

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIFTEEN**  
**August 22, 2017 1:00 p.m.**  
**Mutual Administration Conference Room**

SHAREHOLDER(S)' COMMENTS – Agenda items only (limited to 3 minutes per person)

CALL TO ORDER / ROLL CALL

INTRODUCTION OF GUESTS AND STAFF:

Ms. Hopkins, GRF Mutual Administration Director  
Mr. Antisdell, GRF Building Inspector  
Ms. Day, Recording Secretary

BOARD ROOM DECORUM

APPROVAL OF MINUTES: **Regular Meeting of July 17, 2017**

BUILDING INSPECTOR'S REPORT (page 3-4) Mr. Antisdell

MUTUAL ADMINISTRATION DIRECTOR'S REPORT Ms. Hopkins

GRF REPRESENTATIVE

SECRETARY'S REPORT/CORRESPONDENCE Mrs. Reed

PRESIDENT'S REPORT Ms. Dunagan

VICE PRESIDENT'S REPORT Mrs. Obenauer

CHIEF FINANCIAL OFFICER'S REPORT Mr. Webster

BOARD REPORTS

- |   |                    |
|---|--------------------|
| a. Laundry Rooms/Carports/Walkway Lights/Breezeway Lighting | Ms. Ellis/Mr. Pham |
| b. Landscaping  | Mrs. Reed          |
| c. Buildings 1 – 24   | Mrs. Obenauer      |
| d. Buildings 25 – 48  | Ms. Rhodes         |
| e. Emergency Preparedness Coordinator                       | Mr. Pham           |
| f. Trees  | Mr. Webster        |

**STAFF SECRETARY BREAK (TIME TO BE DETERMINED BY PRESIDENT)**

**OLD BUSINESS –**

- a. Ratify amended/posted Policy 7020.15 – Approval of Escrow (remove the 2<sup>nd</sup> paragraph as it has wording requiring the physician's note) (page 5)
- b. Further amend Policy 7431.15 – Service Maintenance Requests (page 6)
- c. Ratify rescinded/posted Policy 7431 – Service Maintenance Requests (page 7)
- d. Ratify amended/posted Policy 7510.15 – Eligibility Requirements (page 8-10)

**NEW BUSINESS –**

- a. Approve Reserve Study
- b. Discuss 2018 proposed budget
- c. Discuss/adopt a Code of Conduct (page 11-13)
- d. Amend Policy 7525 – Withdrawal Inspection Process Fee (page 14)
- e. Ratify the transfer of \$10,000 from Emergency Reserve to Appliance Reserve
- f. Resolution for the Renewal of General Counsel Annual Retainer Program (page 15)
- g. Discussion of parking policy to include language of carport fines and policy
- h. Resolution to sign Mr. C's Towing Agreement (pages 16-20)
- i. Discuss policy for notice to Board of Directors of shareholder picture in LW Weekly

SHAREHOLDER(S') COMMENTS

ADJOURNMENT

EXECUTIVE SESSION (member issues, if required)

