

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL FIFTEEN
March 18, 2019
Meeting begins at 1:00 p.m.
Administration Building Conference Room A

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. Friedman, GRF Representative
Ms. Miller, Director of Finance
Ms. Hopkins, Mutual Administration Director
Mr. Antisdell, Building Inspector
Mrs. Aquino, Recording Secretary
7. APPROVAL OF MINUTES:
Regular Board Meeting Minutes of February 12, 2019
8. BUILDING INSPECTOR'S REPORT Mr. Antisdell
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3-4)
 - a. Update – Meter Panels at Buildings 40 and 43
 - b. Update – Asphalt Replacement Carport 9
 - c. Update – Re-Roofing
9. **GUEST SPEAKER** Ms. Miller
 - a. Review & Acceptance of the Draft 2018 Audited Financial Statements (p. 5)
10. GRF REPRESENTATIVE Mr. Friedman
11. CONSENT CALENDAR
 - a. Discuss and vote to approve the authorization of the transfer of funds for Mutual Fifteen (p. 6)
12. **UNFINISHED BUSINESS**
 - a. Discuss and vote to ratify amended posted Policy 7502.15 – Carport Regulations (p. 7-17)
 - b. Discuss and vote to ratify the phone poll vote taken on February 26, 2019 (p. 18)

STAFF BREAK BY 3:00 p.m.

13. **NEW BUSINESS**
 - a. Approval Mutual Monthly Finances (p. 19)
 - b. Discuss and vote to approve/deny the proposal to re-stake young trees (p. 20)
 - c. Update regarding scheduling of Fire Inspections per Policy 7410.15 –
Fire & Safety Inspections (p. 21-22)
14. SECRETARY / CORRESPONDENCE Mr. Gildner
15. CHIEF FINANCIAL OFFICERS REPORT Mr. Harlow
16. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
17. ANNOUNCEMENTS
 - a. **Next Meeting: Monday, April 15, 2019 1:00 p.m.
Administration Building, Conference Room A**
 - b. **Town Hall Meeting: Wednesday April 24, 2019 at 6:00 p.m. in
Clubhouse Two**
18. COMMITTEE REPORTS
19. DIRECTORS' COMMENTS
20. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
21. ADJOURNMENT
22. EXECUTIVE SESSION

STAFF WILL LEAVE THE MEETING BY 4:00 p.m.

INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdal**

REPORT | **MARCH 18-2019**

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
3-P	KITCHEN SINK	GRF	03/03/19	04/03/19	NO	03/11/19 FINAL	CGR CONSTRUCTION
5-K	HEAT PUMP	BOTH	03/21/19	04/21/19	NO	NONE	ALPINE
6-B	HEAT PUMP	BOTH	03/18/19	06/18/19	NO	NONE	GREENWOOD
8-F	REMODEL	BOTH	02/04/19	08/31/19	NO	03/04/19 UNDERGROUND PLUM	LOS AL BLDRS
9-C	HEAT PUMP	BOTH	12/18/18	02/18/19	NO	NONE	THOMAS INC.
9-L	HEAT PUMP	BOTH	02/14/19	03/14/19	NO	02/21/19 FINAL	APINE
15-H	SKYLIGHT	GRF	02/07/19	04/07/19	NO	03/01/19 FINAL	SOLATUBE HOME
15-L	REMOVE WALL A/C	GRF	03/04/19	04/12/19	NO	NONE	BERGKVIST
16-R	HEAT PUMP	BOTH	03/19/19	04/19/19	NO	NONE	ALPINE
16-R	KITCHEN REMODEL	BOTH	02/20/19	06/30/19	NO	NONE	MAMUSCIA
21-D	BATH REMODEL/W&D	BOTH	02/11/19	06/01/19	NO	NONE	KRESS
23-M	SHOWER CUT DOWN	BOTH	01/25/19	02/25/19	NO	NONE	NUKOTE
29-B	COUNTER TOPS	BOTH	03/20/19	05/31/19	NO	NONE	LOS AL BLDRS
32-A	COUNTER TOPS/SINK	BOTH	03/20/19	05/20/19	NO	NONE	MAMUSCIA
32-D	HEAT PUMP	BOTH	03/04/19	06/04/19	NO	NONE	GREENWOOD
32-P	WASHER/DRYER	BOTH	03/25/19	04/30/19	NO	NONE	BERGKVIST
36-B	REMODEL	BOTH	03/11/19	04/30/19	NO	NONE	JOHN BERGKVIST
43-F	COUNTER TOPS/CABINETS	BOTH	02/15/19	04/30/19	NO	NONE	MAMUSCIA
46-F	BATH REMODEL	BOTH	02/01/19	03/15/19	NO	ROUGH PLUM/ELEC 02/01/19	AC&R CONSTRUCTION
46-F	BATH REMODEL	BOTH	02/01/19	03/15/19	NO	03/01/19 FINAL	AC&R CONSTRUCTION
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
1-G		02/07/19					
8-F		07/10/18					
9-E		07/12/18					
13-C		05/04/18	01/17/19	01/14/19	01/29/19	02/27/19	
13-H		09/20/18					
14-D		12/05/18					
14-R		09/12/18					
16-Q		01/03/19					
16-R		09/20/18	01/14/19	01/14/19	01/25/19		
19-A		11/15/18					
21-C		07/31/18					
23-L		10/24/18					
40-A		06/28/18					
40-F		03/20/18					
41-Q		10/17/18					
42-M		05/25/18					
46-M		10/10/18					
47-C		09/25/18					

