

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
July 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. Rudge, Physical Property Manager
 - Mr. Antisdell, Building Inspector
 - Mrs. Aquino, Recording Secretary
6. APPROVAL OF MINUTES:
 - Regular Board Meeting Minutes from May 21, 2018**
 - Organizational Meeting Minutes from June 15, 2018 (p.3-4)**
 - Special Meeting Minutes from June 26, 2018 (p.5-6)**
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell / Mr. Rudge
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 7-8)
 - a. Update on Curb Painting and Signage Mr. Rudge
 - b. Update on Fire Inspections Mr. Antisdell
8. GRF REPRESENTATIVE Mr. Crossley
9. **UNFINISHED BUSINESS**

No Business to discuss.
10. **NEW BUSINESS**
 - a. Update on Building Captains Mr. Gildner
 - b. Discuss WASH Contract Regarding addition of Washing Machines
 - c. Discuss and Vote to amend Policy 7557.15 – Caregivers (p. 9-11)
 - d. Discuss and Vote to adopt Policy 7480.15 – Architectural Standards (p.12-15)
 - e. Discuss and Vote to amend Policy 7531.15 – Inspection of Vacant, Unoccupied or Seasonal-Use Units (p. 16-17)
 - f. Discuss and Vote to Receive Monthly Minutes of Other Mutuals (p. 18)

STAFF SECRETARY BREAK 3:00 p.m.

11. SECRETARY / CORRESPONDENCE Mr. Gildner
12. CHIEF FINANCIAL OFFICERS REPORT Mr. Harlow
13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
a. Next Meeting: Monday, August 20, 2018, 1:00 p.m.
Administration Building, Conference Room A
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 4:10 p.m.

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
June 15, 2018**

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Fifteen was called to order by Acting Chairperson Ms. Hopkins at 11:22 a.m. on Friday, June 15, 2018, in Clubhouse Four, Section C.

Those Directors present were: Jackie Dunagan, Sue Ellis, Ron Gildner, David Harlow, Grace Obenauer, Michael Pahlow, Joyce Reed. The Mutual Administration Director Ms. Hopkins and Mutual Administration Secretary Mancilla were also present.

Ms. Hopkins announced that the purpose of the meeting was to elect officers of the Board of Directors for the 2018-2019 term of office and to select the day and time of the Board's Regular Monthly Meeting.

Ms. Hopkins called for nominations for the office of President. David Harlow nominated Jackie Dunagan for President. There being no further nominations, Jackie Dunagan was elected to the office of President for the 2018-2019 term of office.

The chair was turned over to newly-elected President Dunagan, who then called for nominations for the office of Vice President. Joyce Reed nominated Grace Obenauer for Vice President. There being no further nominations, Grace Obenauer was elected to the office of Vice President for the 2018-2019 term of office.

President Dunagan called for nominations for the office of Secretary. President Dunagan nominated Ron Gildner for Secretary. Grace Obenauer nominated Joyce Reed for Secretary. There being no further nominations, a secret ballot vote was held. Ron Gildner was elected to the office of Secretary for the 2018-2019 term of office.

President Dunagan called for nominations for the office of Chief Financial Officer. President Dunagan nominated David Harlow for Chief Financial Officer. There being no further nominations, David Harlow was elected to the office of Chief Financial Officer for the 2018-2019 term of office.

The committee assignments will be made at a special Board of Directors meeting, date to be announced.

President Dunagan stated that the previous year's Organizational Meeting minutes have already been approved.

The Board discussed the time of the Regular Monthly Board Meetings. Upon a MOTION duly made by Joyce Reed and seconded by David Harlow it was

RESOLVED, That the Regular Monthly Board Meeting remain on the third Monday of the month, in the Administration Building Conference Room A, and the time of the meeting will be 1:00 p.m.

The MOTION passed.

There being no further business, President Dunagan adjourned the meeting at 11:28 a.m.

Attest, Ron Gildner, Secretary
SEAL BEACH MUTUAL FIFTEEN
1h:6/15/18

DRAFT

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
June 26, 2018, 10:00 A.M.**

A Special Meeting of the Board of Directors of Seal Beach Mutual Fifteen was called to order by President Dunagan at 10:00 a.m. on Tuesday, June 26, 2018, in Building 5 Conference Room C.

