IMPORTANT!
Please read carefully!

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS SEAL BEACH MUTUAL NINE November 14, 2016

The Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Nine was called to order by Vice President Croft at 9:30 a.m. on Monday, November 14, 2016, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.

SHAREHOLDER(S') COMMENTS

Several shareholders made comments.

ROLL CALL

Present:	Vice President Croft, CFO Woelfel, and Directors Wheeler, and Dodero
Absent:	President Schnaufer, Secretary McCown, and Director Cvikel
Guests:	Ten Mutual Nine shareholders
Staff:	Ms. Hopkins, Mutual Administration Director Mr. Van Horn, Building Inspector Mrs. Aquino, Recording Secretary

Vice President Croft welcomed the shareholders and staff to the meeting.

MINUTES

Vice President Croft asked if there were any corrections to the Regular Meeting minutes of October 10, 2016. A correction was noted on page 3 first resolution should state "The MOTION passed with two "no" votes (Dodero and Woelfel). The minutes were approved as corrected.

BUILDING INSPECTOR'S REPORT

Inspector Van Horn updated the Board on activity in the Mutual (attached).

Inspector Van Horn left the meeting at 9:38 a.m.

GRF REPRESENTATIVE

Mrs. Dodero updated the Board on GRF activity.

MUTUAL ADMINISTRATION DIRECTOR

Ms. Hopkins updated the Board on Mutual Administration activity.

CORRESPONDENCE

There was no correspondence.

DIRECTORS COMMENTS

Several Directors made comments.

OLD BUSINESS

Following a discussion, and upon a MOTION duly made by CFO Woelfel and seconded by Director Dodero, it was

> RESOLVED, To approve the Occupancy Agreement Governing Document Legal Compliance Resolution (M9R040).

The MOTION passed.

OLD BUSINESS (continued)

Following a discussion, and upon a MOTION duly made by Director Dodero and seconded by CFO Woelfel, it was

> RESOLVED, To rescind Policy 7582 – Towing Vehicles.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Dodero and seconded by CFO Woelfel, it was

> RESOLVED, To adopt Policy 7582.9 – Towing Vehicles on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, it was the consensus of the Board to postpone sending the draft to the attorney regarding cumulative voting, Directors at–large, and two year terms until the next Regular Board Meeting.

Following a discussion, and upon a MOTION duly made by CFO Woelfel and seconded by Director Wheeler, it was

> RESOLVED, To ratify Policy 7592.9 – Use of Radio Controlled and/or Remotely Controlled Vehicles.

The MOTION passed.

NEW BUSINESS

Vice President Croft stated that the SmartBurners have been ordered.

Following a discussion, and upon a MOTION duly made by CFO Woelfel and seconded by Director Wheeler, it was

> RESOLVED, To adopt policy 7471.9 – Pest Control on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Dodero and seconded by CFO Woelfel, it was

> RESOLVED, To adopt Policy 7502.9 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Dodero and seconded by Director Wheeler, it was

> RESOLVED, To cancel the November 23, 2016, Workshop Meeting.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Director Dodero and seconded by CFO Wheeler, it was

> RESOLVED, To cancel the December 12, 2016, Regular Board Meeting.

The MOTION failed for lack of vote.

NEW BUSINESS (continued)

Following a discussion, it was the consensus of the Board to postpone discussion of 2017 Guest passes until the next Regular Board Meeting.

Following a discussion, and upon a MOTION duly made by CFO Woelfel and seconded by Director Wheeler, it was

> RESOLVED, To not raise the garage rental fees for 2017.

The MOTION passed.

SHAREHOLDER COMMENTS

Several shareholders made comments.

ADJOURNMENT

Vice President Croft adjourned the meeting at 10:35 a.m. and announced that there would be an Executive Session following to discuss member and legal issues.

Attest
Robert Croft, Vice President
SEAL BEACH MUTUAL NINE
ka:11/18/16
Attachments

NEXT MEETING: Monday January 9, 2017

RESOLUTIONS IN THE REGULAR MONTHLY MEETING OF November 14, 2016

11/14/16

RESOLVED, To approve the Occupancy Agreement Governing Document Legal Compliance Resolution (M9R040).

RESOLVED, To rescind Policy 7582 – Towing Vehicles.

RESOLVED, To adopt Policy 7582.9 – Towing Vehicles on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To ratify Policy 7592.9 – Use of Radio Controlled and/or Remotely Controlled Vehicles.

