination Unlimited
179 E	carpet at living room/bedroom 1/2 inch pad	GRF	01/30/19	03/01/19	no	2/7/19 final	Karys Carpets
180 H	carport cab #102 sp #14	GRF	12/31/18	01/31/19	no	1/17/19 final	Imagination Unlimited
181 J	carpet at patio	GRF	08/30/19	09/30/19	no	9/3/19 final	Karys Carpets
182 C	heat pump/smoke detectors	both	12/27/18	03/30/19	no	1/15/19 final	Greenwood

MONTHLY INSPECTORS REPORT

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INSPECTOR: **ROBERT SWORDES**

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182 i	entry gate/walkway/patio wall	both	01/07/18	01/21/19	01/31/19	1/22/19 framing	Seaport Sash & Door
182 i					did not pass	3/4/19 final	"
182 i					did not pass	3/18/19 final	"
182 i					pass	4/11/19 final	"
183 H	refinish shower and countertops	GRF	05/29/19	08/02/19	no	6/19/19 final	CalBath
183 H	flooring/baseboards/shoe	GRF	06/03/19	06/28/19	no	6/19/19 final	Cal Custom Interiors
184 K	walkway repair	GRF	06/18/19	09/18/19	no	7/11/19 final	L&S Core Construction
185 C	tile at patio	GRF	08/05/19	09/05/19	no	8/15/19 final	Karys Carpets
185 K	kitchen counter/faucet/sink	both	12/30/18	03/01/19	no	2/22/19 final	Mamuscia
186 J	AC/heat pump	both	03/06/19	04/06/19	no	3/13/19 final	Alpine Heating & Air
187 H	bedroom extend/remodel	both	05/25/18	10/31/18	01/30/19	1/24/19 brown coat	Roberts construction
187 H						3/15/19 final	"
187 L	carpad 5' x 8' with pavers	GRF	01/02/18	02/02/18	no	1/28/19 final	Anguiano Lawn Care
188 H	solatube bathroom	both	04/01/19	06/01/19	no	4/17/19 final	Solatube Home
188 H	remodel bath/skylights/panel/wash/dry/light	both	05/15/19	10/15/19	no	5/23/19 ground	Alpha Master Builders
188 H						5/24/19 frame/elec/plumb	"
188 H						5/28/19 insulation	"
188 H						5/30/19 drywall	"
188 H						6/10/19 lathe	"
188 H						6/12/19 scratch/flashing	"
188 H						7/29/19 final	"
188 H	heat pump/ smoke detectors	both	04/17/19	08/17/19	did not pass	5/8/19 final	Heatwave A/C & Heating
188 H					pass	7/29/19 final	"
188 H	retrofit windows	both	04/15/19	05/30/19	no	4/24/19 final	Mamuscia
189 F	lights and ceiling fans	both	06/10/19	07/30/19	no	8/29/19 final	J.C. Kress
189 F	flooring throughout except bath	GRF	06/25/19	07/25/19	no	8/23/19 final	Interior Flooring Solutions
190 E	EZ access-raise seat 7"-safety tread	GRF	05/13/19	06/13/19	no	7/1/19 final	NuKote
191 A	remodel	both	09/23/18	06/20/19	03/12/19	1/9/19 hot mop/lathe	Alpha Master Builders
191 A						3/21/19 final	"
191 A	2 ton heat pump	both	12/10/18	03/10/19	03/12/19	3/21/19 final	Yes Remodeling&Maintenance
191 i	A/C 12,000 btu Fujitsu	both	02/06/19	03/06/19	no	2/7/19 final	Alpine Heating & Air
192 G	total remodel	both	04/23/18	09/30/18	no	9/18/19 final	Kress
192 i	carport cab #94 space #3	both	08/01/19	08/15/19	no	8/9/19 final	Imagination Unlimited
193 C	carpet-living room and bedroom	GRF	04/22/19	06/22/19	no	5/2/19 final	Bixby Plaza Carpet&Flooring
194 D	replace 3 sliding doors with retrofit ones	GRF	02/13/19	03/13/19	no	2/21/19 final	Swenman Company
194 E	3 fans at patio	both	05/10/18	06/10/18	no	3/22/19 final	Kress
194 F	AC/heat pump/attic access	both	01/14/19	03/30/19	no	2/20/19 final	Greenwood
194 F	kitchen remodel	both	07/15/19	11/15/19	no	8/23/19 rough frame&elec	Los AI Builders

