

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL FIFTEEN**  
**June 20, 2022**  
**Meeting begins at 1:00 p.m.**  
**Conference Room A**  
**And via Zoom Video and Call Conference Meeting**

**TO ATTEND VIA ZOOM:** The Shareholder will be provided with instructions on how to access the call via telephone or via video upon the Shareholder contacting GRF Mutual Administration at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com) or (562) 431-6586 ext. 313 and requesting the call-in or log-in information by no later than 3:30 p.m., on 6/17/2022, the business day before the date of the meeting.

**TO MAKE COMMENTS DURING MEETING:** In order to make a comment during the open Shareholder forum, the Shareholder must submit their name, Unit number, and telephone number, via e-mail at [mutualsecretaries@lwsb.com](mailto:mutualsecretaries@lwsb.com), by no later than 3:30 p.m., on 06/17/2022, the business day before the date of the meeting. If you do not have access to an email, please call (562) 431-6586 ext. 313 and let us know that you wish to make a comment during the open shareholder forum.

1. CALL TO ORDER
2. BOARD ROOM DECORUM/ PLEDGE OF ALLEGIANCE
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  
Mr. Antisdell, Building Inspector  
Mr. Monroy, Portfolio Specialist  
Ms. Duarte, Recording Secretary
6. APPROVAL OF MINUTES
  - a. **Regular Board Meeting Minutes of May 16, 2022**
  - b. **Organizational Meeting Minutes of June 17, 2022 (handout)**
7. BUILDING INSPECTOR'S REPORT Mr. Antisdell  
Permit Activity, Escrow Activity, Contracts & Projects; Shareholder and Mutual Requests (pp.4-5)
  - a. Update on the breezeway for all Mutual buildings (stairway repairs)
8. GRF REPRESENTATIVE Mr. Friedman
9. DIRECTOR UPDATES
10. CONSENT CALENDAR

- a. Discuss and vote to authorize transfer of funds for mutual fifteen (p.6)
11. UNFINISHED BUSINESS
- a. Discuss and vote to ratify amending Article IV, Section 4.3 to read as – Trees and Plants within Garden Areas and Common Area and to remove header 4.4 to read as omitted (pp.7-9)
12. **NEW BUSINESS**
- a. Approval of Monthly Finances (p.10)
  - b. Discuss and vote to approve/deny Notice of Intent to Withdraw Authorization (p.11)
  - c. Discuss and vote to approve/deny receiving monthly minutes of other Mutuals (p.12)
  - d. Discuss and vote to approve/deny disclosure of “yes” and “no” votes, recusals, and abstentions in Mutual minutes (p.13)
  - e. Discuss and vote to approve/deny release of Mutual Board contact information (p.14)
  - f. Discuss and vote to approve/deny Property Tax postponement Application (p.15)
  - g. Discuss and vote to approve Appointment setting commitment by Mutual Board of Directors (p.16)
  - h. Discuss and vote to approve the Mutual Fifteen Code of Conduct and Ethics (pp.17-20)
  - i. Discuss and vote to approve maintaining Procedure 15-7510-3 – Eligibility Requirements (p.21)
  - j. Discuss and vote to install one 12 station automatic controller at building two and one 24 station automatic controller at building 30 (pp.22-23)
  - k. Discuss and vote to amend Rules and Regulations Article XIV Section 14.11 – Realtor Hours (p.24-25)
  - l. Discuss and votes on Committee assignment (p.26)

**STAFF BREAK BY 3:00 p.m.**

- 13. SECRETARY / CORRESPONDENCE
- 14. CHIEF FINANCIAL OFFICERS REPORT
- 15. PORTFOLIO SPECIALIST Josh Monroy
- 16. ANNOUNCEMENTS
  - a. **NEXT MONTHLY BOARD MEETING: Monday, July 18, 2022, at 1:00 p.m. in Administration Building Conference Room A and via Zoom Video and Call Conference Meeting**
  - b. **GRF Board Training: Wednesday, June 29, 2022, at 8:00 a.m. – 4:30 p.m. in Clubhouse 4**

17. COMMITTEE REPORTS
18. DIRECTORS' COMMENTS
19. SHAREHOLDER COMMENTS (2-3 MINUTES, IF TIME PERMITS)
20. ADJOURNMENT
21. EXECUTIVE SESSION

