

A G E N D A
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN

October 20, 2016
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. Miller, Director of Finance
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Guerrero, Security Chief
 - Mr. Salazar, Building Inspector
 - Ms. Day, Recording Secretary
4. APPROVAL OF MINUTES – **Regular Meeting of September 15, 2016**
Organizational Meeting of May 26, 2016 (Page 2)
Special Meeting of September 23, 2016 (Page 3)
Special (Agenda) Meeting of October 11, 2016 (Page 4)
5. BUILDING INSPECTOR'S REPORT Mr. Salazar
6. GUEST SPEAKER – Presentation of Mutual 2017 Budget and NSBN Letter Ms. Miller
7. UNFINISHED BUSINESS –
 - a. Ratify Policy 7507.11 – Electric Cart Pad (Page 10)
8. NEW BUSINESS –
 - a. Policy 7433.11 – Interior Electrical Panel Inspection and Maintenance (Page11)
 - b. Policy 7405.11 – Flooring and Floor Covering Permits (Page 12)
 - c. Policy 7582 – Towing Vehicles (Pages 13-16) Mr. Guerrero
9. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Baker
10. GRF REPRESENTATIVE Ms. Greer
11. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
12. DIRECTOR(S') COMMENTS
13. ANNOUNCEMENTS
14. SHAREHOLDER(S') COMMENTS (2-3 minutes)
15. ADJOURNMENT
16. EXECUTIVE SESSION (legal, member issues)

STAFF SECRETARY WILL LEAVE THE MEETING AT 4:00 P.M.
NEXT MEETING: NOVEMBER 17, 2016, at 1:30 p.m.

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

May 26, 2016

The Organizational Meeting of the newly-elected Board of Directors of Seal Beach Mutual Eleven was held following the Annual Shareholders' Meeting in the Clubhouse Four. Mutual Administration Director Weller, acting as Chairperson, called the meeting to order at 11:28 a.m. She stated the purpose of the meeting was to elect the officers for the 2016-2018 term of office and to ascertain the Regular Monthly Meeting location, day, and time.

Those Directors present were: Pamela Baker, Ronald Baker, Shirley French, Walter Lodwick, Phillip Mandeville, and John Newport. Mutual Administration Director Weller and Recording Secretary Day were also present.

Mrs. Weller opened the nominations for the office of President. Mr. Newport nominated Mr. Mandeville for President. There being no further nominations, Mr. Mandeville was elected to the office of President for the 2016-2018 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. Baker for Vice President. Mr. Baker withdrew as a candidate. Mr. Mandeville nominated Mr. Newport for Vice President. There being no further nominations, Mr. Newport was elected to the office of Vice President for the 2016-2018 term of office.

Mr. Mandeville called for nominations for the office of Secretary. Mr. Mandeville nominated Mrs. French for Secretary. There being no further nominations, Mrs. French was elected to the office of Secretary for the 2016-2018 term of office.

Mr. Mandeville then called for nominations for Chief Financial Officer. Mrs. French 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 2016-2018 term of office.

President Mandeville appointed Mr. Newport to serve as Carports/Lighting/Laundry Room Committee Chair, Mr. Lodwick to serve as Emergency Preparedness Coordinator, and Mr. Baker to serve as the Physical Property Committee Chair.

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

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

The MOTION passed.

There being no further business to conduct, the meeting was adjourned at 11:36 a.m.



Attest

Shirley French, Secretary

SEAL BEACH MUTUAL ELEVEN

sl:5/27/16

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

September 23, 2016

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Mandeville at 9:00 a.m. on Friday, September 23, 2016, in the Physical Property Green Room, 1st Floor.

Those members present were: President Mandeville, Vice President Newport, Secretary French, CFO P. Baker, and Director R. Baker, and shareholder Brenda Henry.

The purpose of the meeting was to discuss appointing Brenda Henry as a possible new Board of Director.

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

RESOLVED, To appoint Brenda Henry to the Mutual Eleven Board of Directors for the remaining 2016/2017 term of office.

The MOTION passed.

President Mandeville adjourned the meeting at 9:50 a.m.

Attest

Shirley French, Secretary
SEAL BEACH MUTUAL THREE
cd:9/26/16

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

October 11, 2016

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Mandeville (via conference call) at 2:00 p.m. on Tuesday, October 11, 2016, in the Physical Property Department Conference Room.

