

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
April 16, 2018
Meeting begins at 1:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. BOARD ROOM DECORUM
3. SHAREHOLDER COMMENTS (2-3 minutes per shareholder. Agenda items only)
4. ROLL CALL
5. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):
 - Mr. Crossley, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Antisdell, Building Inspector
 - Ms. Pandit, Recording Secretary
6. APPROVAL OF MINUTES:
Regular Meeting Minutes of March 19, 2018
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3)
 - a. Update regarding Water Heater Sensors
 - b. Update on Painting/Improving of Mailboxes in Breezeways
 - c. Update on Beautification of Carports
8. GRF REPRESENTATIVE Mr. Crossley
9. **UNFINISHED BUSINESS**
 - a. Ratify amended/posted Policy 7210.15 – Annual Elections (p. 5-9)
 - b. Update on Hotline
10. **NEW BUSINESS**
 - a. Appoint Observers for the 2018-2019 Mutual Fifteen Annual Election (p. 11)
 - b. Bulk Cable Service Agreement – Superwire (p. 13-14)
 - c. Emergency Information Counsel (p. 15)

STAFF SECRETARY BREAK 11:00 a.m.

(Wednesday, April 11, 2018 sp)

- | | | |
|-----|---|-------------|
| 11. | SECRETARY / CORRESPONDENCE | Mrs. Reed |
| 12. | CHIEF FINANCIAL OFFICERS REPORT | Mr. Harlow |
| 13. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 14. | ANNOUNCEMENTS | |
| 15. | COMMITTEE REPORTS | |
| a. | Emergency Committee Update | Mr. Pham |
| b. | Vacant, Unoccupied or Seasonal-Use Units Committee Update | Mrs. Reed |
| 16. | DIRECTORS' COMMENTS | |
| 17. | SHAREHOLDER(S)' COMMENTS (2-3 MINUTES) | |
| 18. | ADJOURNMENT | |
| 19. | EXECUTIVE SESSION | |

STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.

**NEXT MEETING MONDAY, May 21, 2018
Meeting begins at 1:00 p.m.
Administration Building, Conference Room A**

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antidel**

REPORT FOR APRIL 16-2018

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
2-C	REMODEL	BOTH	03/26/18	08/31/18	NO	NONE	PIP PLUMBING AND CONSTR.
2-D	WINDOWS	BOTH	02/03/18	04/18/18	NO	04/02/18 FINAL	LOS AL BLDRS
10-G	COUNTER TOPS	BOTH	01/16/18	03/27/18	NO	02/27/18 FINAL	WESTBY4 HOMES
12-C	BATH REMODEL	BOTH	02/06/18	03/30/18	NO	NONE	KRESS
20-C	BATH REMODEL	BOTH	01/16/18	04/28/18	NO	04/02/18 FINAL	JC KRESS
21-J	KITCHEN REMODEL	BOTH	01/29/18	03/23/18	NO	NONE	AMORE DESIGN
27-B	PATIO	BOTH	03/18/18	06/18/18	NO	NONE	LOS AL BLDRS
28-F	PATIO	BOTH	02/26/18	04/26/18	NO	NONE	BERGKVIST
32-M	ENRTY DOOR	BOTH	02/10/18	04/30/18	NO	NONE	LW DECOR
30-E	REMODEL KITCHEN	BOTH	11/20/18	01/20/18	NO	03/20/18 FINAL	LW DECOR
33-F	PATIO REMODEL	BOTH	01/31/18	03/21/18	NO	03/20/18 FINAL	LOS AL BLDRS
36-B	WINDOWS	BOTH	03/05/18	04/19/18	NO	NONE	SEAPORT SASH AND DOORS
36-B	CEILINGS	BOTH	03/18/18	03/29/18	YES	NONE	OGAN
36-C	REMODEL/ WINDOWS	BOTH	10/31/17	12/30/17	NO	01/12/18 DRYWALL	LW DECOR
36-C	REMODEL/ WINDOWS	BOTH	10/31/17	12/30/17	YES	002/08/18 CHANGE ORDER	LW DECOR
42-G	PAINT WINDOWS ADD TRIM	GRF	02/15/18	03/15/18	NO	NONE	LW DECOR
46-F	KITCHEN REMODEL	BOTH	02/05/18	06/05/18	NO	NONE	AC&R CONSTRUCTION
46-F	KITCHEN REMODEL	BOTH	02/05/18	06/05/18	NO	03/26/18 ROUGH ELEC/PLUMB	AC&R CONSTRUCTION
46-F	KITCHEN REMODEL	BOTH	02/05/18	06/05/18	NO	04/02/18DRYWALL	AC&R CONSTRUCTION
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
34-P		02/01/18					
37-E		11/06/17					
40-F		03/20/18					
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	
8-H FIRE JOB ABATEMENT IS GOING ON AND MET WITH MARKIE THE CONTRACTOR TO GO OVER REBUILD	
SEWER CLEANING WITH EMPIRE PIPE CONTRACT GOOD THROUGH 2020	
BUDGET COST TO REPLACE 18 ONE STORY ROOFS \$900.000	
JOHNS LANDSCAPE CONTRACT GOOD THROUGH 2019	
PEST /TERMITE CONTRACT GOOD THROUGH 2020	
DRYER CONTRACT WITH WASH MULTIFAMILY GOOD THROUGH 2022	
RF LIFT CONTRACT GOOD THROUGH 2018	