MONTHLY INSPECTORS REPORT

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MUTUAL BOARD MEETING DATE: **SEPTEMBER 23, 2019**

194 F						8/26/19 insulation	"
194 F						8/28/19 drywall	"
194 H	ceiling fan at porch	both	09/17/19	09/28/19	no		Ogan Construction
194 i	washer/dryer/upgrade panel	both	05/27/19	06/04/19	no	5/15/19 rough/ground	Hadi Construction
194 i						6/19/19 final	"
195 F	demo & abate entire unit	GRF	08/01/19	09/01/19	no		Lance Freedman Construction
195 K	AC/heat pump/attic access/detectors	both	02/25/19	05/25/19	no	3/18/19 final	Greenwood
195 L	carport cab/95 #1	GRF	12/15/18	01/15/19	no	2/15/19 final	Imagination Unlimited
196 E	remodel shower	both	03/11/19	03/23/19	no	3/21/19 rough plumbing	Reborn Cabinets, Inc
196 E						5/16/19 final	"
196 F	47" high bronze temp glass w/ Z clamps	GRF	03/26/19	05/26/19	no	4/19/19 final	Bodies Glass Service
196 F	EZ access tub w/grab bar	both	09/03/19	10/03/19	no	9/17/19 final	NuKote
196 H	flooring throughout	GRF	08/05/19	08/09/19	no	8/7/19 final	B & B Carpets & Flooring
197 C	heat pump/concrete base	both	03/25/19	06/25/19	no	4/29/19 final	Greenwood
197 C	patio gate	GRF	04/12/19	04/30/19	no	4/16/19 final	Imagination Unlimited
197 D	washer/dryer/upgrade panel	both	09/03/19	12/01/19	no	9/5/19 rough el/fr/plumb	Bruno H. Alvarez
197 D	3 heatpumps/concrete/detectors/access	both	09/09/19	12/09/19	no		Greenwood
197 F	flooring	GRF	08/22/19	09/21/19	no		B & B Carpets & Flooring
197 K	AC/heat pump/attic access/detectors	both	04/16/19	07/16/19	#1 3/27/19	4/8/19 final	Greenwood
197 L	carport cab/96 #10	GRF	12/15/18	01/15/19	no	1/3/19 final	Imagination Unlimited
198 A	patio fan/solatube	both	01/19/19	07/19/19	#1 3/22/19	denied 2nd extension	Real McCoy
198 A	patio enclosure/smoked glass/plexiglass	GRF	01/30/19	07/30/19	#2 3/22/19	denied 2nd extension	Real McCoy
198 D	microwave	both	07/29/19	08/06/19	no	8/13/19 final	Ogan Construction
199 D	flooring & baseboards	GRF	08/22/19	09/21/19	no		B&B Carpets and Flooring
199 F	carport cabinet/ CP 97 # 12	GRF	04/01/19	04/30/19	no	4/8/19 final	Imagination Unlimited
199 G	carport cabinet/ CP 97 # 6	GRF	06/20/19	06/30/19	no	6/21/19 final	Imagination Unlimited
200 F	walk in tub/panel/water heater	both	12/14/18	12/21/18	no	1/16/19 final	Hadi Construction
200 G	remodel	both	06/26/18	12/28/18	#3 2/20/19	2/7/19 final	LW Décor
200 G	3/8 bronze tempered glass on patio wall	GRF	01/11/19	03/11/19	no	2/7/19 final	Bodies Glass Service
200 i	washer/dryer/upgrade panel	both	11/16/18	11/23/18	no	11/21/18 ground	Hadi Construction
200 i						12/4/18 final	"
200 J	carport cabinet/ CP 98 sp 1	GRF	03/01/19	04/30/19	no	3/28/19 final	Imagination Unlimited
200 L	ceiling fan	GRF	08/22/19	09/22/19	no	8/23/19 final	Bergin Electric
201 L	cabinets and countertops	both	06/03/19	08/01/19	no		Freedom Painting
202 E	carport cab/98 # 20	GRF	07/20/19	08/20/19	no	7/30/19 final	Imagination Unlimited
203 B	screen door/screen in patio/t-wall block off	GRF	03/11/19	04/30/19	no	4/11/19 final	Los Al Builders
203 C	vinyl and carpet	GRF	01/03/19	03/03/19	no	1/24/19 final	Bixby Plaza Carpet&Flooring
203 E	carport cabinet #99 sp #9	GRF	08/15/19	09/01/19	no	5/28/19 final	Handyman Micheal Banfield

