

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
December 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. Senske, Recording Secretary
 4. APPROVAL OF MINUTES:
 - a. **Regular Meeting Minutes of November 25, 2019**
 5. BUILDING INSPECTOR'S REPORT Mr. Swordes
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and
Mutual Requests (pp. 3-8)
 6. GRF REPRESENTATIVE Mrs. Fekjar
 7. CONSENT CALENDAR
 - a. Discuss and vote to approve authorization of transfers of funds for Mutual Eight (p. 9)
 8. **UNFINISHED BUSINESS**
There was no unfinished business to discuss.
 9. **NEW BUSINESS**
 - a. Discuss and vote to approve Mutual Monthly Finances (p.10)
 - b. Discuss and vote to ratify Policy 7210.08 – Annual Elections (pp.11-23)
- 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, January 27, 2020, 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

MONTHLY INSPECTORS REPORT

MUTUAL: NO. 8

INSPECTOR: ROBERT SWORDES

MUTUAL BOARD MEETING DATE: DECEMBER 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 framing	"
177 G						7/29/19 sheathing	"
177 G						7/30/19 insulation	"
177 G						7/30/19 lathe	"
177 G						9/26/19 final	"
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
181 L	vinyl flooring throughout with MDF base	GRF	10/30/19	11/30/19	no	11/14/19 final	Karys Carpets
182 C	heat pump/smoke detectors	both	12/27/18	03/30/19	no	1/15/19 final	Greenwood
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

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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 F	replacement stovetop & new microwave	both	11/21/19	04/20/19	no		LW Décor
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	cartpad 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 framing	"
188 H						5/24/19 electrical	"
188 H						5/24/19 plumbing	"
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 C	washer/dryer/upgrade panel	both	10/07/19	11/30/19	no	10/16/19 electrical	Bruno H. Alvarez
189 C						10/16/19 mechanical	"
189 C						10/16/19 framing	"
189 C						10/16/19 plumbing	"
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
189 K	brick under windows/sidewalk and garden	GRF	09/09/19	10/30/19	no	10/17/19 final	M & M Construction & Skylights
190 E	EZ access-raise seat 7"-safety tread	GRF	05/13/19	06/13/19	no	7/1/19 final	NuKote
190 E	AC/ thermostat / pad / attic access	both	11/21/19	12/21/19	no	11/25/19 final	Alpine Heating & Air
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 C	windows with screens	both	10/15/19	12/15/19	no		Cunningham Doors & Windows
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
192 i	remodel and extension/hvac/flooring etc.	both	10/21/19	02/28/19	no		Roberts construction
192 i					redtag	11/04/19	no post of units/no city permit/no GRF post
193 C	carpet-living room and bedroom	GRF	04/22/19	06/22/19	no	5/2/19 final	Bixby Plaza Carpet&Flooring
193 J	electrical corrections non permitted work	both	12/12/19	02/25/20	no		Mamuscia Construction
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 electrical	Los Al Builders
194 F						8/23/19 framing	"