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

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: Jerry Antisdal

REPORT: JUNE 20TH 2022

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
1-P	HEAT PUMP	BOTH	06/01/22	09/01/22	NO	NONE	GREENWOOD
2-E	WINDOWS	BOTH	07/01/22	10/01/22	NO	NONE	LOS AL BUILDERS
3-M	KITCHEN REMODEL	BOTH	05/01/22	06/30/22	NO	NONE	LOS AL BUILDERS
3-N	KITCHEN/BATH REMODEL	BOTH	04/11/22	05/31/22	NO	05/13/22 FRAME/ELEC/PLUM	SENECA CONSTRUCTION
3-N	KITCHEN/BATH REMODEL	BOTH	04/11/22	05/31/22	NO	05/23/22 SHOWER PAN	SENECA CONSTRUCTION
3-P	CEILINGS	BOTH	05/23/22	08/23/22	NO	NONE	PIP PLUMBING CONSTRUCTION
7-J	CARPORT CABINET	GRF	06/15/22	06/30/22	NO	NONE	MJ JURADO
7-K	CARPORT CABINET	GRF	05/25/22	06/15/22	NO	06/02/22 FINAL	MJ JURADO
7-Q	KITCHEN REMODEL	BOTH	06/06/22	08/12/22	NO	NONE	BERGKVIST
10-D	FLOORING	GRF	06/07/22	07/10/22	NO	NONE	KARYS CARPET
11-Q	FLOORING	GRF	05/01/22	06/30/22	NO	06/02/22 FINAL	KARYS CARPET
13-L	SHOWER CUT DOWN	BOTH	04/28/22	05/28/22	NO	NONE	NUKOTE
16-C	KITCHEN REMODEL	BOTH	05/05/22	10/05/22	NO	05/31/22 FINAL	L&S CORE CONSTRUCTION
19-B	FLOORING	GRF	05/03/22	06/30/22	NO	05/18/22 FINAL	KARYS CARPET
21-B	WASHER/DRYER	BOTH	04/25/22	06/03/22	NO	NONE	BERGKVIST
21-P	SHOWER CUT DOWN	BOTH	06/22/22	07/22/22	NO	NONE	NUKOTE
23-A	WASHER/DRYER	BOTH	07/05/22	09/12/22	NO	NONE	BERGKVIST
23-J	KITCHEN REMODEL	BOTH	05/02/22	08/31/22	NO	NONE	LW DECOR
29-B	WASHER/DRYER	BOTH	06/16/22	09/20/22	NO	NONE	LOS AL BLDRS
29-K	CARPORT CABINET	GRF	05/22/22	06/15/22	NO	06/02/22 FINAL	MJ JURADO
30-C	FLOORING	GRF	04/28/22	06/22/22	NO	05/18/22 FINAL	KARYS CARPET
30-C	HEAT PUMP	BOTH	05/23/22	08/23/22	NO	NONE	GREENWOOD
30-F	SHOWER CUT DOWN	GRF	06/29/22	07/29/22	NO	NONE	NUKOTE
32-K	KITCHEN REMODEL	BOTH	06/18/22	08/18/22	NO	NONE	LOS AL BLDRS
34-N	PAINT/FLOORING	GRF	04/07/22	07/31/22	NO	NONE	LW DECOR
37-J	KITCHEN REMODEL	BOTH	02/07/22	06/17/22	YES	03/01/22 FRAM/ELEC/PLU	CAL CUSTOM INTERIORS
37-J	KITCHEN REMODEL	BOTH	02/07/22	06/01/22	NO	03/04/22 DRYWALL	CAL CUSTOM INTERIORS
37-Q	FLOORING	GRF	05/11/22	06/30/22	NO	NONE	BIXBY PLAZA CARPETS
41-M	PATIO ADDITION	BOTH	05/10/22	06/30/22	NO	NONE	JSB HOME IMPROVEMENTS
41-R	FLOORING	GRF	06/15/22	07/15/22	NO	NONE	BIXBY PLAZA CARPETS
42-Q	REMODEL	BOTH	10/01/21	04/22/22	YES	NONE	ALPHA MASTER BUILDERS
44-C	KITCHEN REMODEL	BOTH	06/27/22	08/22/22	NO	NONE	OGAN CONSTRUCTION
44-C	PATIO REMODEL	BOTH	04/18/22	05/09/22	NO	NONE	OGAN CONSTRUCTION
44-E	SHOWER CUT DOWN	BOTH	05/26/22	06/26/22	NO	NONE	NUKOTE
44-G	PATIO ROOF	BOTH	04/01/22	06/30/22	NO	05/10/22 FRAMING/FOOTING	BERGKVIST
47-E	MOE STRIP AT GARDEN	GRF	05/26/22	07/01/22	NO	NONE	ANGUIANO LAWN CARE
48-C	FLOORING	GRF	05/30/22	06/30/22	NO	NONE	KARYS CARPET
ALL SHADED AREAS HAVE BEEN SIGNED OFF							