SHAREHOLDER COMMENTS

One shareholder comment was made.

ROLL CALL

Those members present were: President Dunagan, Vice President Obenauer, CFO Harlow, Secretary Gildner, and Directors Reed and Pahlow. Director Ellis was absent. Also present were three shareholders of Mutual Fifteen.

The purpose of the meeting was for the Board to assign Director jobs, ratify rescinded/posted policies, and review Policy 7425.15 – Garden Areas.

UNFINISHED BUSINESS

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

RESOLVED, To ratify rescinded/posted Policies 7302 – Capital Accounts, 7304 – Financing Capital Projects, 7305 – Depreciation-Straight Line Method, 7306.15 – Banking Resolution, 7310 – Mutual Budgets, 7320 – Patronage Refunds, 7331 – Interest on Impound Accounts, 7332 – Billings to Mutuels, 7333 – Income Items and Their Distribution, 7334 – Investment Records, 7335 – Cash Disbursements, 7336 – Shareholders' Interest, 7337 – Financial Reports, 7340 – Accounts Receivable, 7341 – Cashier Service 7451 – Standardization Committee 7452 – Equipment Standards 7554 – Interview of Applicants for QPR 7580 – Traffic Control Regulations 7610 – Operating Service 7621 – Replacement Reserve Resolution 7622 – Replacement Reserve – Information Use 7712 – Stock & Membership Transfers Affected by Escrow and 7910 – Regulatory Agreement.

The MOTION passed.

NEW BUSINESS

President Dunagan announced the new Board's positions for each Director for the 2018-2019 term of office. They are as follow:

President: Jackie Dunagan
Vice President: Grace Obenauer
Chief Financial Officer: David Harlow
Secretary: Ron Gildner
Physical Properties, Buildings 1-24: Joyce Reed
Physical Properties, Buildings 25-48: Ron Gildner
Landscaping and Trees: Michael Pahlow
Carports, Breezeways, Laundry Rooms and Street Lighting: Sue Ellis

President Dunagan is in contact with the company with the current company Mutual Fifteen has a dryer contract with to see about the possibility of adding all washers to the existing contract.

President Dunagan announced a new phone number for all shareholders to use when they have repair issues or concerns. The new system allows shareholder to dial jus one number and then follow the recorded instructions to leave a message for the corresponding Director. This is a 24hr 7days a week hotline. For afterhours emergencies shareholders can still contact the Mutual secretary.

President Dunagan thanked all shareholders who voted in the last election. Mutual Fifteen had the highest voter turnout of all Mutual elections in Leisure World – 68%!!

ADJOURNMENT

There being no further business to conduct, President Dunagan adjourned the meeting at 11:00 a.m.

Attest

Ron Gildner, Secretary
SEAL BEACH MUTUAL FIFTEEN

jp:06/28/18

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdal**

REPORT | JULY REPORT

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.
3-E	HEAT PUMP	BOTH	07/09/18	10/09/18	NO	NONE	GREENWOOD
5-M	BATH COUNTER /SINK	BOTH	07/02/18	08/15/18	NO	NONE	LOS AL BLDRS
7-D	REMODEL	BOTH	09/10/18	10/26/18	NO	NONE	BERGKVIST
7-G	HEAT PUMP	BOTH	07/06/18	10/06/18	NO	NONE	GREENWOOD
7-K	PATIO ROOF	BOTH	05/15/18	08/30/18	NO	06/29/18 FINAL	LOS AL BLDRS
14-G	FLOORING	BOTH	06/13/18	06/20/18	NO	NONE06/19/18 FINAL	BIXBY PLAZA
17-H	HEAT PUMP	BOTH	05/25/18	06/25/18	NO	05/29/18 FINAL	ALPINE
19-C	HEAT PUMP	BOTH	06/05/18	07/05/18	NO	NONE	ALPINE
21-N	PATIO ENCLOSURE	BOTH	05/12/18	11/20/18	NO	FRAME/ROOF SHEATHING	LOS AL BLDRS
23-J	HEAT PUMP	BOTH	04/25/18	07/25/18	NO	05/29/18 FINAL	GREENWOOD
23-R	ENTRY DOOR	GRF	05/21/18	06/21/18	NO	06/20/18 FINAL	CGR CONSTRUCTION
26-B	SHOWER CUT DOWN	BOTH	05/15/18	06/15/18	NO	NONE	NU KOTE
27-B	PATIO	BOTH	03/18/18	06/18/18	NO	05/03/18 FINAL	LOS AL BLDRS
36-B	WINDOWS	BOTH	03/05/18	04/19/18	NO	NONE	SEAPORT SASH AND DOORS
36-B	REMODEL	BOTH	05/14/18	06/24/18	YES	05/29/18 FRAM/ROURH WIRE	OGAN
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
46-F	KITCHEN REMODEL	BOTH	02/05/18	06/05/18	NO	06/20/18 FINAL	AC&R CONSTRUCTION
46-F	FLOORING	GRF	04/24/18	05/11/18	NO	06/20/18 FINAL	CONERSTONE FLOORS
46-F	SHOWER	BOTH	04/24/18	05/18/18	NO	06/20/18 FINAL	CORNERSTONE FLORING