**NEXT MEETING: September 18, 2017, at 1:00 p.m.  
Administration Building, Conference Room A**

cd:7/18/17

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdel

MUTUAL BOARD MEETING DATE: **August 22, 2017**

<b>PERMIT ACTIVITY</b>							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
2-C	KITCHEN REMODEL	BOTH	07/15/17	11/15/17	NO	NONE	LOS AL BLDRS
4-D	HEAT PUMP	BOTH	07/15/17	10/15/17	NO	07/25/17 FINAL	GREENWOOD
4-D	WASHER/DRYER	BOTH	07/17/17	10/17/17	NO	NONE	CGR
4-D	WASHER/DRYER	BOTH	07/17/17	10/17/17	NO	08/08/17 ROUGH ELEC/PLUMB	CGR
4-D	WINDOWS	BOTH	07/18/17	08/18/17	NO	07/25/17 LATH	SEAPORT WINDOWS
7-K	RENOVATIONS	BOTH	05/28/17	08/31/17	NO	NONE	LOS AL BLDRS
10-H	TILE PATIO	GRF	07/10/17	08/10/17	NO	NONE	PUROCLEAN
13-A	ROOM ADDITION/PATIO	BOTH	08/14/17	10/04/17	NO	NONE	PEEK CONSTRUCTION
14-Q	HEAT PUMP	BOTH	07/20/17	10/20/17	NO	08/08/17 FINAL	GREENWOOD
16-H	SHOWER	BOTH	09/01/17	12/02/17	NO	NONE	LOS AL BLDRS
17-M	COUNTER TOPS/ LIGHTS	BOTH	02/27/17	08/27/17	NO	NONE	ALPHA MASTER
17-M	COUNTER TOPS/ LIGHTS	BOTH	02/27/17	08/27/17	NO	03/21/17 GROUND PLUM/ELEC	ALPHA MASTER
17-M	COUNTER TOPS/ LIGHTS	BOTH	02/27/17	08/27/17	NO	05/22/17 ROUGH PLUMBING	ALPHA MASTER
17-M	COUNTER TOPS/ LIGHTS	BOTH	02/02/17	08/27/17	NO	05/31/17 SHOWER HOT MOP	ALPHA MASTER
21-B	SHOWER CUT DOWN	BOTH	07/24/17	08/24/17	NO	NONE	NU KOTE
26-D	REMODEL	BOTH	01/20/17	07/30/17	NO	03/24/17 FRAM/SHEATHING	MAMUSCIA
26-D	REMODEL	BOTH	01/20/17	07/30/17	NO	06/06/17 PLUMBING/DRYWALL	MAMUSCIA
27-D	HEAT PUMP	BOTH	08/20/17	11/20/17	NO	NONE	GREENWOOD
28-D	REMODEL	BOTH	03/20/17	06/10/17	NO	04/06/17 ROUGH PLUMBING	OGAN
28-H	ATRIUM REMODEL	BOTH	06/20/17	10/19/17	NO	06/26/17 FRAM/ELEC/INSUL	CGR
28-H	ATRIUM REMODEL	BOTH	06/20/17	10/19/17	NO	08/08/17 FINAL	CGR
29-D	WINDOW	GRF	06/25/17	12/31/17	NO	NONE	KONRAD CONSTRUCTION
29-D	PATIO RESURFACE	GRF	08/14/17	11/14/17	NO	NONE	STONEWAYS
31-D	ROOM ADDITION	BOTH	11/01/16	12/06/17	NO	NONE	CGR
31-D	ROOM ADDITION	BOTH	11/06/16	12/06/17	NO	02/15/17 FOOTING	CGR
31-D	ROOM ADDITION	BOTH	11/06/16	12/06/17	NO	04/10/17 FRAM/ELEC/SHEAR	CGR
31-D	ROOM ADDITION	BOTH	11/06/16	12/06/17	NO	04/10/17 SHEAR/PLUM/SHEATH	CGR
31-D	ROOM ADDITION	BOTH	11/06/17	12/06/17	NO	04/24/17 DRYWALL	CGR
31-D	ROOM ADDITION	BOTH	11/06/17	12/06/17	NO	05/31/17 SHOWER LATH	CGR
37-A	HEAT PUMP	BOTH	08/07/17	11/20/17	NO	NONE	GREENWOOD
37-K	FLOORING	GRF	07/17/17	08/30/17	NO	NONE	FAMILY FLOORS
37-K	COUNTER TOPS	BOTH	08/03/17	09/15/17	NO	NONE	STONE AGE TILE
38-D	HEAT PUMP	BOTH	07/14/17	11/03/17	NO	NONE	GREENWOOD
44-G	HEAT PUMP	BOTH	05/30/17	09/30/17	NO	NONE	YES
44-G	REMODEL	BOTH	03/27/17	10/02/17	NO	NONE	ALPHA MASTER
44-G	REMODEL	BOTH	03/27/17	10/02/17	NO	06/20/17 UNDERGROUND	ALPHA MASTER
45-B	REMODEL	BOTH	05/01/17	09/01/17	NO	NONE	RG CONSTRUCTION
45-B	REMODEL	BOTH	05/01/17	09/01/17	NO	05/08/17 UNDERGROUND	RG CONSTRUCTION
45-B	REMODEL	BOTH	05/01/17	09/01/17	NO	06/05/17 FRAM/ELECTR	RG CONSTRUCTION
45-B	REMODEL	BOTH	05/01/17	09/01/17	NO	06/07/17 INSULATION	RG CONSTRUCTION
46-K	HEAT PUMP	BOTH	07/27/17	08/27/17	NO	08/01/17 FINAL	ALPINE
47-D	REMODEL	BOTH	05/30/17	11/20/17	NO	NONE	LOS AL BLDRS
47-D	REMODEL	BOTH	05/30/17	11/20/17	NO	06/20/17 FOOTING/ PLUMBING	LOS AL BLDRS
47-D	REMODEL	BOTH	05/30/17	11/20/17	NO	08/08/17 FRAM/ELEC/PLUM	LOS AL BLDRS
47-G	REMODEL	BOTH	05/30/17	11/20/17	YES	NONE	BERGKVIST
48-H	PATIO	BOTH	07/05/17	10/31/17	YES	NONE	LOS AL BLDRS
48-H	PATIO	BOTH	07/05/17	10/31/17	YES	08/03/17/ GROUT	LOS AL BLDRS
48-H	PATIO	BOTH	07/05/17	10/31/17	YES	08/01/17 FOOTING	LOS AL BLDRS
47-G	SKYLIGHTS	BOTH	07/25/16	08/08/16	YES	NONE	BERGKVIST