ESCROW ACTIVITY							
UNIT	PLI	NBO	FI	FCOEI	ROF		WARRANTY EXPIRES
1-B	09/09/20	02/10/21	02/09/21	02/24/21	02/26/21		2/24/2022
14-R	09/12/18	03/27/19	04/08/19	04/22/19	05/20/19		
1-L	03/28/22	04/14/22	04/18/22	05/02/22			5/2/2023
2-D	02/08/22	02/23/22	02/24/22	03/10/22			3/10/2023
3-N	08/21/21	01/12/22	01/12/22	01/26/22	02/15/22		1/26/2023

# INSPECTOR MUTUAL REPORT

MUTUAL: (15) FIFTEEN

INSPECTOR: **Jerry Antisdal**

5-B		04/12/22						
7-Q		01/20/22	03/22/22	04/04/22	04/18/22			4/18/2023
8-H		12/17/21	03/10/22	03/10/22	03/24/22	04/22/22		3/24/2023
10-D		04/27/20	VIDEO	07/01/20	07/16/20	08/17/20		7/16/2021
10-J		05/04/22						
11-Q		03/03/22	04/28/22	04/28/22	05/12/22	06/03/22		5/12/2023
14-D		02/03/20	03/17/20	03/23/20	04/06/20	05/04/20		4/6/2021
14-F		05/10/22						
11-Q		03/03/22	04/28/22	04/28/22	05/12/22			
19-B		02/18/22	04/19/22	04/19/22	05/02/22	05/31/22		5/2/2023
22-A		01/14/22	02/17/22	02/24/22	03/10/22	05/19/22		3/10/2023
24-D		05/17/22						
29-E		05/05/22						
29-R		06/08/20	08/20/20	08/21/20	09/04/20	09/21/20		9/4/2021
30-C		02/08/22	04/12/22	04/18/22	05/02/22	05/24/22		5/2/2023
30-D		11/17/21	03/08/22	03/08/22	03/22/22	05/10/22		3/22/2023
40-B		11/14/19	11/14/19	11/20/19	12/05/19	12/19/20		12/5/2023
32-Q		04/20/22						
34-N		02/11/22	03/07/22	03/08/22	03/22/22	04/19/22		3/22/2023
37-Q		01/19/22	05/03/22	05/04/22	05/17/22			5/17/2023
46-G		08/10/21	11/05/21	11/05/21	11/19/21	11/29/21		11/19/2022
40-D		03/31/22	04/27/22	04/27/22	05/11/22	05/23/22		5/11/2023
40-H		04/29/22	05/10/22	05/10/22	05/26/22	06/07/22		5/26/2023
46-M		09/11/20						

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

ANGUIANO LAWN CARE CONTRACT GOOD UNTIL DECEMBER 2019

FENN TERMITE AND PEST CONTROL CONTRACT GOOD UNTIL MAY 31 ST 2023

FENN BAIT CONTROL CONTRACT GOOD UNTIL JUNE 30TH 2023

EMPIRE PIPE CLEANING CONTRACT GOOD UNTIL DECEMBER 2022

WASH MUTIFAMILY CONTRACT GOOD UNTIL AUGUST 1 ST 2023

DISCUSS WALK LIGHT REPLACEMENTS

DISCUSS STAIRWAY REPAIRS

FIRE INSPECTIONS WENT VERY WELL

62 CALLS AND VISITS TO UNITS AND LIFTS

# Mutual Corporation No. Fifteen

## MEMO

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AUTHORIZE TRANSFERS OF FUNDS FOR MUTUAL FIFTEEN (CONSENT CALENDAR, ITEM A)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

I move that the Mutual Fifteen Board authorizes the following transfers of funds per detailed and dated resolutions as presented.