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194 F						8/26/19 insulation	"
194 F						8/28/19 drywall	"
194 F						8/30/19 final	"
194 H	ceiling fan at porch	both	09/17/19	09/28/19	no	10/1/19 final	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 B	central air / attic access / concrete pad	both	12/02/19	02/03/20	no		Thomson, Inc.
195 F	remodel/ add 70 sq. ft	both	11/10/19	03/01/20	no	12/4/19 rough plumbing	Lance Freedman Construction
195 F						12/17/19 footing/rebar	"
195 F	demo & abate entire unit	GRF	08/01/19	09/01/19	no	9/27/19 final	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 E	carport cab #96 sp #23	GRF	11/15/19	11/30/19	no	11/18/19 final	Imagination Unlimited
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
196 i	carport cabinet # 96 sp. #19	GRF	10/20/19	10/30/19	no	11/8/19 final	Imagination Unlimited
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	windows/sliding door/entry door	both	10/14/19	10/24/19	no	10/16/19 rough	Seaport Sash & Door
197 D						10/22/19 lathe	"
197 D						10/25/19 final	"
197 D	washer/dryer/upgrade panel	both	09/03/19	12/01/19	no	9/5/19 electrical	Bruno H. Alvarez
197 D						9/5/19 framing	"
197 D						9/5/19 plumbing	"
197 D						9/20/19 final	"
197 D	3 heatpumps/concrete/detectors/access	both	09/09/19	12/09/19	no	10/3/19 final	Greenwood
197 D	flooring throughout/reset toilet	GRF	09/20/19	11/20/19	no	10/30/19 final	B & B Carpets & Flooring
197 F	flooring	GRF	08/22/19	09/21/19	no	9/18/19 final	B & B Carpets & Flooring
197 F	carport cabinet/ CP #96 # 16	GRF	11/01/19	11/15/19	no	11/8/19 final	Imagination Unlimited
197 F	4 retrofit windows/ dual pane	both	12/20/19	01/10/20	no		Brothers Glass
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						10/25/19 final on fan only	"
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
198 E	drywall replace/shiplap tearoff/unpermitted	GRF	09/23/19	10/30/19	no	10/4/19 final	M & M Construction & Skylights
198 i	carpet and 1/2" pad at lvg. Room/bedrooms	GRF	11/15/19	12/15/19	no	11/20/19 final	Karys Carpets
199 D	flooring & baseboards	GRF	08/22/19	09/21/19	no	9/18/19 final	B&B Carpets and Flooring
199 D	carport cabinet / CP #97 sp. # 10	GRF	11/15/19	11/30/19	no	11/22/19 final	Imagination Unlimited
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

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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 A	carport cabinet CP 98 # 24	GRF	12/10/19	01/10/20	no		J & J Handyman
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
203 K	block off t-wall/hardi/screen door/panels	both	11/19/19	12/31/19	no	11/20/19 framing	Los Al Builders
204 A	repair kitchen due to water damage	GRF	11/05/19	12/30/19	no	12/5/19 final	J.C. Kress
204 A	washer/dryer/upgrade panel	both	04/01/19	05/31/19	no	5/9/19 electrical	Bruno H. Alvarez
204 A						5/9/19 framing	"
204 A						5/9/19 plumbing	"
204 A						5/22/19 final	"
204 B	carpet throughout except kitchen and bath	GRF	12/23/19	01/06/20	no		Carrolls Paint & Flooring
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 B	enlarge closet / fur wall / electrical	both	12/15/19	02/29/20	no	12/16/19 framing	Alpha Master Builders
205 B						12/16/19 electrical	"
205 B	central air / attic access / concrete pad	both	12/04/19	03/04/20	no		Greenwood
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		8/27/18	11/15/18	11/19/18			
177 G		2/28/19	3/14/19	3/14/19	3/25/19	4/26/2019	
177 i		11/30/18	5/16/19	5/21/19	6/5/19	6/26/2019	
177 L		11/6/18	2/6/19	2/11/19	2/21/19	3/14/2019	
178 B		8/15/18	11/6/18	11/20/18	12/4/18	1/17/2019	
178 E		12/17/19					
178 F		9/10/18	11/15/18	11/21/18	12/3/18	1/3/2019	
178 F		8/23/19					
178 G		6/25/18	3/7/19	3/7/19	3/17/19	4/5/2019	
179 B		12/6/19					
179 E		4/25/19					
180 B	2/13/2019						
180 K		8/30/19					
181 D		6/27/18	10/10/18	10/12/18	10/24/18	1/11/2019	
181 J		5/21/19	6/26/19	6/26/19	7/9/19	8/19/2019	
181 L		6/13/19	7/16/19	7/18/19	7/30/19	10/15/2019	
182 A		4/30/19	5/7/19	5/10/19	5/21/19	6/6/2019	
182 G		4/4/19					
182 L		6/27/18	10/25/18	10/31/18	11/9/18	1/2/2019	