ALL SHADED AREAS HAVE BEEN SIGNED OFF

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
3-P		05/25/18	06/18/18	06/22/18	07/09/18		
8-F		07/10/18					
13-C		05/04/18					
14-B		07/10/18					
22-C		05/29/18	06/05/18	06/08/18	06/22/18	07/03/18	
22-H		06/29/18					
34-P		02/01/18					
37-E		11/06/17					
37-E		07/10/18					
40-A		06/28/18					
40-F		03/20/18					
42-M		05/25/18					

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

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antidel**

CONTRACTS/PROJECTS

8-H FIRE JOB STUCCO IS DONE KITCHEN CABINETS ARE IN COUNTER TOPS WILL BE INSTALLED THIS WEEK

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

CALLS AND VISITS TO UNITS AND LIFTS 58

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL FIFTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7557.15 – CAREGIVERS
(NEW BUSINESS ITEM C)
DATE: JULY 16, 2018
CC: MUTUAL FILE

On July 16, 2018, the Mutual Board will vote to amend Policy 7557.15 – Caregivers.

I move to amend Policy 7557.15 – Caregivers on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS**Caregivers (Mutual Fifteen Only)1. Licensing Requirements

- a. ~~In order to work as a caregiver in Mutual Fifteen, caregiver must have a valid Seal Beach Business License or work for an agency with a valid Seal Beach Business License, per Seal Beach City Ordinance 1435. A copy of the license must be in the possession of caregiver at all times.~~

~~Exemption: A family member (of a shareholder) who is acting in the capacity of a caregiver is exempt from possessing a business license, but must apply and receive a caregiver's pass and badge.~~

- ~~b. A caregiver working in Mutual Fifteen must have a valid driver's license if driving a vehicle into Leisure World.~~

1.2. Pass and Badge Requirements

- a. All caregivers, whether working as a family member, as an individual, or through an agency, must apply and receive a caregiver's pass and clear badge holder through the Golden Rain Foundation Stock Transfer Office.
- 1) The pass must be renewed every six months.
 - 2) The pass must be worn in clear sight at all times.
 - 3) Passes or badge holders may not be transferred or lent to anyone.

3. Use of Laundry Facilities

- a. Part-time caregivers may use laundry facilities for shareholder's laundry only. *Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.*
- b. Caregivers who are 24-hour live-ins may use washers and dryers for their personal use, but may not use the washers and dryers for other family members or friends.
- c. Washers and dryers are to be cleaned after every use.
- d. Only two washers and dryers may be used at a time.
- e. Washed items are not allowed to be hung on patios.

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Caregivers (Mutual Fifteen Only)**

- f. Part-time caregivers who use Mutual laundry facilities for their personal or family use will be permanently barred from Leisure World.

4. General Requirements

- a. Caregiver must cease any noise that could be considered disruptive after 10 p.m., i.e., no loud televisions, radios, or talking, so as not to disturb the quiet enjoyment of neighbors.
- b. Caregivers are not allowed to bring family members or friends to the apartment.
- c. Caregivers are not allowed to bring pets into Leisure World.
- d. Caregivers are not allowed to use community facilities, including laundry facilities, unless caregiver is a 24-hour live-in.

