

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
ADMINISTRATION BUILDING CONFERENCE ROOM
October 9, 2017
(Meeting begins at 9:30 a.m.)

CALL TO ORDER / PLEDGE OF ALLEGIANCE

ROLL CALL

SHAREHOLDER(S) COMMENTS (2-3 minutes per shareholder)

INTRODUCTION OF STAFF:

Ms. Dillard, National Service Company
Ms. Miller, Director of Finance
Mr. Dodero, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Van Horn, Building Inspector

APPROVAL OF MINUTES: **Regular Meeting September 11, 2017**

GUEST SPEAKER – National Service Company

Ms. Dillard

a. Leasing of Washers and Dryers

GUEST SPEAKER –

Ms. Miller

a. Approval of the 2018 Budget (page 3)

BUILDING INSPECTOR'S REPORT (pages 4-5)

Mr. Van Horn

MUTUAL ADMINISTRATION DIRECTOR'S REPORT

Ms. Hopkins

GRF REPRESENTATIVE'S REPORT

Mr. Dodero

CORRESPONDENCE

Mrs. Dodero

CHIEF FINANCIAL OFFICER'S REPORT

Mrs. Turner

PHYSICAL PROPERTY REPORT

Mr. Croft

DIRECTORS' COMMENTS

Directors

UNFINISHED BUSINESS –

- a. Ratify amended/posted Policy 7333.9 – Income Items and Their Distribution (page 6) Ms. Turner
- b. Ratify rescinded/posted Policy 7305 – Depreciation – Straight Line Method (page 7) Ms. Turner
- c. Ratify amended/posted Policy 7551.G – Unsanitary Premises and Fire Loading Conditions (pages 8-9) Mr. Croft
- d. Ratify rescinded/posted Policy 7574.9 – Satellite Dish Installation (pages 10-11) Mr. Croft
- e. Discuss adopting Policy 7403.G.9 – Skylights & Sola Tubes (pages 12-16) Mr. Croft
- f. Discuss amending Policy 7415.9 – Patio and Porch Area Regulations (pages 17-21) Mr. Croft
- g. Update on Painting & Re-piping Ms. McCown
- h. Update on Mutual Potluck in November Mrs. Dodero/Ms. Meyer

(STAFF BREAK (TIME TO BE DETERMINED BY PRESIDENT – 15 MINUTES))

NEW BUSINESS –

- a. Information on Roofing Bids Mr. Croft
- b. Letters to Shareholders regarding Fire and Safety Inspections, Caregivers, Empty Units, etc Ms. Turner

- c. Discuss and vote on spraying for Lawn Fungus Mrs. Schnauffer
- d. Rescind the following Resolutions: **(page 22)** Mrs. Schnauffer
M9R004, M9R005, M9R008, M9R0017, and M9R0028
- e. Discuss amending Policy 7530.9 – Withdrawal Inspection **(page 23)** Mrs. Schnauffer
- f. Discuss rescinding Policy 7708 – Listing Inspection and adopting **(pages 24-25)** Mrs. Schnauffer
Policy 7708.09 – Listing Inspection
- g. Discuss rescinding Policy 7711 – Stock and Membership **(pages 26-27)** Mrs. Schnauffer
Transfers Outside Escrow and adopting Policy 7711.09 – Stock and Membership Transfers
Outside Escrow
- h. Discuss amending Policy 7712.09 – Stock and Membership **(page 28)** Mrs. Schnauffer
Affected by Escrow
- i. NSBN Engagement Letter **(page 29)** Mrs. Schnauffer
- j. Board Resolution Guest Passes **(page 30)**
- k. ID Cards Memo Mutual Presidents and ID Cards Sign Sheet **(page 31-33)**
- l. LA Seismic Survey 2017 – Project Description Leisure World **(page 34-35)**

SHAREHOLDER(S)' COMMENTS (2-3 minutes per shareholder)

ADJOURNMENT

EXECUTIVE SESSION (legal, member issues)

STAFF WILL LEAVE THE MEETING BY 12:10 P.M.

**NEXT BOARD MEETING: Monday, November 13, 2017, at 9:30 a.m.
Administration Building Conference Room A**

Mutual Board Resolution to Pass the 2018 Budget

RESOLVED, To accept the 2018 Operating Budget for Mutual Nine of \$ 1,693,881 , resulting in a regular monthly assessment of \$ 367.60 per apartment per month, for an increase of \$ 19.93 per month over the total regular assessment of 2017, as presented, and to adopt this budget forthwith.