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183 E		10/23/18	12/4/18	12/5/18	12/17/18	1/17/2019	
183 H	4/17/2019						
184 E							
184 K		7/23/19	11/12/19	11/18/19			
186 L		11/30/18					
187 A	4/10/2019						
188 H		3/12/18	1/3/19	1/7/19	1/15/19	2/21/2019	
189 B		10/9/17	3/5/18	3/22/18	4/26/18		
189 F		8/29/18	4/30/19	5/1/19	5/10/19	6/6/2019	
191 A		5/21/19	9/3/19	9/6/19	9/18/19	10/17/2019	
192 B		7/31/18	9/17/18	9/17/18	9/27/18		buyer damaged floor doing asbestos test
192 B		"	3/5/19	3/5/19	3/15/19	4/5/2019	
192 i		4/4/19	6/11/19	6/11/19	6/21/19	8/15/2019	
192 K	2/13/2019						
193 L	2/6/2019						
195 F		9/10/18	6/17/19	6/17/19	6/27/19	7/23/2019	
195 J	1/11/2019						
196 H		8/21/19					
197 C		2/1/19	2/26/19	3/4/19	3/14/19	4/4/2019	
197 F		6/4/19	7/24/19	8/9/19	8/21/19	10/14/2019	
197 J	6/18/2019						
198 i		11/8/19					
199 D		2/8/19	7/24/19	8/9/19	8/21/19	10/4/2019	
199 i		8/21/19					
199 J		3/8/19					
200 E		11/7/18	3/12/19	3/21/19	4/15/19	5/29/2019	
200 G		2/25/19	4/12/19	4/15/19	4/24/19	6/26/2019	
200 i		8/15/18	10/31/18	11/1/18	11/12/18	1/9/2019	
201 G		7/18/19					
201 i		3/4/19	9/17/19	9/20/19	10/1/19	10/30/2019	
202 E		8/9/18	5/29/19	5/30/19	6/11/19	6/26/2019	
202 K		6/26/19					
203 A		9/17/18	10/11/18	10/12/18	10/23/18	1/3/2019	
203 i		11/22/19					
203 J		11/8/19					
204 F		2/12/19	3/15/19	3/15/19	3/25/19	4/4/2019	
205 B		3/19/19	8/14/19	8/21/19	9/3/19	9/23/2019	
205 D		2/13/19	7/18/19	8/7/19	8/16/19	10/10/2019	
205 F		3/19/19	4/22/19	5/3/19	5/15/19	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

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So Cal Fire Protection	laundry room fire extinguishers - yearly
Empire Pipe and Supply	sewer cleaning - yearly
Fenn	pest control- Year Two- June 1,2018-May 31,2019-Year Three- June 1,2019- May 31,2020
J.C. Kress Construction	stove hood replacements for re-roofing May 1,2020 - January 31,2021
B.A. Construction	dryrot and termite repair of re-roofing May 1,2020 - January 31,2021
National Coin Washer & Service, Inc.	laundry services + 29 washers and 29 dryers July 1, 2019 - June 30, 2024
M.J. Jurado, Inc.	replacement of damaged sidewalks/block walls/carport areas Sep. 25th- April 30th 2020
Roofing Standards	re-roofing of 9 bldgs. 178,179,182,188,191,195,196,201 and 204 May 1-Dec. 31,2020
Roxygen Painting Company	painting repairs of re-roofing project May 1,2020 - January 31,2021

SITE VISITS

UNIT	REASONS
205 G	water damage at bathroom/hallway/bedroom from multiple backups
Sep. 19th 191 G	inspected termite damage at patio
Sep. 19th 194	coned off willow tree that is to be removed on the 20th
Sep. 24th	meet with President
Sep. 25th 204 A	met with contractor for cost on damaged kitchen from water leak
Sep. 25th 204 A	met with mold testing company at unit
Sep. 26th 221 F	floor in bath old water damage. Met with shareholder.
Sep. 26th 204 A	met with shareholders insurance company to enter unit for evaluation
Oct. 10th 204 A	met with abatement company on finishing timeline
Oct. 10th	walked the Mutual sidewalks with Jurado for contract work locations
Oct. 14th	inspected Mutual sidewalks work before pouring of concrete
Oct. 16th	inspected progress of concrete pours and block wall for budget
Oct. 17th 181 L	addressed shareholder concerns over ceiling and toilet
Oct. 21st	checked on progress of Mutual sidewalks
Oct. 21st 188 D	went to discuss stove issue/ no one home/left card
Oct. 23rd	inspected Mutual sidewalk condition with Vice President for quality with contractor
Oct. 24th	checked quality of trash enclosure repairs
Oct. 28th	inspectors report
Oct. 29th 193 J	posted unit for special inspection
Oct. 30th	measured finished concrete for contracted accuracy
Nov. 1st 193 J	inspected unit with Bergin Electric and Physical Properties director
Nov. 1st	walkthrough for final measurements with contractor and Physical Property director
Nov. 8th 195 J	patio policy
Nov. 12th 184 J	squirrel in stove hood vent
Nov. 12th 188 E	lights and bath fan not working/ fixed at panel
Nov. 12th 191 D	check shower for cracks and standard / non-standard status
Nov. 18th carports 95 / 96	met with contractor over scope of work at trash walls and mowstrips

