

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL EIGHT
July 24, 2023

Open Forum begins at 9:15 a.m. – Meeting begins at 9:30 a.m.

Building 5, Conference Room B
and via Zoom Video/ Conference Call

TO ATTEND: The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at mutualsecretaries@lwsb.com or (562)431-6586 ext. 313 and requesting the call-in or log-in information.

TO MAKE COMMENTS DURING MEETING: In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at mutualsecretaries@lwsb.com, by no later than 3:30 p.m., on 07/21/23, the business day before the date of the meeting. If you do not have access to an email, please call (562)431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

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

Ms. Thompson, GRF Representative
Mr. Hough, Building Inspector
Ms. Young, Sr. Director Internal Operations
Ms. Sedgwick, Executive Director
Mr. Jackson, Portfolio Specialist
Ms. Celestine, Assistant Portfolio Specialist
4. APPROVAL OF MINUTES
 - a. **Regular Meeting Minutes of June 26, 2023**
5. GUEST SPEAKER Ms. Young/Ms. Sedgwick
 - a. CINC Presentation
6. BUILDING INSPECTOR'S REPORT Mr. Hough

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (pp. 3-5)
7. GRF REPRESENTATIVE Ms. Thompson
8. CONSENT CALENDAR
 - a. Discuss and vote to approve authorization of transfers of funds for Mutual Eight (p. 6)
9. **UNFINISHED BUSINESS**
 - a. No Unfinished Business

10. **NEW BUSINESS**

- a. Discuss and vote to approve Mutual Monthly Finances (p. 7)
- b. Discuss and vote to approve CINC portal and invoice approval (p. 8-11)
- c. Discuss and vote to approve the GRF Webmaster Access Agreement (p. 12-16)
- d. Discuss have Mutual Domain Email Addresses and not personal email addresses for Mutual Business.

STAFF BREAK BY 11:00 A.M.

- | | | |
|-----|---|-----------------|
| 11. | SECRETARY / CORRESPONDENCE | Ms. Weisenstein |
| 12. | CHIEF FINANCIAL OFFICER'S REPORT | Ms. Jaunzemis |
| 13. | VICE PRESIDENT REPORT | Mr. Banfield |
| 14. | PRESIDENT REPORT | Ms. Dolch |
| 15. | PORTFOLIO SPECIALIST REPORT | Mr. Jackson |
| 16. | ANNOUNCEMENTS | |
| | a. NEXT MEETING: Monday, August 28, 2023, at 9:15 a.m. Open Session, 9:30 a.m. Location: Building 5, Conference Room B and via Zoom Video/ Conference Call | |
| 17. | COMMITTEE REPORTS | |
| 18. | DIRECTORS' COMMENTS | |
| 19. | SHAREHOLDERS' COMMENTS (2-3 minutes) | |
| 20. | ADJOURNMENT | |
| 21. | 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

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: ☐ **EIGHT**

INSPECTOR: **Danny Hough**

MUTUAL BOARD MEETING DATE: **June, 2023**

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
178H	Heat Pump	Both	04/03/23	07/18/23		Final 6/20/23	Greenwood
183E	Skylight	Both	04/03/23	12/03/23		Framing, Electrical 6/22/23, Drywall 6/27/23, Final 7/12/23	Cal Custom Interiors
186B	Remodel	Both	07/14/23	09/10/23			mamuscia
186B	Flooring	GRF	06/28/23	07/21/23			kary's Carpet
186I	Flooring	GRF	12/05/22	02/01/23		Final 7/5/23	Michael's Carpet
186J	Windows	Both	05/26/23	06/28/23		Final 6/21/23	Vickers
187G	Shower	GRF	05/24/23	07/12/23			NuKote
189D	Remodel	Both	03/22/23	06/15/23	Yes	Final 6/16/23	Vickers
189K	Solar Panels	Both	02/13/23	03/13/23		Final 6/21/23	Steadfast Home
191B	Kitchen cabinets	GRF	02/28/23	03/27/23		Final 6/13/23	Payless Kitchen Cabinets
192E	Flooring, Heat Pump, bathroom re	Both	11/23/22	12/23/22	Yes		Marco Plumbing
194L	Kitchen Remodel	Both	04/17/23	06/14/23		Final 6/28/23	Los Al Builders
197J	Electrical Panel	Both	05/10/23	05/20/23		Final 6/2/23	Vickers
198G	Heat Pump	Both	03/29/23	06/18/23			
200B	Flooring	GRF	05/26/23	06/30/23		Final 6/21/23	Kary's Carpet
200B	Heat pump	Both	07/10/23	10/19/23			Greenwood
200D	Shower cut down	GRF	06/19/23	08/03/23			Nukote
201C	Kitchen Remodel	Both	04/17/23	07/01/23		Plumbing 6/22/23	Ogan
202K	push out	Both	05/16/23	09/30/23			Bruno Alvarez
202K	Washer/dryer, & Electric Panel	Both	01/23/23	05/30/23	Yes	rough plumbing, electrical, framing, mechanical 3/16/23	Bruno Alvarez
203F	asbestos removal	Both	06/08/23	07/01/23		Final 6/16/23	Sirris Abatement
204F	Shower	Both	06/26/23	09/20/23			LW Décor Inc.
204I	Cart pad	GRF	06/28/23	08/03/23		Final 7/12/23	J&J Landscaping