MONTHLY INSPECTORS REPORT

MUTUAL: **EIGHT**

INSPECTOR: **ROBERT SWORDES**

MUTUAL BOARD MEETING DATE: **SEPTEMBER 23, 2019**

204 A	washer/dryer/upgrade panel	both	04/01/19	05/31/19	no	5/9/19 rough el/fr/plumb	Bruno H. Alvarez
204 A						5/22/19 final	"
204 D	security door	GRF	03/05/19	06/15/19	no	4/16/19 final	LW Décor
205 A	EZ access tub w/grab bar	both	05/06/19	06/06/19	no	5/14/19 final	NuKote
205 F	carpet/vinyl flooring/ baseboards	GRF	06/10/19	07/10/19	no	6/14/19 final	Karys Carpets

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
177 G		8/27/2018	11/15/2018	11/19/2018			
177 G		2/28/2019	3/14/2019	3/14/2019	3/25/2019	4/26/2019	
177 i		11/30/2018	5/16/2019	5/21/2019	6/5/2019	6/26/2019	
177 L		11/6/2018	2/6/2019	2/11/2019	2/21/2019	3/14/2019	
178 B		8/15/2018	11/6/2018	11/20/2018	12/4/2018	1/17/2019	
178 F		9/10/2018	11/15/2018	11/21/2018	12/3/2018	1/3/2019	
178 F		8/23/2019					
178 G		6/25/2018	3/7/2019	3/7/2019	3/17/2019	4/5/2019	
179 E		4/25/2019					
180 B	2/13/2019						
180 K		8/30/2019					
181 D		6/27/2018	10/10/2018	10/12/2018	10/24/2018	1/11/2019	
181 J		5/21/2019	06/26/19	6/26/2019	7/9/2019	8/19/2019	
181 L		6/13/2019	07/16/19	7/18/2019			
182 A		4/30/2019	05/07/19	5/10/2019	5/21/2019	6/6/2019	
182 G		4/4/2019					
182 L		6/27/2018	10/25/2018	10/31/2018	11/9/2018	1/2/2019	
183 E		10/23/2018	12/4/2018	12/5/2018	12/17/2018	1/17/2019	
183 H	4/17/2019						
184 K		7/23/2019					
186 L		11/30/2018					
187 A	4/10/2019						
188 H		3/12/2018	1/3/2019	1/7/2019	1/15/2019	2/21/2019	
189 B		10/9/2017	03/05/18	3/22/2018	4/26/2018		
189 F		8/29/2018	4/30/2019	5/1/2019	5/10/2019	6/6/2019	
191 A		5/21/2019	9/3/2019				
192 B		7/31/2018	9/17/2018	9/17/2018	9/27/2018		buyer damaged floor doing asbestos test
192 B		"	3/5/2019	3/5/2019	3/15/2019	4/5/2019	

MONTHLY INSPECTORS REPORT

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192 i		4/4/2019	6/11/2019	6/11/2019	6/21/2019	8/15/2019	
192 K	2/13/2019						
193 L	2/6/2019						
195 F		9/10/2018	6/17/2019	6/17/2019	6/27/2019	7/23/2019	
195 J	1/11/2019						
196 H		8/21/2019					
197 C		2/1/2019	2/26/2019	3/4/2019	3/14/2019	4/4/2019	
197 F		6/4/2019	7/24/2019	8/9/2019	8/21/2019		
197 J	6/18/2019						
199 D		2/8/2019	7/24/2019	8/9/2019	8/21/2019		
199 i		8/21/2019					
199 J		3/8/2019					
200 E		11/7/2018	3/12/19 MH	3/21/2019	4/15/2019	5/29/2019	
200 G		2/25/2019	04/12/19	4/15/2019	4/24/2019	6/26/2019	
200 i		8/15/2018	10/31/2018	11/1/2018	11/12/2018	1/9/2019	
201 G		7/18/2019					
201 i		3/4/2019	9/17/2019				
202 E		8/9/2018	5/29/2019	5/30/2019	6/11/2019	6/26/2019	
202 K		6/26/2019					
203 A		9/17/2018	10/11/2018	10/12/2018	10/23/2018	1/3/2019	
204 F		2/12/2019	3/15/2019	3/15/2019	3/25/2019	4/4/2019	
205 B		3/19/2019	8/14/2019	8/21/2019	9/3/2019		
205 D		2/13/2019	7/18/2019	8/7/2019	8/16/2019		
205 F		3/19/2019	4/22/2019	5/3/2019	5/15/2019	7/5/2019	