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: DECEMBER 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>
11/06/2019	\$318, 688.37	US Bank Impound to Us bank Checking
11/14/2019	\$10,440.00	J&J Landscaping
12/05/2019	\$127, 329.11	ACH – Direct Debit from Multiple Shareholders to US Bank Checking
12/05/2019	\$108,816.60	US Bank Checking to GRF – US Bank Checking
12/06/2019	\$54,217.00	US Bank Checking to US Bank Impound
12/05/2019	\$15,000.00	US Bank Non-Restricted Money market to US Bank Checking
11/22/2019	\$26,333.33	US Bank Checking to US Bank Restricted Money Market

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)
DATE: DECEMBER 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 November 2019.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY POLICY 7210.08 – ANNUAL ELECTIONS
DATE: DECEMBER 23, 2019
CC: MUTUAL FILE

At the November 25, 2019, board meeting, the Board of Directors voted to amend Policy 7210.08 – Annual Elections

The 28-day posting requirement has been met, and on December 23, 2019, the Board of Directors will vote to ratify Policy 7210.08 – Annual Elections (attached).

I move to ratify Policy 7210.08 – Annual Elections

(DEC 19)

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only****SEAL BEACH MUTUAL NO. EIGHT****ELECTION AND VOTING RULES AND REGULATIONS****INTRODUCTION**

The Board of Directors (“Board”) of Seal Beach Mutual No. Eight (“Mutual”) has adopted these Election and Voting Rules and Regulations (“Election Rules”), in accordance with Civil Code §5105, et seq., to establish certain procedural rules for the successful management of meetings of the Mutual’s shareholders (“Shareholders”) and the implementation of the relevant provisions of the Mutual’s Bylaws concerning elections and voting. These Election Rules are not intended to replace or supersede the provisions of the Mutual’s Bylaws. Notwithstanding the foregoing, these Election Rules were revised and adopted by the Board to comply with the changes to California Civil Code §§ 5100; 5105; 5110; 5115; 5125; and 5145 which take effect on January 1, 2020, pursuant to California Senate Bill 323. As such, any inconsistency between these Election Rules and the Bylaws shall be governed in accordance with the Civil Code.

These Election Rules shall not be amended less than ninety (90) days prior to an election.

RULES AND REGULATIONS

1. Qualifications of Candidates and Directors/Elected Positions
 - a. Candidates for election to the Board shall be Shareholders of the Mutual, and the Board shall be composed of five (5) persons who shall, at all times, be Shareholders of the Mutual.
 - b. In order to be a candidate for election for Director or any other elected position, such Shareholder, as of the date ballots are distributed: (a) must be current in the payment of Regular and Special assessments ; (b) must not have a joint ownership interest, either directly or indirectly, in the same separate interest as another candidate or incumbent Director; (c) must have been a Shareholder of the Mutual for not less than one (1) year; (d) must not have a past criminal conviction that, if elected, would either prevent the Mutual from purchasing the fidelity bond coverage required by Civil Code §5806, or terminate the Association’s existing fidelity bond coverage. If title to a separate interest is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Shareholder for purposes of running for and serving on the Board. Notwithstanding the foregoing, the candidate shall not be disqualified for election for Director for failure to be

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MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

current in payment of Regular and Special assessments if either of the following circumstances is true:

- i. The candidate has paid the Regular or Special assessment under protest pursuant to Civil Code §5658;
- ii. The candidate has entered into a payment plan pursuant to Civil Code §5665.