Those members present were: President Mandeville (via phone), Vice President Newport, Secretary French, and Director R. Baker. CFO P. Baker and Director Henry were absent.

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

President Mandeville adjourned the meeting at 3:20 p.m.

Attest

Shirley French, Secretary
SEAL BEACH MUTUAL THREE

ka:10/14/16

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: October 20, 2016

Print Date: 10/13/2016

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS
281C	Remodel	CITY	08/24/16	11/02/16	YES		J-Squared General
267F	Remodel	CITY	08/08/16	10/30/16			Los Al Builders
285C	Skylight Installations	CITY	08/15/16	09/30/16			M&M Construction
270F	Flooring Installation	GRF	08/22/16	09/30/16	NO	09/28/16	Nationwide
286E	HVAC Installation	CITY	08/29/16	11/30/16	NO	09/20/16	Greenwood
269B	Cabinet Installation	GRF	09/01/16	09/30/16			J&J Construction
276F	HVAC Installation	CITY	09/12/16	12/01/16			Greenwood
270E	HVAC Installation	CITY	09/16/16	12/30/16	NO	09/21/16	Greenwood
275H	Cabinet Installation/Gate	GRF	09/19/16	09/30/16			DB Handyman
280C	Flooring Installation	GRF	09/16/16	09/19/16	NO	09/26/16	Handyman
282E	Remodel	CITY	10/17/16	02/27/17			Darrell Peek
278E	Remodel	CITY	09/19/16	12/28/16			Konrad Construction
280H	Remodel	CITY	10/10/16	01/01/17			HHCM, Inc.
278L	Flooring Installation	GRF	10/14/16	10/28/16			Handyman
284A	Entry Door Painting	GRF	10/11/16	10/11/16			Shareholder
270L	Washer Dryer Install	CITY	11/28/16	12/22/16			LW Décor, Inc.
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	FINAL INSPECTION	CONTRACTOR / COMMENTS

Completed
Pending Issue

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: **October 20, 2016**

Print Date: 10/13/2016

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	DOCUMENTS/ COMMENTS
275I		04/26/16	06/28/16	07/01/16	07/15/16	07/18/16	09/19/16	
281G		03/30/16						
275H		05/16/16	07/27/16	08/12/16	08/25/16	08/26/13	09/23/16	
270E		06/06/16	08/16/16	08/22/16	09/05/16	09/06/16	09/23/16	
267K		08/15/16	09/07/16	09/14/16	09/27/16	09/28/16	10/12/16	
272J		08/16/16	09/20/16	09/21/16	10/04/16	10/05/16		
284F	8/18/2016		08/18/16					
280J	8/19/2016		08/19/16					
265C		08/29/16						
267K	9/7/2016		09/07/16					
278E	9/13/2016		09/13/16					
273C		10/04/16						
271E								
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

CONTRACTS

CONTRACTOR	PROJECT

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: 11

INSPECTOR: Jay Salazar

MUTUAL BOARD MEETING DATE: **October 20, 2016**

Print Date: 10/13/2016

Going Out to Bid	Slurry Seal Parking Lots

MUTUAL & SHAREHOLDER SITE VISITS

UNIT	PURPOSE
280C	Contractor Inspection
285A	Vacant Unit Inspection
262K	Dryrot & Termite Inspection
277K	Termite Inspection
Cp127 Sp36	Termite Inspection
Cp125 Sp16	Remove Locks
275I	Cable Tv Attic Access Inspection
281J	Sprinkler Water Inspection
282D	Sprinkler Water Inspection
261C	Water Damage Inspection

Physical Properties Maintenance & Periodic Inspections

Electrical Panels, Attic Plumbing & Laundry Rooms

SRO Submitted to SMD

Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
261*											
262											
	236										
	264										
	265*										
		266									
		267*									
		268									
			269*								
			270								
				271							
				272*							
					273						
					274						
						275					
						276*					
							277				
							278				
							279				
								280*			
								281*			
									282		
									283		
										284	
										285	
Buildings with an * have a laundry room											286



Leisure World – Seal Beach
Annual Mutual Cleaning 2016

Start Date 10-17-16 End Date 11-04-16

Paint Color – Red

<u>Mutuals</u>	<u>Days</u>	
Mutual #2	1 day	
Mutual #3	½ day	
Mutual #4	Not Participating	
Mutual #5	½ day	
Mutual #6	Not Participating	
Mutual #7	½ day	
Mutual #8	1	
Mutual #9	½ day	
Mutual #10	½ day	
Mutual #11	1 day	FRIDAY 10/28/2016
Mutual # 12	½ day	MONDAY 10/31/2016
Mutual # 14	½ day	
Mutual # 15	1 day	
Mutual # 16	½ day	
Mutual # 17	½ day	FRIDAY 11/04/2016
Mutual # 1	1 day	