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
J & J Landscaping	Sep. 16,2019-Sep. 15,2020/Sep. 16,2020-Sep. 15,2021/Sep.16,2021-Sep. 15,2022
So Cal Fire Protection	laundry room fire extinguishers - yearly
Empire Pipe and Supply	sewer cleaning - complete- paid 12/06/18 \$1,971.20
Fenn	pest control- Year Two- June 1,2018-May 31,2019-Year Three- June 1,2019- May 31,2020
J.C. Kress Construction	stove top hoods bldgs. 179,188,201 and 204 Sep. 23rd - March 23,2020
B.A. Construction	dryrot and termite repair bldgs. 179,188,201 and 204 Sep. 23rd - March 23,2020

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MUTUAL BOARD MEETING DATE: **SEPTEMBER 23, 2019**

National Coin Washer & Service, Inc. | laundry services + 29 washers and 29 dryers July 1, 2019 - June 30, 2024

SITE VISITS

UNIT	REASONS
205 G	water damage at bathroom/hallway/bedroom from multiple backups

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE AUTHORIZATION OF TRANSFERS OF FUNDS FOR MUTUAL EIGHT (CONSENT CALENDAR, ITEM A)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated resolutions, by consent calendar.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
03/22/2019	\$26,333.33	US Bank Checking to US Bank Restricted MM
	\$12,992.81	Edison (multiple invoices)
04/01/2019	\$10,992.16	BrightView Landscape (invoice 6239167)
04/05/2019	\$78,541.19	US Bank Checking to GRF-US Bank Checking
08/21/2019	\$28,000.00	US Bank Non-Restricted MM to US Bank Checking
08/22/2019	\$26,333.33	US Bank Checking to US Bank Restricted MM
09/05/2019	\$125,335.74	ACH-Direct Debit from multiple shareholders to US Bank Checking
09/05/2019	\$88,463.09	US Bank Checking to GRF-US Bank Checking
09/06/2019	\$53,854.12	US Bank Checking to US Bank Impound
	\$20,689.84	Payor: Charles Briskey Real Estate (sale of 197F; legal fees)
	\$16,210.98	Payor: Charles Briskey Real Estate (sale of 197F; past due balance)

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the mutual has its operating and reserve accounts, an income and expense statement for the mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of August 2019.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE TRANSFER OF FUNDS FROM
EMERGENCY RESERVES/OPERATING RESERVES CONTINGENCY TO
OPERATING RESERVES (NEW BUSINESS, ITEM B)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

*I move to approve the transfer of funds in the amount of \$15,000 from Emergency Reserves/
Operating Reserves Contingency to Operating Reserves.*

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE TRANSFER OF FUNDS FROM
EMERGENCY RESERVES TO APPLIANCE RESERVES (NEW BUSINESS,
ITEM C)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

I move to approve the transfer of funds in the amount of \$5,000 from Emergency Reserves to Appliance Reserves.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7499.08 – AIR CONDITIONING/
HVAC/HEAT PUMP UNITS (NEW BUSINESS, ITEM E)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

At the August 26, 2019, board meeting, the Board of Directors ratified amended and posted Policy 7499.08 – Air Conditioning/HVAC/Heat Pump Units.

On September 23, 2019, the Board of Directors will vote to amend Policy 7499.08 – Air Conditioning/HVAC/Heat Pump Units (attached).

I move to amend Policy 7499.08 – Air Conditioning/HVAC/Heat Pump Units on a preliminary basis until the 28-day posting period is completed.

MUTUAL OPERATIONS**PHYSICAL PROPERTY****AMEND****Air Conditioning/HVAC/Heat Pump Units**

RESOLVED That in order to conform to revised requirements of the City of Seal Beach, the California Building and Mechanical Code and Mutual Eight/Physical Property regulations, and

THAT in accordance with the previous practice of this Mutual and in conformity with the regulations of the Physical Property Department, the installation of air conditioning units in Mutual Eight be approved and confirmed as follows:

Mutual Eight shall require a 4-inch thick concrete pad, when installing a ducted heating and air conditioning unit. Ductless heating and air conditioning units shall have a concrete pad. Units may be masked from view, and use of screen block or other material shall be approved by the Board of Directors on a case-by-case basis. A minimum of fifty percent air space should be maintained within the material for air circulation.