Furthermore, the Mutual shall not disqualify the candidate pursuant to this Section 1(b) if he or she has not been provided the opportunity to engage in Internal Dispute Resolution pursuant to Civil Code §§5900-5920.

- c. In order to remain qualified to serve on the Board, at all times during such Shareholder's term as a Director, the Shareholder must: (a) remain current in the payment of Regular and Special assessments; (b) not enter into a joint ownership interest, either directly or indirectly, in the same separate interest as another Director; (c) must remain a Shareholder of the Mutual; (d) must not be convicted of a crime that would either prevent the Mutual from purchasing the fidelity bond coverage required by Civil Code §5806 or terminate the Mutual's existing fidelity bond coverage. Notwithstanding the foregoing, the Director shall not be disqualified for failure to be current in payment of Regular and Special assessments if either of the following circumstances is true:
 - i. The Director has paid the Regular or Special assessment under protest pursuant to Civil Code §5658;
 - ii. The Director has entered into a payment plan pursuant to Civil Code §5665.

Furthermore, the Mutual shall not disqualify the Director pursuant to this Section 1(c) if he or she has not been provided the opportunity to engage in Internal Dispute Resolution pursuant to Civil Code §§5900-5920.

- d. The Board may declare vacant the seat of any Director who ceases to meet the qualifications for a Director set forth in this Section upon the occurrence of the non-qualifying event, and the Director's seat shall then be deemed vacant in accordance with the Association's Bylaws and/or the Corporations Code.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

2. Nomination Procedures

- a. The Association shall send to all Shareholders a request-for-candidates form, seeking nominations for candidates for the Board and providing general notice of the procedure and deadline for submitting a nomination for election to the Board at least thirty (30) days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to Civil Code §4040 if individual notice is requested by a Shareholder.
- b. Nominations will be valid so long as the nominee has either nominated himself or herself or provides notice of acceptance of the nomination prior to the close of nominations.
- c. If a person or entity nominated is not qualified to serve on the Board pursuant to Section 1(b) of these Election Rules, and the candidate has been provided the opportunity to engage in Internal Dispute Resolution pursuant to Civil Code §§5900-5920, that candidate's name shall not appear on the ballot and that person or entity will not be permitted to serve if elected.
- d. The Inspector shall retain, as Mutual election materials, both a candidate registration list and a voter list. The voter list shall include the name, voting power, and either the physical address of the Shareholder's Unit, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the Shareholder's Unit or if only the parcel number is used. The Mutual shall permit Shareholders to verify the accuracy of their individual information on both lists at least thirty (30) days before the ballots are distributed. The Mutual or Shareholder shall report any errors or omissions to either list to the Inspector or Inspectors who shall make the corrections within two (2) business days.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

3. Voting Qualifications of Shareholders

- a. All Shareholders shall be entitled to vote in any Shareholder vote.
- b. These Election Rules expressly:
 - i. Prohibit the denial of a ballot to a Shareholder for any reason other than not being a Shareholder at the time when ballots are distributed;
 - ii. Prohibit the denial of a ballot to a person with general power of attorney for a Shareholder;
 - iii. Require the ballot of a person with general power of attorney for a Shareholder to be counted if returned in a timely manner; and,
 - iv. Require the inspector or inspectors of elections to deliver, or cause to be delivered, at least thirty (30) days before an election, to each Shareholder both of the following documents:
 - a. The ballot or ballots;
 - b. A copy of these Election Rules. Delivery of these Election Rules may be accomplished by either of the following methods:
 - i. Posting these Election Rules to an internet website and including the corresponding internet website address on the ballot together with the phrase, in at least 12-point font: “The rules governing this election may be found here.”
 - ii. Individual delivery.
- c. Each Shareholder shall have one (1) vote per stock owned. In no event shall more than one (1) vote be cast with respect to any stock. When more than one (1) person holds a stock, all such persons shall be deemed Shareholders, provided however, that the vote for such stock shall be exercised as a unit, in accordance with the provisions of the Mutual’s governing documents. If two or more ballots are received for any one stock, the first ballot received shall be counted and the additional ballot(s) discarded.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