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 Antisdel**

CONTRACTS/PROJECTS

SEWER CLEANING WITH EMPIRE PIPE CONTRACT GOOD THROUGH 2020

JOHNS LANDSCAPE CONTRACT GOOD THROUGH 2019

PEST /TERMITE CONTRACT GOOD THROUGH 2020

DRYER CONTRACT WITH WASH MULTIFAMILY GOOD THROUGH 2022

WORKING ON GETTING CONTRACT FOR ROOFS

WILL BE DONE WALKING CONCRETE BEFORE NEXT MEETING

ROOF REPAIRS AT FLAT ROOF AT BUILDING 27

24-N TO INSTALL CHARGING STATION AT CARPORT # 5 SPACE # 31

CALLS AND VISITS TO UNITS 41 CALLS ON LIFTS 9

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: REVIEW AND ACCEPTANCE OF THE DRAFT 2018 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

On March 18, 2019, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2018, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Fifteen, upon a presentation of the Financial Statements as of December 31, 2018, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above mentioned Financial Statements and reports therein, and to authorize the President to sign the Management Representation Letter.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE AUTHORIZATION OF THE
TRANSFER OF FUNDS FOR MUTUAL FIFTEEN (CONSENT CALENDAR ITEM
A)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfers of funds, per detailed and dated Resolutions, by consent calendar.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY AMENDED/POSTED POLICY 7502.15 –
CARPORT REGULATIONS (UNFINISHED BUSINESS ITEM A)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

At the January 18, 1971 Board Meeting, the Board of Directors adopted Policy 7502.15 –Carport Regulations.

On January 22, 2019, it was the consensus of the Board of Directors to postpone amending Policy 7502.15 –Carport Regulations pending further revisions.

The 28-day posting requirement has been met, and on March 18, 2019, the Board of Directors voted to ratify the amended/posted Policy 7502.15 –Carport Regulations (attached).

I move to ratify the amended/posted Policy 7502.15 – Carport Regulations.

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen****A. Carport Use**

- 1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.**
- 2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.**
- 3. All vehicles, when parked in the carports, must be headed in.**
- 4. Bicycles and tricycles in operating condition may be parked under the cabinets in the resident's assigned or rented space. Items such as motorcycles, mopeds, electric carts, electric chairs or scooters, bicycles, tricycles, or wheelchairs may not be parked between self-propelled land vehicles in adjacent carport spaces due to infringement upon another occupant's vehicle space.**
- 5. A ladder or step stool for access to storage, and a wagon or shopping cart may be stored in front of the car.**
- 6. Various grease and other contaminants from vehicles may be dried and contained by sprinkling cat box litter which can then be swept up, bagged, and dropped off at the Transportation Department located in the Service Maintenance Department Yard. A clean, dry carport floor is the responsibility of every shareholder.**
- 7. A motorcycle, electric chair, scooter or electric cart may occupy a carport car space in the absence of a vehicle, but not in addition to a vehicle. As in the case of a car, such parking is the shareholder's responsibility. In the absence of a vehicle, the carport floor space may not be used as a storage area, whether free-standing or in any type of container.**
- 8. Boats or trailers of any size or kind may not be parked in a carport.**
- 9. Parking vehicles in the carport that extend beyond the concrete floor is prohibited.**
- 10. Overhead car covers are not permitted.**
- 11. Any damage sustained to the carport is the responsibility of the assigned resident, not a renter of a carport.**
- 12. During each inspection of the carports by the Mutual Board of Directors, a notice will be given to any shareholder whose carport space is found in violation of this**

