

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL ELEVEN
November 15, 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):
 - OptumCare Representative
 - Ms. Heinrichs, GRF Representative
 - Ms. Hopkins, Mutual Administration Director
 - Mr. Harper, Building Inspector
 - Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:
Regular Meeting Minutes of October 18, 2018
Special Meeting Minutes of November 6, 2018 (p.3)
6. BUILDING INSPECTOR'S REPORT Mr. Harper
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 4-5)
7. **GUEST SPEAKER – OptumCare**
8. GRF REPRESENTATIVE Ms. Heinrichs
9. **UNFINISHED BUSINESS**
 - a. Discuss and vote to ratify adopted/posted Policy 7490.pb.11 – Payment and Performance Bond (p. 6-7)
 - b. Discuss and vote to ratify adopted/posted Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers (p. 8-9)
10. **NEW BUSINESS**
 - a. Discuss and vote to approve/deny Total Landscape contract (p. 10)
 - b. Discuss and vote to cancel the Regular Board Meeting of December 20, 2018 (p.11)
11. SECRETARY / CORRESPONDENCE Mrs. Henry
12. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Basner

STAFF BREAK BY 3:00 p.m.

13. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
14. ANNOUNCEMENTS
 - a. **NEXT MEETING: December 20, 2018, at 1:30 p.m. in Clubhouse 3 Room 9**
15. COMMITTEE REPORTS
16. DIRECTORS' COMMENTS
17. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
18. ADJOURNMENT
19. EXECUTIVE SESSION

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

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

November 6, 2018

A Special Meeting of the Board of Directors of Seal Beach Mutual Eleven was called to order by President Davies at 2:30 p.m. on Tuesday, November 6, 2018, in the Physical Property Department Conference Room.

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

The purpose of the meeting was to discuss agenda items for the November 15, 2018, Board Meeting.

President Davies adjourned the meeting at 3:30 p.m.

Attest Brenda Hemry, Secretary
SEAL BEACH MUTUAL ELEVEN
ka: 11/07/18

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 15, 2018**

Print Date: 11/7/2018

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
262-L	AWNING	GRF	11/28/18	11/28/18	NO	10/23/18 FINAL	AAA AWNINGS
264-B	HEAT PUMP	BOTH	10/04/18	01/10/19	NO	NONE	GREENWOOD
269-G	PATIO	GRF	01/15/18	11/15/18	NO	NONE	AUGUIANO LAWN CARE
269-G	SLIDER, ELECT	BOTH	07/15/18	11/15/18	NO	FRAM NOT INSP	LOS AL BUILDERS
269-G	SLIDER, ELECT	BOTH	07/15/18	11/15/18	NO	LATH NOT INSP	LOS AL BUILDERS
269-G	SLIDER, ELECT	BOTH	07/15/18	11/15/18	NO	R ELE NOT INSP	LOS AL BUILDERS
269-G	SLIDER, ELECT	BOTH	07/15/18	11/15/18	NO	10/03/18 FIN WIR	LOS AL BUILDERS
269-G	SLIDER, ELECT	BOTH	07/15/18	11/15/18	NO	10/03/18 FINAL	LOS AL BUILDERS
273-B	HEAT PUMP	BOTH	08/12/18	11/30/18	NO	10/18/18 FINAL	GREENWOOD
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	10/17/18 FOOTING	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
273-H	REMODEL	BOTH	10/10/18	12/10/18	NO	NONE	JF CONSTRUCTION
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	09/21/18 FINAL	BERGKVIST
274-G	CARPORT CABINET	GRF	08/20/18	12/20/18	NO	09/21/18 FINAL	LW DÉCOR
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
275-A	REMODEL	BOTH	10/29/18	11/30/18	NO	NONE	BERGKVIST
276-A	ELECTRICAL PANEL	BOTH	10/10/18	05/10/19	NO	NONE	LW DÉCOR
276-G	WINDOWS	BOTH	07/01/18	09/30/18	NO	09/26/18 FINAL	MAMUSCIA CONSTRUCTION
279-H	SKYLIGHT	BOTH	06/30/18	09/30/18	YES	09/21/18 FINAL	M&M CONSTRUCTION
282-B	FLOORING	GRF	09/19/18	09/19/18	NO	09/21/18 FINAL	BIXBY PLAZA CARPETS
282-E	ONE SOLATUBE	BOTH	11/01/18	12/29/18	NO	11/1/18 FINAL	SOLATUBE HOME
284-C	HEAT PUMP	BOTH	10/11/18	01/11/19	NO	NONE	GREENWOOD
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	10/19/18 LATH	BJ&CO
284-G	REMODEL	BOTH	09/01/18	01/31/19	NO	10/19/18 DWALL	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-B	SOLATUBE X3	BOTH	09/30/18	12/31/18	NO	11/1/18 FINAL	SOLATUBE HOME
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	07/13/18 FOOTING	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	07/13/18 UGPLUM	KC CONSTRUCTION