<i>Transfer/ Invoice Date</i>	<i>Amount</i>	<i>Originating/Destination Accounts or Payee</i>
03/31/2022	\$25,997.18	Invoice # P-S107894 & P-S107895 Check # 12132 Payee: Arrow Lift of CA
05/05/2022	\$117,114.98	Transfer from US Bank Checking to GRF – US Bank Checking
05/05/2022	\$280,248.28	Transfer from ACH -Direct Debit from multiple shareholders to US Bank Checking
05/06/2022	\$113,280.07	Transfer from US Bank Checking to US Bank Impound (Property Taxes)
05/12/2022	\$51,744.50	Transfer from US Bank Checking to US Bank Restricted Money Mkt.
05/13/2022	\$17,009.00	Invoice # Multiple Check# 12121 Payee: Anguiano Lawn Care
05/16/2022	\$17,526.79	Transfer from US Bank Restricted Money Mkt. to US Bank Non-Restricted Money Mkt.
05/19/2022	\$15,000.00	Invoice # sale of 19B Check # 040808 Payor: Castlehead, Inc. Escrows
05/19/2022	\$15,000.00	Invoice # sale of 30C Check # 550167 Payor: Citywide Escrows
06/03/2022	\$25,000.00	Invoice # sale of 1P Check # 550281 Payor: Citywide Escrows
06/03/2022	\$54,189.91	Invoice # sale of 1P (AR) Check # 550279 Payor: Citywide Escrows
06/06/2022	\$135,871.06	Transfer from US Bank Checking to GRF – US Bank Checking
06/06/2022	\$280,072.27	Transfer from ACH-Direct Debit from multiple shareholders to US Bank Checking
06/07/2022	\$114,828.98	Transfer from US Bank Checking to US Bank Impound (Property Taxes)
06/09/2022	\$15,000.00	Invoice# Sale of 40H Check# 041255 Payor: Castlehead, Inc. Escrows <sup>6</sup>

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY AMENDING ARTICLE IV SECTION 4.3 TO READ AS – TREES AND PLANTS WITHIN GARDEN AREAS AND COMMON AREA AND TO REMOVE HEADER 4.4 TO READ AS OMITTED (UNFINISHED BUSINESS, ITEM A)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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I move to ratify proposed rule change by amending Article IV, Section 4.3 to read as – Trees and Plants within Garden Areas and Common Area and to remove header 4.4 to read as omitted of the Rules and Regulations; the 28- day posting requirement has been met.

**SEAL BEACH MUTUAL NO. FIFTEEN**

**Rules and Regulation**

48-inch limit. At the time of sale or transfer of stock, the Mutual Board will review the area and decide whether those areas which have been extended beyond these limits will be returned to the maximum sixty (60) inches, or left as extended. Free-standing objects are permitted in the garden area only.

- 4.3. Section 4.3 – Trees and Plants within Garden Areas and Common Area.** Trees may not be planted in garden areas, except in tubs, and they must be kept **no taller than eight feet. eighteen (18) inches below the eaves.** Plants **and Trees** must be cut back so as not to extend over the garden line, in all cases. Removal of any offending growth will be done by the Mutual at the Shareholder's expense.

**4.3.1. Common area trees** ~~Trees~~ may not be cut down until a certified arborist provides a report to the Landscape Chair and Mutual Board, for approval, on those showing signs of stress, disease, or invasive roots, or which could possibly cause property damage. Older, larger trees should be checked on-site by an arborist yearly. When called for, second opinions must be obtained from an outside, independent California certified arborist. All arborist's reports advising the Mutual Board that the tree is diseased, or the roots are invasive to buildings and cannot be cut back without killing the tree must be in writing **upon request.** Trees may not be cut down until a certified arborist provides a report to the Landscape Chair and Mutual Board and the removal is approved in writing **upon request** by the Mutual. **Shareholders may plant greenery of their choice from the list of Mutual-approved plants within the Shareholder Garden area. Plants with invasive root growth that could potentially damage the Mutual structures and walkways are prohibited. Vines are not permitted to climb on any structures. If a trellis is used, it must be free-standing and be kept eighteen (18) inches below the eaves and twelve (12) inches from the building. All plants must be trimmed back twelve (12) inches from building walls. Shrubs shall not block windows, electric meters, or neighbors' views. No saucers may be kept in the garden areas. Only pavers can be used in the garden areas.**

