

**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL ELEVEN**  
**February 21, 2019**  
**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  
Mrs. Aquino, Recording Secretary
5. APPROVAL OF MINUTES:  
**Regular Meeting Minutes of January 17, 2019**
6. BUILDING INSPECTOR'S REPORT Mr. Harper  
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p. 3-4)
7. GRF REPRESENTATIVE Ms. Heinrichs
8. **UNFINISHED BUSINESS**
  - a. Discuss and vote to ratify the phone poll vote taken on February 6, 2019 (p. 5)
9. **NEW BUSINESS**
  - a. Accept the Resignation of Mutual Eleven Director (p. 6)
  - b. Appointment of New Mutual Eleven Director (p. 7)
  - c. Discuss and vote to approve/deny installation of pavers at Unit 270-F (p. 8)
  - d. Discuss and vote to approve/deny garden area at Unit 269-G (p. 9)
  - e. Discuss and vote to approve/deny patio/garden for Units 269-L and 285-L(p. 10)
  - f. Discuss and vote to approve/deny the schedule of Tree pruning and removal for 2019 (p. 11-13)
  - g. Discuss and vote to approve/deny appointment setting commitment by Mutual Board of Directors (p. 14)
  - h. Discuss and vote to approve/deny Mutual Finances and Board Approval of Fund Transfers (p. 15)
  - i. Discuss and vote to approve/deny maintaining procedure per Policy 7510 – Eligibility Requirements and the Stock Transfer Office (p. 16)
10. SECRETARY / CORRESPONDENCE Mrs. Henry
11. CHIEF FINANCIAL OFFICER'S REPORT Mrs. Basner

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

12. MUTUAL ADMINISTRATION DIRECTOR Ms. Hopkins
13. ANNOUNCEMENTS
  - a. **NEXT MEETING: March 21, 2019, 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 4:00 p.m.**

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **February 21, 2019**

Print Date: **2/15/2019**

## PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	START DATE	COMP. DATE	CHANGE ORDER	INSPECTION	CONTRACTOR / COMMENTS
261-J	FLOORING	GRF	12/07/18	12/07/18	NO	01/23/19 FINAL	KARYS CARPET
266-E	HEAT PUMP	BOTH	01/16/19	02/16/19	NO	02/11/19 FINAL	ALPINE HEAT & AIR
267-K	FLOORING	GRF	01/15/19	02/15/19	NO	01/15/19 FINAL	KARYS CARPET
268-F	HEATPUMP	BOTH	01/02/19	04/02/19	NO	01/16/19 FINAL	GREENWOOD
270-F	WINDOWS & DOORS	BOTH	01/30/19	03/08/19	NO	NONE	RS BUILT CONSTRUCTION
271-E	PATIO TILE	GRF	01/17/19	02/17/19	NO	01/28/19 FINAL	NATIONWIDE PAINTING CONCEPT
272-L	CABINET, LIGHT	BOTH	02/15/19	04/15/19	NO	NONE	LW DÉCOR
277-D	FLOORING	GRF	02/10/19	03/10/19	NO	NONE	KARYS CARPET
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 UGPLUM	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 RPLUM	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/12/19 FRAME	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/14/19 DWALL	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/14/19 LATH	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	02/14/19 SHPAN	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	NONE	BERGKVIST
277-H	REMODEL	BOTH	02/11/19	03/22/19	NO	NONE	BERGKVIST
278-A	HEAT PUMP	BOTH	01/15/19	04/15/19	NO	01/29/19 FINAL	GREENWOOD
281-F	HEAT PUMP	BOTH	01/14/19	04/30/19	NO	NONE	GREENWOOD
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 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	01/28/19 FINAL	BJ&CO
285-B	SHOWER CUT DOWN	GRF	01/21/19	02/21/19	NO	01/29/19 FINAL	NUKOTE
285-D	HEATPUMP	BOTH	02/06/19	05/10/19	NO	NONE	GREENWOOD
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	07/13/18 FOOTING	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	07/13/18 UGPLUM	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 SHEARW	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 INSUL	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 LATH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/09/18 RWIRE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	10/25/18 SCRACH	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	11/19/18 RPLUMB	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	11/20/18 FRAME	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	1/21/19 DWALL	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-I	REMODEL	BOTH	02/19/18	04/30/19	YES	NONE	KC CONSTRUCTION
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	11/9/18 FOOTING	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	11/9/18 UGPLUM	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/03/18 SHEAR	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/11/18 RWIRE	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/11/18RPLUM	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/11/18 FRAME	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/11/18 RHVAC	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/13/18 INSUL	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/19/18 LATH	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/21/18 SCRACH	JC KRESS
285-L	REMODEL	BOTH	10/01/18	02/25/19	NO	12/21/18 ROOF	JC KRESS
286-H	AIR HANDLER	BOTH	01/23/19	04/23/19	NO	01/30/19 FINAL	GREENWOOD

# INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **11**

INSPECTOR: **Mark Harper**

MUTUAL BOARD MEETING DATE: **February 21, 2019**

Print Date: **2/15/2019**

## Escrow Activity

Unit #	NMI	PLI	NBO	FI	FCOEI	COE DATE	ROF
263-L		11/09/18	01/07/19	01/08/19	01/18/19	01/22/19	02/04/19
270-H		12/20/17					
274-J		11/27/18					
280-A		06/22/18					
282-B		01/08/19					

NMI = New Member Inspection PLI = Per 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 Ex 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 Maintenance	Landscaping Contract For Three Years 12/30/21

### Site Visits

272-F	1/8/2019	Downspout
277-F	1/8/2019	Roof Leak
278-E	1/8/2019	Lock Box
281-J	1/9/2019	Roof Leak
276D	1/30/2019	Air in Water Lines
279L	2/4/2019	Leak in Patio Area

# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO RATIFY PHONE POLL TAKEN ON FEBRUARY 6, 2019 (UNFINISHED BUSINESS ITEM A)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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On February 6, 2019, the Board of Directors conducted a phone poll regarding proposed legal opinion regarding financial procedures and approvals.

On February 21, 2019, the Board of Directors will vote to ratify the phone poll conducted on February 6, 2019.

***I move to ratify the phone poll conducted on February 6, 2019, to approve the legal opinion, from Roseman Law, APC, regarding recent legislations pertaining to Board approval of the transfer of funds in excess of certain amounts, and guidance for procedures, as to the approval process in order to comply, as well as the preparation of a resolution that can be used in connection with the same, at a cost not to exceed \$222.22, and authorize the President to sign the necessary documentation.***

# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO ACCEPT RESIGNATION OF MUTUAL ELEVEN  
DIRECTOR TONEY (NEW BUSINESS ITEM A)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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On January 24, 2019, Director Walter Toney resigned from the Mutual Eleven Board of Directors.

*I move to accept, with regret, the resignation of Director Walter Toney, effective January 24, 2019.*

# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** APPOINTMENT OF A NEW MUTUAL ELEVEN DIRECTOR  
(NEW BUSINESS ITEM B)  
**DATE:** AUGUST 16, 2018  
**CC:** MUTUAL FILE

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On January 24, 2019 the Mutual Eleven President accepted the Resignation of Walter Toney, Mutual Eleven Director, and will appoint a new Mutual Eleven Director for the remaining 2018–2020 term of office.

*The Mutual Board of Directors appoint \_\_\_\_\_ to the Mutual Eleven Board of Directors, for the remaining 2018–2020 term of office.*

# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY INSTALLATION OF PAVERS AT  
UNIT 270-F (NEW BUSINESS ITEM C)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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A sketch has been submitted to the Board of Directors, and on February 21, 2019 the Board of Directors will vote to approve/deny the submitted paver plans for Unit 270–F.

***I move to approve/deny the installation of pavers, per plans submitted by Unit 270–F.***



# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY GARDEN AREA AT UNIT 269-G  
(NEW BUSINESS ITEM D)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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A sketch has been submitted to the Board of Directors, and on February 21, 2019 the Board of Directors will vote to approve/deny the submitted Garden Area plans for Unit 269–G.

