

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIFTEEN**  
**October 16, 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:

Mr. Crossley, GRF Representative  
Ms. Hopkins, GRF Mutual Administration Director  
Mr. Antisdell, GRF Building Inspector  
Mrs. Aquino, Recording Secretary

BOARD ROOM DECORUM

APPROVAL OF MINUTES: **Regular Meeting of September 18, 2017**

BUILDING INSPECTOR'S REPORT (p. 2-3)

Mr. Antisdell

- a. Rain Gutters
- b. Cost of Painting the Curbs – CAMUTCD

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins

GRF REPRESENTATIVE'S REPORT

Mr. Crossley

SECRETARY'S REPORT/CORRESPONDENCE

Mrs. Reed

PRESIDENT'S REPORT

Ms. Dunagan

VICE PRESIDENT'S REPORT

Mrs. Obenauer

CHIEF FINANCIAL OFFICER'S REPORT

Ms. Dunagan

BOARD REPORTS

- a. Laundry Rooms/Carports/Walkway Lights/Breezeway Lighting
- b. Landscaping
- c. Buildings 1 – 24
- d. Buildings 25 – 48
- e. Emergency Preparedness Coordinator
- f. Trees

Ms. Ellis/Mr. Pham  
Mrs. Reed  
Mrs. Obenauer  
Ms. Rhodes  
Mr. Pham

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

**UNFINISHED BUSINESS –**

- a. Rescind Policy 7581 – Enforcement of Community Traffic Regulations (p. 4-6)
- b. Ratify amended/posted Policy 7525 – Withdrawal Inspection Process Fee (p. 7-8)
- c. Ratify amended/posted Policy 7431.15 – Service Maintenance Request (p. 9-10)

**NEW BUSINESS –**

- a. Accept the Resignation of Director John Webster (p. 11)
- b. Appointment of Mutual Fifteen Director (p. 12)
- c. Board Resolution Guest Passes (p. 13)
- d. NSBN Engagement Letter (p. 14)
- e. Attorney proposal for rewrite of Occupancy Agreement, Policies and Bylaws
- f. Reschedule the Regular Meeting of January 15, 2018, to January 16, 2018 at 9:00 a.m. (p. 15)
- g. Reschedule the Regular Meeting of February 19, 2018, to February 20, 2018 at 9:00 a.m. (p. 16)

SHAREHOLDER(S') COMMENTS

ADJOURNMENT

EXECUTIVE SESSION (member and legal issues will be discussed)

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

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdel**

MUTUAL BOARD MEETING DATE: **OCTOBER/16/2017**

| PERMIT ACTIVITY |                       |                 |              |            |              |                            |                       |
|-----------------|-----------------------|-----------------|--------------|------------|--------------|----------------------------|-----------------------|
| UNIT #          | DESCRIPTION OF WORK   | GRF/CITY PERMIT | PERMIT ISSUE | COMP. DATE | CHANGE ORDER | RECENT INSPECTION          | CONTRACTOR / COMMENTS |
| 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                   |
| 5-B             | ROOF COVERING         | GRF             | 09/15/17     | 10/16/17   | NO           | NONE                       | NATIONWIDE PAINTING   |
| 7-K             | RENOVATIONS           | BOTH            | 05/28/17     | 08/31/17   | NO           | NONE                       | LOS AL BLDRS          |
| 13-A            | ROOM ADDITION/PATIO   | BOTH            | 08/14/17     | 10/04/17   | NO           | NONE                       | PEEK CONSTRUCTION     |
| 13-A            | HEATPUMP              | BOTH            | 09/07/17     | 11/07/17   | NO           | NONE                       | APINE                 |
| 15-H            | CART PAD              | GRF             | 10/06/17     | 12/06/17   | NO           | NONE                       | JOHNS LANDSCAPE       |
| 16-H            | SHOWER                | BOTH            | 09/01/17     | 12/02/17   | NO           | NONE                       | LOS AL BLDRS          |
| 21-H            | COUNTER TOPS /WINDOWS | BOTH            | 10/10/17     | 12/20/17   | NO           | NONE                       | NATIONWIDE PAINTING   |
| 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             |
| 29-N            | REMOVE A/C/WINDOWS    | BOTH            | 09/05/17     | 12/31/17   | NO           | NONE                       | LOS AL BLDRS          |
| 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           | 05/31/17SHOWER LATH        | CGR                   |
| 33-F            | HEAT PUMP             | BOTH            | 10/09/17     | 12/09/17   | NO           | NONE                       | JAV-AIR               |
| 37-K            | WINDOWS               | BOTH            | 09/25/17     | 12/06/17   | NO           | NONE                       | BODIES GLASS          |
| 38-D            | HEAT PUMP             | BOTH            | 07/14/17     | 11/03/17   | NO           | 10/02/17 FINAL             | GREENWOOD             |
| 41-A            | HEAT PUMP             | BOTH            | 10/16/17     | 11/16/17   | NO           | NONE                       | ALPINE                |
| 42-K            | FLOORING              | GRF             | 10/09/17     | 11/09/17   | NO           | NONE                       | KARYS CARPET          |
| 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   | YES          | 06/20/17 UNDERGROUND       | ALPHA MASTER          |
| 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-D            | REMODEL               | BOTH            | 05/30/17     | 11/20/17   | NO           | 08/17/17 INSULATION        |                       |
| 47-D            | REMODEL               | BOTH            | 05/30/17     | 11/20/17   | NO           | 08/24/17 DRYWALL           | 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          |