Mutual Eight requires all heating and air conditioning units to have attic access from inside the unit, ~~the minimum size for attic access is 22" wide x 30" long~~; refer to the California Mechanical Code for complete requirements. The condensation line shall terminate at the kitchen or bath sink as applicable to the Mechanical code.

The City of Seal Beach requires an A-weighted sound calculation prior to the issuance of a building permit, and Physical Property requires this to be submitted prior to approval of said permit (Municipal Code 7.15.035). Exterior sound ~~55db~~ **level to be 50 db to neighbors' hearing point. In excess of 50 db, refer to to City of Seal Beach Building Code.**

On the occasion of change of ownership, and with a charge against escrow, the following shall apply:

- a. Ducted air conditioning/heat pumps: those systems not currently on a concrete base shall be corrected by having a 4-inch thick concrete pad that is big enough for the unit installed.
- b. Ductless air conditioning/heat pumps: those systems not currently on a concrete base shall be corrected by having a 4-inch thick concrete pad that is big enough for the unit installed.
- c. During the pre-listing inspections, and at the seller's expense, existing heat pumps will be inspected and serviced as needed for proper operations by licensed HVAC contractor.
- d. Window or through the wall A.C. units are no longer allowed and must be removed and window/wall repair ~~on~~ **at** sellers' expense.

MUTUAL OPERATIONS**PHYSICAL PROPERTY****AMEND****Air Conditioning/HVAC/Heat Pump Units**

- e. Condensation drain lines and line sets will be rodent-proofed. If there is not a full line set cover it will be corrected to such. Also, if the condensation drain line is tied into the vent pipe in the attic it shall be re-routed into the proper discharge at the trapped side of the basin or kitchen sink drain. This service shall be completed by a Licensed HVAC contractor at sellers' expense.
- f. During the escrow final inspection, 2 weeks prior to the close of Escrow, existing heat pumps will be inspected and serviced as needed for proper operation by a licensed HVAC contractor at seller's expense, and the GRF HVAC Inspection Template will accompany the invoice, and further, a copy will be left at the Unit.
- g. Attic access: the attic access cover shall be a combination of plywood laminated to a 5/8-inch type X drywall; the drywall facing the attic side. (22x30 ductless, 24x30 ducted)
- h. GRF and the City of Seal Beach permits are required for wall heaters, new installations and change-outs. In all construction work where wall heaters replace the original ceiling heat source, a metal conduit or armored cable shall be used for the last six feet of line running from the breaker box to the wall heater(s).

MUTUAL**ADOPTION****AMENDMENTS**

EIGHT

10-26-1987

10-28-2002, 01-22-2007, 08-26-2019

MUTUAL OPERATIONS**PHYSICAL PROPERTY****AMEND****Air Conditioning/HVAC/Heat Pump Units****GRF HVAC Inspection Template**

(For use by HVAC companies upon escrow inspections and reviewed by inspectors and buyers prior to close of escrow)

DUCT-LESS (mini-split) Heat Pumps:

- Clean filters as needed at each unit prior to inspection.
1. Inspection of each indoor unit as follows:
 - a. Does each condensation drain line have wire mesh (rodent proofing) as required by GRF? **YES / NO**
 - b. Where does each drain terminate? Vent Pipe / P-Trap at sink
 - c. If it terminates at vent pipe, are there signs of leaks? **YES / NO**
 - d. If it terminates at vent pipe, are there correct fittings for connection? **YES / NO**
 - e. Is there an attic access in the home min. 22" x 30" as required by GRF? **YES / NO**
 - f. Does the indoor unit make any noise? **YES / NO**
 - g. After 15 min run time in heat, what is your supply temp? _____
 - h. After 15 min run time in cooling, what is your delta split? _____
 - i. Is the correct size breaker in electrical panel? **YES / NO**
 - j. What is the age of each indoor unit per data plate? _____ years
 - k. Did you blow out the condensation drain? **YES / NO**
 - l. Is there a correct manufacturer remote for each unit? **YES / NO**
 2. Inspect heat pump / outdoors of the following items.
 - a. Does the line set have wire mesh **YES / NO** and foam? **YES / NO**
 - b. Does heat pump have concrete base? **YES / NO**
 - c. Any signs of leaks around the heat pump service valves or condenser? **YES / NO**
 - d. Is the line set cover made of approved material (metal)? **YES / NO**
 - e. Does disconnect have correct size fuses? **YES / NO**

Additional Notes:

MUTUAL OPERATIONS**PHYSICAL PROPERTY****AMEND****Air Conditioning/HVAC/Heat Pump Units****GRF HVAC Inspection Template**

(For use by HVAC companies upon escrow inspections and reviewed by inspectors and buyers prior to close of escrow)

DUCTED (mini-split) Heat Pumps:

- Clean filters as needed at each unit prior to inspection.