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **November 15, 2018**

Print Date: **11/7/2018**

285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	10/09/18 SHEARW	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	10/09/18 INSUL	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	10/09/18 LATH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	10/09/18 RWIRE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	10/25/18 SCRACH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18/	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	12/30/18	YES	NONE	KC CONSTRUCTION
286-J	SLIDERS, WINDOWS,ELECT	BOTH	11/01/18	12/31/18	NO	NONE	MP CONSTRUCTION
286-J	HEAT PUMP	BOTH	08/06/18	11/06/18	NO	10/05/18 FINAL	GREENWOOD

Pending Issue

			ESCROW ACTIVITY					
UNIT #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF	
263-D		8/21/2018	09/24/18	9/26/2018	10/8/2018	10/10/2018	10/25/2018	
268-L		8/21/2017	12/18/17	12/20/2017	1/3/2018	1/5/2018		
270-H		12/20/2017						
275-C		12/28/2017	10/26/18	10/26/2018	11/7/2018	11/9/2018		
280-A		06/22/18						
284-I		06/12/18	07/23/18	07/25/18	08/06/18	08/08/18	09/24/18	

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

Contract Services	Project Discription
Empire Pipe Cleaning	Sewer Cleaning For The Next Three Years Ex 12/31/19
JC Kress	Painting for Plumbing Project Over Three Years Ex 12/31/20
Fenn Termite + Pest Control	Termite and Pest Control On Going
ERC	Asbestos Abatement for Plumbing Over Three Years Ex 12/31/20
John Nelson Plumbing	Copper Repipe Over Three Years Ex 12/31/20
Total Landscape	Landscaping Contract for Three Years Ex 12/31/18
Service Maintanance	Service Electrical Panels

SITE VISITS		
278-D	9/24/2018	Termites
277-K	10/1/2018	Termites
270-F	10/9/2018	Termites
268-H	Completed 09/30/2017	Skylight only no electrical, Contractor Alpha Master
269-F	10/19/2018	Roof Leak
280-F	10/23/2018	Post Special Inspection
261j	10/25/2018	Stop Work Notice, No Permit for Flooring

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7490.PB.11 – PAYMENT AND PERFORMANCE BOND (UNFINISHED BUSINESS ITEM A)
DATE: NOVEMBER 15, 2018
CC: MUTUAL FILE

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

The 30–day posting requirement has been met and on November 15, 2018, the Board of Directors will votet to ratify Policy 7490.pb.11 – Payment and Performance Bond.

I move to ratify adopted/posted Policy 7490.pb.11 – Payment and Performance Bond.

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.

DRAFT

MUTUAL

ADOPTION

ELEVEN:

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY ADOPTED/POSTED POLICY 7541- CO-OCCUPANTS, QUALIFIED PERMANENT RESIDENTS AND HEALTH CARE PROVIDERS (UNFINISHED BUSINESS ITEM B)
DATE: NOVEMBER 15, 2018
CC: MUTUAL FILE

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

The 30-day posting requirement has been met and on November 15, 2018 the Board of Directors will vote to ratify adopted/posted Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers.

I move to ratify adopted/posted Policy 7541 – Co-Occupants, Qualified Permanent Residents and Health Care Providers .

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 a Caregiver Pass 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 APPROVE/DENY TOTAL LANDSCAPE CONTRACT.
(NEW BUSINESS ITEM A)
DATE: NOVEMBER 15, 2018
CC: MUTUAL FILE

I move to approve/deny the contract with Total Landscape, for the years of 2019, 2020, 2021, at a cost not to exceed \$442,260 and authorize the President to sign the contract.

Mutual Corporation No. Eleven

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL THE REGULAR BOARD MEETING OF
DECEMBER 20, 2018 (NEW BUSINESS ITEM B)
DATE: NOVEMBER 15, 2018
CC: MUTUAL FILE

I move to cancel the Regular Board Meeting of December 20, 2018.