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Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL FIFTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RATIFY AMENDED/POSTED POLICY 7210.15 – ANNUAL ELECTIONS
(UNFINISHED BUSINESS ITEM A)
DATE: APRIL 16, 2018
CC: MUTUAL FILE

On February 20, 2007, the Mutual Fifteen Board of Directors adopted Policy 7210.15 – Annual Elections.

On February 20, 2018, Policy 7210.15 – Annual Elections (attached) was amended and the 30 – day posting period has been met.

I move to ratify amended/posted Policy 7210.15 – Annual Elections.

MUTUAL OPERATIONS

STOCKHOLDERS MEETINGS

AMENDED DRAFT

Annual Elections – Mutual Fifteen Only

In accordance with State Law California Civil Codes and the Mutual Fifteen Bylaws, the following policy is established for the general election of directors to the Mutual Fifteen Board of Directors.

1. Candidatesa. Candidate Eligibility

In accordance with the Mutual Fifteen Bylaws, all members in good standing are eligible to run for election to the Mutual Fifteen Board of Directors. "Good Standing" means that the member is not delinquent in the payment of monthly or special assessments in an amount equal to or greater than one month's assessment for a period of time greater than 30 days.

b. Notification of Nominations for Election of Directors

The Mutual Fifteen Board of Directors shall also place notice in the *Golden Rain News* and in the Mutual laundry rooms not less than 90 days prior to the annual meeting that any member of the Mutual in good standing may place his/her name into nomination for the election of directors.

c. Self-Nomination by Shareholders

Mutual members who wish to nominate themselves as a candidate for election to the Mutual Fifteen Board of Directors must do so in writing not more than 90 days or less than 60 days prior to the annual meeting date.

d. Nominations from the Floor

Candidates may be nominated from the floor during the annual meeting, but candidate must be present at meeting to accept nomination. There is no provision in the Mutual Bylaws allowing for write-in candidates.

2. Election Process

- a. The Golden Rain Foundation will provide a contracted vendor to assume all election services, including inspector(s) of election, who will be directed to conduct the election under current applicable codes.