RESOLVED, To adopt policy 7471.9 – Pest Control on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To adopt Policy 7502.9 – Carport Regulations on a preliminary basis until the 30-day posting period is completed.

RESOLVED, To cancel the November 23, 2016, Workshop Meeting.

RESOLVED, To not raise the garage rental fees for 2017.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (09) NINE

INSPECTOR: Dave Van Horn

MUTUAL BOARD MEETING DATE: November 14, 2016

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
214 B	REMODELING UNIT	BOTH			NO	DRYWALL/LATH	LOS AL, SIGNED BOTH 11/1/2016
237 E	WASHER/DRYER	BOTH			NO	PLUMBING	LOS AL, SIGNED 10/31/2016
214 B	REMODELING UNIT	BOTH			NO	FRMAE/INSULATION	LOS AL, SIGNED BOTH 10/27/2016
213 A	1/2 BATH	BOTH			NO	R. PLUMB ELEC	K&K, SIGNED BOTH 10/27/2016
214 B	R.PLUMB,ELEC,HEATPUMP	BOTH			NO	R. PLUMB ELEC	LOS AL, SIGNED 10/26/2016
218 G	HEATPUMP	BOTH			NO	SIGNED OFF	GREENWOOD 10/13/2016

ESCROW ACTIVITY

UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
217 L			11/04/16	11/07/16			
233 B			10/25/16	10/26/16	11/07/16		
212 K			10/17/16	10/18/16	10/31/16		

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: **(09) NINE**

INSPECTOR: **Dave Van Horn**

MUTUAL BOARD MEETING DATE: **November 14, 2016**

NMI = New Member Inspection PLI = Pre-Listing Inspection NBO = New Buyer Orientation
FI = Final Inspection FCOEI = Final COE Inspection ROF = Release of Funds

CONTRACTS

CONTRACTOR	PROJECT
PINNACLE LANDSCAPE	LANDSCAPE MAINTENANCE 5/15/2016-5/15/2018
FENN TERMITE & PEST COMTROL	3/31/2015-3/31/2017
FENN TERMITE & PEST COMTROL	BAIT STATIONS 7/15/2016
PINNACLE LANDSCAPE	TREE TRIMMING START 11/7/2016- COMPLETION 11/23/2016

SPECIAL PROJECTS

CONTRACTOR	PROJECT
220 L, REGARDING ITEMS NOT WORKING	11/1/2016
218 J, ITEMS WRONG @ UNIT	10/19/2016
223 B, SPECIAL INSPECTION	10/18/2016
211 I, REGARDING SLIDING GLASS DOOR & REMOVAL	10/12/2016

NORMA WOELFEL -

MUTUAL 9 DIRECTOR /CFO'S REPORT

Board of Director's Meeting – November 14, 2016

Mutual 9 is comprised of 32 buildings of 12 Units each (or 384 Units).

		Reserves as of 1/1/2017
Re-paint all 32 buildings @ approx. $ 7,500 ea.:	240,000.	197,151
Re-paint all 14 carports @ approx. $ 6,500 ea:	91,000.	
Re-pipe 32 buildings @ approx. $45,000 ea.:	1,440,000.	319,031
Re-roof 32 buildings @ approx. $85,000 ea.:	2,720,000.	1,921,744
Replace 32 original sewers @ approx. $100,000 ea.:	3,200,000.	
Total to fully renovate all 32 buildings & carports:	*$ 7,691,000.*	*$ 2,437,826*

Leaving a very uncomfortable deficit of ($ 5,253,074.) (Or, $13,680 per Unit)

In a perfect world, your M9 Board of Directors could easily make the decisions to immediately bring your Mutual up to tip top shape – but unfortunately it is not the perfect world we would like at this time. If you, as a welcomed M9 Shareholder, attend either the monthly M9 Workshop (4th Wednesday, 9:30 AM, CH 3, Room 9) or the monthly Board of Directors Meeting (2nd Monday, 9:30 AM, Conference Room, Administration Building), you will begin to understand our heated discussions on just how, where and when to prudently spend our money and get the best bang for our buck, and what actually is the first priority. Today, we cross our fingers and forget about the $3,200,000 needed for the sewer systems – but we know that one by one they will start to raise their ugly heads.

