

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
ADMINISTRATION BUILDING CONFERENCE ROOM
February 8, 2016
Open Meeting 9:30 a.m.

SHAREHOLDER(S) COMMENTS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

ROLL CALL

INTRODUCTION OF STAFF:

Mrs. Dodero, GRF Representative
Mrs. Weller, Mutual Administration Director
Mr. Van Horn, Building Inspector

APPROVAL OF MINUTES – Regular Monthly Meeting of January 11, 2016
Special Meeting of January 19, 2016
Special Meeting of January 27, 2016

GRF REPRESENTATIVE'S REPORT

Mrs. Dodero

BUILDING INSPECTOR'S REPORT

Mr. Van Horn

CORRESPONDENCE

REPORTS – a. Directors

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Mrs. Weller

OLD BUSINESS – a. Reserve Study

Ms. Woelfel

NEW BUSINESS – a. Install SmartBurners and reduce number of roofs to be reroofed?

Ms. Woelfel
Mr. Croft

b. Resolution to install SmartBurners in all units with standard cooktops

c. Mutual Nine Annual Shareholders' Meeting & Election

Ms. Liebel
Mr. Croft

d. Amend Bylaws on ballot for two-year Director terms

e. Rescind Policies 7440 – Communications, 7451 – Standardization Committee, 7491 – Roof Extensions, and 7491.1 – Roof Leak Procedure

Mr. Croft

f. Adopt Policy 7403.9 – Building Alterations or Additions and rescind Policy 7403 – Building Alterations or Additions

Mr. Croft

ANNOUNCEMENTS

SHAREHOLDER(S) COMMENTS

EXECUTIVE SESSION (legal, member issues)

ADJOURNMENT

NEXT AGENDA MEETING: February 24, 2016; NEXT BOARD MEETING: March 14, 2016;
Shareholder's Annual Meeting & Election: Friday, May 27, 2016

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
January 19, 2016**

A Special Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by Vice President Croft on Tuesday, January 19, 2016, at 9:00 a.m. in Clubhouse Three, Room 2.

Those members present were: Vice President Croft, Secretary Liebel, CFO Woelfel, and Directors Cvikel, Schnafer and Wheeler. President Dodero was absent.

The purpose of the meeting was open roofing bids and vote, discussion about electrical smoke detectors and SmartBurners, and discussion about rain gutter issues.

Following a discussion about the opened roofing bids, upon a MOTION duly made by Director Schnafer and seconded by CFO Wheeler, it was

RESOLVED, To accept Roofing Standards for the roofing contractor and additional information will be added to the contract.

The MOTION passed.

The meeting was adjourned at 10:55 a.m.



Attest

Teri Liebel, Secretary
SEAL BEACH MUTUAL NINE

pw:1/19/16

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

January 27, 2016

A Special Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by President Dodero on Wednesday, January 27, 2016, at 9:00 a.m. in Clubhouse Three, Room 9.

Those members present were: President Dodero, Vice President Croft, Secretary Liebel, CFO Woelfel, and Directors Cvikel, Schnauffer and Wheeler.

The purpose of the meeting was to discuss agenda items for the February 8, 2016, Regular Board Meeting.

The meeting was adjourned at 11:30 a.m.