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen**

policy. Grease and/or oil drippings on the floor, and improperly stored material, must be removed within ten (10) days or the material will be removed at the shareholder's expense.

B. Carport Assignments

- 1. Carport assignments are controlled and assigned by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation (GRF).**
 - a. Any vehicle parked in a carport must bear a current vehicle decal issued by the GRF Security Department (except as stated in Item 4, a), and a current state license plate and registration.**
 - b. No person shall park any vehicle in any carport not assigned to him/her without permission from the Mutual Board of Directors.**
- 2. Shareholders who desire to change carport assignments must obtain approval from the Mutual Board of Directors so that the change can be properly recorded in the Stock Transfer Office.**
- 3. The request for a carport reassignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so, as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment at its discretion. The reassignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing the other apartment, with absolutely no exceptions to the rules herein provided.**
- 4. Carport space may not be rented, exchanged, or used by anyone who is not a verified resident shareholder of Mutual Fifteen.**
 - a. The Mutual Board of Directors may allow temporary, short-term parking of a vehicle used by a house guest in conjunction with a temporary parking permit issued by the Mutual Fifteen President.**

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen****C. Carport Cleaning**

- 1. Carports are cleaned monthly by the Mutual. It is the responsibility of each resident shareholder to have their vehicle removed from the carport on the posted date and time for cleaning.**
- 2. It shall be the responsibility of the assigned shareholder to maintain the carport floor free of excessive rust deposits, oil, or other foreign matter.**
- 3. When a carport is found to have excessive matter, the assigned shareholder shall be notified to clean up the carport.**
- 4. When an assigned resident is notified and fails to clean up the carport of excessive matter, the Mutual shall have it cleaned and will bill the assigned shareholder for all costs.**

D. Secondary Carport Storage Cabinets

- 1. Secondary carport storage cabinets have been developed in an effort to improve the appearance of the community and enhance property values by providing for and making uniform, the appearance of secondary (lower) cabinets.**
- 2. Shareholder shall use the provided standard dimensions shown on diagram 1, of Policy 7502.15 – Carport Regulations.**
- 3. The dimensions of the lower, secondary cabinet must conform to the dimensions of the upper cabinet. The width of the upper and lower cabinet must conform to the same measurements. The lower cabinet doors and hardware must align with the doors and hardware of the upper cabinet. The depth of the lower, secondary storage cabinet must not exceed the depth of the concrete shelf.**
- 4. Exterior paint and hardware must match the existing, standard upper cabinet.**
- 5. The shareholder is responsible for maintaining and repairing any damage to his/her carport cabinet.**
- 6. Secondary cabinets are a non-standard addition. If a subsequent owner does not want the secondary cabinet, the seller must remove the secondary cabinet and restore the area to original condition at seller's (shareholder's) expense.**