- 4.4. Section 4.4 – Plants within Garden Area. Omitted** ~~Shareholders may plant greenery of their choice from the list of Mutual-approved plants within the Shareholder garden area. Plants with invasive root growth that could potentially damage the Mutual structures and walkways are prohibited. Vines are not permitted to climb on any structures. If a trellis is used, it must be~~

(June 2022)



**SEAL BEACH MUTUAL NO. FIFTEEN**

**Rules and Regulation**

~~free-standing and be kept eighteen (18) inches below the eaves and twelve (12) inches from the building. All plants must be trimmed back twelve (12) inches from building walls. Shrubs shall not block windows, electric meters, or neighbors' views. No saucers may be kept in the garden areas. Only pavers can be used in the garden areas.~~

**4.5. Section 4.5 – Pest Control and Fertilization within Garden Areas.**

Fertilization and plant pest control within the garden area are the responsibility of the Shareholder. Watering the garden area is also the responsibility of the Shareholder. At the Shareholder's expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the Shareholder's expense. All fertilization and plant pest control within the flower bed are the responsibility of Shareholders at their expense. Pesticide application requires careful attention to prevent endangerment to other shareholders and their pets, as well as to beneficial insects.

**4.6. Section 4.6 – Potted Plants.**

Fertilization and plant pest control within the garden area are the responsibility of the Shareholder. Watering the garden area is also the responsibility of the Shareholder. At the Shareholder's expense, sprinklers may be added within the garden area. Maintenance of sprinklers will be at the Shareholder's expense. All fertilization and plant pest control within the flower bed are the responsibility of Shareholders at their expense. Pesticide application requires careful attention to prevent endangerment to other shareholders and their pets, as well as to beneficial insects.

**4.7. Section 4.7 – Maintenance of Garden Areas.**

After cleaning garden areas or raking leaves, Shareholders should place the leaves or debris in the proper trash bins. At the time of escrow or transfer of stock to a new Shareholder, the Mutual Inspector and the Mutual Board will signify any plants, shrubs or trees that need to be removed. The cost of such removal will be the expense of the seller or transferee of ownership. Planting will be in accordance with the current Mutual Rules and Regulations. If the new Shareholder wishes to do the planting, it will be at his/her expense. Shareholders may design a garden area with slight curves within sixty (60) inches to enhance their garden areas. First, Shareholders must submit a plan and drawing of the proposed garden area to the Mutual Board prior to work being performed. If approved, the plan and drawing will go into a file for that Unit and be grandfathered in, so that the garden area does not have to be returned to its original configuration if the Shareholder sells his or her share of stock.

**(June 2022)**

# *Mutual Corporation No. Fifteen*

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## **MEMO**

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPROVAL OF MONTHLY FINANCES (NEW BUSINESS, ITEM A)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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I move to acknowledge, per the requirements of the Civil Code Section 5500(a)-(f), a review of the reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, an income and expense statement for the Mutual's operating and reserve accounts, the check registers, monthly general ledger and delinquent assessment receivable reports for the month of April and May 2022.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY NOTICE OF INTENT TO WITHDRAW AUTHORIZATION (NEW BUSINESS, ITEM B)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021, Board Meeting the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that Mutual Fifteen authorizes the board President and/or duly appointed officer to act on behalf of the board to execute the Notice of Intent to Withdraw for the 2021-2022 term of office.*

I move to **approve** that Mutual Fifteen authorizes the board President and/or duly appointed officer to act on behalf of the board to execute the Notice of Intent to Withdraw for the 2022-2023 term of office.