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: ☐ **EIGHT**

INSPECTOR: **Danny Hough**

MUTUAL BOARD MEETING DATE: **June, 2023**

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
177D		06/16/23					
183I		03/31/23					
186B		06/08/23					
191H		03/24/23		07/10/23			
192K		02/01/23	04/12/23	04/12/23		07/05/23	
193J		06/13/23					
195C		03/24/23					
196H		04/14/23					
201A		05/25/23					
201B		04/05/23	05/25/23	05/25/23			
202G		06/27/23					
203F		03/01/23	04/07/23	04/21/23		07/13/23	
204B		04/14/23	05/02/23	05/02/23		07/05/23	

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

CONTRACTOR	PROJECT
J & J Landscaping	September 16, 2019 to September 15, 2022
So Cal Fire Protection	laundry room fire extinguishers - yearly
Empire Pipe and Supply	sewer cleaning - yearly
Fenn	Pest control May 31, 2021 to May 31, 2023
Fenn	Bait station -july 1,2020 to june 30, 2023
National Coin Washer & Service, Inc.	laundry services + 29 washers and 29 dryers July 1, 2019 - June 30, 2024
	Sidewalk inspections 188, 194, 196 2/23,3/23, 6/23

Shareholder Visits and Mutual Requests

178D Water heater	
186F Toilet running	
186I Furnace leak	
181C Plumbing	
195C Skylight install	
202K Plan check	
203H oven	
178K Bees	
195C Skylight Crack	
191B Appliances	
186 Moisture under patio cover	
186F water leak from furnace	
177C Mice	
186B Escrow questions	
177C Mice	
178D Water heater breaker	
186F Toilet continously running	
178C oven calibration	
178I Skylight	
178J Shower peeling/ craked	

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: ☐ EIGHT

INSPECTOR: Danny Hough

MUTUAL BOARD MEETING DATE: June, 2023

191B Kitchen counter	
191B Air gap	
187G Shower cut down	

Mutual Corporation No. Eight

MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR
MUTUAL EIGHT (CONSENT CALENDAR, ITEM A)
DATE: JULY 24, 2023
CC: MUTUAL FILE

I move that the Mutual Eight Board authorizes the following transfers of funds per detailed and dated resolutions.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
06/05/2023	\$167,373.87	Transfer from ACH Direct debit from Multiple Shareholders to US Bank Checking.
06/07/2023	\$66,529.16	Transfer US Bank Checking to US Bank Impound (Property Tax)
06/08/2023	\$91,803.90	Transfer from US Bank Checking to GRF-US Bank Checking
6/20/2023	\$36,032.50	Transfer US Bank Checking to US Bank Non-Rest. Money Mkt.
6/20/2023	\$11,740.00	Payment to J&J Landscaping (Check # - 30020)

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: JULY 24, 2023
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 months of April, May, and June 2023.

Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE CINC RESIDENT PORTAL & INVOICE APPROVAL (NEW BUSINESS, ITEM B)
DATE: JULY 24, 2023
CC: FILE

I move to approve the CINC Portal & Invoice Approval from GRF and “turn on” the following modules for CINC Director Portals: _____, _____, _____, _____, _____.

CINC PORTAL & INVOICE APPROVAL

PORTAL DESCRIPTION

CINC provides homeowners with a customized portal to pay dues, submit maintenance requests, access governing documents, and communicate with their HOA management team. CINC Systems' homeowner portals also enable Board members to view aging reports, accounts receivables and electronically approve invoices.

The new CINC systems also allows for electronic signing of checks.

PORTAL OPTIONS

Please check whether the Board opts to "turn on" the following modules:

Shareholder View Only:

Yes No

☐ ☐

Work Orders*
(when launched)

☐ ☐

ACC Requests*
(when launched)

☐ ☐

Calendar

☐ ☐

Photos

Board View Only:

Yes No

☐ ☐

Board Aging
Report

☐ ☐

Board Invoice
Approval

_____ # of Approvers

☐ ☐

Electronic Check
Signing

\$ _____ Max Electronic*
Check Signing
Amount

BOARD APPROVAL

Mutual #: _____

Board Meeting Date: _____

Signature: _____

NOTES

ACC REQUESTS

The ability to add a ACC (Permit) has been disabled in the resident view. If the Board chooses to add the ACC module it will only be for residents to view their permits, but they will not be able to add.

