

A G E N D A
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
June 15, 2017
1:30 p.m.

1. CALL TO ORDER, *PLEDGE OF ALLEGIANCE*
2. ROLL CALL
3. INTRODUCTION OF GRF REPRESENTATIVE, GUEST(S) AND STAFF:
Ms. Greer, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Salazar, Building Inspector
Mrs. Aquino, Recording Secretary
4. APPROVAL OF MINUTES – **Regular Meeting of April 20, 2017**
Organizational Meeting of May 25, 2017
Special Meeting of May 25, 2017
Special (agenda) Meeting of June 6, 2017
5. BUILDING INSPECTOR'S REPORT Mr. Salazar
6. UNFINISHED BUSINESS – None
7. NEW BUSINESS –
 - a. Adopt Policy 7415.11 – Patio Areas
 - b. Additional parking spaces
 - c. 2018 Budget Planning Projects
 - d. Resolution to maintain procedure per policy 7510 and Stock Transfer Office
 - e. Cancel July 20 Regular Board Meeting
8. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Baker
9. GRF REPRESENTATIVE Ms. Greer
10. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
11. DIRECTOR(S)' COMMENTS
12. ANNOUNCEMENTS
13. SHAREHOLDER(S)' COMMENTS (2-3 minutes)
14. ADJOURNMENT
15. EXECUTIVE SESSION (legal, member issues)

STAFF SECRETARY WILL LEAVE THE MEETING AT 4:00 P.M.

NEXT REGULAR BOARD MEETING: August 17, 2017, at 1:30 p.m.
CLUBHOUSE 3, ROOM 9

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN**

May 25, 2017

The Organizational Meeting of the Board of Directors of Seal Beach Mutual Eleven was held following the Annual Shareholders' Meeting in the Clubhouse 4. Mutual Administration Manager Fernandez, acting as Chairperson, called the meeting to order at 10:47 a.m. She stated the purpose of the meeting was to elect the officers for the 2017-2018 term of office and to ascertain the Regular Monthly Meeting location, day, and time.

Those Directors present were: Pamela Baker, Ronald Baker, Shirley French, Brenda Hemry, John Newport, and Phillip Mandeville. Mutual Administration Manager Fernandez and Recording Secretary Day were also present.

Ms. Fernandez opened the nominations for the office of President. Mrs. French nominated Mr. Mandeville for President. There being no further nominations, Mr. Mandeville was elected to the office of President for the 2017-2018 term of office.

The Chair was turned over to newly-elected President Mandeville, who then called for nominations for Vice President. Mrs. Baker nominated Mr. Newport for Vice President. There being no further nominations, Mr. Newport was elected to the office of Vice President for the 2017-2018 term of office.

Mr. Mandeville called for nominations for the office of Secretary. Ms. Hemry nominated Mrs. French for Secretary. There being no further nominations, Mrs. French was elected to the office of Secretary for the 2017-2018 term of office.

Mr. Mandeville then called for nominations for Chief Financial Officer. Mr. Mandeville nominated Mrs. Baker for Chief Financial Officer. There being no further nominations, Mrs. Baker was elected to the office of Chief Financial Officer for the 2017-2018 term of office.

President Mandeville appointed the following committees: Mr. Newport to serve as Landscape/Carports/Lighting/Laundry Room Chair, Ms. Hemry to serve as Emergency Preparedness Chair, and Mr. Baker to serve as the Physical Property Chair. Mr. Mandeville will continue to serve as the Architectural Chair.

The Board discussed the monthly meeting location, day, and time. Upon a MOTION duly made by Mr. Mandeville and seconded by Mr. Newport, it was

RESOLVED, That Mutual Eleven will continue to meet on the third Thursday of the month in Clubhouse 3, Room 9, at 1:30 p.m.

The MOTION passed.

There being no further business to conduct, the meeting was adjourned at 10:52 a.m.



Attest

Shirley French, Secretary

SEAL BEACH MUTUAL ELEVEN

cd:5/25/17

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
May 25, 2017**

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Mandeville at 11:03 a.m. on Thursday, May 25, 2017, in Clubhouse 4, Section B.

Those members present were: President Mandeville, Vice President Newport, Secretary French, CFO P. Baker, and Directors R. Baker and Hemry. Also present were Mutual Administration Manager Fernandez and Recording Secretary Day.