INSPECTOR MONTHLY MUTUAL REPORT

MUTUAL: (09) NINE

INSPECTOR: Dave Van Horn

MUTUAL BOARD MEETING DATE: OCTOBER 9, 2017

PERMIT ACTIVITY							
UNIT #	DESCRIPTION OF WORK	GRF/CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
233 F	COMPLETE REMODEL	BOTH	06/13/17	10/17/17	NO	FRAME/ELEC/LATH	OGAN 8/31/17
217 A	CART PAD	GRF	05/17/17	05/20/17	NO	SIGNED OFF	FRANKS GARDENING 9/28/2017
220 L	DISHWASHER	BOTH	07/10/17	10/17/17	NO	NA	OGAN
222 A	COMPLETE REMODEL	BOTH	07/01/17	01/30/18	NO	FOOTING	K&K 8/15/2017
221 G	HEATPUMP	BOTH	07/31/17	10/31/17	NO	NA	GREENWOOD
235 C	WINDOWS	BOTH	8/20/17	9/30/17	NO	NA	CAL ENERGY
223 F	COMPLETE REMODEL	BOTH	09/30/17	05/30/18	NO	NA	ALPHA MASTER BUILDERS
210/211	REPIPE	BOTH	09/28/17	10/16/17	NO	NA	NELSON

ESCROW ACTIVITY							
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS
213 D		07/20/17		09/07/17	09/21/17		
206 L		08/22/17					
233 A				09/05/17	09/19/17		

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	5/15/2016- 5/15/2018
FENN PEST CONTROL	APPROVED BY BOD 6/12/17
HUTTON PAINTING	START DATE 8/21/17 COMPLETE 1/22/18
NELSON PLUMBING (REPIPE)	CONTRACT SIGNED 5/22/17 START DATE 6/5/17

SITE VISITS	
UNIT NUMBER	REASONS
224 A, WITH SHARHOLDER REGARDING SMELL AT	LVRM BDRM. W.O. TO S.M.
210 OPEN DOORS FOR REPIPE	
220 G, CHECKED LVRM WINDOW OPENING MECH.	W.O. TO GLASS COMPANY
237 L, REGARDING DOOR BELL	
237 E, INSTALLED KEY IN LOCK BOX	

MUTUAL OPERATIONS

7333.9

REINSTATE POLICY

ACCOUNTING AND FISCAL

Income Items and Their Distribution – Mutual Nine Only

Income is derived from the monthly apartment payments, plus other miscellaneous income received from laundry facilities, interest on reserves, inspection fees on apartment resales, late charges, and carport rentals.

The income is divided between impounds, reserves, Trust Administration Costs, and individual Mutual maintenance and operation expenses.

DRAFT

Revised: Sep 88
Revised: Aug 00
Revised: Feb 09

(Draft created 08/17/17 cd)

RESCIND MUTUAL NINE

ACCOUNTING AND FISCAL

Depreciation - Straight Line Method – Except Mutual Fourteen

RESOLUTION:

WHEREAS, the official books of this Corporation are being kept using the Sinking Fund method of depreciation, and income tax returns are submitted using the Straight Line method of depreciation, and

WHEREAS, it is desirable to use the same method on the books as is used on the tax returns, and

WHEREAS, the Internal Revenue Service will not recognize the Sinking Fund method as a generally accepted method of depreciation and give their approval for its use on the income tax returns;

THEREFORE, BE IT RESOLVED, to adopt the Straight Line method of depreciation for the official books of this Corporation.

BE IT FURTHER RESOLVED, THAT this resolution will become effective only in the event that all other Seal Beach Mutuals adopt a similar resolution.

<u>MUTUAL</u>	<u>ADOPTION</u>	<u>RESCINDED</u>
ONE	03-27-75	
TWO	03-20-75	
THREE	03-17-75	
FOUR	04-07-75	
FIVE	06-18-75	
SIX	06-27-75	
SEVEN	03-21-75	
EIGHT	03-24-75	
NINE	03-10-75	
TEN	04-24-75	
ELEVEN	04-17-75	
TWELVE	03-13-75	
FOURTEEN	06-27-75	06-20-17
FIFTEEN	03-03-75	
SIXTEEN	06-18-75	

(Aug 17)

AMEND – MUTUAL NINE
SHAREHOLDER/RESIDENT (Mutual 17) REGULATIONS

Unsanitary Premises and Fire Loading Conditions

The purpose of this policy is to protect the peaceful, healthy, and safe lifestyle to which each member is entitled by focusing on the prevention of fires, insect and rodent infestation, and unsanitary conditions within member's unit and patio.

Chapter 10 of the 1997 Uniform Housing Code, Section 1001.11, defines in part, hazardous or unsanitary premises as the accumulation of weeds, vegetation, junk, offal (decaying meat products), dead organic matter, debris, garbage, rat harborages, stagnant water, combustible materials, similar materials or conditions on the premises of the unit, or storage inside of the oven or on the stovetop or inside a microwave oven, which may constitute fire, health, or safety issues.

The Occupancy Agreement, Article 5, Premises to be Used for Residential Purposes Only, states in part: "The member shall not permit or suffer anything to be done or kept upon said premises which will increase the rate of insurance in the building, or on the contents thereof, or which will obstruct or interfere with the rights of other occupants, or annoy them by unreasonable noises or otherwise, nor will he commit or permit any nuisance on the premises."