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen**

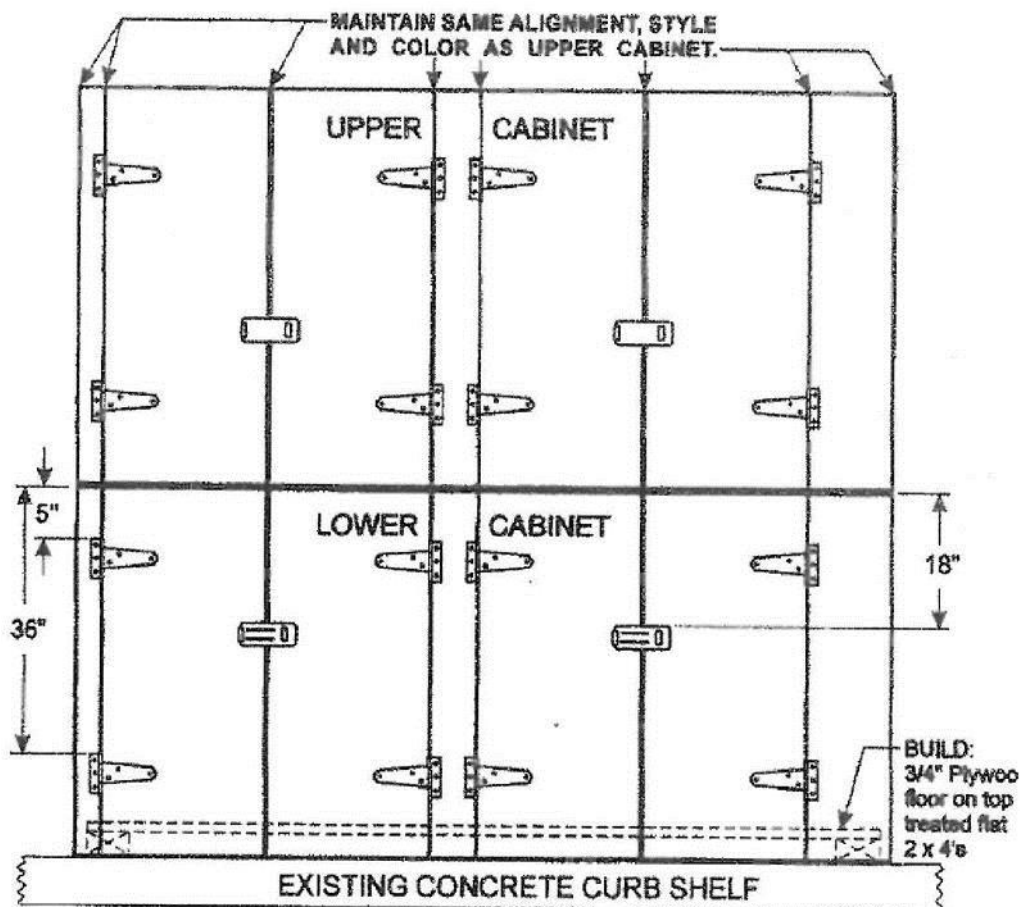
- 7. Due to the vulnerability to damage from vehicles being parked in front of the secondary cabinet, no electricity will be installed in any carport storage cabinets.**
- 8. Installation of secondary cabinets shall not exempt the shareholder from the requirement that vehicles parked in the carport stall shall not extend beyond the drip line of the roof and gutters.**
- 9. Installation of secondary cabinets replaces the shareholder's permission to store a bicycle or tricycle, folding cart, and ladder outside of the standard cabinets.**
- 10. Wood material used for the cabinets must be treated wood. Treated wood must be purchased through Property Management Department. If the wood is treated, the wood material and treatment must be approved by the Building Inspector and done through an approved contractor.**

Materials:

- a. **Door panels, ends, and sides, 3/4" sanded plywood handy panels, good one side or better; exterior grade.**
- b. **Top and floor, 1/2" sanded plywood panels, good one side or better, exterior grade.**
- c. **Framing and center strip for hinges, 2" x 4"**
- d. **Strips for hinges, 1" x 4"**
- e. **Front edge of floor finished with 3/4" plywood strip.**
- f. **Floor shall sit firmly upon treated 2" x 4" boards.**
- g. **Concrete wheel stop 30" from curb shelf.**

Attachments:

Upper & Lower Cabinet Diagram (Diagram 1)
Secondary Carport Storage Cabinet Request Form (Shareholder Form)

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen****NOTES:**

1. Lower cabinet will vary from 46 1/2" TO 48" in height. Build accordingly.
2. Lower cabinet front must be flush with existing concrete curb shelf.
3. Block all areas between upper and lower cabinet to prevent rodent intrusion.
4. Install 4' long standard size wheel stop and secure with two 5/8" Zinc plated Hex head bolts and Zinc plated Fender washers, use appropriate concrete anchors. (Solid plastic stops are preferable) Adjust distance for specific vehicle.