Attest

Teri Liebel, Secretary
SEAL BEACH MUTUAL NINE

cd:1/27/16

2016 Mutual Election Schedule

Mu.	No. of Units	Quorum	No. of Directors Being Elected	Candidate Application Begins (90 days before election)	Candidate Application Deadline (60 days before election)*	Ballots Mailed (30 days before election)**	Meeting Day	Meeting Date	Meeting Time	Notes
MAY										
10	276	92	8	Thurs. 2/18	Sat. 3/19	Mon. 4/18	3 rd Wed.	5/18	10 a.m.	Annual Meeting only; election in odd-numbered years
14	328	110	9	Fri. 2/19	Sun. 3/20	Tues. 4/19	3 rd Thurs.	5/19	10 a.m.	
7	384	128	6	Sat. 2/20	Mon. 3/21	Wed. 4/20	3 rd Fri.	5/20	10 a.m.	
8	348	116	5	Tues. 2/23	Thurs. 3/24	Sat. 4/23	4 th Mon.	5/23	10 a.m.	No conflict with Memorial Day
4	396	132	6	Thurs. 2/25	Sat. 3/26	Mon. 4/25	4 th Wed.	5/25	10 a.m.	
16	60	20	5	Thurs. 2/25	Sat. 3/26	Mon. 4/25	4 th Wed.	5/25	2 p.m.	
11	312	104	6	Fri. 2/26	Sun. 3/27	Tues. 4/26	4 th Thurs.	5/26	10 a.m.	
9	384	128	7	Sat. 2/27	Mon. 3/28	Wed. 4/27	4 th Fri.	5/27	10 a.m.	
JUNE										
3	432	144	7	Thurs. 3/10	Sat. 4/9	Mon. 5/9	2 nd Wed.	6/8	10 a.m.	
12	452	151	7	Fri. 3/11	Sun. 4/10	Tues. 5/10	2 nd Thurs.	6/9	10 a.m.	
2	864	288	9	Sat. 3/12	Mon. 4/11	Wed. 5/11	2 nd Fri.	6/10	10 a.m.	
1	844	282	9	Tues. 3/15	Thurs. 4/14	Sat. 5/14	2 nd Mon.	6/13	10 a.m.	Nine directors will be elected but terms will be staggered.
5	492	164	8	Wed. 3/16	Fri. 4/15	Sun. 5/15	2 nd Tues.	6/14	10 a.m.	
15	502	168	7	Sat. 3/19	Mon. 4/18	Wed. 5/18	3 rd Fri.	6/17	10 a.m.	
6	408	136	7	Sat. 3/26	Mon. 4/25	Wed. 5/25	4 th Fri.	6/24	10 a.m.	
17	126	42	3	Wed. 3/30	Fri. 4/29	Sun. 5/29	4 th Tues.	6/28	10 a.m.	Staggered Elections

NOTE:

* = On deadlines that fall on a Saturday or Sunday, applications will be accepted the following Monday. Candidate applications must be received in the Stock Transfer Office by no later than 4:30 p.m. on the deadline day.

** = If the date to mail ballots (30 days before the election) falls on a Friday, Saturday or Sunday, the ballots will be mailed the previous Thursday.

MUTUAL OPERATIONS**RESCIND****SERVICE MAINTENANCE****Communications**

1. The Service Maintenance Supervisor will determine if a matter needs to be called to the attention of the Physical Property representative of the Mutual involved or if it can be routinely handled. If the matter is one that needs to be taken up with the Service Maintenance Supervisor, an advance appointment should be arranged.
2. When a department head or supervisor is invited to attend a Mutual Board meeting, delays will be eliminated if advance information on the subject to be discussed is provided. Necessary materials and information relating to the subject under discussion can then be brought to the meeting by the department head or supervisor.
3. Questions pertaining to overcharges or other matters pertaining to Accounting should be taken up by telephone with the office of the Controller. If further explanation is necessary following the telephone call, an appointment will be arranged with the appropriate person.

MUTUAL OPERATIONS**ACCOUNTING DEPARTMENT****RESCIND****Standardization Committee**

On December 8, 1971, the Presidents' Council appointed three members of a joint committee to work with representatives of the Physical Property Council and the Purchasing Agent with the assignment of making recommendations of standardization for replacement equipment.

On December 2, 1971, the Physical Property Council appointed three members to the joint committee.

Recommendations of the committee will be found in Sections 7452 et seq. The first recommendations were made to the Presidents' Council in March 1972 and to the Physical Property Council in May 1972.

Both councils recommended the continuance of the joint committee.

MUTUAL OPERATIONS

RESCIND

PHYSICAL PROPERTY

Roof Extensions

RESOLUTION:

WHEREAS some residents of this Mutual have requested permission to remodel the building in which they reside by extending the roof structure to cover the existing patio area, and

NOW THEREFORE BE IT RESOLVED that the Physical Property Department of the Golden Rain Foundation is hereby authorized to approve individual requests by residents for this remodeling and issue a building permit in the regular form for this work, subject to the following conditions:

1. The contractor performing the work must be a contractor licensed in the State of California as a General Contractor.
2. The contract form to be used will be the standard contact form as developed by the Physical Property Department.
3. The construction will conform to the plans and specifications approved by the architect of the Los Angeles Office of the Federal Housing Administration.
4. A building permit will be obtained from the City of Seal Beach, California.
5. Resident agrees that title to the remodeling and addition shall vest in the Mutual Corporation.