SHADED AREAS HAVE BEEN SIGNED OFF

| UNIT # | NMI       | PLI      | NBO | FI | FCOEI | ROF | DOCUMENTS/COMMENTS |
|--------|-----------|----------|-----|----|-------|-----|--------------------|
| 3-E    |           | 10/02/17 |     |    |       |     |                    |
| 12-C   |           | 06/08/17 |     |    |       |     |                    |
| 19-B   |           | 06/01/17 |     |    |       |     |                    |
| 20-C   |           | 08/10/17 |     |    |       |     |                    |
| 21-J   |           | 10/02/17 |     |    |       |     |                    |
| 30-C   | 3/23/2017 |          |     |    |       |     |                    |
| 36-B   |           | 06/29/17 |     |    |       |     |                    |
| 38-C   | 3/30/2017 |          |     |    |       |     |                    |
| 46-B   |           | 04/06/17 |     |    |       |     |                    |

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antidel**

MUTUAL BOARD MEETING DATE: **OCTOBER/16/2017**

|      |  |          |  |  |  |  |  |
|------|--|----------|--|--|--|--|--|
| 46-G |  | 03/29/17 |  |  |  |  |  |
| 48-G |  | 10/02/17 |  |  |  |  |  |
|      |  |          |  |  |  |  |  |
|      |  |          |  |  |  |  |  |

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 59 CALLS ON LIFTS 17**

**PROPOSAL FOR GUTTER AND ROOF MAINTENANCE PRICE FROM ROOFING STANDARDS**

**CAMUTCD REPORT**

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



# *Mutual Corpotaion No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RESCIND POLICY 7581 – ENFORCEMENT OF COMMUNITY TRAFFIC REGULATIONS (UNFINISHED BUSINESS ITEM A)  
**DATE:** OCTOBER 16,2017  
**CC:** MUTUAL FILE

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On June 19, 2017, Mutual Fifteen adopted Policy 7581.15 – Enforcement of Community Traffic Regulations, as a Mutual specific Policy, therefore Policy 7581 – Enforcement of Community Traffic Regulations is obsolete.

I move to rescind Policy 7581 – Enforcement of Community Traffic Regulations on a preliminary basis until the 30–day posting period is completed.

**MUTUAL OPERATIONS****RESCIND MUTUAL FIFTEEN****RESIDENT REGULATIONS****Enforcement of Community Traffic Regulations – Except Mutual Nine and Twelve**

WHEREAS, the Golden Rain Foundation has adopted a series of regulations for the control of traffic within the confines of Seal Beach Leisure World; and

WHEREAS, it is the desire of this Mutual Board, in the interest of safety, that these regulations be observed and enforced; and

WHEREAS, to be truly effective, enforcement of these regulations by the Security staff requires cooperation of the Mutual Boards to function in a judicial capacity when offenders are reported to the Boards;

NOW, THEREFORE, BE IT RESOLVED, that this Board will review the case of any Mutual resident whose record of violation is referred to the Board, and take one or more of the following actions:

- a. Direct a letter of warning to the offender.
- b. Appoint a Director or a Committee to confer with and warn the offender.
- c. Summon the offender to a regular or special Board meeting for a conference/ warning.
- d. Take Board action to find the offender in violation of the Occupancy Agreement and order eviction.