Your Board has already voted to paint the buildings next year – and have bids out to ascertain if a full paint job or just the trim is the the best value now.

Then, are we going to plan to re-roof all 32 buildings over the next 5 years, or borrow from the Roofing Reserve to copper pipe all our buildings over the next 2 years, continuing to patch our roofs for the next 10? Or, perhaps can we do some of both, spread over the next 6-7 years as our Reserves continue to increase?

These are just some of the decisions that are facing your M9 Board today.

MUTUAL 9

FINANCIAL OVER-VIEW AS OF OCTOBER 31, 2016

EXPENSE

(Includes Trust Maintenance, Utilities, Professional Fees, Outside Services, Taxes & Insurances, Contributions to Reserves, Depreciation

MONTH (OCTOBER 31, 2016)		2016 YEAR TO DATE	
	(Over)		(Over)
BUDGET	ACTUAL	BUDGET	ACTUAL
133,602	148,341	1,336,020	1,381,369

Legal Fees continue to plague our Mutual – cost to date, $43, 395, or, $9.42 per M9 shareholder. Another high ticket item for the year to date is standard maintenance calls for service requests: The service calls, themselves add up to $66,574 ($12,394 over Budget) and a $46,110 deduction in our Appliance Reserve for replacement of items such as refrigerators, shower walls, cracked sinks, etc. Another $60,000 Appliance Reserve expense will also hit when we receive the 300 sets of Smart Burners we have ordered to be installed in all M9 Units (with standard range tops) as soon as possible. However, this may take a few months to complete, as we are still waiting to place our order of 300 sets (of 4 each) until we can get another Mutual or two to join our order to get the discount offered when ordering 500. It's looking more like the first of 2017.

INCOME

(Includes Regular Assessments, Income from Services, Financial Income, Misc. Income, Reserve Funding, Contributions to Capital

(OCTOBER)	(Under-Budget)	(YTD)	(Over-Budget)
BUDGET	ACTUAL	BUDGET	ACTUAL
133,601	131,921	1,336,010	1,348,604

We are UP so far for the year by $12,594, which, if you put it into perspective, just pays for our Over-Budget Service calls of $12,394.

Total Net Worth & Liabilities as of September 30, 2016	4,656,424.30
Total Net Worth & Liabilities as of October 31, 2016	4,725,267.01
Increase in Net Worth & Liabilities	$ 68,842.71

Painting Reserve	*190,485.22*	*Appliance Reserve*	*39,965.38*
Roofing Reserve	*1,896.738.13*	*Contingency Reserve*	*145,638.09*
Infrastructure Reserve	*286,337.06*		
	2,373,560.41		

RESOLUTI0N M9R040

Governing Document Legal Compliance Resolution

WHEREAS, the Golden Rain Foundation Executive Director has brought to the attention of all Seal Beach Mutual Boards in the OCCUPANCY AGREEMENT Memo dated August 16, 2016 that Seal Beach Mutuals' Occupancy Agreements in Article 23 apply late charges on Carrying Charges/Assessments **more than 10 days in arrears** while **Civil Code §5650 (h)** states, "Regular and special assessments levied pursuant to the governing documents are **delinquent 15 days after they are due** . . ." as well as other requirements for application and collection of late charges. Additionally the memo suggests that Seal Beach Mutual governing documents may differ with the law or be silent on other fines and late charges, and

WHEREAS, governing document amendment is a simple process for rules and regulations but requires, for all other governing documents, The Articles of Incorporation, The Occupancy Agreement and The By-Laws, a ballot measure at the Annual Meeting of Shareholders or at a Special Shareholder Meeting called for that purpose, and

WHEREAS, California Civil Code §4205. Hierarchy of Governing Documents and the Law (a) of the Common Interest Development Act states, "To the extent of any conflict between the governing documents and the law, the law shall prevail."

IT IS RESOLVED, that Seal Beach Mutual No. 9 directs the GRF to, in the current situation, inform Mutual 9 of changes recommended in accounting practice to bring Mutual 9 into compliance with the law and upon Board RESOLUTION in concurrence implement those changes. Mutual 9 will not amend our Occupancy Agreement at this time.

FURTHER RESOLVED, that Mutual 9 directs GRF to continue to monitor and assess issues of governing document compliance with the law and recommend needed changes in practice for Mutual 9 Board RESOLUTION. Said monitoring to continue even if Mutual 9 amends governing documents, as laws will continue to change.