WORK ORDER REQUESTS

For Work Order Requests (Formerly known as SROs), the resident would have the ability to submit a work order through the system.

For those Mutual Associations that require Board Approval for any work orders, we can factor that into the workflow process and still allow for residents to submit online.

BOARD AGING REPORT

The Board Aging Report shows the outstanding a prepaid amounts broken out by Account Number and Address. This report is required to be reviewed by the Board per the CA Civil Code Section 5500

BOARD INVOICE APPROVAL

Electronic (online) approval of invoices will be set to 2 Board members automatically. If the Board wishes they can increase to no more than 3 required approvers.

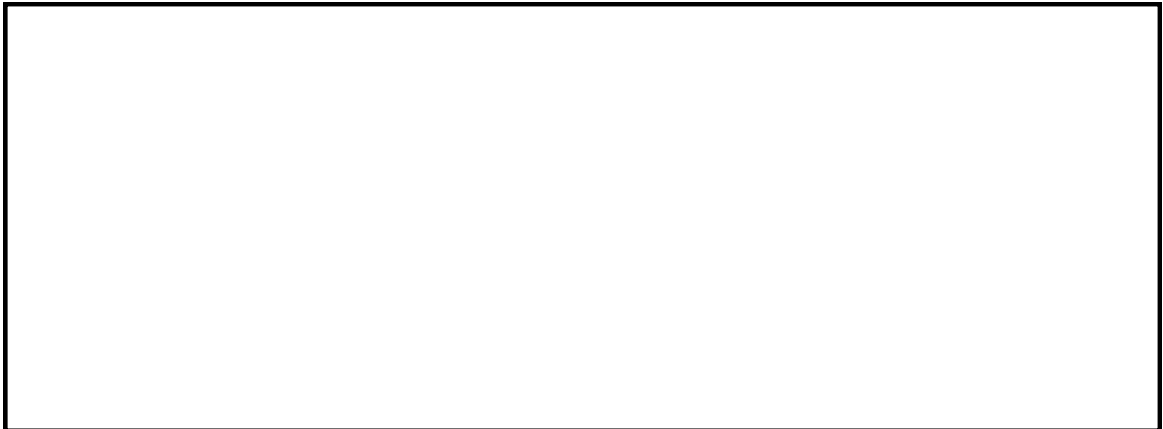
MAX ELECTRONIC CHECK SIGNING AMOUNT

If the Board opts to approve electronic invoice approval and check signing, an amount will need to be set for the maximum amount a check can be before a wet signature is required.

ELECTRONIC CHECK SIGNING

If the Board approves to sign checks electronic, two Board members will need to sign in the following spaces. Signature must be wholly contained within the box:

BOARD MEMBER ONE



BOARD MEMBER TWO



Mutual Corporation No. Eight

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE WEBMASTER ACCESS DOCUMENT.
(UNFINISHED BUSINESS, ITEM C)
DATE: JULY 24, 2023
CC: FILE

I move to approve GRF Mutual Administration Website Access Agreement for Mutual 8, if required to fix any issues that are not “general upkeep” of the website the Mutual will be billed \$180/ per hour. Funds to come from _____ and authorize the President to sign any necessary documentation.



MUTUAL ADMINISTRATION WEBSITE ACCESS AGREEMENT

This agreement is with Golden Rain Foundation, ("GRF"), Mutual _____ ("Mutual"), and Mutual's designated webmaster, _____ ("Webmaster"). Mutuals and their designated webmaster must agree to this Administrative Access Agreement ("Agreement") and any other document referred to herein as a condition precedent to being issued credentials to access administrative areas of their Mutual website.

Terms:

1. GRF owns and hosts the Mutual domain name and website. GRF retains all property rights in the Mutual domain name and Mutual website with this Agreement.
2. GRF is not responsible for any content created and uploaded by Mutual. The content created and uploaded by Mutual does not reflect the view and/or opinions of GRF and GRF expressly disclaims any affiliation with content created by Mutual. Any content created and uploaded by Mutual must include the following reference, or the equivalent without material modifications: *"The content created and uploaded by Mutual does not reflect the view and/or opinions of GRF and GRF expressly disclaims any affiliation with content created by Mutual."*
3. GRF is only responsible for "general upkeep" of the Mutual website and uploading meeting minutes and agendas. "General upkeep" of the website shall include the following tasks: making regular backups of the websites, testing loading speeds, testing browser capability, and testing links. Should any issues arise that are not included in the "general upkeep" of the website, including, but not limited to, the website failing, any functionality issues, or content needing intervention and troubleshooting by GRF staff, the Mutual and Webmaster are responsible for any costs arising from said issues. The time required to fix any issues that are not "general upkeep" of the website will be billed to the Mutual at a billable rate of one hundred and eighty dollars (\$180.00) an hour.
4. Mutual and Webmaster are held responsible for any uploaded content deemed to be illegal, false, defamatory, misleading, out of compliance or not in accordance with GRF Governing Documents and Policies. GRF retains its complete authority to modify or delete any content or code uploaded to or displayed on the Mutual website.