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT REGULATIONS****Electric Cart Pad - Mutual Eleven**

A temporary parking or charging pad ("pad") may be installed adjacent to an apartment using the following guidelines:

1. All pad requests must be submitted in writing to the Mutual Board of Directors ("Board") and be accompanied by a photo of the proposed location. Board approval will be on a case-by-case basis.
2. A permit must be obtained from the Golden Rain Foundation ("GRF") Physical Property Department before a pad is installed.
3. The pad shall be constructed of interlocking concrete pavers that sit on a bed of sand.
4. The pad must not exceed 5 feet wide.
5. The cost of installing a pad will be at the shareholder's expense.
6. Any modifications to the existing sprinkler system that are required as a result of the approved pad installation shall be at the shareholder's expense.
7. In no case shall more than one pad per unit be approved.
8. Pads can only be used for parking and charging electric carts. All other uses of the pad are prohibited.
9. The pad needs to be removed by the shareholder at his or her expense if shareholder no longer has an electric cart.
10. All electric carts must have an approved Leisure World decal from the GRF Security Department.
11. For safety reasons, all electric carts shall have a rear view mirror, directional signals, headlights, taillights and brake lights in good operating condition. Headlights shall be used when driving in darkness.
12. The Board of Directors recommends that any electric cart owner obtain sufficient insurance to protect themselves in case of personal injury or damage to the Mutual's property or another person's property.
13. The pad shall be removed upon the resale or transfer of the share of stock, at the seller's expense, unless the buyer has an electric cart and agrees, in writing, to adhere to this electric cart pad policy.

Parking of an electric cart may be permitted on the grass temporarily.

MUTUAL ADOPTION

Eleven: 04-18-13

AMENDMENT

11-20-14; ***ratified date***

(Draft created 09-09-16cd)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

ADOPTION DRAFT POLICYInterior Electrical Panel Inspection and Maintenance – Mutual ElevenStandard Electrical Panels

All standard interior electrical panels shall be serviced and maintained for proper use and function at the time of escrow or at fire inspections whichever comes first, and will receive a dated service sticker affixed to the interior electric panel at the time of service.

All standard interior electrical panels will then be serviced and maintained every five (5) years per maintenance schedule providing a dated service sticker affixed to the interior electrical panel at the time of service. All expenses associated with said services will be absorbed by Mutual Eleven (11), including necessary repair costs.

Non-Standard Electrical Panels

All non-standard interior electrical panels shall be serviced and maintained for proper use and function at the time of escrow or at fire inspections whichever comes first, and will receive a dated service sticker affixed to the interior electrical panel at the time of service.

All non-standard interior electrical panels will then be serviced and maintained every five (5) years per maintenance schedule providing a dated service sticker affixed to the interior electrical panel at the time of service. All expenses associated with inspection services will be absorbed by Mutual Eleven (11). Any necessary repair cost will borne by the shareholder.

Inspection and Maintenance Scope of Services

A qualified electrician will identify that proper hardware equipment is standard mounted to the structure, and that the electrical components are connected and energized correctly and to code, along with proper grounding. Any items not in compliance with city code and/or manufacturing installation specifications will be repaired immediately and noted.

MUTUAL ADOPTION:

ELEVEN: *date after 30 day posting period*

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Flooring and Floor Covering Permits – Mutual Eleven

RESOLVED, Effective immediately that Mutual Eleven (11) requires a GRF Building Permit for all floor covering, including carpet, installed at shareholder expense. Both interior and patio/porch floor covering require a GRF Building Permit. All installed flooring must have attached to the permit the flooring manufacturer’s specifications.

Reasons for this requirement include:

- Assurance that no asbestos containing material is removed or compromised,
- No Mutual Property is damaged,
- Patio/Porch flooring is appropriate(for example, if tile: non-skid rating),
- Shareholder understands what is and what is not allowed
- Shareholder understands that Mutual Eleven (11) is not responsible for damage to or failure of flooring purchased and installed at any time by a shareholder,

FURTHER, That this RESOLUTION dated October 7, 2016 be attached to the permit and signed by the shareholder and installer or contractor.