RESOLUTI0N M9R040: Governing Document Legal Compliance Resolution while Civil Code §5650 (h) and California Civil Code §4205

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Nine

A towing program is hereby established which permits the Security Department to remove and store vehicles parked on Mutual **Nine (9)** property that are inoperable, abandoned, blocking a fire lane or are parked in such a manner as to constitute a hazard. The authority for this action is contained in Section 22658(a) of the California Vehicle Code (CVC).

In conformance with the CVC, an appropriate sign will be posted at both entrance gates warning 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.

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 on 09/29/16 jl)
(Revisions added 11/14/16 jl)

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Nine

B. ~~Other Vehicles~~ **Towing 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. 9 liability ceases when the towing service removes the vehicle from Leisure World property.

DRAFT

MUTUAL ADOPTION

NINE: ***date after 30 day posting period***

(Draft created on 09/29/16 jl)
(Revisions added 11/14/16 jl)

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

SHAREHOLDER REGULATIONS

Towing Vehicles – Mutual Nine

7582.9 Form

ACCOUNT INFORMATION FORM: ☐Original ☐Updated _____

Property/Complex Name: Mutual Nine Corporation		
Property Address: 13531 St. Andrews Drive		
City: Seal Beach, CA **Zip:** 90740		
TG Map Grid: **Cross Streets:**		
Mailing Address (if different than above): P.O. Box 2069 Seal Beach, CA 90740		
Property Management Company □ Yes □ No		
If Yes, Name, Address & Phone: Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740		
Manager Name	**Asst Manager Name**	**On-Site Contact Name**
Executive Director	Mutual Administration Manager	Security Chief
Phone: 562-431-6586	**Phone:** 562-431-6586	**Phone:** 562-431-6586
Fax:	**Fax:**	**Fax:**
Email:	**Email:**	**Email:**
Security Company □ Yes □ No		
If Yes, Name, Address & Phone: Internal Department of Property Management Company		
(562) 431-6586 Ext# 377		

(2) Board Members Authorized To Sign for Vehicle Removals	**1**	**Title: President**
	2	**Title: Vice-President**
	3	**Title: CFO**
	4	**Title: Secretary**
	5	**Title: Director**
	6	**Title: Director**
	7	**Title: Director**

Please Check Appropriate Boxes:

□ Fire Lane Removals	□ Visitor Only Parking	□ Posted "Tow-Away Zone"
□ Ingress/Egress Interference	□ Mgr Only Parking	□ GRF Policy 1920
□ Within 15' of Fire Hydrant	□ Expired Tags	□ GRF Policy 7502.9
□ Parking Permits	□ No Street Parking	□ GRF Policy 7582.9
□ Handicap Parking	□ Tenants authorized to tow	□ Carport Policy
□ Blocking Garages	□ Time Limit Parking	□
□ Blocking Dumpster	□ Proof of residence required – Describe:	
□ Double Parked		

Local Rate Jurisdiction:	
Tow Rate:	**$185**
Storage Rate / Day:	**$55**
Other:	**Gate Fee: $92.50 Drop Fee: $60**

(Draft created on 09/29/16 jl)
(Revisions added 11/14/16 jl)

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Pest Control — Mutual Nine

Mutual Nine contracts with a professional pest control company to service the needs of the Mutual and the Shareholders, when requested.

MUTUAL NINE PAYS FOR: Professional Annual Termite Inspections; service calls for immediate termite repairs; rodent bait stations throughout the Mutual; mole, gopher, skunk control, removal of bees (includes carpenter bees), yellow jacket hives, and fleas infesting a common area. Mutual pays for exterior treatments required for attics, patios, and garden areas ONLY. *(Shareholder must call ~~s their Mutual Director~~* ***Service Maintenance*** *to report the need for exterior treatments in the common areas adjacent to their Apartment /the Building Structure)* If rodents enter a unit from openings in the building structure, the openings will be secured and rodent traps will be provided inside the unit for 1 month ONLY after the openings are secured.

SHAREHOLDER SHALL PAYS FOR: All interior unit treatments for ants, roaches, silverfish, mites, gnats, mosquitoes, flies, vinegar flies, pantry pests, weevils, spiders, earwigs, crickets, lizards, bed bugs, fleas, and any other indoor pest. Shareholders requesting interior pest control services must contact a ~~Mutual Director~~. ***Service Maintenance.*** Regular Pest control services are on a once-a-week basis. Shareholder must be at home. No "key entry permission" may be granted to employees of outside services.

