

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ELEVEN**  
**September 20, 2018**  
**Meeting begins at 1:30 p.m.**  
**Clubhouse Three Room 9**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER COMMENTS (2-3 minutes per shareholder agenda items only)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):  

Ms. Heinrichs, GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Harper, Building Inspector  
Ms. Villalobos, Recording Secretary
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of August 16, 2018**  
**Special Meeting Minutes of September 11, 2018 (p.3)**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-5)
  - a. Discuss and vote to approve/deny patio plan for Unit 269-G (p.6)
  - b. Discuss and vote to approve/deny patio plan for Unit 281-H (p.7)
  - c. Discuss and vote to approve/deny valence for Unit 262-L (p.8)
7. GRF REPRESENTATIVE Ms. Heinrichs
8. **UNFINISHED BUSINESS**
  - a. Discuss and vote to adopt Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers (p.9-10)
  - b. Discuss and vote to adopt Policy 7490.pb.11 – Payment and Performance Bond (p.11-12)
9. **NEW BUSINESS**
  - a. Discuss and vote to approve/deny Service Maintenance add cart parking at the end of carports (p.13)
  - b. Discuss and vote to approve/deny additional guest passes for 2019 (p.14)
10. SECRETARY / CORRESPONDENCE Mrs. Hemry
11. CHIEF FINANCIAL OFFICERS REPORT Mrs. Basner
12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins

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

13. ANNOUNCEMENTS
  - a. **NEXT MEETING: October 18, 2018, at 1:30 p.m. in Clubhouse 3 Room 9**
14. COMMITTEE REPORTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ADJOURNMENT
18. EXECUTIVE SESSION

**STAFF WILL LEAVE THE MEETING BY 4:10 p.m.**

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

**September 11, 2018**

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Davies at 2:00 p.m. on Tuesday, September 11, 2018, in the Physical Property Department Conference Room.

Those members present were: President Davies, Vice President Greer, Secretary Hemry and Director Toney. Absent was CFO Basner.

The purpose of the meeting was to discuss items for the September 20, 2018, Board Meeting agenda.

President Davies adjourned the meeting at 3:25 p.m.