Filter size is: _____ X _____ X _____

- Inspection of ~~each~~ **attic**/indoor unit as follows:
 - Does ~~each~~ **the** condensation drain line have wire mesh (rodent proofing) as required by GRF? **YES / NO**
 - Where does ~~each~~ **the** drain terminate? Vent Pipe / P-Trap at sink
 - If it terminates at vent pipe, are there signs of leaks? **YES / NO**
(upload photo)
 - If it terminates at vent pipe, are there correct fittings for connection?
YES / NO (upload photo)
 - Is there an attic access in the home ~~min. 22" x 30"~~ as required by GRF?
YES / NO
 - Mutuals require min 24" x 30" attic access. Does the unit have the required attic access? YES / NO**
 - Does the indoor unit make any noise? **YES / NO**
 - After 15 min run time in heat, what is your supply temp? _____
 - After 15 min run time in cooling, what is your delta split? _____
 - Is the duct work in acceptable condition? YES / NO**
 - Is ~~the correct size~~ **the correct size** breaker in electrical panel? **YES / NO**
 - ~~What is the age of each indoor unit per data plate? _____ years~~
 - Did you blow ~~out~~ the condensation drain? **YES / NO**
 - ~~Is there a correct manufacturer remote for each unit? YES / NO~~
- Inspect heat pump / outdoors of the following items.
 - Does the line set have wire mesh **YES / NO** and foam? **YES / NO**
 - Does heat pump have concrete base? **YES / NO**
 - Any signs of leaks around the heat pump service valves or condenser?
YES / NO
 - Is the line set cover made of approved material ~~(metal)~~? **YES / NO**

MUTUAL OPERATIONS

PHYSICAL PROPERTY

AMEND

Air Conditioning/HVAC/Heat Pump Units

- e. **Does the heat pump make any unusual noises? YES / NO**
- f. **Does disconnect have correct size fuses? YES / NO**

~~Additional Notes:~~

DRAFT

Mutual Corporation No. Eight

MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7557.8 – CAREGIVER POLICY
(NEW BUSINESS, ITEM F)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

At the August 25, 2008, board meeting, the Board of Directors ratified amended and posted Policy 7557.8 – Caregiver Policy.

On September 23, 2019, the Board of Directors will vote to amend Policy 7557.8 – Caregiver Policy (attached).

I move to amend Policy 7557.8 – Caregiver Policy on a preliminary basis until the 28-day posting period is completed.

MUTUAL OPERATIONS**RESIDENT REGULATIONS****AMEND****Caregiver Policy – Mutual Eight**1. Licensing Requirements

~~a. In order to work as a caregiver in Mutual Eight, caregiver must have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435. A copy of the license must be in the possession of caregiver at all times.~~

~~Exemption: A family member (of a shareholder) who is acting in the capacity of a caregiver is exempt from possessing a business license, but must apply and receive a caregiver's pass and badge.~~

~~ba. A caregiver working in Mutual Eight must have a valid driver's license if driving a vehicle into Leisure World.~~

2. Pass and Badge Requirements

a. All caregivers, whether working as a family member, as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the Golden Rain Foundation Stock Transfer Office.

- 1) The pass must be renewed every six months.
- 2) The pass must be worn in clear sight at all times.
- 3) Passes or badge holders may not be transferred or lent to anyone.

3. Use of Laundry Facilities

a. Part-time caregivers may use laundry facilities for shareholder's laundry only. *Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.*

b. Caregivers who are 24-hour live-ins may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.

c. Washers and dryers are to be cleaned after every use.

d. Only two washers and dryers may be used at a time.

e. Washed items are not allowed to be hung on patios.

MUTUAL OPERATIONS

RESIDENT REGULATIONS

AMEND

Caregiver Policy – Mutual Eight

~~f. Part time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.~~

4. General Requirements

- a. Caregiver must cease all noise after 10:00 p.m., i.e., no tvs, radios, loud talking.
- b. Caregivers are not allowed to bring family members or friends to the apartment.
- c. Caregivers are not allowed to bring pets into Leisure World.
- d. Caregivers are not allowed to use community facilities, including laundry facilities, unless caregiver is a 24-hour live-in.