OR

I move to **deny** that Mutual Fifteen authorizes the board President and/or duly appointed officer to act on behalf of the board to execute the Notice of Intent to Withdraw for the 2022-2023 term of office.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY RECEIVING MONTHLY MINUTES OF OTHER MUTUALS (NEW BUSINESS, ITEM C)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021, board meeting, the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that Mutual Fifteen continues to receive one hard copy of the various Mutual's' monthly meeting minutes in their mailbox in the Stock Transfer Office, effective 2021-2022 term of office.*

I move to **approve** that Mutual Fifteen will receive one hard copy of the various mutuals' monthly meeting minutes in their mailbox in the Stock Transfer Office, effective 2022-2023 term of office.

OR

I move to **deny** that Mutual Fifteen will receive one hard copy of the various mutuals' monthly meeting minutes in their mailbox in the Stock Transfer Office, effective 2022-2023 term of office.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY DISCLOSURE OF “YES” AND “NO” VOTES, RECUSALS, AND ABSTENTIONS IN MUTUAL MINUTES (NEW BUSINESS, ITEM D)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021, board meeting, the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that the Mutual Fifteen meeting minutes disclose “yes” votes, “no” votes, recusals, and abstentions in the meeting minutes effective June 2021.*

I move to **approve** that the Mutual Fifteen meeting minutes disclose “yes” votes, “no” votes, recusals, and abstentions in the meeting minutes effective June 2022.

**OR**

I move to **deny** that the Mutual Fifteen meeting minutes disclose “yes” votes, “no” votes, recusals, and abstentions in the meeting minutes effective June 2022.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY RELEASE OF MUTUAL BOARD CONTACT INFORMATION (NEW BUSINESS, ITEM E)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021, board meeting, the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that Mutual Fifteen Board of Directors will not authorize the Mutual Administration Department to release all contact information as requested except for the hotline phone numbers.*

I move to **approve** that Mutual Fifteen Board of Directors authorize the Mutual administration Department to release all contact information as requested except for the hotline phone numbers.

**OR**

I move to **deny** that Mutual Fifteen Board of Directors authorize the Mutual administration Department to release all contact information as requested except for the hotline phone numbers.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PROPERTY TAX  
POSTPONEMENT APPLICATION (NEW BUSINESS, ITEM F)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021 Board Meeting, the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that Mutual Fifteen does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement effective 2021-2022.*

I move to **approve** that Mutual Fifteen does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement effective 2022-2023.

**OR**

I move to **deny** that Mutual Fifteen does not support or authorize the signing of the Property Tax Postponement Application from the State of California. The Mutual further authorizes the GRF Finance Department to notify the Board if a shareholder requests a Property Tax Statement effective 2022-2023.

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE APPOINTMENT SETTING COMMITMENT BY MUTUAL BOARD OF DIRECTORS (NEW BUSINESS, ITEM G)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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The GRF staff provides valuable services to all Mutual's, to maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission. To maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and most importantly expense, I take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may ensure all goals and tasks are accomplished in a timely and productive manner.

I move to **approve**, a commitment, by the Board of Directors of Mutual Fifteen, to help support the unified mission of the collective Mutual's of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff. Board members should consult with President before making appoints with GRF staff.

**OR**

I move to **deny**, a commitment, by the Board of Directors of Mutual Fifteen, to help support the unified mission of the collective Mutual's of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff. Board members should consult with President before making appoints with GRF staff.



# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE THE MUTUAL FIFTEEN CODE OF CONDUCT AND ETHICS (NEW BUSINESS, ITEM H)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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At the June 21, 2021 Board Meeting the Board of Directors passed the following resolution:  
*RESOLVED to approve that the Directors of Mutual Fifteen accept and sign the Code of Conduct and Code of Ethics.*

I move to approve that the Directors of Mutual Fifteen accept and sign the Code of Conduct and Code of Ethics.