---

Attest Brenda Hemry, Secretary  
SEAL BEACH MUTUAL ELEVEN  
cv: 09/12/18

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **September 20, 2018**

Print Date: **9/12/2018**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
261-H	COUNTERS	BOTH	08/20/18	09/20/18	NO	NONE	NATIONWIDE PAINTING CONCEPT
261-L	CARPORT CABINET	GRF	08/23/18	09/01/18	NO	08/30/18 FINAL	HANDYMAN SERVICES
263-D	FLOORING	GRF	08/10/18	09/10/18	NO	08/20/18 FINAL	KARYS CARPET
264-B	HEAT PUMP	BOTH	10/04/18	01/10/19	NO	NONE	GREENWOOD
266-A	HEAT PUMP	BOTH	08/09/18	11/09/18	NO	08/23/18 FINAL	GREENWOOD
266-J	SLIDERS, WINDOWS,ELECT	BOTH	11/01/18	12/31/18	NO	NONE	MP CONSTRUCTION
266-L	WINDOWS	BOTH	08/27/18	09/27/18	NO	08/30/18 FINAL	SWENMAN CO
269-G	SLIDER, ELECTRICAL	BOTH	07/15/18	09/15/18	NO	NONE	LOS AL BUILDERS
272-L	FLOORING	GRF	08/27/18	09/27/18	NO	08/29/18 FINAL	ALEXANDER FLOORING
273-B	HEAT PUMP	BOTH	08/12/18	11/30/18	NO	NONE	GREENWOOD
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	08/22/18 UGPLU	BERGKVIST
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	08/22/18 FRAME	BERGKVIST
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	08/22/18 RPLUM	BERGKVIST
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	08/23/18 LATH	BERGKVIST
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	NONE	BERGKVIST
274-A	BATHROOM REMODEL	BOTH	08/06/18	09/21/18	NO	NONE	BERGKVIST
274-G	CARPORT CABINET	GRF	08/20/18	12/20/18	NO	NONE	LW DÉCOR
276-E	HEAT PUMP	BOTH	08/13/18	11/13/18	NO	09/07/18 FINAL	GREENWOOD
276-G	WINDOWS	BOTH	07/01/18	09/30/18	NO	NONE	MAMUSCIA CONSTRUCTION
279-H	SKYLIGHT, ELECTRICAL	BOTH	06/30/18	09/30/18	YES	NONE	M&M CONSTRUCTION
279-H	SKYLIGHT, ELECTRICAL	BOTH	06/30/18	09/30/18	YES	NONE	M&M CONSTRUCTION
279-H	SKYLIGHT, ELECTRICAL	BOTH	06/30/18	09/30/18	YES	NONE	M&M CONSTRUCTION
279-H	SKYLIGHT, ELECTRICAL	BOTH	06/30/18	09/30/18	YES	NONE	M&M CONSTRUCTION
281-G	PATIO PAVERS	GRF	07/16/18	08/31/18	NO	08/29/18 FINAL	LOS AL BUILDERS
282-B	FLOORING	GRF	09/19/18	09/19/18	NO	NONE	BIXBY PLAZA CARPETS
282-I	HEAT PUMP	BOTH	09/12/18	10/13/18	NO	NONE	ALPINE HEAT & AIR
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	08/20/18 UGPLU	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	09/11/18 FRAME	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	09/11/18 RPLUM	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	09/11/18 RELEC	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	09/11/18 S PAN	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	NONE	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	NONE	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	NONE	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	NONE	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	NONE	BJ&CO
285-I	REMODEL	BOTH	02/19/18	10/10/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	10/10/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	10/10/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	10/10/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	10/10/18	YES	NONE	KC CONSTRUCTION
286-D	FLOORING	GRF	09/15/18	10/15/18	NO	NONE	KARYS CARPET
286-J	HEAT PUMP	BOTH	08/06/18	11/06/18	NO	NONE	GREENWOOD

Pending Issue



# *Mutual Corporation No. Eleven*

---

## MEMO

---

**TO:** MUTUAL ELEVEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO PLAN FOR UNIT 269-G  
(BUILDING INSPECTOR'S REPORT ITEM A)  
**DATE:** SEPTEMBER 20, 2018  
**CC:** MUTUAL FILE

---

*I move to approve/deny the patio plan for Unit 269-G as submitted.*

# *Mutual Corporation No. Eleven*

---

## MEMO

---

**TO:** MUTUAL ELEVEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO PLAN FOR UNIT 281-H  
(BUILDING INSPECTOR'S REPORT ITEM B)  
**DATE:** SEPTEMBER 20, 2018  
**CC:** MUTUAL FILE

---

*I move to approve/deny the patio plan for Unit 281-H as submitted.*

# *Mutual Corporation No. Eleven*

---

## MEMO

---

**TO:** MUTUAL ELEVEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY VALENCE FOR UNIT 262-L  
(BUILDING INSPECTOR'S REPORT ITEM C)  
**DATE:** SEPTEMBER 20, 2018  
**CC:** MUTUAL FILE

---

*I move to approve/deny the valence above the door at Unit 262-L as submitted.*



# Mutual Corporation No. Eleven

---

## MEMO

---

**TO:** MUTUAL ELEVEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ADOPT POLICY 7541- CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS  
(UNFINISHED BUSINESS ITEM A)  
**DATE:** SEPTEMBER 20 2018  
**CC:** MUTUAL FILE

---

At the September 20, 2018 Board Meeting, the Board of Directors will vote to adopt Policy 7541 - Co-Occupants, Qualified Permanent Residents and Health Care Providers (attached).