5. Parking Regulations

- a. If shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.
 - 1) The temporary parking pass must be clearly displayed on dashboard of caregiver’s vehicle at all times.

MUTUAL ADOPTION

EIGHT: 25 Aug 08

Mutual Corporation No. Eight

MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7530 – WITHDRAWAL INSPECTION (NEW BUSINESS, ITEM G)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

At the September 24, 2007, board meeting, the Board of Directors amended Policy 7530 – Withdrawal Inspection.

On September 23, 2019, the Board of Directors will vote to amend Policy 7530 – Withdrawal Inspection (attached).

I move to amend Policy 7530 – Withdrawal Inspection on a preliminary basis until the 28-day posting period is completed.

MUTUAL OPERATIONS**AMEND****SHAREHOLDER REGULATIONS****Withdrawal Inspection – Except Mutual Seven, Nine, Fourteen and Seventeen**

RESOLUTION:

Immediately upon vacating by the selling shareholder, the dwelling shall be inspected. Expense of repair and maintenance shall be paid from the withdrawal repair deposit of Seller. Balance to Seller.

<u>MU/DATE/AMOUNT</u>	<u>AMENDED/AMT.</u>	<u>AMENDED/AMT.</u>	<u>AMENDED/AMT.</u>
1. 01-24-91/\$2,500	08-23-03/\$3,500	08-23-07/\$5,000	09-22-16/\$10,000
2. 11-15-90/\$2,500	09-16-04/\$3,500	09-20-07/\$5,000	01/17/13/\$8,000
3. 07-14-95/\$2,500	-----	10-12-07/\$5,000	06-14-13/\$10,000
4. 07-01-85/\$2,000	12-01-03/\$3,500	09-12-07/\$5,000	12-12-12/\$7,500
5. 07-19-95/\$2,500	11-19-03/\$3,500	09-19-07/\$6,500	
6. 12-06-89/\$2,500	04-26-05/\$3,500	09-25-07/\$5,000	09-23-16/\$10,000
7. 12-15-89/\$2,500	07-19-03/\$3,000	09-21-07/\$5,000	11-16-11/\$10,000 (See Policy 7530.7)
8. 09-24-90/\$2,500	05-17-05/\$3,500	09-24-07/\$5,000	<u>\$8,000</u>
9. 12-12-90/\$2,500	11-15-02/\$3,500	02-13-06/\$5,000	11-15-07/\$6,500 (See Policy 7530.9)
10. 10-24-90/\$2,500	08-27-03/\$3,500	10-24-07/\$6,500	
11. 01-17-91/\$2,500	11-20-03/\$3,500	09-20-07/\$5,000	
12. 12-13-90/\$2,500	02-10-05/\$3,500	10-11-07/\$5,000	03-14-13/\$7,500, 11-12-15/\$10,000
14. 06-23-95/\$2,500	06-22-04/\$3,500	09-25-07/\$7,000	09-18-15/\$10,000 (See Policy 7530.14)
15. 07-17-95/\$2,500	08-16-04/\$3,500	10-15-07/\$6,500	
16. 06-28-95/\$2,500	02-25-05/\$3,500	09-17-07/\$6,500	
17. Not applicable			

Mutual 12 reposted to membership 03-08-18

(June 18)

DRAFT 09-18-2019 jd/ck

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND RESOLUTION DATED JULY 22, 2019, REGARDING POLICY 7413.08 – WALK-IN THERAPEUTIC/JACUZZI TYPE BATHTUBS (NEW BUSINESS, ITEM H)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

At the July 22, 2019, board meeting, the Board of Directors passed the following resolution: *RESOLVED, To approve amend Policy 7431.08 – Walk-In Therapeutic/Jacuzzi Type Bathtubs on a preliminary basis until the 28-day posting period is completed.*

On September 23, 2019, the Board of Directors will vote to amend the resolution dated July 22, 2019, to state as follows: *RESOLVED to approve amended Policy **7413.08** – Walk-In Therapeutic/Jacuzzi Type Bathtubs on a preliminary basis until the 28-day posting period is completed.*