# *Mutual Corporation No. Fifteen*

## Board Member Code of Conduct – 2022-2023

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The Board Member Code of Conduct has been adopted to guide individual board members in a direction that is best for the organization. Accordingly, individual board members should:

Understand, power resides with the “Board” not individual board members

Maintain the confidentiality of executive session information

Put personal interests aside and advance the best interests of the association

Respect, abide by, and carry out the decisions of the majority of the board

- The expertise of individual board members will be used to enhance the board’s understanding of issues but will not be substituted for the judgment of the board

Treat fellow directors, homeowners, management and vendors with respect

Become familiar with the governing documents

Be fully prepared for board meetings

- Engage in board discussions prepared and with an objective, open mind
- Allow actions that are required by the governing documents or law

Monitor appropriately by internal and external reports as well as observation to ensure policies are being met

Subscribe to the Business Judgment Rule

- Duties are performed in good faith
- Duties are performed in a manner believed to be in the best interests of the association
- Duties are performed with such care, including reasonable inquiry as an ordinary prudent person in a like position would use under similar circumstances

Maintain current assessment payments and comply with the rules and regulations so as to remain in good standing

Avoid any conflict of interest

- If licensed and bidding on a job said board member shall recuse him or herself from discussions and decision

# *Mutual Corporation No. Fifteen*

## Board Member Code of Conduct – 2022-2023

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Additionally, the Board as an entity shall:

Be as open as possible in the process of conducting its business

Not allow any individual member, managing agent or vendor to be harassed by any individual member of the board or membership

Allow no officer, individual or board committee to prevent the board from fulfilling its commitments

Not allow any provision of law or the governing documents to be unfulfilled

Present a united front for all Board decisions

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# *Mutual Corporation No. Fifteen*

## Board Member Code of Ethics – 2022-2023

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As a member of the Board of Directors for Seal Beach Mutual No. Fifteen, I will:

Be committed to fulfilling the mission and vision of the Association.

Keep all confidential Board information confidential.

Present a united front for all Board decisions.

Focus my efforts on the goals of the Association and not my personal goals.

At the Direction of the Mutual President serves on a committee and/or task force in a leadership capacity.

Refrain from using my service on this Board for my own personal advantage or for the advantage of my friends or associates.

Respect and support the majority decisions of the Board.

Immediately disclose to the Board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.

Approach all Board issues with an open mind, prepared to make the best decisions for everyone involved.

Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.

Never exercise authority as a Board member except when acting in a board meeting or as I am delegated by the board or its President.

Continue to maintain the Board member qualifications for the Association.

Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure; growing and always operating within the best interest of those we serve.

### **BOARD MEMBER COMMITMENT PLEDGE**

I, \_\_\_\_\_, recognizing the vital responsibility I am undertaking in serving as a member of the Board of Directors of Mutual Fifteen. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a Board member.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

# Mutual Corporation No. Fifteen

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE MAINTAINING PROCEDURE 15-7510-3 – ELIGIBILITY REQUIREMENTS (NEW BUSINESS, ITEM I)  
**DATE:** JUNE 21, 2021  
**CC:** MUTUAL FILE

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Per Procedure 15-7510-3 - Eligibility Requirements, section 2.2, subsection 2.2.3:

*Projected assessments will be the current year's assessment (total of carrying charge less any cable charge, including Orange County Property Taxes and Fees and GRF carrying charge), and the addition of the new property tax at 1.2% of the sales price plus Orange County District fees divided by twelve (12) for the new projected monthly assessment. This new figure (Regular Assessment plus Orange County Property Taxes and District Fees) times 4.5 will be the monthly income required. This will be verified by the Stock Transfer Office. Stock Transfer shall have the final say in establishing verifiable income/assets.*

*Verification shall be done by the Stock Transfer Office for each proposed shareholder(s) prior to the new buyer orientation and prior to the close of escrow (the above verification will not be done by the individual Mutual Directors; Directors will not be required to study or understand the financial requirements).*

At the June 21, 2021 Board Meeting, the Mutual Fifteen Board of Directors passed the following resolution: *RESOLVED to approve that, according to Policy 7510.15 – Eligibility Requirements, if there is a question of financial eligibility, Mutual Fifteen will not be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to have the Stock Transfer Office follow Policy 7510.15 – Eligibility Requirements.*

I move to approve that, according to Procedure 15-7510-3 – Eligibility Requirements, if there is a question of financial eligibility, Mutual Fifteen will not be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue, and furthermore to have the Stock Transfer Office follow Procedure 15-7510-3 – Eligibility Requirements.