5. Parking Regulations

- a. If shareholder does not have a vehicle, caregiver may use the carport space for their own vehicle after obtaining a temporary parking pass through the Stock Transfer Office.
 - 1) The temporary parking pass must be clearly displayed on dashboard of caregiver's vehicle at all times.

MUTUAL ADOPTION AND AMENDMENTS

FIFTEEN: 20 Oct 08 19 Jan 09

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL FIFTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO AMEND POLICY 7531.15 – INSPECTION OF VACANT UNOCCUPIED OR SEASONAL USE UNITS
(NEW BUSINESS ITEM E)
DATE: JULY 16, 2018
CC: MUTUAL FILE

On July 16, 2018, the Mutual Board will vote to amend Policy 7531.15 – Inspeccion of Vacant Unoccupied or Seasonal Use Units.

I move to amend Policy 7531.15 – Inspeccion of Vacant Unoccupied or Seasonal Use Units on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**AMENDED DRAFT****RESIDENT REGULATIONS****Inspection of Vacant, Unoccupied or Seasonal-Use Units – Mutual Fifteen**

Any vacant, unoccupied or seasonal-use unit in Mutual Fifteen shall be inspected every three months by a Physical Property Inspectors and a Mutual Director assigned to the Inspection. Inspections shall be conducted during the months of January, April, July, and October, or as determined by the Mutual. The inspection in April may be waived during the years that fire/safety inspections are conducted. **A fee of \$75.00 will be charged to the shareholder.**

The Mutual shall provide a list of vacant, unoccupied or seasonal-use units to the Physical Property Inspectors and set an appointment with the Inspector(s) for the inspection. Mutual Directors are encouraged to talk to Building Captains to update the list of units to be inspected.

The inspection of vacant units for sale will not be posted. The inspection for unoccupied and seasonal-use units will be posted at least 24 hours prior to the inspection by the Inspectors. Letters for posting are available through the Physical Property Office.

During the inspection, if any violations are found that are the responsibility of the shareholder, the shareholder must affect the repairs, maintenance or replacements as needed within the timeframe specified. In accordance with the Occupancy Agreement, Section 11(c), Repairs, if the shareholder fails to effect the repairs, maintenance or replacements in a manner satisfactory to the Mutual, the Mutual may do so and add the cost thereof to the shareholder's next monthly carrying charge payment.

MUTUAL ADOPTION

FIFTEEN: 11-20-17

(draft created on 7-11-18 ka)

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL FIFTEEN BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO ADOPT POLICY 7480.15 – ARCHITECTURAL STANDARDS (NEW BUSINESS ITEM D)
DATE: JULY 16, 2018
CC: MUTUAL FILE

On July 16, 2018, the Mutual Board will vote to adopt Policy 7480.15 – Architectural Standards.

I move to adopt Policy 7480.15 – Architectural Standards on a preliminary basis until the 30-day posting period is completed.

MUTUAL OPERATIONS**ADOPT DRAFT****PHYSICAL PROPERTY****Architectural Standards**

Civil Code §4760 explains the shareholder's right to improve or modify their separate interest subject to the governing documents, applicable law and issues of structural and mechanical integrity as well as support of any portions of the common interest development. Explanation of Mutual Fifteen's review procedures outlined in §4765 appears below.

A. REQUIREMENTS AND LOCATION IN GOVERNING DOCUMENTS

You must obtain architectural approval for any change in the exterior of your unit, any structural alterations to the interior and plumbing or electrical alterations or any change in the common area. Most architectural provisions are included in the 7400 PHYSICAL PROPERTY Section of the 7000 SERIES POLICIES, RULES AND REGULATIONS. See also 7502.15, 7507.15, in the 7500 SHAREHOLDER REGULATIONS Section. These policies are available at www.lwsb.com, the Leisure World Library or from a Mutual Fifteen Director.