Shareholder:

Signature: _____ Apt# _____

Print Name: _____ Date: _____

Installer/Contractor:

Company Name: _____

Signature: _____ Date _____

Print Name: _____ Date: _____

MUTUAL ADOPTION:

ELEVEN: *date after 30 day posting period*

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY****RESIDENT SHAREHOLDER REGULATIONS****Towing Vehicles – All Mutuals Except Twelve**

A towing program is hereby established which permits the Security Department **Mutual** to remove and store vehicles parked on Mutual property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard **that are in violation of Mutual Policy**. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC) – **Authority to Remove Vehicles**.

In conformance with the CVC **Vehicle Code**, an appropriate sign **signage** will be posted at both entrance gates warning all **community entrance gates advising all** who enter Leisure World that it is private property and unauthorized or illegally parked vehicles will be towed away at the vehicle owner's expense. **per California Vehicle Code Section 22658(a). The phone numbers to the Seal Beach Police Department and towing company are also listed on the signage.**

A. Abandoned or Inoperable Vehicles

Prior to removing an abandoned or inoperable vehicle, the Security Department will:

1. Attach a 72-hour warning notice to the vehicle advising of the violation and intent to tow.
2. After a 72-hour follow-up is made, a registered letter will be sent advising the registered and legal owner of the intent to tow the vehicle away in 10 days if not moved. (See attached form letter.)
3. Before any vehicle is towed, Security personnel will contact the Seal Beach Police Department advising them of intention to tow. They will describe the circumstances and the vehicle, including license plate number, the towing company and at which location the vehicle will be stored.
4. A California Highway Patrol Form 180, Storage Report, will be completed by Security personnel at that time.
5. A tow truck will be called to remove the vehicle and store it at the designated tow storage facility.
6. The Security Department will maintain a current log of all towing transactions in order to provide registered owners information concerning stored vehicles.

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS

AMENDMENT DRAFT POLICY

RESIDENT SHAREHOLDER REGULATIONS

Towing Vehicles – All Mutuals Except Twelve

A. Tow Procedure – Immediate Action

Security Department will advise the Mutual Board when vehicles are in violation and may require immediate action/removal:

- 1. Violation of Mutual Policy related to safety/access/flammable materials
- 2. Violation of the Fire Lane Regulation CVC 22953(b).
- 3. Violation of the Fire Hydrant Regulation (Mutual Policy).

If approval is received from the Mutual, the Security Department will notify the tow towing company to respond and meet the designated Mutual representatives. A private property towing form will need to be signed by a Mutual representative authorizing the tow towing company to remove and store the vehicle.

B. Other Vehicles

~~(Mutual Six only – Vehicles not belonging to Mutual Six residents or Mutual Six visitors will get a Notice to Tow in 96 hours when parked on Mutual Six property.)~~

~~Immediate action will be taken to tow vehicles when they are:~~

- ~~1. Parked in such a manner as to constitute a hazard.~~
- ~~2. Blocking a fire lane.~~

~~The Golden Rain Foundation and Mutual No. _____ liability ceases when the towing service removes the vehicle from Leisure World property.~~

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS**AMENDMENT DRAFT POLICY**RESIDENT SHAREHOLDER REGULATIONSTowing Vehicles – All Mutuals Except Twelve**B. Tow Procedure:**

1. Attach a 96-hour warning notice to the vehicle, informing the vehicle owner of the violation and intent to tow upon non-compliance. A copy of the 96-hour warning notice will be provided to the Mutual Administration Department for processing.
2. If required by Mutual Policy, a registered letter will be sent advising informing the registered owner (per GRF Records) of the intent to tow the vehicle away after receipt of the letter if is not moved. The registered letter signed receipt will be returned to the Mutual Administration Department by mail. It serves as confirmation of the vehicle owner' receipt of the letter and initiates the period to comply. The Mutual Policy will determine how many days after receipt of the letter the violator has to comply.
3. After the 96-hour period, the Security Department will check for compliance and report their findings back to the Mutual Administration Department.
4. If the Mutual approval to remove the vehicle is received after upon confirming non-compliance to the 96-hour tow notice and/or receipt of the registered letter, a tow truck will be called appointed to remove and store the vehicle.
5. The Security Department will maintain a current log of all towing transactions in order to direct vehicle owners to the appropriate tow towing company.