MATERIALS:

1. HASP = Masterlock No. 704DPF - Big Paint Store - \$6.50 ea.
2. HINGES = Stanley, SKU-218272 Heavy Duty Gate Hinge - Hardware Source - \$2.49 ea.
3. Use quality 3/4" exterior plywood on front, doors and sides with the same or better finish as the top cabinets and caulk where needed.
4. Prime and paint all visible surfaces, inside and out.
5. All lumber, including plywood, must be treated for insects and rot.

(draft created on 01-17-19 ka)

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Carport Regulations – Mutual Fifteen

SHAREHOLDER’S REQUEST FOR SECONDARY CARPORT STORAGE CABINETS

1. Mutual Fifteen (15) Shareholders assigned to CARPORT BUILDING #10, ONLY, may be permitted to have Secondary Carport Storage Cabinets installed beneath the existing cabinet, at the shareholder’s expense, with the approval of the Board of Directors and a permit from the GRF Physical Property Department.
2. A licensed contractor shall build the cabinets per the dimensions and specifications shown in Carport Regulation: 7502.15, utilizing paint, and hardware which must match the existing cabinets. After construction, Shareholders are responsible for maintaining and repairing any damage to the newly constructed carport cabinets.
3. Policy 7401 – Contractor License, states that the Mutual will not permit an unlicensed individual to perform work in the Mutual that costs more than \$500.
4. Shareholders that install a Secondary Carport Storage Cabinet without the prior written approval of the Board of Directors and a permit from the GRF Physical Property Department, will be given 30 days notice to remove said construed cabinet at their own expense.
5. If a shareholder’s contractor is not in compliance with the specifications in Carport Regulation: 7502.15, the Mutual Board of Directors will issue written notice of the violation and the shareholder will have 30 days to correct the violation.
6. Any vehicle parked in a carport with Secondary Carport Storage Cabinet installed, must not extend beyond the carport drip line. Secondary Carport Storage Cabinets are non-standard items and may need to be removed at the seller’s expense upon the sale or transfer of the unit.
7. Shareholders requesting approval for the installation of a Secondary Carport Storage Cabinet must sign this document to confirm that, (a.) they have received a copy of Carport Regulation: 7502.15, and a copy of this document and, (b.) they understand and agree to comply with the requirements as addressed in this document and Carport Regulation: 7502.15. Paragraph D. of the regulation refers to the installing of a Secondary Carport Storage Cabinets.

This from to be keep in Physical Property Dept., Shareholders Record of Property

Unit number: _____

Shareholders Printed Name: _____

Date: _____

Shareholders Signature: _____

(draft created on 01-17-19 ka)

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen****Carport Use**

- ~~1. Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets.~~
 - ~~2. Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.~~
 - ~~3. All vehicles when parked in the carports must be headed in, unless exception is granted by a permission from the Board Director assigned to monitor carports. This permission shall be requested, in writing on the appropriate form, and signed by that Board member. The permit shall be displayed in the vehicle in such a manner as to be visible for inspection, preferably through the vehicle windshield.~~
 - ~~4. At each inspection of the carports by the staff of the Physical Property Department, or the assigned member of the Board of Directors, notice will also be given to each shareholder found in violation that the improperly stored material must be removed within ten (10) days or the material will be removed at the shareholder's expense.~~
 - ~~5. Bicycles, tricycles, carts (if stored properly), and a ladder may be stored under the cabinets in the owner's assigned or rented space. Other vehicles in operating condition, including motorcycles, mopeds, electric carts, bicycles and tricycles, must not be parked between self-propelled land vehicles because that would infringe upon another occupant's vehicle space.~~
 - ~~6. Metal or vinyl (no wood) portable storage boxes, approximately 2 feet high by 5 feet in length, are allowed in the carport; not to exceed 30 inches in depth, which is the raised step; the parked vehicle may not extend beyond the drip line of the carport; the boxes may not extend into the neighboring carport; and there is a two-box limit.~~
 - ~~7. No items are to be left or placed on the top of the portable storage boxes or behind the boxes, such as a car seat, ice coolers, folding chairs, etc.~~
 - ~~8. Cars cannot extend beyond the drip line.~~
 - ~~9. Convertible hardtops, canoes, and kayaks may be hung from the rafter over the center of the car (limited to a weight of 145 pounds). You must bolt into the rafters and not the plywood ceiling using a Harken 4-Point Hoister Storage System, or comparable, that has been approved by the Mutual.~~
- ~~— If any items fall on another vehicle or person, the shareholder is responsible. The hoister must be removed upon resale or membership transfer, unless the purchasing party agrees~~