***I move to approve/deny the Garden Area plans submitted by Unit 269-G, work to begin after the existing tree is removed, and further that once the tree is removed any incurred damage will be the responsibility of the contractors completing the work.***

# *Mutual Corporation No. Eleven*

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY PATIO/GARDEN AREA FOR  
UNITS 269- L AND 285-L (NEW BUSINESS ITEM E)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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A sketch has been submitted to the Board of Directors, and on February 21, 2019 the Board of Directors will vote to approve/deny the submitted Patio/Garden Designs for UnitsA 269-I, 285-L.

***I move to approve/deny the Patio/Garden Designs for Unit 269-I, 285-L, as submitted.***

# Mutual Corporation No. Eleven

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY THE SCHEDULE OF TREE PRUNING AND REMOVAL FOR 2019 (NEW BUSINESS ITEM F)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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On February 8, 2019, Total Landscape Maintenance submitted an estimate for tree pruning and removal (attached).

On February 21, 2019, the Mutual Board of Directors will vote to approve/deny the submitted estimate for tree pruning and removal.

***I move to approve/deny the estimate for tree pruning and removal, at a cost not to exceed \$11,500, with work to be Total Landscape Maintenance, and authorize the President to sign the contract, and further acknowledge that the tree pruning and tree trimming costs have been included in the 2019 Budget.***

# TOTAL LANDSCAPE MAINTENANCE

ESTIMATE

P.O. BOX 18658  
 ANAHEIM, CA 92817  
 (714) 777-4803

Date	Estimate #
2/8/2019	1013

Name / Address
Seal Beach Leisure World Mutual 11 Accounts Payable P. O. Box 2069 Seal Beach, CA 90740

Job Address
Mutual 11

Description	Terms	Net 30
	Total	
Annual tree trimming/ Shape and thin the following trees unless noted otherwise:		
#278F - 1 Pepper		220.00
#278G - *Stake Jacaranda (Not trimmed) -no charge		0.00
#278G - 1 Ficus		150.00
#274I - 1 Alder trim away from wires		75.00
#274J - 1 Myoporum tree and stump - remove		370.00
#274 - 5 Eucalyptus		1,500.00
#272 - 3 Pepper		300.00
#272 - Australian Willow - trim/raise bottom foliage - no charge		0.00
#273D -1 Alder tree and stump - remove		940.00
#269D - 3 Pepper		450.00
#270K - Trim dead growth from tree		50.00
#266E - 1 Pepper		200.00
#266B - 1 Pepper		200.00
#265J - 1 Dying Alder tree and stump - remove		900.00
#269 end - 2 New Zealand Christmas trees		400.00
#268D - 1 Carrotwood		220.00
#268B - 1 Carrotwood		220.00
#267L - 1 Mulberry		120.00
#280I - 3 Jacaranda		600.00
#282G - 1 Carrotwood		220.00
#283A - 1 Ficus		400.00
#283C - 1 Carob		400.00
#282I - 1 Oak tree and stump - remove		250.00
Price includes clean up and debris removal.	<b>Total</b>	

# TOTAL LANDSCAPE MAINTENANCE

ESTIMATE

P.O. BOX 18658  
 ANAHEIM, CA 92817  
 (714) 777-4803

Date	Estimate #
2/8/2019	1013

Name / Address
Seal Beach Leisure World Mutual 11 Accounts Payable P. O. Box 2069 Seal Beach, CA 90740

Job Adress
Mutual 11

Description	Terms	Net 30
	Total	
#286 - 1 Pepper		310.00
#264I - 1 Pepper		310.00
#265I - 1 Pepper		310.00
261E - Remove roots - no charge		0.00
264D - 1 Dead Willow - remove		120.00
284 - 2 New Zealand Christmas trees		400.00
283J - 1 Melaleuca - remove lower branches		150.00
All Pear trees clean out any "Fire Blythe" effected growth		600.00
<i>269L - Remove Peppers Tree</i>		<i>1000.00</i>
Price includes clean up and debris removal.	<b>Total</b>	<i>11,385.00</i> <b>\$10,385.00</b>

# Mutual Corporation No. Eleven

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY APPOINTMENT SETTING COMMITMENT BY MUTUAL BOARD OF DIRECTORS (NEW BUSINESS ITEM G)  
**DATE:** FEBRUARY 19, 2019  
**CC:** MUTUAL FILE

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The GRF staff provides valuable services to all Mutuals, 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 need to take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may insure accomplish all goals and tasks are accomplished in a timely and productive manner.