Unsanitary Premises and Fire Loading Conditions – Unit – Patio & Carport

For purposes of this policy, unsanitary or rodent- and insect-inviting conditions or fire-loading conditions are described as the excessive acquisition and collection of large amounts of objects. Such collections of objects may include, but are not limited to: stacked paper goods, newspapers, books, magazines, mail, trash, stored cardboard boxes, plastic trash bags, food stuffs, cleaning aids, clothing and collectables, pet waste or unclean pet cages, and a lack of ingress and egress at windows and doors.

Additionally, members may not store within their unit, or on their patio, any large amounts of incendiary items such as grease, oil, gasoline, paint or paint thinner, or any other liquids or substances noted to be flammable, or any large amount of hobby materials. Working on hobbies in unit or patio will be permitted by the Mutual Directors on a case-by-case basis, considering the health, safety, welfare, and aesthetics of all residents affected. Also prohibited are construction materials to include but not limited to: stacked wood, siding, metal pieces, welding tools, or any items in support of conducting or practicing a business upon the premises, which is in direct opposition to the terms and protections set forth in this policy.

Unit Fire Inspections and Special Unit Inspections

Each unit will be inspected at the regular annual or bi-annual Mutual fire/safety inspection

(Draft created 08/17/17 cd)

AMEND – MUTUAL NINE
SHAREHOLDER/RESIDENT (Mutual 17) REGULATIONS

Unsanitary Premises and Fire Loading Conditions

conducted by the Physical Property Department or any special inspection as ordered by the Mutual Board of Directors, with a duly posted 72-hour notification to the member.

Any infractions will be indicated and the member informed by mail to cure the infraction within 32 days of the date of the letter. A follow-up inspection of the premises will be conducted to assure compliance.

The Occupancy Agreement, Article 5, Premises to be Used for Residential Purposes Only, states in part: "The member shall not permit or suffer anything to be done or kept upon said premises which will increase the rate of insurance in the building, or on the contents thereof, or which will obstruct or interfere with the rights of other occupants, or annoy them by unreasonable noises or otherwise, nor will he commit or permit any nuisance on the premises."

Source Guides: Mutual Occupancy Agreement, Article (5)
1997 Uniform Housing Code, Chapter 10 - Substandard Buildings: 1001.11

<u>MUTUAL ADOPTION</u>	<u>AMENDED</u>	<u>MUTUAL ADOPTION</u>	<u>AMENDED</u>
ONE: 04-23-15		NINE: 04-14-14	
TWO: 05-15-14		TEN: 04-23-14	
THREE: 04-11-14		ELEVEN: 06-22-14	
FOUR: 04-14-15		TWELVE: 09-11-14	
FIVE: 04-15-15		FOURTEEN: 04-15-14	
SIX: 04-24-14		FIFTEEN: 03-17-14	
SEVEN: 04-17-15		SIXTEEN: 04-18-14	
EIGHT: 07-28-14		SEVENTEEN: 04-01-14	

MUTUAL OPERATIONS**RESCIND POLICY****RESIDENT REGULATIONS****Satellite Dish Installation - Mutual Nine Only**

If a shareholder wishes to have a satellite dish installed, the following must be adhered to:

1. A permit to install the satellite dish must be obtained from the Physical Property Department of the Golden Rain Foundation prior to having a satellite dish installed.
 - a. Shareholder shall assume financial responsibility in case the licensed company fails to comply with all provisions of the permit and all Foundation and Mutual policies, rules, and regulations, and agrees to return the Mutual property to its original condition or satisfactorily complete the installation.
2. The Mutual has the authority and authorization to remove the satellite dish at shareholder's expense if the installation does not comply with this policy or if the provisions of this policy are not met.
3. Satellite dishes shall be mounted on a pole at the front of the unit in accordance with specifications on file with the Physical Property Department. If a roof vent mounting is desired, it must meet specifications on file with the Physical Property Department and the shareholder must sign a copy of this policy and acknowledge that they are aware of the provisions and agree to abide by them. The Mutual and others acting on behalf of the Mutual are not liable for any damage to or misalignment of the satellite dish and appurtenances caused by repair and/or maintenance work authorized by the Mutual on a pole- or roof vent-mounted satellite dish. Further, the shareholder shall remove and reinstall the satellite dish at their expense when deemed necessary by the Mutual for the purpose of repairs and/or maintenance work to the roof and/or vent, including reroofing operations. Roof vent mounts shall be a heavy duty model approved by the Mutual.
4. Any damage which may occur to the building and appurtenances or roof during and/or after installation of the satellite dish is the responsibility of the shareholder and any repairs shall be paid by the shareholder.
5. The satellite dish and appurtenances must be maintained in good condition. If the dish and appurtenances are not maintained in good condition by the shareholder, the satellite dish shall be removed at the shareholder's expense.
6. The satellite dish must be removed upon the sale or transfer of unit, at the shareholder's expense, unless the buyer/transferee signs a supplemental agreement accepting responsibility for the satellite dish and agrees to the provisions of this policy.