SHADED AREAS HAVE BEEN SIGNED OFF

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdal

MUTUAL BOARD MEETING DATE: **August 22, 2017**

<b>ESCROW ACTIVITY</b>							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
4-D		05/01/17					
12-C		06/08/17					
15-A		04/10/17					
17-E		09/30/16					
19-B		06/01/17					
20-C		08/10/17					
23-J		06/08/17					
23-R		09/21/16					
28-D		12/13/16					
30-A		09/16/16					
30-C	3/23/2017						
32-D		09/21/16					
33-F		06/29/17	07/11/17	07/13/17	07/27/17	08/01/17	
36-B		06/29/17					
37-A		06/01/17	06/20/17	06/20/17	07/05/17	07/17/17	
37-H		03/15/17	04/19/17	04/21/17	05/05/17		
37-K		11/25/16	04/18/17	04/21/17	05/05/17		
38-C	3/30/2017						
40-G		06/07/17					
41-A		12/11/15					
42-K		05/20/14					
46-B		04/06/17					
46-G		03/29/17					
46-K		11/14/16					
50-E		04/11/17					
55-L		04/11/17					

**SHADED AREAS HAVE BEEN SIGNED OFF**

NMI = New Member Inspection    PLI = Pre-Listing Inspection    NBO = New Buyer Orientation

FI = Final Inspection    FCOEI = Final COE Inspection    ROF = Release of Funds

## CONTRACTS/PROJECTS

**CALLS AND VISITS TO UNITS 46 CALLS ON LIFTS 15**

**SIDEWALK REPAIRS AND REPLACEMENT M J JURADO WILL START BY THE END OF THE MONTH**

**FLAT ROOFS WILL TRY TO START WALKING ROOFS NEXT MONTH**

**SIDEWALK REPAIRS AND REPLACEMENTS**

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MUTUAL OPERATIONS

**AMENDED DRAFT**

Approval of Escrows –

RESOLUTION:

WHEREAS, Article V, Section 2, of the bylaws vests power in the Board of Directors to accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, and

~~WHEREAS, a system utilizing questionnaires and a medical examination has been instituted to expedite determination that the potential buyer meets all established criteria, with the responsibility for operation of said system resting on paid employees of the Foundation and Health Care Center, and~~

WHEREAS, it is necessary that escrow papers be signed in a timely manner but calling special meetings of the Board to accept or reject each application in escrow would prove cumbersome,

NOW, THEREFORE BE IT RESOLVED, THAT

1. The President of this Corporation is appointed and empowered to act in behalf of the Board in signing various document in escrow that are necessary to accept or reject potential members of the Corporations.
2. Should the President be absent or otherwise unable to perform, then any officer of this Corporation shall be empowered to sign such papers on behalf of the Board.

<u>MUTUAL</u>	<u>ADOPTION</u>	<u>AMENDED</u>
FIFTEEN	11-20-72	

**MUTUAL OPERATIONS****DRAFT****SERVICE MAINTENANCE****Service Maintenance Requests –**

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed at Mutual expense if such services do not result from negligence on the part of the shareholder. Request for such service must be made to the building Director of Physical Property responsible for that building in Mutual No. Fifteen. Except for after hours or weekend emergencies, a request for Service Maintenance services made directly by the shareholder will be charged to the shareholder.
2. Emergency services in off hours can be made by the shareholder through Security and charged to the Mutual.
3. Service Personnel are normally dispatched the day following the request except for emergency services. Plumbing stoppages, water line breaks, and electrical outages are treated as emergency needs with response as soon as someone is available.
4. Service personnel are bonded and entry into an apartment with a passkey can result in quicker and less costly service. Shareholders should always authorize passkey entry into their apartment for maximum service.
5. Board members and other shareholders are asked not to make any arrangements directly with the individual serviceman with whom they come in contact on a job.
6. Board members and shareholders are requested not to contact the Service Maintenance Supervisor directly unless it is absolutely necessary, thus assuring the most efficient and effective service.
7. Service Maintenance requests for appointment for any repairs: the resident shareholder will be charged ~~\$40.00~~ **\$42.00** for appointments not used and not cancelled.