4. Inspector of Election

- a. At an open meeting, the Board shall appoint one (1) or three (3) persons to serve as independent Inspector(s) of Election (“Inspector(s)”).
- b. The Inspector must be an independent third party who is not:
 - i. Currently a member of the Board or a candidate for the Board;
 - ii. Related to a member of the Board or a candidate for the Board; or
 - iii. A person, business entity, or subdivision of a business entity who is currently employed or under contract to the Mutual for any compensable services other than serving as an Inspector of Elections.
- c. The Board may select as the Inspector(s), Mutual Shareholder(s), a volunteer poll worker with the County registrar of voters, a licensee of the California Board of Accountancy, a notary public, or any other independent third-party authorized to serve as Inspector(s) under these Election Rules.
- d. The Board, in its discretion, may remove and replace the Inspector(s) at any time prior to the date of any election.
- e. The Board may pay reasonable compensation to a non-Shareholder third-party Inspector. If the Board determines that it will appoint and pay non-Shareholder third-party Inspector, the following terms must be fulfilled:
 - i. A formal written contract for the Inspector, stating that the Inspector is an independent contractor;
 - ii. The Inspector will maintain insurance with at least \$1 million CGL coverage, including completed operations coverage, and \$1 million D&O/E&O (naming the Mutual and GRF as additional insureds on both policies); and
 - iii. The contract shall require the Inspector to indemnify the Mutual for gross negligence and willful and/or malicious misconduct.
- f. If an Inspector is unwilling, unable, or does not perform his/her duties as stated in these rules or becomes ineligible to be an Inspector at any time after appointment, the Board may remove that Inspector without notice, and may appoint another Inspector in his or her place.
- g. The Inspector shall perform his/her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical.
- h. The Inspector shall have the duty to:

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MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

- i. Determine the number of Shareholders entitled to vote and the voting power of each;
 - ii. Determine the authenticity, validity, and effect of proxies, if required by statute;
 - iii. Receive ballots;
 - iv. Verify the Shareholder's information and the presence of a signature on the outer envelope. For mailed ballots, the Inspector(s) may verify the Shareholder's information and presence of a signature on the outer envelope prior to the election;
 - v. Determine the existence of a quorum, if required by statute or the governing documents. For the purposes of determining a quorum, each ballot received by the Inspector(s) shall be treated as a Shareholder present, except in the case of duplicate ballots or multiple ballots from the same stock;
 - vi. Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
 - vii. Count and tabulate all votes;
 - viii. Determine when the polls shall close, consistent with the governing documents;
 - ix. Determine the tabulated results of the election;
 - x. Report the tabulated results of the election or balloting promptly to the Board of Directors to ensure that the Board can publicize the results to the Shareholders within fifteen (15) days of the election; and
 - xi. Perform any acts as may be proper to conduct the election with fairness to all Shareholders in accordance with Civil Code section 5110, the Corporations Code, and all applicable rules of the Mutual.
- i. The Inspector may meet and discuss election issues amongst themselves and/or with Mutual counsel.
 - j. If there are three (3) Inspectors, the decision or act of two (2) or more Inspectors shall be effective in all respects as the decision or act of all.
 - k. The Inspector may appoint and oversee additional persons to verify Shareholders' information and signatures and to count and tabulate votes as the Inspector deems appropriate.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

- I. The Inspector's report of the election, once signed to certify the election, is prima facie evidence of the facts stated in the report.

5. Access to Association Media

- a. No candidate or Shareholder shall be provided access to Mutual media, newsletters or internet web sites during the campaign except with the express consent of the Board, and solely for purposes that are reasonably related to that election. The Board's consent may be withheld at its sole discretion and for any reason.
- b. In the event access to Mutual media, newsletter or internet web sites is granted to any candidate or Shareholder advocating a point of view, during any campaign for purposes that are reasonably related to that election, then all candidates and Shareholders advocating a point of view, including those not endorsed by the Board, shall be provided equal access for purposes reasonably related to that election.
- c. In the event access to Mutual media, newsletter or internet websites is granted, the Mutual shall not censor, edit or redact any content from the communications of the candidates and Shareholders advocating a point of view, but may include a statement specifying that the candidate or Shareholder, and not the Association, is responsible for the content of the message. The following statement may be published by the Mutual:

“The views expressed are those of its author and do not reflect the view of the Mutual, its directors, managers, employees or agents. The author is solely responsible for its content. The Mutual was required by law to publish the communication as written, regardless of content.”