(Draft created 08/17/17 cd)

MUTUAL OPERATIONS

RESCIND POLICY

RESIDENT REGULATIONS

Satellite Dish Installation - Mutual Nine Only

MUTUAL ADOPTION

NINE: 09 July 07

I hereby acknowledge that I am aware of the provisions of this policy and agree to abide by them.

Shareholder's Name (please print) _____

Date of Signature _____ Apt. # _____

Shareholder's Signature _____

(Draft created 08/17/17 cd)

MUTUAL OPERATIONS

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual Nine

Maintenance of the roofs of residential buildings is defined by Article 11 of the Occupancy Agreement which states that maintenance of the roofs is the responsibility of the Mutual. Skylights may be installed through a contract between the resident **shareholder** and a contractor under inspection of the Physical Property Department. The responsibility for maintenance of skylight installations requires definition and agreement.

The diagram shows a typical skylight installation, consisting of a dome to admit light **and/or air**, 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~~ **galvanized sheet metal** 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 re-roofed.
- b) Resident **Shareholder**: The resident **shareholder** is responsible for the skylight dome, the skylight operating mechanism, the shaft (including painting), ~~and~~ the ceiling grid **(See Diagram 1), and the curb.**

Mutual Nine has defined the following specifications with regard to skylight installations:

- 1) The skylight curbing shall consist of 2" x 6" framing with a minimum 4" rise above **the** roof sheathing **and flashing (See Diagram 2).**
- 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 **as per diagram 2, top view.**
- 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".

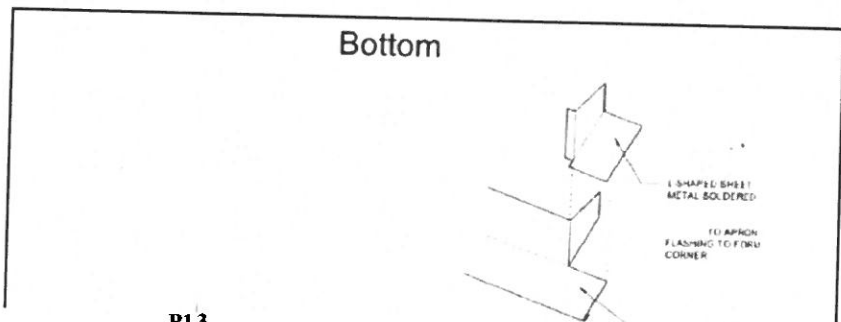
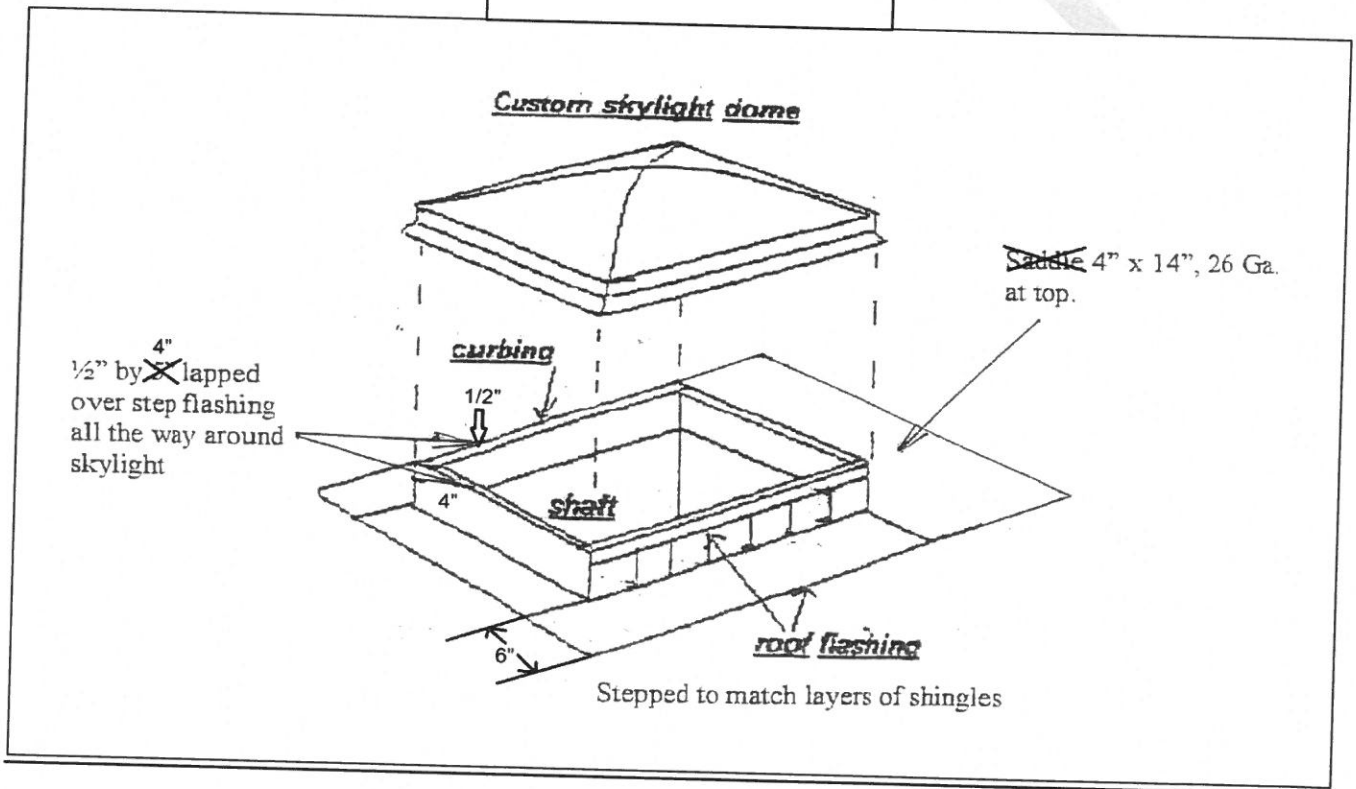
ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual Nine

