

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL EIGHT**  
**November 27, 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](mailto: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](mailto:mutualsecretaries@lwsb.com), by no later than 3:30 p.m., on 11/22/2023, 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. Meza, Building Inspector  
Mr. Armijo, Building Inspector  
Ms. Barua, Sr. Portfolio Specialist  
Ms. Kong, Assistant Portfolio Specialist

4. APPROVAL OF MINUTES
  - a. **Regular Meeting Minutes of October 23, 2023**
5. BUILDING INSPECTOR'S REPORT Mr. Meza/Mr. Armijo  
Permit Activity; Escrow Activity; Contracts & Projects (pp.3-4)
6. GRF REPRESENTATIVE Ms. Thompson
7. CONSENT CALENDAR
  - a. Discuss and vote to approve authorization of transfers of funds for Mutual Eight (p.5)
8. **UNFINISHED BUSINESS**
  - a. No unfinished business.
9. **NEW BUSINESS**
  - a. Discuss and vote to approve Mutual Eight monthly finances. (p.6)
  - b. Discuss and vote to approve General Counsel Annual Retainer. (p.7, Handout)
  - c. Discuss and vote to rescind resolution dated 9/26/16 regarding smart burners. (p.8)

- d. Discuss and vote to ratify phone poll dated 10/26/23. (p.9-10)
- e. Discuss and vote to approve Holiday party expenditure. (p.11)
- f. Discuss and vote to amend Rules and Regulations by adding Section 14.2 - Escape Tax Deposit. (p.12-13)

**STAFF BREAK BY 11:00 A.M.**

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|-----|--|-----------------|
| 10. | SECRETARY / CORRESPONDENCE   | Ms. Weisenstein |
| 11. | CHIEF FINANCIAL OFFICER'S REPORT   | Mr. Jaunzemis   |
| 12. | VICE PRESIDENT REPORT  | Mr. Banfield    |
| 13. | PRESIDENT REPORT   | Ms. Dolch       |
| 14. | PORTFOLIO SPECIALIST REPORT  | Ms. Kong        |
| 15. | ANNOUNCEMENTS  |                 |
|     | a. <b>NEXT MEETING: Monday, January 22, 2023, at 9:15 a.m. Open Session, 9:30 a.m. Location: Building 5, Conference Room B and via Zoom Video/ Conference Call</b> |                 |
| 16. | COMMITTEE REPORTS  |                 |
| 17. | DIRECTORS' COMMENTS  |                 |
| 18. | SHAREHOLDERS' COMMENTS (2-3 minutes)   |                 |
| 19. | ADJOURNMENT  |                 |
| 20. | 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](mailto:m8emails@gmail.com)

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: <b>(8) Eight</b>	INSPECTOR: <b>Albert Armijo</b>
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MUTUAL BOARD MEETING DATE:	September, 2023	
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UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR
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		PERMIT	ISSUE		ORDER		
190-A	HEAT PUMP	BOTH	08/08/23	10/08/23	NONE		ALPINE
191-H	REMOVAL OF ASBESTOS	GRF	08/05/23	01/30/24	NONE		JC KRESS
199-K	KITCHEN REMODEL	BOTH	11/01/23	12/15/23	NONE		OGAN
193-D	HEAT PUMP	BOTH	11/01/23	02/01/24	NONE		GREENWOOD
195-B	COUNTER TOP	BOTH	11/13/23	12/29/23	NONE		MARCO CONSTRUCTION
202-J	WINDOWS	GRF	09/25/23	11/15/23	NONE		VICKERS
197-G	WINDOWS	GRF	02/20/24	02/20/24	NONE		AAA AWNING
191-H	REMODLE	BOTH	08/05/23	01/30/23	NONE		JC KRESS
192-E	FLOORING	BOTH	11/16/23	12/23/23	NONE		MARCO CONSTRUCTION

[illegible][illegible]

SHADED AREAS HAVE BEEN SIGNED OFF

**CONTRACTS**

CONTRACTOR	PROJECT
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J&J LANDSCAPE	OCTOBER 31, 2025	Landscaping & Irrigation
EMPIRE PIPE	DECEMBER 31, 2025	Annual inspection
		Out going line only
FENN	MAY 31, 2026	Pest and rodent control services
FENN PEST CONTROL	2025	Bait station
EXTERIOR DOOR PANELS	10/23/2023	EXTERIOR DOOR PANELS

## SPECIAL PROJECTS/ REQUEST

## INSPECTOR MONTHLY MUTUAL REPORT

**MUTUAL: (8) Eight**

INSPECTOR: **Albert Armijo**

MUTUAL BOARD MEETING DATE: **September, 2023**[illegible]

## SHAREHOLDER AND MUTUAL REQUEST

[illegible]

# 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:** NOVEMBER 27, 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>
10/26/23	\$ 25,620.00	Greco DeSign & Develop/ (Inv# 0830%)
10/18/23	\$ 11,740.00	J&J Landscaping/ (Inv# MO 102308)
11/8/23	\$67,249.11	US Bank Checking/ US Bank Impound (Property Taxes)
11/17/23	\$ 404,692.84	Orange County Tax Collec. (Inv# multiple)
10/6/23	\$66,801.34	US Bank Checking/ US Bank Impound (Property Taxes)
10/20/23	\$36,032.50	US Bank Checking/ US Bank Restricted Money Mkt.
11/9/23	\$399,567.14	US Bank Impound MM/ US Bank Checking

# *Mutual Corporation No. Eight*

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## **MEMO**

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MUTUAL MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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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 October 2023.