(draft created on 01-17-19 ka)

MUTUAL OPERATIONS**AMEND****RESIDENT REGULATIONS****Carport Regulations – Mutual Fifteen**

to keep it.

Carport Assignments

1. ~~Carport assignments are controlled by the Mutual Corporation and a record of assignments is kept in the Stock Transfer Office of the Golden Rain Foundation.~~
 - a. ~~Any vehicle parked in a carport must bear a current vehicle decal issued by the Seal Beach Leisure World Security Dept. (except as stated in 4, a.).~~
 - b. ~~No person shall park any vehicle in any carport not assigned to him/her without permission from the Mutual Board of Directors.~~
2. ~~Shareholders desiring to change carport assignments must obtain approval of the Mutual Board of Directors so that the change can be properly recorded in the Stock Transfer Office.~~
3. ~~The request for carport re-assignment, if approved, is only temporary and is valid only so long as both participating parties agree to the temporary change. One party determining to withdraw from the agreement may do so as may the successor owner of that party's apartment. The Mutual Corporation retains, at all times, the authority to revoke and cancel this temporary change of carport assignment, at its discretion. The re-assignment of carport spaces, herein provided, will automatically become null and void in the event of a sale of the stock representing either apartment, with absolutely no exceptions to the rules herein provided.~~
4. ~~Carport space may not be rented to or used by anyone who is not a shareholder of Mutual Fifteen, except:~~
 - a. ~~The carport assignee may allow temporary, short-term parking of a vehicle used by a houseguest.~~
5. ~~Electric carts will no longer be allowed to be charged in carport spaces. Installing, maintaining, and paying for an electrical outlet in the carport for the purpose of charging electric carts is terminated and all existing outlets will be capped upon the sale of the unit.~~
6. ~~Car washing is not allowed in Mutual Fifteen. You are to use the GRF car wash by Clubhouse Two.~~

MUTUAL ADOPTION

FIFTEEN: 01-18-71

AMENDMENTS

10-03-92, 05-21-01, 09-18-06, 11-19-12, 02-15-13
03-16-15, 06-19-17

(draft created on 01-17-19 ka)

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Carport Regulations – Mutual Fifteen

**MUTUAL 15
BACK-IN PARKING
APPLICATION**

Applicant's Name _____

Address _____

Telephone: _____

Assigned parking:

Carport _____

Space _____

Vehicle make _____

Model _____

License plate _____

Approval: _____ Director, Mutual 15

Date: _____

MUTUAL OPERATIONS

AMEND

RESIDENT REGULATIONS

Carport Regulations – Mutual Fifteen

BACK-IN PARKING PERMIT

Vehicle:

Make _____

Model _____

Color _____

License _____

Authorization _____

Upon receipt of Board approval, please display this form on your dashboard in a manner so that it will be clearly visible to GRF Security personnel. This will advise them not to issue a parking citation.

Caution must be exercised when backing, to avoid contact with the carport wall. Any damage caused will be repaired by the Mutual and billed to the shareholder. Typical cost \$1,000.00.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY PHONE POLL TAKEN ON FEBRUARY 26, 2019 (UNFINISHED BUSINESS ITEM B)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

On February 6, 2019, the Board of Directors conducted a phone poll regarding the trimming of trees at Buildings 33 and 66.

On March 18, 2019, the Board of Directors will vote to ratify the phone poll conducted on February 26, 2019.