- 6) One-half-inch x 5" 4" 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.
- 8) Sola Tubes shall be installed in accordance with manufacture specification and responsibility of domes and shaft is the shareholder.

Diagram 1



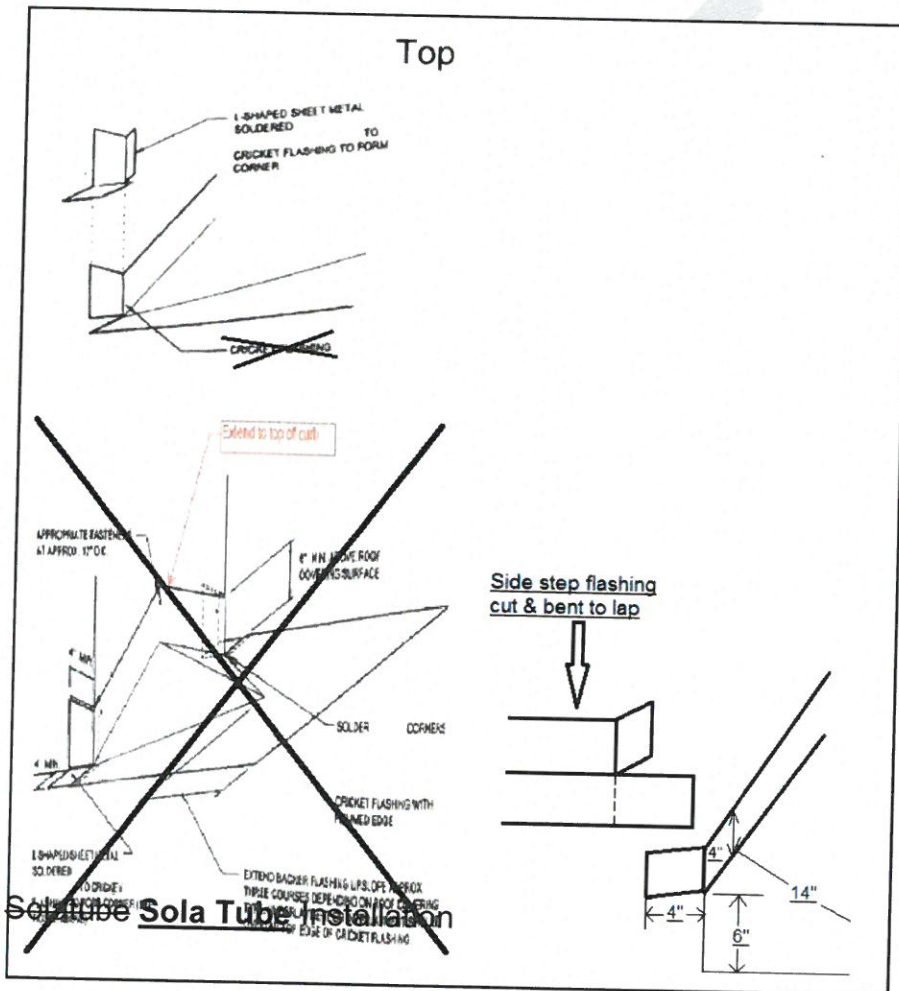
(Draft created on 09-30-16 jl)

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual Nine

Diagram 2



(Draft created on 09-30-16 jl)

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual Nine

- 1) All Solatube **Sola tube** installations require a permit from the City of Seal Beach and the Physical Property of the Golden Rain Foundation, and all Solatubes **Sola tubes** shall be installed using the manufacturer's specifications and conform to all applicable building codes.

During the warranty period, the contractor is responsible for the entire Solatube **Sola tube** installation. After the warranty period, the resident shareholder is responsible for the Solatube **Sola tube** and all related flashing. In the event of a roof leak as a result of the Solatube **Sola tube** installation, the resident shareholder shall be responsible for all associated costs to repair and maintain the system, including labor and material costs, if Service Maintenance is called to cover the problematic area.