MUTUAL ADOPTION

ONE	02-25-01	NINE	11-19-74
TWO	11-20-69	TEN	01-27-71
THREE	10-20-69	ELEVEN	10-16-69
FOUR	10-27-69	TWELVE	01-09-69
FIVE	11-19-69	FOURTEEN	05-05-70
SIX	10-24-69	FIFTEEN	09-04-74
SEVEN	11-21-69	SIXTEEN	12-11-74
EIGHT	04-26-74	SEVENTEEN	Not Applicable

MUTUAL OPERATIONS**RESCIND****PHYSICAL PROPERTY****Roof Leak Procedure****RESOLUTION:**

Mutual No. ____ hereby resolves to authorize the Service Maintenance Department to make roofing repairs if a roofing contractor fails to effect warranty repairs within fifteen (15) working days from notification by the Physical Property Department. The following procedure will be followed:

When a roof leak is reported by a resident, a Mutual Director or the Service Maintenance Department:

1. The leak is reported to the Physical Property Department, and recorded in the Roof Leaks Log.
2. The Physical Property Department Secretary reports the leak to the appropriate Inspector.
3. The Physical Property Inspector initiates a Roof Leak Report.
4. The Inspector determines whether the leak is under warranty and, if not, whether it is the responsibility of the Mutual or the resident.
 - a. If the leak is under warranty:
 1. The Inspector notifies, in writing, the contractor holding the warranty. The contractor is given a period of 15 working days to repair the leak.
 2. If the leak is not repaired within 15 working days by the contractor:
 - a. The inspector notifies the Service Maintenance Department to perform the work.
 - b. Upon completion, the Service Maintenance Department prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Department, and forwards an SRO to accounting to invoice the contractor.
 3. The Inspector notifies the Physical Property Department Secretary to record the job as complete in the Roof Leaks Log.
 - b. If the leak is not under warranty and is the responsibility of the Mutual:

(May 01)

MUTUAL OPERATIONS**RESCIND****PHYSICAL PROPERTY****Roof Leak Procedure**

1. The Inspector reports the leak to the Service Maintenance Department. The Service Maintenance Department performs the work; prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Departments; and generates a Service Repair Order and invoicing.
2. The Inspector notifies the Department Secretary to record the job as complete in the Roof Leaks Log.

Mutual Six Only: Use the following Section b, Item 1:

- b. If the leak is not under warranty and is the responsibility of the Mutual:
 1. The Inspector reports the leak to the Mutual President and the Service Maintenance Department is notified to repair the leak as soon as possible.
- c. If the leak is not under warranty and is the responsibility of the resident:
 1. The Inspector sends a letter to the resident that the leak is their responsibility. A copy of the letter is sent to the Mutual President and to file.
 2. The Inspector notifies the Department Secretary to record the job as such in the Roof Leaks Log.

See Page 3 for Mutual Adoption Dates

MUTUAL OPERATIONS

RESCIND

PHYSICAL PROPERTY

Roof Leak Procedure

MUTUAL ADOPTION

ONE	04-26-01
TWO	04-19-01
THREE	04-13-01
FOUR	05-07-01
FIVE	04-18-01
SIX	04-24-01
SEVEN	04-20-01
EIGHT	04-23-01
NINE	04-09-01
TEN	04-25-01
ELEVEN	04-19-01
TWELVE	04-12-01
FOURTEEN	04-11-01
FIFTEEN	04-16-01
SIXTEEN	04-16-01
SEVENTEEN	Not Applicable

MUTUAL OPERATIONS**NEW POLICY DRAFT****PHYSICAL PROPERTY****Building Alterations or Additions**

A GRF permit for alterations or additions to buildings in this Mutual will not be issued by the Physical Property Department until a written, signed proposal and contract between the shareholder and the contractor (describing the work to be done by the contractor, the fees to be charged, and the start and completion dates for the work) has been presented to the Physical Property Department along with the application for issuance of a building permit.