5. Mutual hereby expressly acknowledges and agrees that the record and data of the Mutual website and Mutual domain for which access is provided under this Agreement are and shall remain records under the control and custody of GRF. Mutual is to use the highest standard of care to protect, preserve, and maintain the confidentiality of any records provided by GRF to access the Mutual website and Mutual domain.
6. Mutual hereby acknowledges and agrees to access and use Mutual website as follows:
 - a. Shall be for the sole purpose of uploading, creating, editing, and modifying content created by Mutual.
 - b. Is provided solely for the use by Mutual, Webmaster, and GRF. Mutual hereby expressly agrees that it will not allow anyone not authorized by this Agreement to access the Mutual website nor allow anyone not authorized by this Agreement to use the Mutual website domain. GRF has the right, at all times, to access and use the Mutual website and Mutual domain, and to edit, modify, and remove content from the Mutual website.
 - c. Will be accessed and used by Mutual only in the manner expressly authorized and permitted by GRF, in writing, and this Agreement. Mutual agrees that it will neither use nor permit use of the Mutual website and Mutual website domain in any manner or for any purpose which is not authorized by GRF or which is unlawful or which is likely to cause damage or disrepair to GRF equipment, GRF software, GRF records or the Mutual website and Mutual Website Domain.
7. Mutual shall and hereby agrees to indemnify GRF for, and to defend and hold GRF harmless from any claims, demands, suits, damages, judgments, settlements or costs, of any kind, arising out of or relating to use and access provided under this Agreement, caused or claimed to be caused by any act or failure of GRF, other than any act or failure of GRF arising from its gross negligence or willful misconduct.
8. Mutual and Webmaster shall obtain and supply, at its sole cost, all equipment, including computer, peripherals, modems, software and connections to operate Mutual website and shall be responsible for and pay any and all other fees or costs necessary to implement this Agreement.
9. This Agreement shall continue until such time as it is terminated pursuant to the provision in the following subsection.
10. This Agreement may be terminated by either GRF or by the Mutual upon thirty (30) days written notice. Upon termination of this Agreement, Mutual and Webmaster shall surrender all access rights to the Mutual domain name and Mutual website and shall delete all copies of content acquired through access to the Mutual domain name and Mutual website and shall deliver to GRF all files, documents, and information obtained through the use of the Mutual domain name and Mutual website. Upon termination, Mutual and Webmaster shall surrender and lose all credentials to Mutual domain name and Mutual website.

11. GRF hereby expressly disclaims any express or implied warranties of the Mutual domain name and Mutual website and any risk related to the use and access provided under this Agreement.
12. GRF shall not be liable in any manner under this Agreement for any error, inaccuracy or incomplete information contained in the records for which access is provided, and Mutual hereby expressly releases GRF from any claim, demand or suit arising from or as a result of any such error, inaccuracy or incomplete information.

Further, GRF shall not be liable in any manner under this Agreement for any failure, malfunction or other delay, inconvenience, or inability of the computer system, software or equipment, and Mutual hereby expressly releases GRF from any claim, demand, or suit arising from or as a result of any such failure, malfunction or other delay.
13. This Agreement shall not be assigned, nor shall any use or access provided under this Agreement be subcontracted, co-opted or allowed to any other person, firm or other legal entity without the express written consent of GRF, and such consent may be conditioned upon such terms and conditions as GRF may reasonably require.
14. This Agreement shall be construed in accordance with the laws of the State of California.
15. Each individual executing Agreement represents and warrants that he is duly authorized to execute and deliver this Agreement on behalf of the party to Agreement.
16. This Agreement, together with any rules or procedures adopted by GRF shall constitute the entire Agreement between the parties, and Mutual hereby expressly acknowledges that it is not relying upon any other representations or agreements not expressed in writing as a part of this Agreement. Any other representations and agreements between the parties are superseded by this Agreement. This Agreement may not be amended or modified, except in writing, and signed by all parties.

[Signatures to Follow]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

GOLDEN RAIN FOUNDATION,
a California non-profit mutual benefit corporation

GRF President: _____

Signature: _____

Date: _____

GRF Secretary: _____

Signature: _____

Date: _____

“GRF”

MUTUAL _____

Mutual President: _____

Signature: _____

Date: _____

“Mutual”

Mutual Webmaster

By: _____

Name: _____

Date: _____

“Mutual Webmaster”