~~THE MUTUAL DIRECTOR WILL: Inform the shareholder of responsibility for charges and call in the shareholder's request to GRF Maintenance for the next available weekly visit.~~ If the shareholder requests immediate service, a "service charge" will be added to their bill for this service. Any request regarding bed bug services will be reported immediately to ~~a Mutual Director~~ *Service Maintenance*, the shareholder will be charged for this special service call.

MUTUAL ADOPTION

Nine **Nov 16**

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine

A. Carport Use

Carports are to be used for parking of self-propelled land vehicles in operating condition. Any stored items in the carports must be completely contained in the carport cabinets except as noted below. All vehicles must have a current DMV registration **and sufficient insurance as mandated by the State of California Vehicle Code (CVC) § 22658** or a SBLW decal issued by the Golden Rain Foundation **Security Department affixed and displayed on the lower left windshield,** depending on the type of vehicle.

1. **Any vehicle that is in non-compliance with these rules may be towed at the owner's expense as specified in CVC § 22658 and in towing Policy 7582.**

Current fire regulations prohibit the storage of fuel oil or any combustible material in the carport areas.

All vehicles, when parked in the carports, must be headed in.

In accordance with the Seal Beach Municipal Code 9.20.010, any vehicle leaking oil, anti-freeze, or any other hazardous material is prohibited from parking in a Mutual carport or on a Mutual street or driveway. It is the shareholder's responsibility to clean up any hazardous material. If the Mutual needs to have them cleaned up, the shareholder will be billed for the cleaning. All hazardous waste materials, including kitty litter used for cleanup, must be disposed of at an Orange County-approved hazardous waste site.

Carport space may not be rented out to anyone who is not a Mutual Nine shareholder.

Bicycle or tricycles in operating condition and a folding grocery cart may be placed under the cabinets in the shareholder's assigned or rented space. Other vehicles in operating condition, including motorcycles, mopeds, electric carts, bicycles and tricycles, must not be parked between self-propelled land vehicles because that would infringe upon another shareholder's vehicle space. If the shareholder is not using the carport space for an automobile, the space may be used for bicycles or tricycles, but they must be removed on carport cleaning day.

Ladders may be hung or placed beneath the shareholder's storage cabinet. Carport space may not be used by non-residents beyond the 60-day period allowed for visitors and must be removed on carport cleaning day.

Shareholders are permitted to have a secondary carport storage cabinet installed beneath the existing cabinet. Approval must be obtained from the Mutual Board of Directors and the GRF Physical Property Department prior to installation. The dimensions, color, and hardware on the lower cabinet must match the spacing, color, and hardware on the upper cabinet ~~(see~~

(date)

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine

~~attached sketch)~~ **(see attached sketch SK001 and SK002).** The cabinet, if attached to the exisiting structure or not, will require a permit from the GRF Physical Property Department. ALL Plywood for the cabinet must be ¾-inch thick, treated for termite resistance, and have at least one good side which shall be on the exterior of the cabinet. A standard 60-inch concrete or plastic wheel stop shall be installed far enough from the cabinet to protect it from being hit by a parked vehicle's front bumper. Cabinet may not extend beyond the front edge of the concrete slab under the existing cabinet and may enclose all or a portion of the area beneath the existing upper cabinet. **Any vehicle parked in a carport with secondary cabinets installed must not extend beyond the carport drip line.**

The cabinet to be added requires a **Licensed** contractor if the cost is over $500. If the cost is under $500, the shareholder **or Handyman registered with the GRF Physical Property Department** may install the cabinet ~~but~~ **and** must follow the **GRF Physical Properties** Contractors Rules & Regulations. **Both the Shareholder and Licensed Contractor Requirements for General Liability Insurance, Additional Insured Endorsement(s), and Workers Compensation Insurance if applicable.** Unless otherwise authorized by the Mutual **Board of Directors** no ~~installation~~ **work** will be permitted on weekends **or holidays** according to the **GRF** Physical Property Contractor Rules & Regulations.

Any shareholder who installs a secondary carport storage cabinet without Board approval and a permit from the Physical Property Department must, upon receipt of a written notice of violation, cure that violation within ten (10) days (the "cured period"). If the violation is not cured within the cure period, the cabinet will be removed and any resulting damage to the carport repaired at the shareholder's expense.