(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)

MUTUAL OPERATIONS

AMENDMENT DRAFT POLICY

RESIDENT SHAREHOLDER REGULATIONS

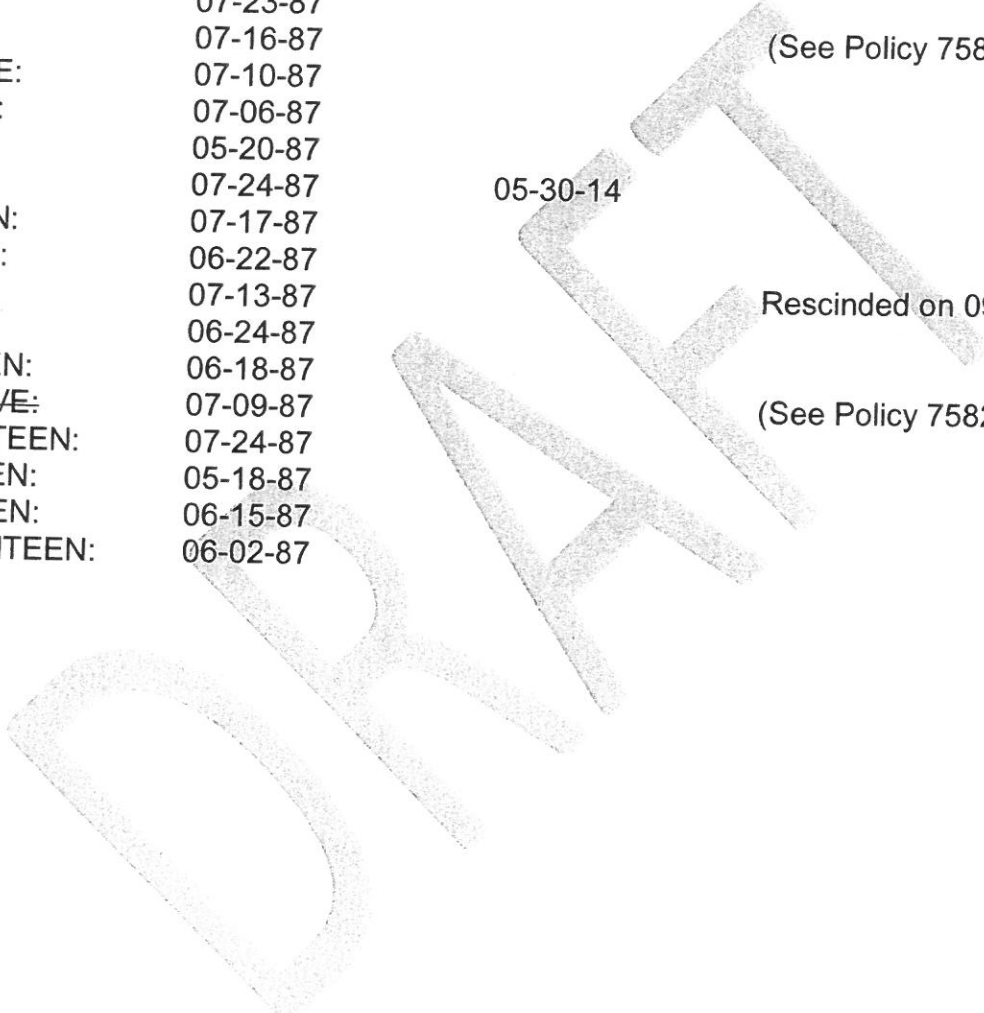
Towing Vehicles – All Mutuals Except Twelve

MUTUAL ADOPTION

AMENDED

RESCINDED

ONE:	07-23-87		
TWO:	07-16-87		(See Policy 7582.2)-Feb 2016
THREE:	07-10-87		
FOUR:	07-06-87		
FIVE:	05-20-87		
SIX:	07-24-87	05-30-14	
SEVEN:	07-17-87		
EIGHT:	06-22-87		
NINE:	07-13-87		Rescinded on 09-12-16
TEN:	06-24-87		
ELEVEN:	06-18-87		
TWELVE:	07-09-87		(See Policy 7582.12)-May 2016
FOURTEEN:	07-24-87		
FIFTEEN:	05-18-87		
SIXTEEN:	06-15-87		
SEVENTEEN:	06-02-87		



(Draft created 09-12-16 Jaime)
(Updated on 9/29/16 Jaime/jl)