NEW BUSINESS

Following a discussion, and upon a MOTION duly made by Secretary French and seconded by CFO P. Baker, it was

RESOLVED, To postpone action on patios in order to conduct further research, to be discussed at the next Board Meeting.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director R. Baker and seconded by President Mandeville, it was

RESOLVED, To approve the proposal by M. J. Jurado for cement work at Buildings 266, 267, and other locations, not to exceed \$50,000.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director R. Baker and seconded by Director Hemry, it was

RESOLVED, To approve the re-roofing of all the Mutual laundry rooms and dry rot and termite repairs, at a cost of \$19,600.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Vice President Newport and seconded by President Mandeville, it was

RESOLVED, To approve the garden project at Unit 281-E, recommended by the Architectural Committee.

The MOTION passed with two "no" votes (P. Baker, French).

**SPECIAL MEETING
MUTUAL ELEVEN**

May 25, 2017

Following a discussion, and upon a MOTION duly made by Director R. Baker and seconded by CFO P. Baker, it was

RESOLVED, To approve a three-year proposal (2017-2019) with Fenn Pest & Termite Control, for an annual termite inspection and report, along with localized treatment of all accessible areas.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Mandeville and seconded by Secretary French, it was

RESOLVED, To approve re-piping eight buildings in copper per year, until all Mutual buildings have been re-piped.

The MOTION passed.

President Mandeville adjourned the meeting at 11:33 a.m.

Attest
Shirley French, Secretary
SEAL BEACH MUTUAL ELEVEN
cd:6/01/17

**MINUTES OF THE SPECIAL (AGENDA) MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN**

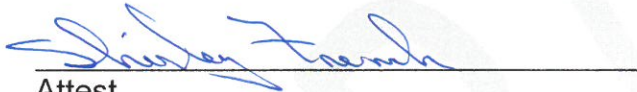
June 6, 2017

A Special Agenda Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by Vice President Newport at 9:30 a.m. on Tuesday, June 6, 2017, in the Physical Property Department Conference Room, 2nd Floor.

Those members present were: Vice President Newport, Secretary French, CFO P. Baker, and Directors Henry and R. Baker. President Mandeville was absent. Also present were two shareholders.

The purpose of the meeting was to discuss items for the June 2017 Board Meeting agenda.

Vice President Newport adjourned the meeting at 11:00 a.m.



Attest

Shirley French, Secretary
SEAL BEACH MUTUAL ELEVEN

cd:6/07/17

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **May 25, 2017**

Print Date: 6/8/2017

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
282E	Remodel	CITY	10/17/16	03/28/17	YES	04/18/17	Darrell Peek
277E	Minor Kitchen Remodel	CITY	11/28/16	01/28/17	YES	04/27/17	LW Decor
275C	Window Installation	CITY	03/05/17	04/05/17	NO	04/05/17	CA Delux Window
270H	Bathroom Remodel	CITY	03/25/17	06/13/17	NO		Kangs Construction
265A	Bus Stop Bench Install	GRF	04/02/17	05/01/17	NO	04/18/17	John's Landscape Co.
277I	HVAC Installation	CITY	05/04/17	06/04/17	NO		Alpine Heat & Air
285L	HVAC Installation	CITY	05/05/17	08/05/17	NO		Greenwood
263J	Partitian Installation	GRF	05/03/15	05/12/17	NO	05/05/17	Handyman Services
261A	Concrete Walkway Repair	GRF	05/05/15	05/05/15	NO	05/05/15	Handyman Services
285I	Remodel	CITY	06/01/17	12/01/17	NO		KC Construction
276F	HVAC Installation	CITY	05/17/17	08/17/17	NO		Greenwood
277H	HVAC Installation	CITY	05/23/17	06/23/17	NO	05/25/17	Alpine Heat & Air
269D	Washer/Dryer Install	CITY	05/30/17	07/30/17	NO		AC & R Construction
279E	HVAC Installation	CITY	06/05/17	07/05/17	NO		Alpine Heat & Air
280I	Shower Cut-down	CITY	06/16/17	07/16/17	NO		Nu Kote
283H	HVAC Installation	CITY	06/19/17	07/19/17	NO		Greenwood
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS

Completed
Pending Issue

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	DOCUMENTS/ COMMENTS
265C		08/29/16						
271E		10/24/16	04/10/17	04/12/17	04/25/17	04/26/17	05/09/17	
280F		12/20/16	03/30/17	04/03/17	04/14/17	04/17/17	05/11/17	
285F		02/02/17	03/17/17	03/24/17	04/06/17	04/07/17	05/22/17	
278H		02/21/17	05/15/17	05/26/17	06/09/17	06/12/17		
269D		03/24/17	04/07/17	04/07/17	04/19/17	04/20/17	05/17/17	
274G		03/15/17	03/29/17	03/30/17	03/12/17	04/13/17	05/01/17	SB/SA
286B		03/28/17	04/10/17	04/12/17	04/25/17	04/26/17	05/17/17	
277E		04/04/17						
280K		04/06/17						
277K		04/13/17						
279E		04/18/17						
278I		04/19/17	04/28/17	05/12/17	05/25/17	05/26/17		
269K		05/03/17	06/01/17	06/01/17	06/14/17	06/15/17		
267C								
UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	DOCUMENTS/ COMMENTS

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation

FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

Completed

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **May 25, 2017**

Print Date: 6/8/2017

CONTRACTS	
CONTRACTOR	PROJECT
MJ Jurado	Parking Lots Asphalt Project
Roofing Standards	Re-Roof Laundry Rooms
Advance Painting	Paint Walkway Light Posts
Fenn Termite + Pest Control	Termite and Pest Control
MJ Jurado	Walkway Drains & Concrete Repairs: Pending Board Approval
MUTUAL & SHAREHOLDER SITE VISITS	
UNIT	PURPOSE
275C	Odor Inspection
283F	Gutter Inspection
282D	Patio Inspection
286A	Termite Inspection
263B	Vacant Unit Inspection
263K	Vacant Unit Inspection
264I	Vacant Unit Inspection
267E	Vacant Unit Inspection
269D	Vacant Unit Inspection
270H	Vacant Unit Inspection
273C	Vacant Unit Inspection
274G	Vacant Unit Inspection
276D	Vacant Unit Inspection
278H	Vacant Unit Inspection
278I	Vacant Unit Inspection
278J	Vacant Unit Inspection
278L	Vacant Unit Inspection
281L	Vacant Unit Inspection
285F	Vacant Unit Inspection
286J	Vacant Unit Inspection
286L	Vacant Unit Inspection
285F	Counter Top Inspection
280F	Shower Inspection
277A	Termite Inspection
NA	Special Inspection
272J	Termite Inspection
278D	Ant Inspection
276LR	Termite Inspection
280J	Termite Inspection
284J	Termite Inspection
275C	Termite Inspection
280F	Plumbing Inspection
278F	Exhaust Fan Inspection
263J	Patio Inspection
261A	Garden Area Inspection
269L	Floor Inspection
281D&E	Gutter Inspection
286J	Roof Leak Inspection
263J	Plumbing Permit Inspection
283L	Concrete Walkway Inspection
275I	Patio Inspection

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Jay Salazar**

MUTUAL BOARD MEETING DATE: **May 25, 2017**

Print Date: 6/8/2017

268K	Push-out Inspection
286I	Roof Inspection
276E	Water Odor Inspection
286D	Pest Inspection
269K	Escrow Follow-up Inspection

MUTUAL OPERATIONS**ADOPT POLICY DRAFT****PHYSICAL PROPERTY****Patio Areas – Mutual Eleven****A. Purpose**

This Patio Areas Policy (“Policy”) is adopted to establish standards for Seal Beach Mutual No. Eleven (“Mutual Eleven”), for common area Patios. This Policy is designed to beautify and diversify our community, and will contribute to more socializing among our residents.

This Policy will permit shareholders to temporarily utilize certain common area property, subject to the limitations described herein. Though this Policy grants shareholders the right to temporarily use common area Patios for their personal use, Patios shall remain common area property at all times. Use permission of the Patios may be revoked by the Board of Directors (“Board”) of Mutual Eleven at any time, should the shareholder (or any resident) fail to comply with this Policy.

B. Patio Definition

A “Patio” is defined as an area outside of, and adjacent to, the exterior walls of an individual unit, and which is covered by a hard, non-grass surface, as more particularly described herein.

C. Patio Sizes**1. Front Patio**

- A. Front Patios shall be 7 feet, 6 inches deep, as measured from the building wall, and may be no more than 14 feet wide, in hardscape, including any paving edge.
- B. A planted border or hedge, up to 18 inches wide (including a required 6-inch mow strip), and up to 30 inches high, is permitted.