**MUTUAL ADOPTION****FIFTEEN:**

(draft created on 7-12-17 ka)

Page 1 of 1



MUTUAL OPERATIONS

**RESCIND MUTUAL FIFTEEN**

**SERVICE MAINTENANCE**

Service Maintenance Requests

1. Any service listed as a standard service in the Welcome to Leisure World brochure is performed without cost to the resident, if such services do not result from negligence on the part of the resident. Any resident can arrange for this service by telephoning the Service Desk. Requests for other than standard services should also go through the Service Desk.
2. Servicemen are normally dispatched the day following the request by the resident for standard services. A maximum of five (5) days should be allowed for performance of this type of service, and if the work is not done within this period, the resident may wish to contact the Service Desk again to determine if the work has been scheduled. Plumbing stoppages, water line breaks and electrical outages are emergency items requiring priority over other requests. This is why it could take up to five (5) days for action on a normal request.
3. Requests for service called in over the weekend may not be received by the Dispatcher until Monday morning; consequently, it may be Friday or Monday morning before the work is performed.
4. Servicemen are all bonded, and entry to an apartment with a passkey can often mean quicker and less costly service. Residents must always authorize passkey entry into their apartments for maximum service.
5. Mutual Board members contacted by residents with requests for service should first determine whether the resident has previously reported the problem to the Service Desk to avoid duplication of two servicemen going out on the same job, resulting in a charge made for the time of both men.
6. Board members and other residents are asked not to make any arrangements directly with the individual servicemen with whom they come in contact.
7. Board members and residents are requested not to contact the Service Maintenance Supervisor unless it is absolutely necessary. This can result in delay instead of the fast, desired action. It should be kept in mind that emergencies take priority in the scheduling of work and that other work orders are filled according to the date of the call for service. For the Service Maintenance Supervisor to arbitrarily place any request at the top of the list would be unfair and costly.

MUTUAL  
EIGHT  
NINE  
FOURTEEN

ADOPTION

RESCINDED  
02-23-15 (See Policy 7505.08)  
06-13-16  
10-11-00 (See Policy 7431.14)

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Fifteen**

All persons seeking approval of the Board of Directors of Seal Beach Mutual No. Fifteen to purchase a share of stock in the Mutual, and to reside in the Mutual, shall meet the following eligibility criteria:

- A. Apply for and be accepted as a member of the Golden Rain Foundation, Seal Beach, California.
- B. Meet the Mutual eligibility criteria as follows:
  1. Age
 

Minimum of 55 years, as confirmed by a birth certificate or passport. A driver's license is not acceptable as proof of age.
  2. Financial Ability
    - a. Verified monthly income that is at least four (4) times or greater the monthly carrying charge (Regular Assessment plus Property Tax and Fees) at the time of application, and have liquid assets of at least \$25,000. Verified monthly income/assets may be in the form of the past two years of:
      1. Tax returns;
      2. 1099s for interest and dividends;
      3. 1099-Rs for retirement income from qualified plans and annuities;
      4. SSA-1099 Social Security Benefit Statement;
      5. Brokerage statements and current interim statement.
      6. Six to twelve months of checking/savings account statements.
    - b. Adjusted Gross Income per 1040, 1040A, or 1040EZ; plus that portion of Social Security, IRA distributions, and pensions and annuities not included in adjusted gross income; plus tax exempt interest; minus income tax, Social Security, Medicare, and self-employment taxes paid; and minus Medicare medical insurance and prescription drug premiums; all divided by twelve (12) will equal net monthly income to be used in Paragraph 2.a. above.
    - c. Projected assessments will be the previous year's assessment (total of carrying charge less any cable charge, less Orange County Property Taxes and Fees), and the addition of the new property tax at 1.2% of the sales price plus Orange County

(draft created 7-17-17 ka)



MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Eligibility Requirements – Mutual Fifteen**

District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times four (4) will be the monthly income required. This will be verified by the escrow company and the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.<sup>1</sup>

Verification shall be done by the escrow company and the Stock Transfer Office prior to the new buyer interview and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).

d. Only the resident shareholder's income shall be considered for qualifying.