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

6. Access to Common Area Meeting Space

- a. If any Common Area meeting space exists within the Mutual, access to such meeting space shall be made available at no cost to all candidates, including those who are not incumbents, and to all Shareholders advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election or vote, upon reasonable request.

7. Mutual Funds

- a. Mutual funds shall not be used for campaign purposes in connection with any election except to the extent necessary to comply with the duties of the Mutual imposed by law.

8. Proxies

- a. The Mutual is not required to prepare and distribute proxies. All proxies shall be in writing, dated and filed with the Secretary before the appointed time of each meeting. Each proxy shall be revocable and shall automatically cease upon conveyance by the Shareholder of his or her stock, or upon receipt of notice by the Secretary or the Board of the death or judicially declared incompetence of a Shareholder, or upon the expiration of three (3) years from the date of the proxy. The authenticity, validity and effect of proxies submitted by Shareholders shall be determined by the Inspector(s), consistent with the Mutual's Governing Documents and any statutory requirements. If a Shareholder submits both a proxy and a ballot to the Inspector(s), the ballot will supersede the proxy. Proxies may not be used in lieu of a ballot. Proxies may not be revoked once a proxyholder has submitted a ballot to the Inspector(s). Only a Shareholder may serve as a proxyholder.

9. Voting Period

- a. The Board shall generally determine the dates upon which polls will open and close, consistent with the governing documents and applicable law.
- b. The Mutual shall provide general notice of all of the following at least thirty (30) days before the ballots are distributed:
 - i. The date and time by which, and the physical address where, the ballots are to be returned by mail or handed to the Inspector or Inspectors of Elections;
 - ii. The date, time, and location of the meeting at which ballots will be counted;

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MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

- iii. The list of all candidates' names that will appear on the ballot;
 - iv. Individual notice of the above shall be delivered pursuant to Civil Code §4040 if individual notice is requested by a Shareholder.
- c. All candidates shall have a reasonable opportunity to communicate their qualifications to Shareholders and to solicit votes.

10. Secret Balloting Procedures

- a. The Mutual shall utilize a secret ballot process pursuant to Civil Code section 5115 for the following matters
 - i. A vote of the Shareholders regarding assessments per Civil Code section 5605;
 - ii. Election of members of the Board;
 - iii. Amendments to the governing documents;
 - iv. Grant of Exclusive Use Common Area pursuant to Civil Code section 4600;
 - v. Removal of Directors; and
 - vi. Any other Shareholder vote which the law requires to be conducted via the secret ballot process.
- b. Notwithstanding Paragraph 10(a) herein, the Mutual may utilize a secret ballot process for any other Shareholder vote, if allowed by law or the governing documents.
- c. A ballot and two pre-addressed envelopes (Envelopes # 1 and # 2) with instructions on how to return the ballot shall be mailed by first-class mail or delivered by the Mutual to every Shareholder at least thirty (30) days prior to the deadline for voting.
- d. The ballot shall contain the names of any candidates known to the Mutual at the time the ballot is mailed. If no candidates are known or if there are fewer candidates than the number of Directors to be elected, the Mutual will send out a ballot which has the names of the known candidates.
- e. Cumulative voting is permitted in all elections.
- f. Write-in candidates and nominations from the floor shall not be permitted.
- g. A voter may not be identified by name, unit number, or address on the ballot.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

- h. The ballot itself is not signed by the Shareholder voting, but rather, is to be inserted into Envelope # 1 that is sealed by the Shareholder. Envelope # 1 is then inserted into Envelope # 2, which is then sealed by the Shareholder.
- i. Envelope # 2 is addressed to the Inspector(s). In the upper left-hand corner of Envelope # 2, the voter shall sign his or her name, print his or her name, and indicate the address or separate interest identifier that entitles him or her to vote.
- j. Envelope # 2 may be mailed or delivered by hand to a location specified by the Inspector(s). The Shareholder may request a receipt for delivery.
- k. Once a ballot has been cast, it cannot be revoked.
- l. Only the Mutual's ballots and envelopes which are sent out to the Shareholders by the Mutual or are provided by the Mutual at the membership meeting will be accepted by the Inspector(s).