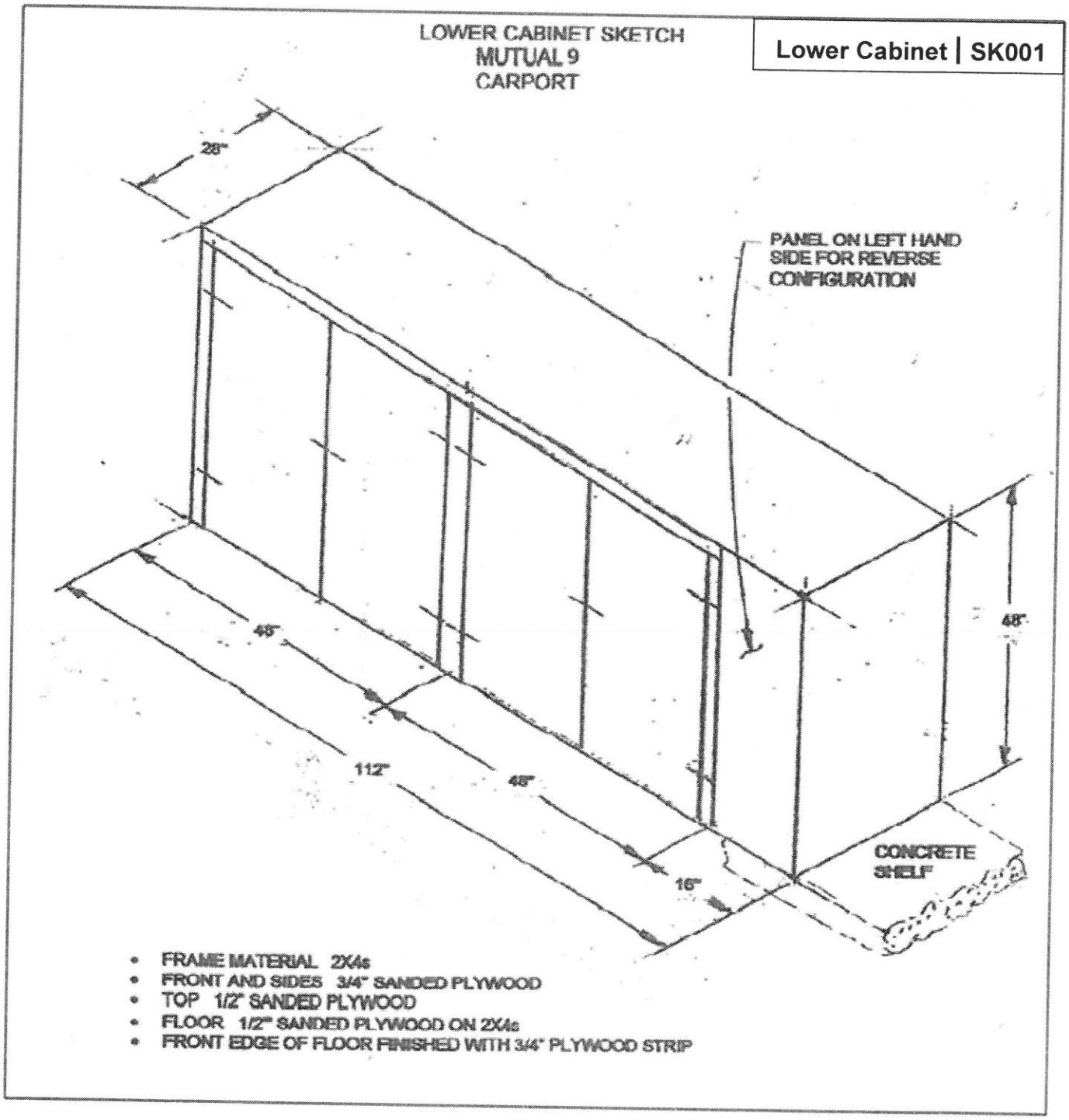
(date)

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine



(date)