2. End Patio (applicable to corner units only)

- A. End Patios shall be no more than 10 feet deep, as measured from the building wall, and may be no more than 14 feet wide, in hardscape, including any paving edge.
- B. A planted border or hedge, up to 18 inches wide (including a required 4-6-inch mow strip), and up to 30 inches high, may be required.

D. Patio Rules**1. Use Restrictions**

MUTUAL OPERATIONS**ADOPT POLICY DRAFT**

PHYSICAL PROPERTY

Patio Areas – Mutual Eleven

- A. The Board retains sole discretion regarding items that may be stored or placed on Patios.
 - B. The following list of Prohibited Items and Permitted Items is *not* comprehensive. If a shareowner is unsure whether a particular item may be stored or placed on the Patio, he or she is advised to contact the Board.
 - i. ***Prohibited Items***
 - a. Bicycles, golf carts, walkers, shopping carts, appliances (including refrigerators), cabinets, work benches, carpeting, rugs, or astro-turf may NOT be stored or placed on Patios at any time.
 - ii. ***Permitted Items***
 - a. Barbecues, patio furniture (in good condition), one table, one umbrella, and potted plants, may be placed on Patios.
 - b. Please note that potted plants shall be limited to a total of fifteen (15) for the Garden Area and Patio Area combined. Mutual Eleven Garden/Porch Areas, Trees, Shrubs, Policy No. 7425.11, is incorporated by reference herein, and contains the description of types of permitted potted pots.
 - C. It is the shareholder's sole responsibility to correct or remove any items that violate this Policy.
 - D. If the shareholder fails to correct or remove any items that violate this Policy, Mutual Eleven may, after providing ten (10) days' notice via First Class and Certified mail, remedy the violation at Mutual Eleven's sole discretion, and at the shareholder's sole cost.
2. Maintenance
- A. All maintenance (including regular cleaning), repair and replacement obligations are the sole responsibility of the shareholder.
3. Liability

MUTUAL OPERATIONS**ADOPT POLICY DRAFT****PHYSICAL PROPERTY****Patio Areas – Mutual Eleven**

- A. The shareholder is responsible, and agrees to be liable and indemnify Mutual Eleven for, all damage to any persons or property located within Leisure World, caused by the shareholder's use of the Patio Area.
 - B. The shareholder shall secure liability insurance coverage with regard to the use of any Patio Area. Such insurance policy or policies shall contain a policy limit of no less than \$1 million in coverage, and shall cover any risk of loss. The policy or policies must name Mutual Eleven as an additional insured.
4. **General Rules**
- A. Patios must be removable.
 - B. Concrete footings may not be used, including, without limitation, individual pavers, stones, brick, or the like, or composite (such as wood, due to rot, termites, pests, etc.) planking or the like, laid on a gravel and sand bed, or laid on a poured slab.
 - C. Patios, including border, mow strip or paving edge, shall be set back at least 36 inches from any sidewalk.
 - D. Patio plans must be reviewed by the Landscape and Architecture Committee, and authorized by the Board. Approval of patio plans will be on a site-specific basis, and in the Board's sole discretion. Any plans not approved within sixty (60) days shall be deemed denied.
 - E. Patios must be installed by a licensed contractor, with all required permits, including, without limitation, any permit required by Mutual Eleven, the Golden Rain Foundation, and/or the City of Seal Beach. Contractors must be insured and bonded, with no exclusions or endorsements which would preclude payment of claims, and must name Mutual Eleven as an additional insured.
 - F. Each shareholder hereby acknowledges that, due to the location, size, and purpose of Patio Areas, that Patio Areas are generally inaccessible and not of general use to the membership at-large.

**MUTUAL ADOPTION
ELEVEN:**



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: 2018 BUDGET PLANNING, PROJECTS
DATE: MAY 4, 2017
CC: FILE

We will be beginning our 2018 budget process in June, in order to insure we have appropriate staffing levels to serve your Mutual needs, by July 28, 2017, I respectfully request an estimate of major projects (roofing, re-piping, sewer etc.) your Mutual is considering for the remainder of 2017 as well as activity planning for 2018.

With your Board approval, I would like to request this as an agenda item for your May/June meeting, as well as your July Board meeting, to allow time for your review and consideration by both your existing Board, as well as the newly elected Board.

I sincerely thank each Board in advance, as the information provided is critical to ensure proper levels of services to your Mutual.

RESOLUTION TO BE ON JUNE AND JULY AGENDAS

MOTION:

RESOLVED, That according to Policy 7510.____, if there is a question of financial eligibility, Mutual _____ is NOT to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.