Observance that appointments are required to meet with the following departments and staff: Mutual Administration, Accounting, Physical Properties, Service Maintenance and Purchasing Department.

Yes, there are emergencies and emergencies can be readily defined as:

- Posing an immediate threat to life, health, property, or environment
- Has already caused loss of life, health detriments, property damage, or environmental damage
- Has a high probability of escalating to cause immediate danger to life, health, property, or environment

In this our commitment to you is:

- Response to all requests for appointments within:
  - If request is made **before** 1 pm (business day), the same day.
  - If request is made **after** 1 pm (business day), the next business day by 10am

***I move to approve/deny, a commitment, by the Board of Directors of Mutual \_\_\_\_\_, to help and support the unified mission of the collective Mutuals of Leisure World Seal Beach, to insure appointments are made to meet with GRF staff.***

# Mutual Corporation No. Eleven

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE APPROVE/DENY MUTUAL FINANCES AND BOARD APPROVAL OF FUND TRANSFERS (NEW BUSINESS ITEM H)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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In compliance with new legislation, Assembly Bill 2912 (AB 2912) – *Association Finances*, which as of January 1, 2019, has gone into effect, the Board of Directors are now required to provide a review of all Financials. This bill is intended to require the Board of Directors to provide a greater oversight of the finances of their associations, to better protect against fraudulent activity, and potential loss.

On February 21, 2019 the Mutual Board of Directors will vote to approve/deny the Funds Transfer as submitted by the Mutual Attorney.

***I move to approve/deny that, in compliance with Assembly Bill 2912 (AB 2912) – Association Finances, the Mutual Board of Directors approve the “Resolution to Authorize Transfer of Funds” and further,***

***WHEREAS, Civil Code 5380(b)(6) requires that the Board of Directors (“Board”) of Seal Beach Mutual No. Fourteen (“Mutual”) give prior written approval for transfers of funds in amount greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combined reserve and operating account deposits, whichever is lower, that the Golden Rain Foundation (“GRF”) receives on the Mutual’s behalf, into Mutual accounts.***

***WHEREAS, Civil Code 5502 requires that the Board give prior written approval for any transfers of greater than ten thousand dollars (\$10,000.00) or five percent (5%) of the Mutual’s total combine reserve or operating accounts, whichever is lower.***

***WHEREAS, the Board hereby certifies that a majority of the Board members present representing a quorum has voted on this resolution, in compliance with Civil Code Section 5380(b)(6) and/or Civil Code 5502.***

# Mutual Corporation No. Eleven

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## MEMO

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**TO:** MUTUAL BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION  
**SUBJECT:** DISCUSS AND VOTE TO APPROVE/DENY MAINTAINING PROCEDURE PER POLICY 7510 – ELIGIBILITY REQUIREMENTS AND THE STOCK TRANSFER OFFCIE (NEW BUSINESS ITEM I)  
**DATE:** FEBRUARY 21, 2019  
**CC:** MUTUAL FILE

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On June 7, 2017 the Mutual Board of Directors passed the following resolution:

*RESOLVED, that according to Policy 7510.11, if there is a question of financial eligibility; Mutual Eleven is **NOT** to be contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.*

On February 21, 2019, the Mutual Board of Directors will vote to approve/deny maintaining procedure per Policy 7510.11 – Eligibility Requirements.

***I move to approve/deny, that notwithstanding previous Board Action, that according to Policy 7510.11, if there is a question of financial eligibility; Mutual Eleven President WILL BE contacted by the Stock Transfer Office in the event of a non-qualifying financial issue.***