FURTHER, while it is customary for three violations to be accumulated in the file before a resident's record is referred to the Mutual Board by the Security Department, it is understood that a single violation may be of sufficient importance to be immediately referred to the Board for action.

FURTHER, in the interest of obtaining uniform application within the community, the Security, Bus and Traffic Committee of Golden Rain Foundation will be informed of action taken and its apparent results in each instance cited above.

MUTUAL OPERATIONS**RESCIND MUTUAL FIFTEEN****RESIDENT REGULATIONS****Enforcement of Community Traffic Regulations – Except Mutual Nine and Twelve****MUTUAL ADOPTION**

|           |          |   |
|-----------|----------|---|
| ONE       | 01-24-75 |   |
| TWO       | 01-17-74 |   |
| THREE     | 01-21-74 |   |
| FOUR      | 04-01-74 |   |
| FIVE      | 01-16-74 |   |
| SIX       | 01-25-74 |   |
| SEVEN     | 02-15-74 |   |
| EIGHT     | 01-28-74 |   |
| NINE      | 01-14-74 | (Rescinded 11-12-91 – See Policy 7581.9)  |
| TEN       | 01-24-74 |   |
| ELEVEN    | 01-17-74 |   |
| TWELVE    | 01-10-74 | (Rescinded 03-14-13 – See Policy 7581.12) |
| FOURTEEN  | 01-11-74 |   |
| FIFTEEN   | 01-21-74 |   |
| SIXTEEN   | 01-10-74 |   |
| SEVENTEEN | 02-06-90 |   |

\*Corrections to formatting made on 09-07-16\*

# *Mutual Corpotaion No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RATIFY AMENDED POSTED POLICY 7525 – WITHDRAWAL INSPECTION  
PROCESS FEE (UNFINISHED BUSINESS ITEM B)  
**DATE:** OCTOBER 16,2017  
**CC:** MUTUAL FILE

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I move to ratify amended/posted Policy 7525 – Withdrawal Inspection Process  
Fee on a preliminary basis until the 30–day posting period is completed.

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  |                                |                       |



# *Mutual Corpotaion No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RATIFY AMENDED POSTED POLICY 7431.15 – SERVICE MAINTENANCE REQUEST (UNFINISHED BUSINESS ITEM C)  
**DATE:** OCTOBER 16,2017  
**CC:** MUTUAL FILE

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I move to ratify amended/posted Policy 7431.15 – Service Maintenance Request on a preliminary basis until the 30–day posting period is completed.

**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)

# *Mutual Corpportation No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** ACCEPT THE RESIGNATION OF DIRECTOR JOHN WEBSTER (NEW BUSINESS ITEM A)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to accept, with regret, the resignation of John Webster effective immediately.

# *Mutual Corpportation No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF MUTUAL FIFTEEN DIRECTOR (NEW BUSINESS ITEM B)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to appoint \_\_\_\_\_ as a new Director for the Mutual Fifteen Board of Directors, effective for the remaining 2017-2018 term.

# *Mutual Corpportation No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** BOARD RESOLUTION GUEST PASSES (NEW BUSINESS ITEM C)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue \_\_\_\_\_ **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2017-2018.



# *Mutual Corpotion No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** NSBN ENGAGMENT LETTER (NEW BUSINESS ITEM D)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

# *Mutual Corpportation No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RESCHEDULE JANUARY 15, 2018 REGULAR BOARD MEETING (NEW BUSINESS ITEM F)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to cancel the Regular Meeting of January 15, 2018, and reschedule to January 16, 2018, at 9:00 a.m, Mutual Administration Conference Room A.

# *Mutual Corpotaion No. Fifteen*

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## MEMO

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**TO:** MUTUAL FITEEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** RESCHEDULE FEBRUARY 19, 2018 REGULAR BOARD MEETING (NEW BUSINESS ITEM G)  
**DATE:** OCTOBER 16, 2017  
**CC:** MUTUAL FILE

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I move to cancel the Regular Meeting of February 19, 2018, and reschedule to February 20, 2018, at 9:00 a.m, Mutual Administration Conference Room A.