The Member shall not, without the written consent of the Corporation, make any structural alterations in the premises, or in the water, gas or steam pipes, electrical conduits, plumbing or other fixtures connected therewith, or remove any additions, improvements, or fixtures from the premises. (Occupancy Agreement, Article 12). "Premises include your unit and the common area.

B. PROCEDURES

Small alterations, for example changing a garden border from concrete scallops to brick, require only written Board approval on the Policy 7480.15.1 – Architectural Standards – Approval Form. Any significant change or addition requires a GOLDEN RAIN FOUNDATION BUILDING PERMIT.

Typically, the Member engages a contractor who has complied with or complies with the GRF CONTRACTOR REQUIREMENTS. The contractor submits plans to the Mutual's GRF Building Inspector. The permit is then prepared and, after approval, signed by the designated Mutual Director, the Owner/Member, the Contractor and the GRF Building Inspector. The Contractor, if required, will obtain City permits. Approval of GOLDEN RAIN FOUNDATION BUILDING PERMIT does not constitute approval by the City, nor does approval by the City constitute approval by GOLDEN RAIN FOUNDATION. No work of any kind that requires a GRF or Mutual Building Permit may be commenced anywhere in Mutual Fifteen until said permit has been fully executed and posted fully visible from the exterior. Non-compliance may result in immediate shut down of the job.

MUTUAL OPERATIONS**ADOPT DRAFT****PHYSICAL PROPERTY****Architectural Standards**

Permits for any construction work valued at more than \$10,000 to be performed in Mutual Fifteen shall require a Performance Bond that shall provide sufficient funds to Mutual Fifteen to complete that work in the event it is not completed by the date stated in the permit for any reason, if

1. The contractor is not listed on the GRF Physical Property List of Approved Contractors, and
2. The contractor has not been completing more than \$100,000 in contracts in Leisure World, Seal Beach per year for the last three years.

The Owner/Member and the Mutual Director sign the NOTICE TO RESIDENT OF AGREEMENT section of the permit that informs the Owner/Member that they and any successors are totally responsible for the alteration and its maintenance. The Contractor and Building Inspector sign the section that details Contractor responsibilities.

Mutual Fifteen will, whenever practicable, sign permits where there are established precedents for the work to be performed within one week of the Building Inspector's approval. Unless circumstances cause further delay, decisions on contracts where there are special considerations including, but not limited to, those described in Policy 7411.15 – New Plan Concepts and Changes will be made by the next Regular Monthly Meeting of the Mutual Fifteen Board of Directors that occurs after that one-week period.

If an application for an alteration is not approved, the reason for disapproval and the maximum time for response or, if required, request for reconsideration shall be provided to the owner/members within ten days. The Owner/Member's rights if a proposed change is disapproved are located in California Civil Code §4765.

Once all requirements have been met, the contractor must display the GOLDEN RAIN FOUNDATION BUILDING PERMIT on the unit in a prominent location visible to passersby. Timely completion and approval are expected on all aspects of the alteration. Policy 7403.1 – Building Alterations or Additions as amended and updated explains expectations and penalties.

C. ATTACHMENT

1. Golden Rain Foundation Building Permit

(See Mutual Fifteen Board Approval Form – Policy 7480.15.1)

MUTUAL ADOPTION**AMENDMENTS**

FIFTEEN:

(draft created on 7-11-18 ka)

MUTUAL OPERATIONS

ADOPT DRAFT

PHYSICAL PROPERTY

Architectural Standards

Fee: _____ **GOLDEN RAIN FOUNDATION BUILDING PERMIT** Permit # _____
 Sys. Entry _____

START DATE _____ MUTUAL _____ APT NO. _____

COMPLETION DATE _____ TODAY'S DATE _____

RESIDENT NAME _____ ADDRESS _____

NATURE OF ALTERATION _____

Do not change or add to the above-specified alterations without proper written approval and change order from Physical Property Office

NOTICE TO RESIDENT OF AGREEMENT

This represents your official Building Permit. When you receive this permit, place it in a conspicuous location in or at your unit. No alteration may be started until this permit is posted. Do not remove this permit until final inspections is completed.

I, _____, Owner/Member of the above apartment do hereby agree to bear the expense of the above alteration and, in the event of my vacating this apartment, this alteration shall thereupon remain as part of the building.

