

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIFTEEN**  
**February 21, 2017 – Mutual Administration Conference Room**  
**1:00 p.m.**

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

CALL TO ORDER / ROLL CALL

INTRODUCTION OF GUESTS AND STAFF:

Mr. Rotter, Shareholder, Mutual Seven  
Mrs. Tran, GRF Representative  
Ms. Ankeny, Executive Director  
Mr. Antisdell, Building Inspector

APPROVAL OF MINUTES: **Regular Meeting of January 16, 2017**

BUILDING INSPECTOR'S REPORT

Mr. Antisdell

- a. Report on progress of rain gutter maintenance
- b. Report on sidewalk inspection and maintenance
- c. Report on pavement marking for one-way arrows – Carports 8 & 13

MUTUAL ADMINISTRATION REPORT

Mr. Ankeny

GRF REPRESENTATIVE'S REPORT

Mrs. Tran

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

PRESIDENT'S REPORT

Mr. Friedman

VICE PRESIDENT'S REPORT

Mrs. Obenauer

SECRETARY/CORRESPONDENCE

Mrs. Reed

CHIEF FINANCIAL OFFICER'S REPORT

Ms. Dunagan

BOARD REPORTS

- a. Laundry Rooms/Carports/Walkway & Breezeway Lighting  
Report on modification progress for laundry room dryers –  
limiting time to 45 minutes  
Mr. Anderson
- b. Landscaping  
Mrs. Reed
- c. Buildings 1 – 24  
Mrs. Obenauer
- d. Buildings 25 – 48  
Ms. Rhodes
- e. Emergency Preparation Awareness  
New radios  
Ms. Rhodes
- f. Trees  
Mr. Webster

OLD BUSINESS –

- a. Solar Project – receive report on reduced scope Solar Energy project.
- b. Presentation on Solar by Mutual Seven Shareholder  
Mr. Rotter

NEW BUSINESS –

- a. Discuss proposed modification to Doctor's letter for new buyers
- b. Proposed revision of Policy 7508.15 – Patio/Carport/Estate Sales
- c. Discuss/vote on new emergency radios
- d. Discussion: Trash being left outside of trash bins
- e. SCE transformer beautification – decorating of screens with shrubbery
- f. Notice of Intent to Withdraw – Request for Board Resolution

SHAREHOLDER(S)' COMMENTS – On any topic related to Mutual Fifteen business

ADJOURNMENT

EXECUTIVE SESSION (legal, member issues, if required)

**NEXT MEETING: March 20, 2017, at 1:00 p.m.  
Administration Building Conference Room A**

ka: 2/14/17

MUTUAL OPERATIONS**DRAFT POLICY****RESIDENT REGULATIONS****Patio/Carport/Estate Sales – Mutual Fifteen**

THAT NOTWITHSTANDING previous action by this Board, Mutual No. Fifteen will permit estate sales only.

Estate sales will be conducted in accordance with the “Request for Permission to Conduct Patio/Estate Sales” hereby adopted. Authorization to approve such sale(s) is given to the President **Physical Property Director of that building** of the Mutual Corporation or, in the absence of the President **that Director**, ~~any other officer so long as~~ **go to** the President is notified of the sale **for approval of the sale**.

Annual carport sales are permitted, also.

~~FURTHER, that Policy 7508, “Instructions for Requesting an Estate Sale” be adhered to.~~

The following instructions must be followed when requesting to conduct an Estate Sale:

1. **Complete four (4) copies of the “Request for Permission to Conduct Estate Sale” (page 2 of this policy) and three copies of “Estate Sale Inventory” (pages 3 and 4 of this policy):**
  - a) **Give one copy of each form to Mutual President at time of approval.**
  - b) **Give one copy of “Request for Permission to Conduct Estate Sale” to the Golden Rain News, if advertising the sale in the News.**
  - c) **Give one copy of “Request for Permission to Conduct Estate Sale” to Security Dept.**
  - d) **Post copy of “Estate Sale Inventory” at place of sale.**
2. **No more than one sale on the same premises in any calendar year.**
3. **No new merchandise acquired solely for the purpose of resale may be sold at the patio sale.**
4. **Sales may last no more than two consecutive days (Thursday and Friday only) between the hours of 9:00 a.m. and 3:00 p.m.**
5. **One sign advertising the sale is allowed on the shareholder premises only. All other signs, either on or off the premises is prohibited.**

**MUTUAL OPERATIONS**

**DRAFT POLICY**

**RESIDENT REGULATIONS**

**Patio/Carport/Estate Sales – Mutual Fifteen**

**6. Definitions (Wikipedia):**

- a. Estate sale (liquidation): A sale to dispose of a substantial portion of the materials owned by a person who is recently deceased or who must dispose of his or her personal property to facilitate a move.
- b. Patio sale: Sale of used goods by private individuals in which sellers are not required to obtain business licenses or collect sales tax but does require a permit.