***I move to adopt Policy 7541 - Co-Occupants, Qualified Permanent Residents and Health Care Providers on a preliminary basis until the 30-day posting period is completed.***

MUTUAL OPERATIONS**DRAFT****RESIDENT REGULATIONS****Co-Occupants, Qualified Permanent Residents and Health Care Providers**

The community facilities of the Golden Rain Foundation are maintained for the use of members of Leisure World Seal Beach with the following exceptions:

1. Co-Occupants

- a. Senior citizens, as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who are not members but are approved by the Mutuels to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9001 and 9002)
- b. In order to comply with section 51.3 of the California Civil Code, the following classes of citizens may reside in Leisure World Seal Beach.
  - i.) Is 55 years of age or older
  - ii.) Has completed the Co-Occupant Application
  - iii.) Has written authorization from the Mutual President, or any Mutual Officer so designated by the Mutual President, to reside in the dwelling unit.
  - iv.) Has paid the required Amenities Fee to the Golden Rain Foundation

2. Qualified Permanent Residents

- a. Persons who are not senior citizens as defined in California Civil Code Section ~~51.3(e)(1)~~ **51.3(b)(1)**, who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section ~~51.3(e)(2)~~, **51.3(b)(2)**, shall be entitled to use all of the community facilities upon payment of a fee equal to the Amenities Fee listed in Policy 5061-31. (Forms 9003 and 9004)

3. Health Care Providers

- a. Permitted health care residents, as defined in California Civil Code Section ~~51.3(e)(6)~~ **51.3(B)(7)**, shall be required to obtain Service Passes and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a monthly report of those health care providers residing in the Mutual.

# *Mutual Corporation No. Eleven*

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ADOPT POLICY 7490.PB.11 – PAYMENT AND PERFORMANCE BOND (UNFINISHED BUSINESS ITEM B)  
**DATE:** SEPTEMBER 20 2018  
**CC:** MUTUAL FILE

---

At the September 20, 2018 Board Meeting, the Board of Directors will vote to adopt Policy 7490.pb.11 – Payment and Performance Bond (attached).

***I move to adopt Policy 7490.pb.11 – Payment and Performance Bond on a preliminary basis until the 30-day posting period is completed.***

**MUTUAL OPERATIONS****ADOPT DRAFT****PHYSICAL PROPERTY****Payment and Performance Bond – Mutual Eleven**

RESOLVED, Performance Bond – permits for any construction work valued at more than \$10,000 performed in Mutual Eleven shall require a Performance Bond. The bond shall require sufficient funds in the event the work is not completed on time and according to approved plans and also to the satisfaction of Mutual Eleven for any reason. Exceptions are as follows:

1. The contractor is listed on the Physical Property list of approved contractors, and
2. The contractor has completed more than \$100,000 per year in contracts in Leisure World for the last three years.

**MUTUAL**                      **ADOPTION**

**ELEVEN:**

(draft created on 08-01-18 ka)

# *Mutual Corporation No. Eleven*

---

## MEMO

---

**TO:** MUTUAL ELEVEN BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THAT SERVICE MAINTENANCE  
ADD CART PARKING AT THE END OF CARPORTS (NEW BUSINESS ITEM A)  
**DATE:** SEPTEMBER 20, 2018  
**CC:** MUTUAL FILE

---

*I move to approve/deny that Service Maintenance add cart parking at the end of carports.*

# Mutual Corporation No. Eleven

---

## MEMO

---

**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY AMOUNT OF ADDITIONAL GUEST PASSES FOR 2019 (NEW BUSINESS ITEM B)  
**DATE:** SEPTEMBER 20, 2018  
**CC:** MUTUAL FILE

---

At the October 19, 2017, Board meeting the Mutual Board of Directors passed the following resolution: *RESOLVED, To authorize the GRF Executive Director and/or the Mutual Administration Director to issue four (4) ADDITIONAL guest passes, in accordance with GRF Policy 5536.1-33. Each guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of guest passes issued noting the Shareholder/Member name as the responsible party for the Guest, effective 2018–2019.*

In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, do hereby seek approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Mutual Board.

***I move to authorize the GRF Executive Director and/or the Mutual Administration Director to issue \_\_\_\_\_ ADDITIONAL Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2019.***

Date Board Approved: \_\_\_\_\_, 2018

Signature: \_\_\_\_\_, Print Name: \_\_\_\_\_  
***Board President or Secretary***