MUTUAL OPERATIONS

STOCKHOLDERS MEETINGS

AMENDED DRAFT

Annual Elections – Mutual Fifteen Only

- b. If the Golden Rain Foundation does not provide a contracted vendor to assume all election services, then Section 3 will be prepared and processed by the Mutual Corporation or Golden Rain Foundation:

3. Election Materialsa. Notice Letter

The only items that may be included with the notice letter in the ballot packet are the mail-in secret ballot, voting instructions, candidates' personal statements (if submitted), and mailing instructions for the Mutual annual election. This mailing shall be sent to each Mutual **Fifteen** shareholder no later than 30 days prior to the Annual Meeting.

b. Candidates' Personal Statement

Each candidate may submit a one-page personal statement (preferably typed) containing information relevant only to his/her own personal background, work experience and goals to the Stock Transfer Office before the announced deadline for insertion and mailing along with the election materials.

c. Secret Ballots Returned By Mail

The mail-in secret ballot is required to be mailed to the "Inspectors of the Election" for proper verification and validation, and must be received before 4:00 p.m. on the day before the annual meeting.

The mail-in secret ballot is irrevocable once it is validated by the inspectors of election.

The mail-in secret ballot, if sealed and properly mailed, will be opened the day of the annual meeting by the inspectors of the election.

4. Inspectors of the Electiona. Qualifications and Number of Inspectors

An inspector of the election may not be a member of the Mutual Board of Directors, or a candidate for the Mutual **Fifteen** Board of Directors, or related to a member of the Mutual **Fifteen** Board of Directors, or under contract to the association for any compensable services.

MUTUAL OPERATIONS

STOCKHOLDERS MEETINGS

AMENDED DRAFT

Annual Elections – Mutual Fifteen Onlyb. Observers of the Election Appointed By the Board of Directors

There shall be three (3) observers of the election appointed by the Mutual **Fifteen** Board of Directors (90) days before the annual meeting day. The Board may also appoint alternative observers of the election. The observers of the election may appoint and oversee additional assistant observers of the election in any number deemed to be reasonable by the Mutual **Fifteen** Board of Directors.

c. Inspector of the Elections - Duties

1. Determine the number of shareholders entitled to vote and the voting power of each.
2. Determine the authenticity, validity and effect of proxies, if any.
3. Receive mail-in proxy forms and ballots.
4. Open mail-in proxy forms and ballots at the annual meeting.
5. Hear and determine all challenges and questions in connection to the right to vote.
6. Count and tabulate all votes.
7. Determine the results of the election.
8. Perform his or her duties expeditiously, impartially, and in good faith at all times.

5. Votinga. Qualification for Voting

Votes may be cast by mutual members in good standing:

- 1) By ballot in person on the day of the annual meeting; or
- 2) By using the mail-in secret ballot; or
- 3) By using the mail-in proxy form.

b. Cumulative Voting

~~In accordance with the Mutual Bylaws, voting will be "cumulative."~~

c. Voting by Secret Ballot

All ballots shall be prepared in a manner consistent with providing and ensuring that the member's vote will be by "secret ballot."

STOCKHOLDERS MEETINGS

AMENDED DRAFT

Annual Elections – Mutual Fifteen Only

- 6. Actions by Mutual Boards when a Contracted Vendor is Retained for Elections
 - a. Each Mutual may appoint observer(s) who may make their observations to its respective Mutual Board.
 - b. Each Mutual Board shall validate its own election.

MUTUAL

ADOPTION

AMENDED

FIFTEEN:

20 Feb 07

16 Nov 10

DRAFT

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Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPOINT OBSERVERS OF THE 2018-2019 MUTUAL FIFTEEN ANNUAL ELECTION (NEW BUSINESS ITEM A)
DATE: APRIL 16, 2018
CC: MUTUAL FILE

In accordance with Policy 7210.15 – Annual Elections (please see amended Policy 7210.15 (p. 6-9)), Item 4, subsection b, as follows

b. Observers of the Election Appointed By the Board of Directors

There shall be three (3) observers of the election appointed by the Mutual Board of Directors 90 days before the annual meeting day. The Board may also appoint alternative observers of the election. The observers of the election may appoint and oversee additional assistant observers of the election in any number deemed to be reasonable by the Mutual Board of Directors.