- 2) Preventative maintenance: Each year at the time of fire inspections, the Physical Property Inspector shall identify and provide Service Maintenance with a list of units that have Solatubes **Sola tubes**. Each Solatube **Sola tube** will be checked and maintained by Service Maintenance **or other**, at the expense of the resident **shareholder**.
- 3) All fasteners at the roof flashing shall be self-sealing screws by use of a rubber grommet and shall have roof mastic **sealant** applied over the top of the fastener.

Skylights in Permanent Roof Extension

RESOLUTION

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 Physical Property and according to the following Mutual specifications:

1. **Size**
 - a. **32" x 64"**
2. **Number**
 - a. **One only per apartment**
 - b. **Two per apartment**

ADOPTION DRAFT POLICY

PHYSICAL PROPERTY

Skylights & Sola Tubes – Mutual Nine

c. Three per apartment

3. Location

- a. Over entry way**
- b. Over front patio**

- 1. In front of bedroom**
- 2. In front of living room**

4. Position

- a. Thirty inches in front from of building stucco wall**
- b. Long side of skylight parallel with rafters**
- c. Long side of skylight across the rafters**

1. Middle rafter may be cut and headered in

(The number and location of skylights vary in each Mutual; please refer to the Mutual minutes that corresponds to the adoption dates listed below).

**INSIDE & PATIO
MAXIMUM NO.
OF SKYLIGHTS**

5

MUTUAL ADOPTION

AMENDMENT(S)

NINE: *date after 30 day posting*

AMENDED DRAFT

PHYSICAL PROPERTY

Patio and Porch Area Regulations – Mutual Nine

The purpose of this policy is to provide guidelines for the building and maintenance of patios and porches that are user friendly, increase the value to the Mutual, and improve the aesthetics of the shareholders' units in Mutual Nine (9). Also it addresses the need to meet applicable Fire Codes and the safety of each family.

Definition of Terms

1. A patio is any surface other than garden material that is attached or adjacent to the outside wall structure of the unit's structure.
2. A porch is the space under the roof of the structure open to the outside or enclosed from the weather.
3. A porch and patio can be built as a continuous structure, will be considered and maintained as a patio and or porch with this policy.
4. Transfer of title shall have the same meaning as used for determination of when a California transfer tax on real property is assessed by the State of California.

Stipulations for Existing Patios

1. All currently installed patios and porches will be considered as allowed. However, the following patio and porch use: "rules and maintenance requirements must be adhered to".
2. At the time of transfer of title or sale of a unit with a patio or porch, the buyer must agree to manage, maintain, and insure the cost of the patio or it shall be removed at the seller's cost. The new buyer/transferee must sign the License and Indemnity Agreement provided by the Mutual Nine Board. Remodels of existing patios must comply with this patio and porch policy in its entirety.

Patio Approval Process

1. All requests for patios must be submitted to the Golden Rain Foundation (GRF) Physical Property Department at least three (3) weeks prior to a regularly scheduled Mutual Nine (9) Board Meeting. The GRF Physical Property Inspector must submit the plan for approval to the Board of Directors at least two (2) weeks prior to a regularly scheduled Board Meeting.
2. Patio plans must be drawn to be easily understood with dimensions and must include the walls, wall caps, fences, and no lockable gates.

AMENDED DRAFT

PHYSICAL PROPERTY

Patio and Porch Area Regulations – Mutual Nine

3. All patio requests will be considered by the Board of Directors on a site-specific basis, taking into consideration, but not limited to the following:
 - a) Aesthetic/financial value to the Mutual
 - b) Functionality for the shareholder
 - c) Utility boxes
 - d) Electrical enclosures/panels
 - e) Sprinkler systems
 - f) Sprinkler valves/plumbing
 - g) Telephone pull boxes/equipment
 - h) Sidewalks
 - i) Laundry room
 - j) Landscaping
 - k) Other units access
4. A majority vote of a quorum of the Board of Directors is necessary for approval and the plans must be approved before the start of construction.
5. Shareholder must complete and submit the **Agreement to Patio Regulations Form (See Attachment – 7415.9A)** as part of the approval process and prior to the start of any work.

Patio Building Requirements

1. Patios must slope away from the building with adequate weep holes in walls for draining.
2. Patio top surface material must be no-skid when wet. Outdoor carpeting is NOT permitted.
3. All patios may be enclosed by a wall or a decorative wrought iron or similar material fence suitable for outdoor application. Patio wall including cap and fence may be up to 36 inches in total height. Patio fence may be up to 36 inches in total height. Gate colors will complement the patio walls. Walls may be constructed of brick, flagstone, slump stone, stack stone, or similar decorative masonry building materials. Walls may also be constructed of concrete block and surfaced with stucco the same color as the building. All block walls shall have a compatible stone cap.
4. When an adjacent neighbor's wall already exists, the newly constructed wall will complement the existing wall.
5. Patios may extend out 60 inches from the unit structure wall.