3. Health

Have reasonably good health for a person of his/her age, as evidenced by a letter from his/her physician, so that shareholder can take care of normal living needs without calling on other members of the cooperative for an undue amount of assistance.

4. Moves within Leisure World Mutuals AND additions/changes to the Title.

The proposed shareholder(s) must meet ALL requirements the same as any new buyer to Leisure World from outside Leisure World.

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<sup>1</sup> If major remodeling, expansion, or addition of a bathroom is being considered, the increase in taxes over the 1.2% of the purchase price must be taken into consideration.

**MUTUAL OPERATIONS**

**AMENDED DRAFT**

**RESIDENT REGULATIONS**

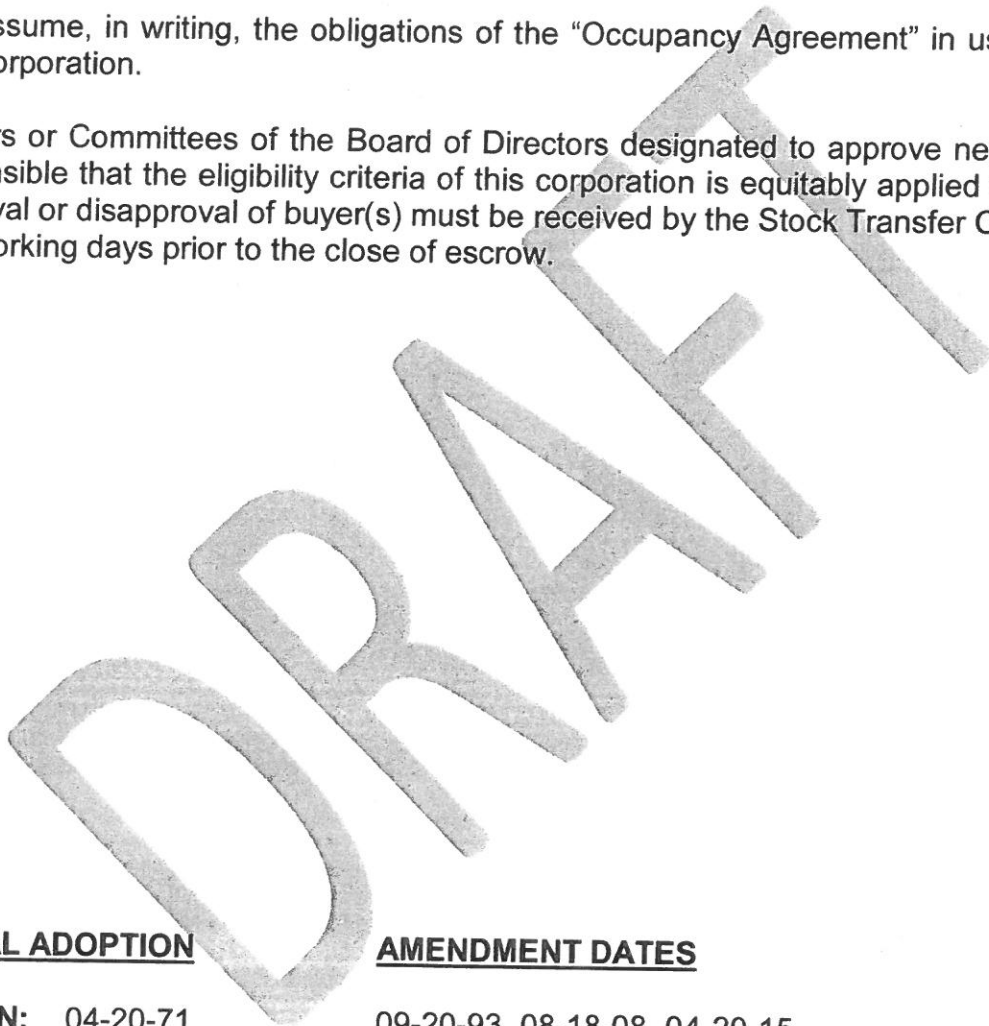
**Eligibility Requirements – Mutual Fifteen**

5. Character

Have a reputation for good character in his/her present community.

- C. Assume, in writing, the obligations of the "Occupancy Agreement" in use by the Mutual Corporation.

Officers or Committees of the Board of Directors designated to approve new applicants are responsible that the eligibility criteria of this corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least ten (10) working days prior to the close of escrow.