The Mutual Fifteen Board of Directors appoint the following shareholders as observers of the 2018-2019 Annual Election

1. _____, Unit _____
2. _____, Unit _____
3. _____, Unit _____

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Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: BULK CABLE SERVICE AGREEMENT – SUPERWIRE (NEW BUSINESS ITEM B)
DATE: APRIL 16, 2018
CC: MUTUAL FILE

At the April 5, 2018, Presidents Council, Executive Director Randy Ankeny, discussed the Bulk Cable Service Agreement with Superwire. Mr. Ankeny has respectfully requested that each Mutual Board authorize GRF to seek and negotiate as directed and on behalf of the combined Mutuals a new bulk cable agreement. Of note: such action by the Mutuals require unanimous consent, as preliminary research on cable providers, note exclusive rights.

Please be advised, on February 18, 2019, the agreement between GRF and Superwire will terminate and action is requested by each Mutual Board as follows.

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement:

WHEREAS, GOLDEN RAIN FOUNDATION (hereinafter "GRF") through its volunteer Board of Directors, is responsible for management, control and administration of a residential common interest development (the "Project"), under the Declaration of Trust ("Trust"), which grants the Foundation the authority to manage and govern trust property and community facilities, all within what is known as Seal Beach Leisure World, consisting of sixteen (16) Mutuals (hereinafter the "Mutuals");

WHEREAS, notwithstanding the foregoing, GRF is not a housing provider, and neither owns or operates any housing for the residents in the Project;

WHEREAS, each Mutual in Seal Beach Leisure World, is its own fully-functioning association with its own Occupancy Agreements, Bylaws, Rules, Resolutions and Policies. Mutual Boards direct GRF to take action on their behalf pursuant to the Management Agreements between GRF and each Mutual, and pursuant to applicable law;

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has the duty to "operate and maintain the Project according to the highest standards achievable consistent with the overall plan of the [Mutual] and the interests of the consenting parties...GRF shall be expected to perform such other acts and deeds as are reasonable, necessary and proper in the discharge of its duties under this Agreement." (Management Agreement, FOURTH, Section (m) (Mutuals 1-11; 14-15; 17); FOURTH (o) (Mutual 12); FOURTH (n) (Mutual 16));

Resolution to authorize GRF to negotiate a mutually beneficial bulk cable service agreement (continued):

WHEREAS, the Management Agreements between GRF and each Mutual state that GRF has a duty to "Take such action as may be necessary to comply promptly with any and all orders or requirements affecting the premises placed thereon by any federal, state, county, or municipal authority having jurisdiction thereover." (Management Agreement, FOURTH, Section (f) (Mutuals 1-11; 14-15; 17); FOURTH, Section (g) (Mutuals 12, 16));

WHEREAS, the agreement between GRF and Superwire Telecom, Inc, shall expire on February 18, 2019;

WHEREAS, negotiations for any bulk cable services will require the joint and unanimous consent of all Mutuals to authorize GRF to negotiate a bulk cable service agreement for a period not to exceed five (5) years;

NOW, THEREFORE, be resolved that the following Resolution is adopted by the Board of Directors:

The officers and staff of GRF are hereby authorized on behalf of the Mutual to negotiate a mutually beneficial bulk cable service agreement for a period not to exceed (5) years. Such authorization is contingent upon the collective approval of all Mutual Boards.

March 16, 2018

To All Mutual Boards of Directors,

It is understood that the Golden Rain Foundation and/or any Mutual Board of Directors do not have responsibility to provide supplies or emergency services to residents of Leisure World in the event of a disaster.

It is therefore important for every resident to become informed on what to do to be ready for such an occurrence and not expect that help will be available.

The Emergency Information Council (EIC) are members/residents of mutuals in Leisure World who meet and gather information on disaster preparedness to help spread the word and encourage everyone to be proactive in self-sufficiency.

The council is asking your support in this effort by requesting a representative from your mutual to attend the monthly EIC meetings. The benefit of participation would be the increased awareness of personal responsibility in this area and steps that can be taken by each of us to help ourselves.

Respectfully,

Kathy Almeida
EIC Chairperson
M1.kalmeida@yahoo.com