11. Vote Tabulation

- a. All votes shall be counted and tabulated by the Inspector(s), or the duly authorized persons appointed by the Inspector(s), in public at a properly noticed Shareholders meeting.
- b. The ballots shall not be opened or otherwise reviewed prior to the time and place which the ballots are counted and tabulated.
- c. Any candidate or Shareholder may witness the counting and tabulation of the votes. Shareholders are prohibited from speaking to the Inspector(s) of Elections or their designee(s) during the tabulation process or from interrupting the tabulation process in any way.
- d. The Inspector(s), or his or her designee, may verify the Shareholder's information and signature on Envelope #2 prior to the meeting at which ballots are tabulated.

12. Election Results

- a. The Inspector(s) shall promptly report the results of the election to the Board. The Board shall record the results of the election in the minutes of the next Board meeting and make them available to the Shareholders for review.
- b. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all Shareholders.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only**

13. Custody, Storage and Retention of Ballots

- a. The sealed ballots, signed voter envelopes, voter list, proxies, and candidate registration list (collectively referred to as “election materials”) shall, at all times be in the custody of the Inspector(s), or at a location designated by the Inspector(s), until after the tabulation of the vote, and until the time allowed by Civil Code §5145 for challenging the election has expired, at which time the ballots shall be transferred to the Mutual.
- b. If there is a recount or other challenge to the election process, the Inspector(s) shall, upon written request, make the ballots available for inspection and review by a Shareholder or his or her authorized representative. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.
- c. After the transfer of the ballots to the Mutual, the election materials shall be stored by the Mutual in a secure place for no less than three (3) years following the date of the election.
- d. The Inspector shall retain, as Mutual election materials, both a candidate registration list and a voter list. The voter list shall include the name, voting power, and either the physical address of the voter’s Unit, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter’s Unit or if only the parcel number is used.

MUTUAL OPERATIONS**STOCKHOLDERS MEETINGS****Annual Elections – Mutual Eight Only****SB 323 GENERAL REFERENCE ELECTION TIMELINE**

120 Days Prior	Deadline for giving notice of any amendment to the Election Rules requiring a 28-day comment period.
110 Days Prior	Send out call for candidates and procedure for nominations by general notice* (provide 30 days to return nominations).
90 Days Prior	Cut-off for adopting amendment to Election Rules.
80 Days Prior	Cut-off for receipt of nominations.
79 Days Prior	Send out notice of disqualification to any nominees who are not qualified to run, advising that nominee has 7 days from date of notice to request IDR in writing, which, if requested, will be completed within 15 days of the date of the notice of disqualification.
64 Days Prior	Deadline for completing IDR with disqualified candidates. Candidate list finalized.
60 Days Prior	<ul style="list-style-type: none"> • Provide general notice* containing all of the following: <ul style="list-style-type: none"> ○ The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the inspector; ○ The date, time and location of the meeting at which ballots will be counted; and ○ The list of all candidates' names that will appear on the ballot. • Deadline for members to verify the accuracy of their individual information on the candidate registration list and voter list upon request.
30 Days Prior	<ul style="list-style-type: none"> • Ballots and double envelopes sent to members. • Copy of election operating rules delivered to members by either of the following methods: <ul style="list-style-type: none"> ○ Posting the election operating rules to a website and including the website address on the ballot together with the phrase, in at least 12-point font: "The rules governing the election may be found here;" or ○ Individual delivery.
Day of Election	Inspector opens and counts ballots at open meeting.
Within 15 days After Election	Provide general notice* of election results to members.

****If a member has requested individual delivery of all Association notices, the Association will have to provide individual notice to any member so requesting.***