**MUTUAL ADOPTION**

**AMENDMENT DATES**

**FIFTEEN:** 04-20-71

09-20-93, 08-18-08, 04-20-15

(draft created 7-17-17 ka)

## **CODE OF CONDUCT FOR DIRECTORS OF MUTUAL 15**

The Board of Directors has adopted the following ethics policy for its board members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

### **A. BOARD RESPONSIBILITIES**

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas in a state of good repair. To fulfill that responsibility, directors must:

- regularly attend board meetings,
- review material provided in preparation for board meetings,
- review the association's financial reports,
- make reasonable inquiry before making decisions, and
- respond to member inquiries

### **B. PROFESSIONAL CONDUCT**

In general, directors must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the association.

1. Private Gain. Self-dealing occurs when directors make decisions that materially benefit themselves or their relatives at the expense of the association. "Relatives" include a person's spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, no director may:

- solicit or receive any compensation from the association for serving on the board,
- make promises to vendors unless with prior approval from the board,
- solicit or receive, any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the association.
- seek preferential treatment for themselves or their relatives.
- use association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all members of the association.

2. Confidential Information. Directors are responsible for protecting the association's confidential information. As such, they may not use confidential

information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no director may disclose confidential information. Confidential information includes, without limitation:

- private personal information of fellow directors, private personnel information of the association's employees,
- disciplinary actions against members of the association,
- assessment collection information against members of the association, and
- legal disputes in which the association is or may be involved – directors may not discuss such matter with persons not on the board without the prior approval of the association's general counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.

3. Accuracy of Information. Directors may not knowingly misrepresent facts. All association data, records and reports must be accurate and truthful and prepared in a proper manner.

4. Interaction with Employees. To ensure efficient management operations, avoid conflicting instructions from the board to management and avoid potential liability, directors shall observe the following guidelines:

- The president of the board shall serve as liaison between the board and management and provide direction on day to day matter.
- Except for the president, directors may not give direction to management, employees or vendors except when exercising the normal prescribed duties of the directors.
- Directors may not contact management after hours unless there is an emergency representing a threat of harm to persons or property.
- If directors are contacted by employees with complaints, the employees shall be instructed to contact management or the board as a whole.
- No director may threaten or retaliate against an employee who brings information to the board regarding improper actions of a director.
- Directors are prohibited from harassing or threatening employees, vendors, directors, and owners, whether verbally, physically or otherwise.

5. Professional Behavior. Directors are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board, they must act with respect and dignity and not make personal attacks on others. Accordingly, directors must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and members of the association. Directors shall act in accordance with board decisions and shall not act unilaterally or contrary to the board's decisions.

### C. WHEN CONFLICTS ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors should immediately raise such situations with the board. If appropriate, the board will seek guidance from the association's legal counsel.

1. Disclosure & Recusal. Directors must immediately disclose the existence of any conflict of interest, whether their own or others. Directors must withdraw from participation in decisions in which they have a material interest.

2. Violations of Policy. Directors who violate the association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:

- censure,
- removal from committees,
- removal as an officer of the board,
- request for resignation from the board,
- recall by the membership, and
- legal proceedings.

Prior to taking any of the actions described above, the board shall appoint an executive committee to investigate the violation. The committee shall review the evidence of violation, endeavor to meet with the director believed to be in violation, confer with the association's legal counsel, and present its findings and recommendations to the Board. For appropriate action. The board shall endeavor to meet with the director in executive session prior to imposing disciplinary action against that person.

### D. ACKNOWLEDGMENT

I acknowledge that I have received and read the association's ethics policy and have had the opportunity to ask questions about the policy. I understand my obligations as a director under this policy and will act in accordance with my obligations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

MUTUAL OPERATIONS**AMENDED DRAFT MUTUAL 15****SHAREHOLDER REGULATIONS**Withdrawal Inspection Process Fee

## RESOLUTION:

That Mutual No. \_\_\_\_\_ will charge a fee (**refer to table below**) for the inspection process when a share of stock is listed for sale, effective \_\_\_\_\_ (**see below**).