I agree all work will comply with Foundation and Mutual Corporation policies, regulations and procedures.

During my occupancy of this apartment, I will be free to use and enjoy the alteration within the framework of the Occupancy Agreement.

I agree that I will not look to Golden Rain Foundation or the Mutual Corporation for reimbursement for repair or maintenance of the alteration.

I also agree to be personally responsible for the repair and maintenance of the alteration, and authorize, in the event of my failure to perform, the Mutual Corporation to perform repairs or maintenance upon the alteration even though part of the alteration which has been authorized may be exterior to the interior surfaces of the perimeter walls, floors and ceiling of the dwelling unit.

Further, I agree that I will personally maintain the alteration and, in the event of my failure, after reasonable notice from the Mutual Corporation in the event that the Mutual Corporation performs any repairs or maintenance upon the alteration, I will immediately pay the Mutual Corporation upon being billed.

I will, in the event of sale or transfer, obtain the consent of the new owner/member(s) to become personally responsible for the repair and maintenance of this alteration herein provided.

Mutual Director's Signature _____ Date _____ Owner/Member Signature _____ Date _____

NOTICE TO CONTRACTOR - Contractor performing this work is required to maintain insurance in such amounts as may be deemed adequate by the Physical Property Office, considering the nature of the work which is undertaken. Prior to the issuance of this Building Permit, Certificates of Insurance and Endorsements, together with Contractor's licenses issued by the State of California and the city of Seal beach, must be filed with the Physical Property Office.

CONTRACTOR MUST CALL PHYSICAL PROPERTY OFFICE FOR INSPECTIONS WHEN JOB IS READY.

City of Seal Beach Permit Required? Yes No PERMIT # _____

For final inspection, Contractor must call both the Physical Property Office and City of Seal beach for a joint final inspection. (24 hours Notice is Required)

NOTICE: Contractor must furnish copy of City of Seal Beach Permit with Valuation Amount before start of job.

Contractor must furnish Lien Release to Physical Property Office upon completion of alterations.

Contractor's Signature _____ Date _____ GRF Inspection Supervisor, Physical Property Office _____ Date _____

NOTE: THIS PERMIT IS NOT VALID UNLESS IT IS SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PHYSICAL PROPERTY DEPARTMENT AND IT COMPLIES WITH ALL CITY AND LOCAL ORDINANCES

CALL FOR INSPECTION OF THE FOLLOWING

	<u>Approved By</u>	<u>Date</u>		<u>Approved By</u>	<u>Date</u>
BUILDING			Landscaping		
Footing	_____	_____	Lock Box w/key	_____	_____
Framing	_____	_____	ELECTRICAL WORK		
Wood Treatment	_____	_____	Rough Wiring	_____	_____
Shear Panel	_____	_____	Final Inspection	_____	_____
Insulation	_____	_____	HVAC		
Roof Sheathing	_____	_____	Rough Wiring	_____	_____
Roof	_____	_____	Final Inspection	_____	_____
Flashing	_____	_____	Rodent Proofing	_____	_____
Lathing	_____	_____	PLUMBING		
Dry Wall	_____	_____	Ground Work	_____	_____
Scratch Coat	_____	_____	Rough Plumbing	_____	_____
Brown Coat	_____	_____	Finish Work	_____	_____
Finish Plastering	_____	_____	Sprinklers	_____	_____
Miscellaneous	_____	_____	FINISH BUILDING		
Tile Approval	_____	_____			

Final System Entry _____

REV 08/11

(OFFICE COPY) Return to Physical Property prior to start date

(draft created on 7-11-18 ka)

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: RECEIVE MONTHLY MINUTES OF OTHER MUTUALS (NEW BUSINESS ITEM)
DATE: JULY 16, 2018
CC: MUTUAL FILE

At the July 17, 2017, Board Meeting the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED, That Mutual Fifteen continue NOT receiving one hard copy of the various Mutuals' monthly minutes in their MAILBOX in the Stock Transfer Office, effective 2017-2018.*

I move to approve/deny that Mutual Fifteen continues to NOT receive one hard copy of the various Mutuals' monthly minutes in their MAILBOX in the Stock Transfer Office.