# *Mutual Corporation No. Fifteen*

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## **MEMO**

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO INSTALL ONE 12 STATION AUTOMATIC CONTROLLER AT BUILDING TWO AND ONE 24 STATION AUTOMATIC CONTROLLER AT BUILDING 30 (NEW BUSINESS, ITEM J)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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I move to approve the proposal from Anguiano Lawn Care, Inc. to install one 12 station automatic controller at building 2 and one 24 station automatic controller at building 30, at a cost not to exceed \$2,489.20. Funds to come from Infrastructure Reserve and authorize the President to sign any necessary documentation.

**ANGUIANO LAWN CARE, INC.**

**P. O. BOX 2849, SEAL BEACH, CA 90740  
(562) 244-1113**

**PROPOSAL FOR SERVICES**

June 4, 2022

JACKIE DUNAGAN, MUTUAL PRESIDENT  
MUTUAL 15  
CONTROLERS FOR BLDG 2 AND 30  
Proposal

This is a proposal for the following job at the given location as described:

	DESCRIPTION	RATE	AMOUNT
1	INSTALL ONE 12 STATION AUTOMATIC CONTROLLER AT BLDG 2		\$546.72 T
1	INSTALL ONE 24 STATION AUTOMATIC CONTROLLER AT BLDG 30		\$949.88 T
2	LABOR FOR INSTALLATION	\$400.00	\$800.00
	TAXES		\$192.60

**TOTAL: \$2,489.20**

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(T) Taxable items

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO AMEND RULES AND REGULATIONS ARTICLE XIV SECTION 14.11 - REALTOR HOURS (NEW BUSINESS, ITEM K)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

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I move to propose a Rules and Regulations change amending Article XIV Section 14.11 – Realtor Hours and approve 28-day posting of notice of the proposed Rule and Regulation change. The proposed rule change will be considered by the board at the next scheduled meeting following review of any shareholder comments received.



**SEAL BEACH MUTUAL NO. FIFTEEN**

**Rules and Regulation**

as set forth in this Policy will control.

**14.10.1.11.** Minutes of all open Board Meetings, including a tele/video conference meeting, shall be made available to all Shareholders upon request and shall be posted in accordance with the Mutual's policy applicable to all other open meetings.

**14.11. Section 14.11 - Realtor Hours**

Realtors are to show units between the hours of 9:00 a.m. – 6 p.m., Sunday through Saturday **ONLY**.

**15. ARTICLE XV – PENALTIES, FINES AND FEES**

**15.1. Section 15.1 – General Violations.**

In order to enforce the Governing Documents and Rules and Regulations, the Mutual Board may levy, assess, and collect reasonable fines as established by the Board of Directors pursuant to these Rules and the Fine Schedule attached hereto as Exhibit “B” and incorporated herein. The fines will be assessed against the Shareholder for violations by the Shareholder, members of the Shareholder’s family, or the Shareholder’s guests or invitees, pursuant to the following policy:

**15.1.1. Violations.**

If there is a violation of the Governing Documents, including the Occupancy Agreement or these Rules, any Shareholder may contact the Mutual Board or GRF, in order to report the alleged violation to the Mutual Board. Violation reports should be in writing and should describe the violation, identify the alleged violator, and identify the individual making the report. Please note that Shareholders do not have the right to remain anonymous when reporting an alleged violation. Upon receipt of a violation report, the Mutual Board will commence the enforcement process and determine whether a violation has occurred. The Mutual Board has complete discretion to decide whether or not to take action on a written violation complaint and what action, if any, will be taken. The Mutual Board may investigate any reported violation in order to determine whether the alleged violation has potential merit and, if so, whether the violation warrants action by the Board. Violations may also be noted by members of the Mutual Board, GRF, and/or staff during regular walkthroughs of the Mutual.

**15.1.2. Enforcement Procedures.**

The Mutual reserves the right to take legal action in order to enforce compliance with the Governing Documents at any stage in the

# *Mutual Corporation No. Fifteen*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE ON COMMITTEE ASSIGNMENT (NEW BUSINESS, ITEM L)  
**DATE:** JUNE 20, 2022  
**CC:** MUTUAL FILE

I move to appoint \_\_\_\_\_ (Chair) to Physical Property Committee. \_\_\_\_\_ as (Chair), for the Landscape Committee. \_\_\_\_\_ as (Chair) for the Carports, Breezeways, and Parking.