<u>MUTUAL AND ADOPTION</u>	<u>AMENDED/AMT</u>	<u>EFFECTIVE DATE</u>
ONE: 01 Aug 89	09-22-16/\$1,000	09-22-16
TWO: 01 Aug 89		
THREE: 01 Aug 89	04-12-13/\$1,000	05-01-13
FOUR: 01 Aug 89	09-14-16/\$1,000	09-14-16
FIVE: 01 Aug 89	08-19-15/\$1,000	08-19-15
SIX: 01 Aug 89		
SEVEN: 01 Aug 89	11-16-16/\$1,200	11-16-16
EIGHT: 01 Aug 89	07-22-13/\$1,000	07-23-13
NINE: 01 Aug 89	03-13-13/\$1,000	04-01-13
TEN: 01 Aug 89	08-27-14/\$1,000	08-27-14
ELEVEN: 01 Aug 89	09-17-15/\$1,000	09-17-15
TWELVE: 01 Aug 89	11-12-15/\$1,000	11-12-15
FOURTEEN: 01 Aug 89	11-17-15/\$1,200	11-17-15
FIFTEEN: 01 Aug 89	04-15-13/\$1,000	05-01-13
	<b><u>08-22-17 \$1,500</u></b>	
SIXTEEN: 01 Aug 89	03-18-13/\$1,000	04-01-13
SEVENTEEN: Not Applicable		

(Nov 16)



Motion:

RESOLVED, To renew the General Counsel Annual Retainer with Mutual 15 legal counsel Roseman & Associates for \$500 effective 2017-2018.



# PRIVATE PROPERTY TOW SERVICES AGREEMENT

<b>AGREEMENT DATE:</b>		<b>EFFECTIVE DATE:</b>	
<b>CUSTOMER:</b>	Mutual Fifteen Corporation		
<b>PROPERTY:</b>	Mutual Fifteen		
<b>TYPE OF PROPERTY:</b>	<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

<b>Customer:</b>	Mutual Fifteen Corporation	<b>Tow Company:</b>	Mr. C's Towing
<b>Signed:</b>		<b>Signed:</b>	
<b>Print Name:</b>	Jackie Dunagan	<b>Print Name:</b>	
<b>Title:</b>	Mutual Fifteen Board President	<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	

# ACCOUNT INFORMATION

Original  Updated \_\_\_\_\_

<b>Property/Complex Name:</b>	Mutual Fifteen Corporation	
<b>Property Address:</b>	13531 St. Andrews Drive	
<b>City/Zip:</b>	Seal Beach/90740	
<b>Cross Streets:</b>		
<b>Mailing Address:</b>	PO Box 2069, Seal Beach, CA 90740	
<b>Property Management Co.</b>	X Yes <input type="checkbox"/> No	
<b>If Yes, Name, Address &amp; Phone:</b>	Golden Rain Foundation, PO Box 2069, Seal Beach, CA 90740 (562) 431-6586, Ext. 377	
<b>MANAGER</b>	<b>ASSISTANT MANAGER</b>	<b>ON-SITE CONTACT</b>
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
<b>Security Company:</b>	X Yes <input type="checkbox"/> No	
<b>If Yes, Name, Address &amp; Phone:</b>	Internal Department of Property Management Company (562) 431-6586, Ext. 377	
<b>Persons Authorized to Sign for Vehicle Removals</b>  (Two Board Members Must be Present)	1.	Title: President
	2.	Title: Vice President
	3.	Title: CFO
	4.	Title: Secretary
	5.	Title: Director at Large
<b>PLEASE CHECK APPROPRIATE BOXES</b>		
X Fire Lane Removals	X Visitor Only Parking	X Posted "Tow-Away Zone"
X Ingress/Egress Interference	X Manager Parking Only	X Parking Permits
X Within 15' of Fire Hydrant	X Expired Tags	X Handicap Parking
X No Street Parking	X Tenants authorized to tow	X Blocking Carports
X Time Limit Parking	X Blocking Dumpster	X Double Parked
X Violation of Mutual Fifteen Policies on Mutual Fifteen Property, when directed by authorized Board Member		
X 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 Fifteen on a case-by-case basis.		
<b>Local Rate Jurisdiction:</b>		
<b>Tow Rate:</b>	<b>\$195.00</b>	
<b>Storage Rate/Day:</b>	<b>\$62.00</b>	
<b>Other:</b>	<b>Gate Fee: \$97.50 Drop Fee: \$97.50</b>	

Mr. C's Towing  
 10821 Bloomfield Street  
 Los Alamitos, CA 90720  
 (562) 594-9521

# PRIVATE PROPERTY TOW SERVICES AGREEMENT

Agreement Date:  
 Effective Date:

\_\_\_\_\_ Mutual Fifteen Corporation (Customer)  
 \_\_\_\_\_ Mutual Fifteen (Property)

## TYPE OF PRIVATE PROPERTY (Check One)

- Residential     Commercial     Retail     HOA/Common Interest Development



This agreement by and between Mr. C's Towing and Customer named above shall serve as authorization to service 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 (l) (1) (E), for which this agreement may serve as the general authorization.