MUTUAL OPERATIONS

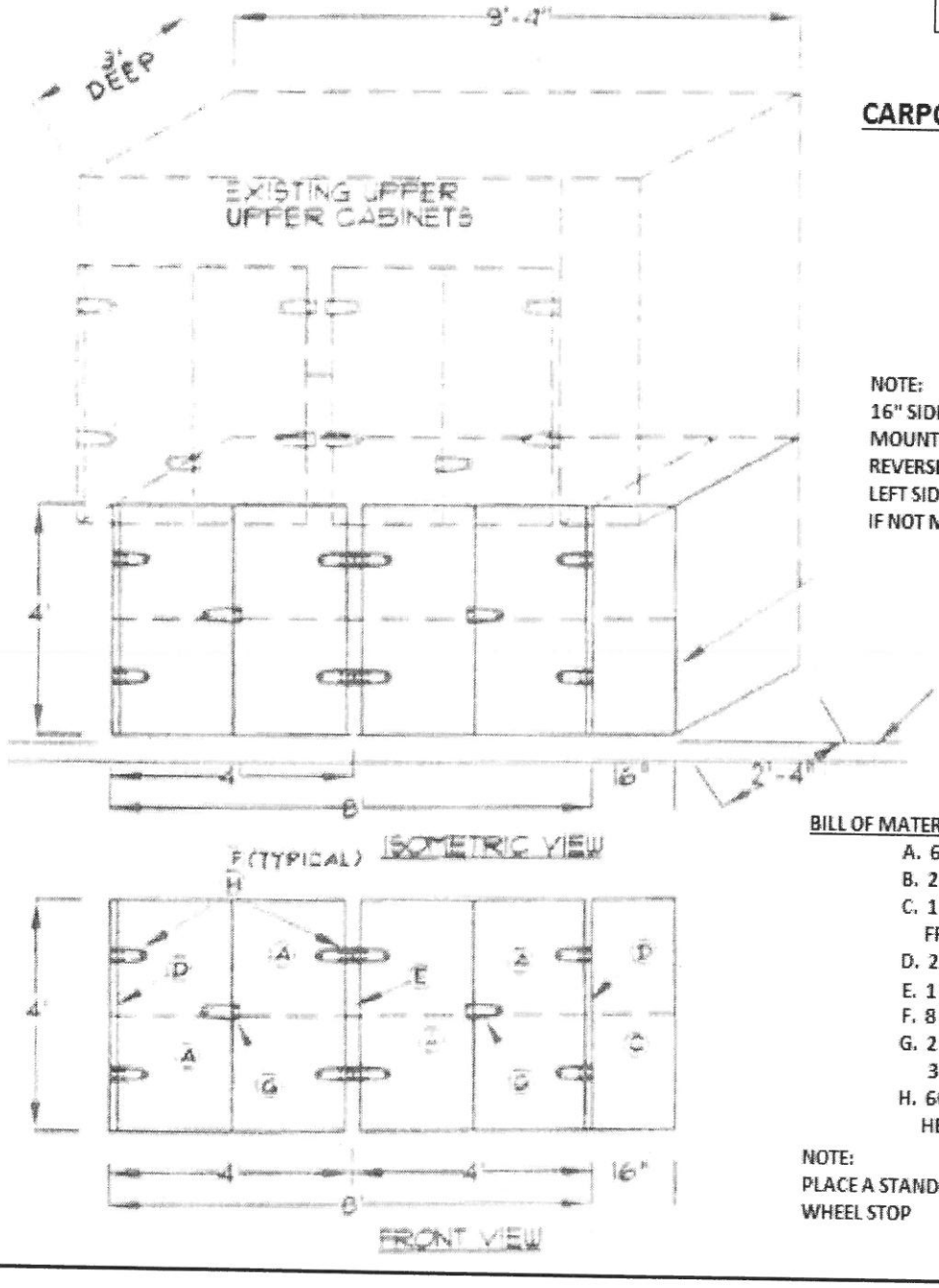
SHAREHOLDER REGULATIONS

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine

Upper Cabinet | SK002

CARPORT CABINET SKETCH



NOTE:
16" SIDE PANEL WHEN CABINET MOUNTED ON RIGHT SIDE WALL
REVERSE PANEL WHEN ON LEFT SIDE AND BOTH PANELS REQUIRED IF NOT MOUNTED AGAINST SIDE WALL