**See attached “Request for Permission to Conduct Estate Sale” (page 3 of this policy) and “Estate Sale Inventory” (pages 4 and 5 of this policy).**

**MUTUAL ADOPTION**

**AMENDMENTS**

FIFTEEN 07-16-90

06-17-96, 05-21-01, 11-18-10

MUTUAL OPERATIONS

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Patio/Carport/Estate Sales – Mutual Fifteen

REQUEST FOR PERMISSION TO CONDUCT AN ESTATE SALE

**TO:** BOARD OF DIRECTORS, SEAL BEACH MUTUAL \_\_\_\_\_  
**FROM:** \_\_\_\_\_ (Person Conducting Sale)  
**SUBJECT:** REQUEST TO HOLD AN ESTATE SALE

At Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Date(s) \_\_\_\_\_ between 9 a.m. and 3 p.m.

**I am** (check one): ( ) Resident Shareholder (at above address) ( ) Executor ( ) Nonres.Co-Owner  
( ) Other (please explain) \_\_\_\_\_

Upon approval, I agree to:

- a) See the Mutual Representative after completing this page and the inventory form.
- b) Provide an approved copy of this form to the Golden Rain News, if placing an ad with them.
- c) Provide nonresident shoppers' full names, vehicle make and license number along with an approved copy of this form, to the Security Department and to accept the responsibility, as my personal guests, anyone admitted to Leisure World for the purpose of attending the sale.
- d) Be responsible for damage or liability as a result of the sale activities.
- e) Minimize inconvenience or disturbances to neighboring residents.
- f) Complete the attached brief inventory of the "major" items to be sold.
- g) Provide a signed copy of the inventory to the Mutual Representative and post a copy of inventory at the sale site.

I am aware that the purpose of this sale is to assist in vacating an apartment and that NO merchandise or personal items may be added to the possessions of the owner/former owner or made a part of this sale. ***I understand that a representative of the Mutual may inspect the sale and that the sale can be stopped immediately if there is deviation from this agreement.*** I agree not to add or bring any goods or merchandise to this sale. I understand that I can be barred from holding any sales in Leisure World for a period of one year if I deviate from this agreement.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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Mutual Approval – To be completed by Mutual Director

Director's Name \_\_\_\_\_ ( ) Approved ( ) Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

cc: ( ) Mutual ( ) Responsible Party ( ) Golden Rain News ( ) Security Department

MUTUAL OPERATIONS

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Patio/Carport/Estate Sales – Mutual Fifteen

Mutual \_\_\_\_\_ Apt. # \_\_\_\_\_

ESTATE SALE INVENTORY

Name \_\_\_\_\_ Address \_\_\_\_\_

**Living Room Area:**                      **Description (color, type of wood, size, make, etc.)**

- # \_\_\_\_\_ Couch(es) / Sofa(s) \_\_\_\_\_
- # \_\_\_\_\_ Chair(s) \_\_\_\_\_
- # \_\_\_\_\_ Table(s) \_\_\_\_\_
- # \_\_\_\_\_ Cabinet(s) \_\_\_\_\_
- # \_\_\_\_\_ Lamp(s) \_\_\_\_\_
- # \_\_\_\_\_ Television(s) / Radio(s) \_\_\_\_\_
- # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_
- # \_\_\_\_\_ Clock(s) \_\_\_\_\_
- # \_\_\_\_\_ Other \_\_\_\_\_
- # \_\_\_\_\_ Other \_\_\_\_\_

**Bedroom(s):** # of Bedrooms: Circle One: One Two

- # \_\_\_\_\_ Beds \_\_\_\_\_
- # \_\_\_\_\_ Dresser(s)/High-Boy(s) \_\_\_\_\_
- # \_\_\_\_\_ Bookcase(s)/Cabinet(s) \_\_\_\_\_
- # \_\_\_\_\_ Chair(s) \_\_\_\_\_
- # \_\_\_\_\_ Secretary / Desk(s) \_\_\_\_\_
- # \_\_\_\_\_ Nightstand(s) / Table(s) \_\_\_\_\_
- # \_\_\_\_\_ Lamp(s) \_\_\_\_\_
- # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_
- # \_\_\_\_\_ Bed Linens \_\_\_\_\_
- # \_\_\_\_\_ Jewelry \_\_\_\_\_
- # \_\_\_\_\_ Other \_\_\_\_\_
- # \_\_\_\_\_ Other \_\_\_\_\_