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

Mr. C's Towing 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.

Mr. C's Towing agrees that their employees will act and conduct themselves in a professional workmanlike 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 Fifteen Corporation	Mr. C's Towing
Signed: 	Signed: 
Print Name: Phil Friedman	Print Name: Boba Dab/Stron
Title: Mutual Fifteen Board President	Title: Account Manager
Date: 09/19/2016	Date: 9/30/16

# PRIVATE PROPERTY TOW SERVICES AGREEMENT

ACCOUNT INFORMATION FORM:

X Original     Updated

<b>Property/Complex Name:</b> Mutual Fifteen Corporation			
<b>Property Address:</b> 13531 St. Andrews Drive			
<b>City:</b> Seal Beach, CA		<b>Zip:</b> 90740	
<b>TG Map Grid:</b>		<b>Cross Streets:</b>	
<b>Mailing Address (if different than above):</b> P.O. Box 2069 Seal Beach, CA 90740			
<b>Property Management Company</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If Yes, Name, Address &amp; Phone:</b> Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740			
<b>Manager Name</b>	<b>Asst Manager Name</b>	<b>On-Site Contact Name</b>	
Executive Director	Mutual Administration Manager	Security Chief	
<b>Phone:</b> 562-431-6586	<b>Phone:</b> 562-431-6586	<b>Phone:</b> 562-431-6586	
<b>Fax:</b>	<b>Fax:</b>	<b>Fax:</b>	
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>	
<b>Security Company</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If Yes, Name, Address &amp; Phone:</b> Internal Department of Property Management Company (562) 431-6586 Ext# 377			
<b>Persons Authorized To Sign for Vehicle Removals</b>	<b>1</b>	<b>Two Board Directors</b>	<b>Title: President</b>
	<b>2</b>	<b>must be present</b>	<b>Title: Vice-President</b>
	<b>3</b>		<b>Title: CFO</b>
	<b>4</b>		<b>Title Secretary</b>
	<b>5</b>		<b>Title: Director at Large</b>

**Please Check Appropriate Boxes:**

<input checked="" type="checkbox"/> Fire Lane Removals	<input checked="" type="checkbox"/> Visitor Only Parking	<input checked="" type="checkbox"/> Posted "Tow-Away Zone"
<input checked="" type="checkbox"/> Ingress/Egress Interference	<input checked="" type="checkbox"/> Mgr Only Parking	<input checked="" type="checkbox"/> Violation of Mutual Fifteen Policies on Mutual Fifteen
<input checked="" type="checkbox"/> Within 15' of Fire Hydrant	<input checked="" type="checkbox"/> Expired Tags	<input checked="" type="checkbox"/> Property when directed by authorized Board Members
<input checked="" type="checkbox"/> Parking Permits	<input checked="" type="checkbox"/> No Street Parking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Handicap Parking	<input checked="" type="checkbox"/> Tenants authorized to tow	
<input checked="" type="checkbox"/> Blocking Garages	<input checked="" type="checkbox"/> Time Limit Parking	
<input checked="" type="checkbox"/> Blocking Dumpster	<input checked="" type="checkbox"/> Proof of residence required – Describe:	
<input checked="" type="checkbox"/> Double Parked		

<b>Local Rate Jurisdiction:</b>	
<b>Tow Rate:</b>	\$185
<b>Storage Rate / Day:</b>	\$55
<b>Other:</b>	Gate Fee: \$92.50    Drop Fee: \$60

(Recording Secretary Aquino left the meeting at 4:10 p.m.)

**NEW BUSINESS**

Following a discussion, and upon a MOTION duly made by Secretary Reed and seconded by Vice President Obenauer, it was

RESOLVED, To adopt Policy 7591.15 Unmanned Aerial Flight Vehicles (Drones) on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, it was the consensus of the Board to go out to bid for the Mutual Fifteen landscape contract.

Following a discussion, it was the consensus of the Board to postpone Policy 7403.4 – Skylights & Sola Tubes until the next Board Meeting.

Following a discussion, and upon a MOTION duly made by Secretary Reed and seconded by President Friedman, it was

RESOLVED, To approve The Mr. C's Towing Agreement for Mutual Fifteen.

The MOTION passed.

**SHAREHOLDER(S)' COMMENTS**

Several shareholders made comments.