BILL OF MATERIAL

A. 6 EA 2"X4" 3/4" PLY HANDY PANEL BC
B. 2 EA 2"X8" 3/4" PLYWOOD CDX
C. 1 EA 16"X4" PLY HANDY PANEL BD CUT FROM A. ABOVE
D. 2 EA 1"X4" PLY STRIPS FOR HINGES
E. 1 EA 2"X4" CENTER STRIP FOR HINGES
F. 8 EA STANLEY HINGES 14-2610
G. 2 EA STANLEY 75-5204 ZINC PLATED 3 1/2" LOCKING KEY HASP SET
H. 60 3/32"X3/4"PLATED PHILLIPS HEADCADIUM PLATED SCREWS

NOTE:
PLACE A STANDARD 60" CONCRETE OR PLASTIC WHEEL STOP

(date)

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine

CONTRACTOR REQUIREMENTS

(CONTRACTORS EARNING $5,000 OR MORE FOR ANY SINGLE PROJECT)

Contractor shall submit (and keep current) the following documentation to the Physical Property Department:

1. ☐ Business card
2. ☐ Photocopy of Contractor's License (wallet size)
3. ☐ Photocopy of City of Seal Beach Business License (May be obtained when pulling 1st City Permit)
4. ☐ Federal Tax ID Number: _____ **or W-9**
5. ☐ Certificate of Insurance noting a thirty (30) day Notice of Cancellation.

A) ☐ **Insurance Carrier Rating**
Insurance Carriers shall be **"A RATED or BETTER"** by AM Best Insurance Rating standards

B) ☐ **General Liability Insurance**
$1,000,000 combined single limits
Bodily Injury & Property Damage

☐ **Inclusive of:**
Premises/Operations
Owners & Contractors Protective
Products/Completed Operations
Personal Injury

C) ☐ **Additional Insured Endorsement(s)**
Separate endorsement(s) shall name both entities listed below as **Additional Insured**. Additional Insured status coverage shall include **Ongoing and Completed Operations**.
Golden Rain Foundation
Seal Beach Mutuals 1 - 17

D) ☐ **Workers Compensation Insurance**
Statutory (Employers Liability) - $1,000,000 minimum limits, or as required by the State of California

E) ☐ **Workers' Compensation Waiver of Subrogation Endorsement applicable in California**
A separate endorsement waiving subrogation against **Golden Rain Foundation and Mutuals 1-17** for losses arising from work performed by or on behalf of the named insured.

F) ☐ **Auto Liability Insurance**
$1,000,000 combined single limits, Bodily injury & Property Damage.
Inclusive of: Scheduled and/or, non-owned/hired Auto's (minimally)

6. ☐ EPA Lead Renovation, Repair and Painting Certificate.
7. ☐ Asbestos - Contractors are responsible for any and all testing and abatement necessary to comply with code.
8. ☐ An Orientation Meeting must be scheduled with the Physical Property Supervisor prior to final approval.
9. ☐ Invoices Mail:

Golden Rain Foundation or Seal Beach Mutual 1-17
Attn: Accounts Payable
PO Box 3519
Seal Beach, CA 90740
Email: orfap@lwsb.com

10. Are Sub contractors going to be utilized? ☐ Yes ☐ No

If yes, contractor hereby confirms that all sub-contractor(s) utilized by said contractor shall comply with the insurance requirements set herein prior to commencement of work. Contractor shall be responsible to ensure that its authorized representatives, employees, agents and any parties doing work on contractor's behalf, are in compliance with listed requirements.

11. Confirmation of acceptance of terms:
I hereby agree to comply with and maintain all requirements as stated above.

Company _____

Signature _____ Date _____
Contractor

Signature _____ Date _____
GRF Representative

The Certificate of Insurance shall be mailed, e-mailed and/or faxed to:

Golden Rain Foundation and Mutuals 1-17
Physical Property Department
P.O. Box 2069
Seal Beach, CA 90740-4344

562-431-6586, Ext. 352
562-431-5316-Fax
sharonh@lwsb.com

IF YOUR INSURANCE BROKER/CARRIER REQUIRES CLARIFICATION OF THESE REQUIREMENTS, PLEASE HAVE THEM CONTACT DLD INSURANCE AT 949-553-5696 MARIA SANDUCCI AT MSANDUCCI@DLDINS.COM

rev. 10/23/2014

(date)

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

DRAFT POLICY FOR AMENDMENTS

Carport Regulations – Mutual Nine

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

SAMPLE

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MUTUAL ADOPTION **AMENDMENT(S)**

NINE: ***date after 30 day posting period***

(date)