A GRF permit shall be valid for a period of 180 calendar days only. It may be extended at the sole discretion of the Mutual and the GRF Building Inspector. Extensions will generally be granted only for unforeseen circumstances. If the work under the permit has not been completed in a manner satisfactory to the Mutual and the GRF Building Inspector prior to the expiration of the GRF permit and an extension has not been granted, the contractor, and/or shareholder shall return the Mutual building and appurtenances that were affected by the work to a condition that is satisfactory to the Mutual and the GRF Building Inspector within five business days after expiration of the GRF permit or the Mutual will have any work that was requested that was not satisfactorily done completed at the shareholder's expense.

Further, a penalty of \$250 per day (\$150 per day Mutual Twelve only) shall be assessed to the contractor by the Mutual and paid to the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF permit. The Mutual Board may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems.

All power operated Skylights are to be Underwriters Laboratory approved and an electrical permit is required for hard wiring to the existing circuits. The shareholder assumes all responsibility for safety and maintenance of the equipment.

Skylights in Permanent Roof Extension

THAT Mutual NINE authorizes the Physical Property Department to issue permits for the installation of skylights in patio permanent roof extensions, as approved by HUD and according to the following Mutual specifications:

1. Size

- a. Up to 32" x 64"**

2. Position

- a. Thirty inches in front of building stucco wall.**

MUTUAL OPERATIONS**NEW POLICY DRAFT****PHYSICAL PROPERTY****Building Alterations or Additions**

- b. Long side of skylight parallel with rafters.**
- c. Long side of skylight across the rafters.**
 - 1. Middle rafter may be cut and the header headed in.**

Skylights for Bathrooms or Kitchens

Article 11 of the Occupancy Agreement states that maintenance of the roofs of residential buildings is the responsibility of the Mutual. A skylight may be placed in any room of an apartment when the Mutual Board determines whether attic space at the place of choice does not inhibit a particular installation. Skylights may be installed through a contract between the shareholder and a contractor under inspection by the Physical Property Department. The responsibility for maintenance of skylight installations requires definition and agreement.

At the time of installation or replacement of skylights or skylight domes, single-sided foam tape must be applied between the frame and skylight dome. Further, that a maximum of five (5) skylights be allowed in a unit (includes any bathroom, kitchen, bedroom, or living room).

In the kitchen and original bathroom area, a skylight shall not exceed 24" X 24" in either length or width, but the "tunnel" may be flared.

A typical skylight installation consists of a dome to admit light, a wood shaft that extends from the dome down to the interior ceiling in the room, wood curbing for mounting the dome, and steel flashing to make the installation watertight.

Responsibilities are as follows:

During the warranty period, the contractor is responsible for the entire skylight installation. After the warranty period, the following responsibilities apply:

- a. Mutual: The Mutual is responsible for the curbing and flashing since this will normally be changed when the building is reroofed.**
- b. Shareholder: The shareholder is responsible for the skylight dome, skylight operating mechanism, the shaft (including painting), and the ceiling grid.**

MUTUAL OPERATIONS**NEW POLICY DRAFT****PHYSICAL PROPERTY****Building Alterations or Additions**

- 1) The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above roof sheathing.
- 2) All flashing material shall be at least 26-gauge and consist of galvanized sheet metal.
- 3) The top flashing shall consist of a 4" x 14" saddle.
- 4) Flashing on the sides shall be 4" x 6" and stepped to match the layers of shingles.
- 5) The bottom flashing shall be a minimum of 4" x 6".
- 6) One-half-inch x 5" flashing shall be placed on top of the curb, lapped over step flashing, all the way around the skylight.
- 7) Only curb-mounted skylights shall be allowed in the Mutual. Self-flashing skylights are prohibited.

Microwave Ovens

The Physical Property Department will issue a permit for such installation by licensed contractors; costs to be borne by the shareholder, and

FURTHER, that the oven will become a permanent installation to be maintained by the shareholder, and on resale of the Mutual stock for the unit, the new shareholder will assume responsibility for maintenance.

Ceiling Fans

Ceiling fans are permitted in any location in a unit provided that the ceiling fan in said room has been disabled and an approved alternate heat source has been installed and is operational. A permit from the Physical Property Department is required and installation shall be by a licensed contractor, providing that it meets the City's specifications of a 6' x 8" clearance from blades to floor.