AMENDED DRAFT

PHYSICAL PROPERTY

Patio and Porch Area Regulations – Mutual Nine

6. A 36 inch access must be maintained from the entrance of the patio to the entry door of the unit. Walkway must have no obstructions included potted plants. Nothing must impede emergency personnel and equipment the Fire Department, Golden Rain Security personnel, and Service Maintenance personnel. All patio window spaces must be kept clear at all times to facilitate emergency exit and entrance to and from the unit.
7. No patio addition or porch may have an access door/gate that locks. A door outside in the patio or porch without direct access into your unit is not considered an entry door and many not lock.
8. A 5-inch cement mowing strip is required where the patio is adjacent to a grass area.
9. Any changes or deviations from the approved plans must be submitted to the Board of Directors and approved prior to implementation.
10. Mutual Nine will provide a disclosure to all new shareholders stating that their patios might have been built over sewer, water, electrical, or other types of utilities that the potential to require access or relocation and that this could require removal of all or a portion of the patio at the owner's expense. This disclosure must be signed by the selling shareholder and it will be provided to the purchasing shareholder with the Licensing and Indemnity Agreement.
11. Shareholders shall bear any and all costs of the patio including the maintenance of the patio, sprinkler relocation, grass replacement, tree replacement, and flower bed repairs. As a condition of patio approval, the shareholder must obtain and maintain liability covering any and all lawsuits involving the patio. The shareholder must agree and sign the Licensing and Indemnity Agreement provided by the Mutual.

Patio and Porch Use: Rules and Maintenance Requirements

1. Patio and Porch items appropriate for patio and porch outdoor usage such as chairs and lounges with cushions are allowed. Storage boxes designed for patio and porch use may not exceed 4 feet in width by 6 feet in length and

SHALL not exceed the height of the wall/fence. Patio sheds must be made of plastic, resin or polyurethane (not wood or metal).

2. Patios and Porch areas must be kept free of clutter. If there is a question whether clutter exists, the question will be decided by a vote of the Board.

AMENDED DRAFT

PHYSICAL PROPERTY

Patio and Porch Area Regulations – Mutual Nine

3. Barbeques may be kept on patios and porches and must be used according to the barbeque Policy 7427G – Barbeque – Usage and General Safety Precautions. Charcoal burning barbeques are NOT permitted.
4. Pets must not be left unattended on patios and porches.
5. Pet doors giving pet's free access to and from patios and porches are NOT allowed.
6. Potted plants may be kept on patio/porch walls. Plants may not be in nursery pots. Pots must have a water retention base and not allow water to drain on the patio/porch wall. Potted plants from the base of the pot to the top of the plant may not exceed 48 inches in height. A maximum number of potted plants on the patio/porch wall may not exceed 1 in every 4 feet of the patio/porch wall.
7. No more than 2 small/medium self-propelled vehicles scooters/wheelchairs.
8. Patio and Porch Décor:
 - a. Screens, panels or drapes to block the sun must be of outdoor fire retardant fabric and must be maintained.
 - b. Obscene objects hanging or stationary are prohibited.
9. Prohibited activities consist of any workshop causing noise, odor, unsightliness, and/or unhealthy conditions. Be guided by the "occasional hobby-oriented" activity rather than an ongoing business or any activity considered to be a nuisance to neighbors. Contact the Board by sending a letter to the Secretary for information and guidance.
10. Patios and Porches may NOT be converting into a storeroom. Items permitted for storage must be enclosed.
11. Any item in, on, or built into or onto a patio or porch in conflict with this policy must be removed by the shareholder after 10 days of written notification. If the item is not removed after the 10-day period, the Mutual will have the right to remove the item at the shareholder's expense.
12. An enclosed patio or porch may not function as a bedroom, kitchen or storage closet.

AMENDED DRAFT

PHYSICAL PROPERTY

Patio and Porch Area Regulations – Mutual Nine

13. A refrigerator or freezer in working condition plugged directly into wall socket is permitted only on the PORCH area of a NON expanded unit and located so as it does not impede passage nor detracts from the ambiance of the building.
14. A washer or a dryer or a stacking washer and dryer may be installed inside the PORCH ONLY of an NON expanded unit and must be in an enclosed storage cabinet. A permit must be obtained for the installation of these appliances and all codes relating to electrical and, if, applicable, plumbing and ventilation must be adhered to.
15. Items NOT permitted on patios and porches overnight and or stored are: Newspapers, magazines, paper, plastic bags, cardboard, any type of open food containers, including pet food, flammable chemicals, laundry hung airing or drying, non-working refrigeration or freezers, nursery for growing plants, saws, vacuum cleaners/rug shampoo machines, permanent pet kennels, dog runs, electric or gas golf carts, gas operated tools or equipment, spas or hot tubs, Extension cords strung across patio, or extended use of extension cords is not permitted. Shelving may not be supported/anchored off the building walls.
16. **Hot tubs, fire pits or heaters, Jacuzzis, saunas dry or wet, spas, pools, barbeque islands, green houses, game tables, exercise equipment, hobby centers or work benches and any and all items that are free standing and better suited for a backyard or enclosed room are not permitted.**

Attachment:

- 7415.9A – Agreement to Patio and Porch Area Regulations

MUTUAL ADOPTION

NINE: 10-10-16

Resolutions to be rescinded

M9R004 – RESOLVED, That if a shower door is broken or cracked that the resident must replace both doors with a safety glass at his own expense

M9R005 – RESOLVED, That the resident is responsible for replacing broken toilet seats

M9R008 – RESOLVED, That at the time of resale of an apartment, all appliances/fixtures/shower must be thoroughly cleaned and the apartment must be in broom-clean condition at the seller's expense.