I move to amend the resolution dated July 22, 2019, to state as follows: RESOLVED to approve amended Policy 7413.08 – Walk-In Therapeutic/Jacuzzi Type Bathtubs on a preliminary basis until the 28-day posting period is completed.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CONTRACT FOR CONCRETE
WORK(NEW BUSINESS, ITEM I)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

I move to approve contract with M.J. Jurado for concrete work for block walls, carport and sidewalk replacement, at a cost not to exceed \$65,000.00, to be funded by Infrastructure Reserves.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE TOWING AGREEMENT FOR 2019-2020
(NEW BUSINESS, ITEM J)
DATE: SEPTEMBER 23, 2019
CC: MUTUAL FILE

At the September 24, 2018, board meeting the Board of Directors passed the following resolution: *RESOLVED, To approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2018-2019, and authorize the President to sign the Agreement.*

On September 23, 2019, the Board of Directors will vote to approve the Mr. C's Towing Agreement for 2019-2020 (attached).

I move to approve the Mr. C's Towing Agreement for the towing of vehicles when there is a violation of Mutual Policy, effective 2019-2020, and authorize the President to sign the agreement.



PRIVATE PROPERTY TOW SERVICES AGREEMENT

AGREEMENT DATE:		EFFECTIVE DATE:	
CUSTOMER:	Mutual Eight Corporation		
PROPERTY:	Mutual Eight		
TYPE OF PROPERTY:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Retail
	<input type="checkbox"/> HOA		

This agreement by and between the Towing Company (named below) and Customer (named above) shall serve as authorization to serve the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658(1)(1)(E), for which this agreement may serve as the general authorization.

The Towing Company agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicle(s) that are not in compliance with the property or business regulations as determined by Customer and communicated to the Towing Company in the written authorization provided by Customer under CVC 22658(1).

The Towing Company will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

The Towing Company agrees that their employees will act and conduct themselves in a professional, workman-like manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually, unless terminated in writing upon 30-days written notice by either party.

ACCEPTED

Customer:	Mutual Eight Corporation	Tow Company:	Mr. C's Towing
Signed:		Signed:	
Print Name:	Jeri Dolch	Print Name:	
Title:	Mutual Eight Board President	Title:	
Date:		Date:	

ACCOUNT INFORMATION

Original Updated _____

Property/Complex Name:	
Property Address:	
City/Zip:	
Cross Streets:	
Mailing Address:	PO Box 2069, Seal Beach, CA 90740
Property Management Co.	X Yes <input type="checkbox"/> No
If Yes, Name, Address & Phone:	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377

MANAGER	ASSISTANT MANAGER	ON-SITE CONTACT
Executive Director	Mutual Administration Manager	Security Services Director
Phone: 562-431-6586	Phone: 562-431-6586	Phone: 562-594-4754
Fax: 714-851-1251	Fax: 714-851-1253	Fax: 562-431-8206
Security Company:	X Yes <input type="checkbox"/> No	
If Yes, Name, Address & Phone:	Internal Department of Property Management Company (562) 431-6586, Ext. 377	

Persons Authorized to Sign for Vehicle Removals (Two Board Members Must be Present)	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large

PLEASE CHECK APPROPRIATE BOXES

<input type="checkbox"/> Fire Lane Removals	<input type="checkbox"/> Visitor Only Parking	<input type="checkbox"/> Posted "Tow-Away Zone"
<input type="checkbox"/> Ingress/Egress Interference	<input type="checkbox"/> Manager Parking Only	<input type="checkbox"/> Parking Permits
<input type="checkbox"/> Within 15' of Fire Hydrant	<input type="checkbox"/> Expired Tags	<input type="checkbox"/> Handicap Parking
<input type="checkbox"/> No Street Parking	<input type="checkbox"/> Tenants authorized to tow	<input type="checkbox"/> Blocking Carports
<input type="checkbox"/> Time Limit Parking	<input type="checkbox"/> Blocking Dumpster	<input type="checkbox"/> Double Parked
<input type="checkbox"/> Violation of Mutual Eight Policies on Mutual Eight Property, when directed by authorized Board Member		
<input type="checkbox"/> Proof of residence required. Describe: Carport spaces assigned and vehicle is to display decal of registration with Security. Non-resident parking by permission of Mutual Eight on a case-by-case basis.		

Local Rate Jurisdiction:	
Tow Rate:	\$215.00
Storage Rate/Day:	\$75.00
Other / Weekend Drop Fee:	Gate Fee: \$108.00 Drop Fee: \$108.00