MUTUAL OPERATIONS**NEW POLICY DRAFT****PHYSICAL PROPERTY****Building Alterations or Additions****Washers and Dryers in Units**

A washer and dryer in a shareholder's unit of any make or model, whether side-by-side or stackable, shall be cleaned on a two-year basis; i.e., to have all dryer vent areas thoroughly cleaned and free of lint for clear passage of air flow from inception of machine to rooftop areas. A sticker with the date of cleaning must be affixed to the cleanout cover every time a cleaning is performed.

In addition, if a FloodStop FS3/4NTP System is not installed, then one must be installed on the hot and cold water lines, per manufactures recommendations, prior to close of escrow. All washing machine hoses and fittings must be checked for any leakage and replaced, as needed. In all close of escrow and changes of stock, all fittings must be inspected.

Further, during the fire inspections, the Physical Property Inspector(s) will compile a list of all units containing a washer and dryer. Shareholders who have a washer and dryer shall have the washer and dryer cleaned and any hoses replaced, as needed. The resident shareholder assumes full responsibility for any damage incurred as a result of a personal washer and/or dryer in the unit.

Installation of Bathtubs

Installation of bathtubs shall require a minimum inside width of 19 inches. The installation of tempered glass shower doors whenever a permit is issued for the installation of a bathtub/shower. A bathtub without a shower is exempt from this requirement.

At the shareholders expense, a shower door shall be installed (piano hinge) when shower cut-downs are performed in units.

MUTUAL ADOPTION

NINE:

MUTUAL OPERATIONS**RESCIND POLICY****PHYSICAL PROPERTY****Building Alterations or Additions**

A GRF permit for alterations or additions to buildings in this Mutual will not be issued by the Physical Property Department until a written, signed proposal and contract between the shareholder and the contractor (describing the work to be done by the contractor, the fees to be charged, and the start and completion dates for the work) has been presented to the Physical Property Department along with the application for issuance of a building permit.

The following paragraph applies to all Mutuals except Seven, Nine and Seventeen:

Further, a penalty of \$100 per day shall be assessed to the contractor by the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF permit. The Mutual Board, or its designee, may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems. The shareholder or homeowner will receive all penalty fees.

The following paragraph applies to Mutuals Seven and Twelve only:

Further, a penalty of \$250 per day (\$150 per day Mutual Twelve only) shall be assessed to the contractor by the Mutual and paid to the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF permit. The Mutual Board may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems.

The following paragraph applies to Mutual Nine only:

A GRF permit shall be valid for a period of 180 calendar days only. It may be extended at the sole discretion of the Mutual and the GRF Building Inspector. Extensions will generally be granted only for unforeseen circumstances. If the work under the permit has not been completed in a manner satisfactory to the Mutual and the GRF Building Inspector prior to the expiration of the GRF permit and an extension has not been granted, the contractor, and/or shareholder shall return the Mutual building and appurtenances that were affected by the work to a condition that is satisfactory to the Mutual and the GRF Building Inspector within five business days after expiration of the GRF permit or the Mutual will have any work that was requested that was not satisfactorily done completed at the shareholder's expense.

MUTUAL OPERATIONS**RESCIND POLICY**

PHYSICAL PROPERTY

Building Alterations or AdditionsMUTUAL ADOPTIONAMENDMENTS AMENDMENTS

ONE	03-25-71	01-25-07	
TWO	02-18-71	01-18-07	
THREE	11-16-70	11-08-06	
FOUR	03-01-71	12-13-06	
FIVE	12-16-70	01-17-07	
SIX	01-22-71	01-23-07	
SEVEN	02-19-71	12-15-06**	03-18-11
EIGHT	02-22-71	01-22-07	02-23-15 Rescinded
NINE	02-09-71	01-08-07*	03-18-11
TEN	01-27-71	01-24-07	
ELEVEN	03-18-71	01-18-07	
TWELVE	03-11-71	01-11-07	
FOURTEEN	12-11-70	01-23-07	
FIFTEEN	12-16-70	01-15-07	
SIXTEEN	03-11-71	01-15-07	
SEVENTEEN	12-05-06*		

*First and fourth paragraphs apply

**First and third paragraphs apply

*****First, second and third paragraphs apply – Mutual Twelve**