I move to ratify the phone poll conducted on February 26, 2019, to approve the trimming of two (2) trees by Anguiano Landscape, at Buildings 33 and 66, at a cost not to exceed \$450.00, and authorize the President to sign the necessary documentation.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: APPROVAL OF MUTUAL MONTHLY FINANCES (NEW BUSINESS ITEM A)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

I move to approve, that the review of the Mutuals, operating accounts, reserve accounts; current year's actual operating revenues and expenses, compared to the current year's budget; the latest account statements prepared by financial institutions where the Mutual has its operating and reserve accounts; the income and expense statement for the Mutuals operating and reserve accounts, has been approved, and further that that per Civil Code Section 5500(a)-(f)), the check register, monthly general ledger, and delinquent assessment receivable reports have been reviewed for the month of February, 2019.

Mutual Corporation No. Fifteen

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE PROPOSAL TO RE-STAKE
YOUNG TREES (NEW BUSINESS ITEM B)
DATE: MARCH 18, 2019
CC: MUTUAL FILE

I move to approve/deny that Anguiano Landscape re-stake _____ young trees, at a cost not to exceed \$ _____ and authorize the President to sign the necessary documentation.

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Apartment Fire/Safety Inspection - Mutual Fifteen****Annual Fire/Safety Inspection:**

- 1) The Board of Directors of the Mutual Corporation is required to maintain the physical structure of each apartment building and carport in good repair.
- 2) The Occupancy Agreement between the shareholder and the Mutual Corporation provides that an apartment or carport may be inspected at any reasonable hour of the day. The inspection shall be conducted by one Mutual Director and a Golden Rain Foundation Physical Property Inspector.
- 3) The Physical Property Supervisor shall prepare an annual inspection schedule every year which lists the assigned inspector's name, start date, year (odd/even), items to be inspected, estimated days needed, the number of buildings and carports to be inspected, and any other pertinent information.
 - a) Shareholders will be notified in writing at least three (3) days prior to the date their apartment and carport will be inspected.
- 4) The Physical Property Inspector shall prepare an Inspection Report for each apartment and carport to be inspected and the Mutual President shall assign a Director to accompany the Physical Property Inspector to inspect each apartment and carport.
 - a) If the Inspection Report is clean, meaning there are no City or County violations that need to be corrected, the report shall be returned to the Physical Property Department and filed.
 - b) If the Inspection Report contains violations of City or County codes that are the shareholder's responsibility, the Physical Property Inspector will advise the shareholder, in writing, of the violation(s) to be corrected and establish a re-inspection date.
 - c) If the Inspection Report contains violations of City or County codes that are the Mutual's responsibility, the Mutual Director will generate a work order to correct the violations.

(May 18)

MUTUAL OPERATIONS**PHYSICAL PROPERTY****Apartment Fire/Safety Inspection - Mutual Fifteen**

- 5) On the established re-inspection date, the Physical Property Inspector and Mutual Director shall re-inspect the apartment or carport. If the shareholder has not corrected the violation(s) as listed on the report, the Physical Property Inspector will advise the Mutual Board which, in turn, may take the following suggested action(s):
- a) Take immediate action to eliminate the fire/safety violation(s) in the apartment or carport at the shareholder's expense. If the shareholder refuses to proceed or pay to have the violation(s) corrected, the President shall proceed with the actions listed under paragraph (5) (b).
 1. The alleged violations(s) in the apartment or carport may be photographed or videotaped by the Physical Property Inspector or Safety/Emergency Coordinator, if necessary.
 - b) After informing the Administrative Services Manager in writing of the violation(s), and the shareholder's refusal to correct the violation(s), the Mutual Administration Manager will write a letter to the shareholder advising them that they have ten (10) days to eliminate the safety/fire hazard, and that a 2nd re-inspection will occur on the 10th day.
- 6) On the 2nd re-inspection, the Physical Property Inspector and Mutual Director will advise the Mutual Administration Manager and Physical Property Department if the violation(s) have been corrected.
- a) If the violation(s) are not corrected after the 2nd re-inspection, the Mutual Administration Manager will advise the Mutual Board and the Mutual Board may proceed to follow the actions of *Regulation 7590.2, Notice to Quit, Of Default and Termination of Occupancy Agreement*.

MUTUAL**ADOPTION****AMENDED**

Fifteen

01-15-73

02-03-75, 05-21-18

(May 18)

Page 2 of 2