# *Mutual Corporation No. Eight*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE THE GENERAL COUNSEL – ANNUAL RETAINER FEE. (NEW BUSINESS, ITEM B)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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I move to approve that the annual GCARP (General Counsel Attorney Retainer Program) with Roseman Law, APC, effective immediately, at a cost not to exceed \$600 annually, and authorize the Mutual President to sign the necessary documentation. Funds to be taken from the legal fees expense account.

# *Mutual Corporation No. Eight*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND SMART BURNER MOTION DATED 9/26/16.  
(NEW BUSINESS, ITEM C)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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I move to amend the smart burner motion dated 9/26/16, "RESOLVED, That a priority for Mutual Eight will be to install FireStops or a set of four (4) cooktop SmartBurners, whichever is applicable, on/to all shareholders' cooktops in 2017, 2018, and 2019. Some units may require an additional smoke alarm in the kitchen area for FireStops to function as designed. These devices or a substitute will be installed in all of our units at no cost to the shareholders."



# *Mutual Corporation No. Eight*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY PHONE POLL. (NEW BUSINESS, ITEM D)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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I move to ratify the Phone Poll conducted on 10/26/23, "RESOLVED to remove an exercise all breakers, check busbar, tighten all connections, reinstall or replace breakers as needed for a cost not to exceed \$84,100.00. Funds to come from Infrastructure and authorize the President to sign any necessary documentation.

# Mutual Corporation No. Eight

## MEMO

TO: MUTUAL EIGHT BOARD OF DIRECTORS  
SUBJECT: PHONE POLL – VOTE TO  
DATE: 10-26-23

I move to approve the service Maintenance proposal to remove an exercise all breakers, check busbar, tighten all connections, reinstall or replace breakers as needed for a cost NTE \$84,100.00. Funds to come from infrastructure and auth. the Pres to sign any necessary documentation.

I made the following phone pole on <sup>October</sup> ~~June~~ 26, 2023

First: \_\_\_\_\_

Second: \_\_\_\_\_

Directors	Time	Yes/No
President Dolch		YES
Vice President Banfield		YES
Secretary Weisenstein		YES
CFO Jaunzemis		YES
Director Reed		abstain

# *Mutual Corporation No. Eight*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MUTUAL EIGHT'S HOLIDAY PARTY EXPENDITURE. (NEW BUSINESS, ITEM E)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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I move to approve Mutual Eight's Holiday Party on \_\_\_\_\_, at a cost not to exceed \$800.00 for entertainment, food, and decorations. Funds to come from Miscellaneous and authorize the President to sign any necessary documentation.

# *Mutual Corporation No. Eight*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND PROCEDURE 8-7709.1-3 ESCAPE TAX DEPOSIT. (NEW BUSINESS, ITEM F)  
**DATE:** NOVEMBER 27, 2023  
**CC:** MUTUAL FILE

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I move to propose a rule change by amending procedure 8-7709.1-3 Escape Tax Deposit and renumbering to 8-7709.1-1 and approve 28-day posting of notice of the proposed rule change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.

**SEAL BEACH MUTUAL NO. EIGHT****Rules and Regulations**

Occupancy Agreement, Section 11(c), Repairs, if the shareholder fails to affect the repairs, maintenance, or replacements in a manner satisfactory to the Mutual, the Mutual may do so and add the cost per Service Order Request.

**14.11 Section 14.11 - Realtor's Hours of Operation**

Realtor's agents may show properties in Mutual 8 only between the hours between 8:00 a.m. and 6:30 p.m., Monday – Sunday. Exceptions must be approved 24 hours in advance by the mutual president or designated director.

**14.12 Section 14.12 – Escape Tax Deposit**

In order to avoid escaped property tax potentially due to the County Assessor's Office, funds in the amount of \$4,000.00 will be withheld in escrow to cover the escaped property tax whenever a unit/share of stock is sold or transferred. These funds will be held in a separate account from the Withdrawal Inspection Deposit.

**15. ARTICLE XV – PENALTIES, FINES, & FEES****15.1. Section 15.1 – General Violations.**

In order to enforce the Governing Documents and Rules and Regulations, the Mutual Board may levy, assess, and collect reasonable fines as established by the Board of Directors pursuant to these Rules and the Fine Schedule attached hereto as Exhibit "D" and incorporated herein. The fines will be assessed against the Shareholder for violations by the Shareholder, members of the Shareholder's family, or the Shareholder's guests, invitees, licensee, tenants or lessees, pursuant to the following policy:

**15.1.1. Violations.**

If there is a violation of the Governing Documents, including the Occupancy Agreement or these Rules, any Shareholder may contact the Mutual Board or GRF, in order to report the alleged violation to the Mutual Board. Violation reports should be in writing and should describe the violation, identify the alleged violator, and identify the individual making the report. Please note that Shareholders do not have the right to remain anonymous when reporting an alleged violation. Upon receipt of a violation report, the Mutual Board will commence the enforcement process and determine whether a violation has occurred. The Mutual Board has complete discretion to decide whether or not to take action on a written violation complaint and what action, if any, will be taken. The Mutual Board may investigate any reported violation in order to determine whether the alleged violation has potential merit and, if so, whether the violation

(Sept 2023)