M9R017 – RESOLVED, That residents are not permitted to have food or water available for animals or birds on about the apartment or premises, except hummingbird feeders and ornate bird baths.

M9R028 – RESOLVED, That the fine schedule for resident violation of mutual policies shall be \$50 for the first violation; \$75 for the second violation; and \$100 for the third violation.

MUTUAL OPERATIONS

AMENDED DRAFT

RESIDENT REGULATIONS

Withdrawal Inspection

RESOLUTION:

~~Immediately after~~ **Before** submitting a "Notice of Intention to Withdraw" by the selling shareholder(s), the dwelling unit shall be inspected by the Mutual and the GRF Building Inspector assigned to the Mutual. A withdrawal repair deposit as indicated below shall be withheld from escrow proceeds and placed in a Mutual special deposit account. Expense of any shareholder responsible repair and maintenance shall be paid from the special deposit account of Seller. Any unused portion of the special deposit account shall be returned to Seller.

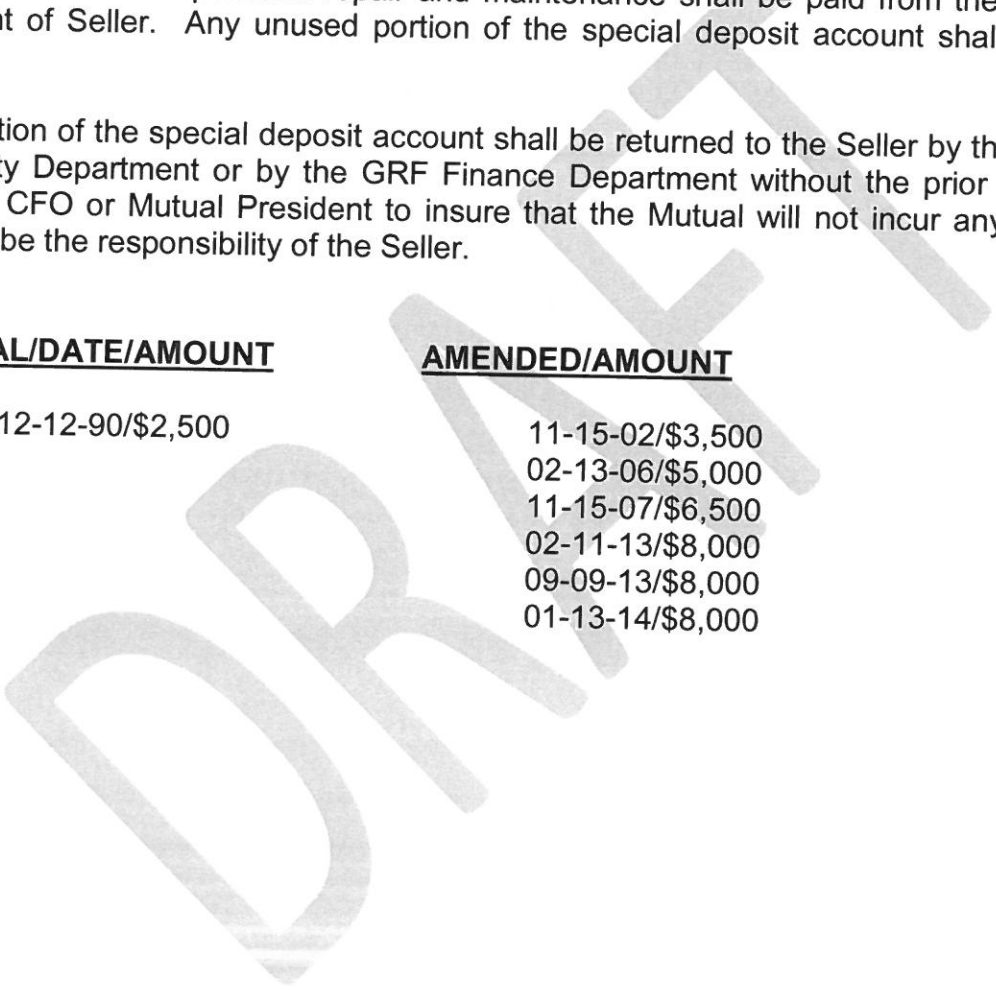
No portion of the special deposit account shall be returned to the Seller by the GRF Physical Property Department or by the GRF Finance Department without the prior approval of the Mutual CFO or Mutual President to insure that the Mutual will not incur any expenses that should be the responsibility of the Seller.

MUTUAL/DATE/AMOUNT

AMENDED/AMOUNT

NINE: 12-12-90/\$2,500

- 11-15-02/\$3,500
- 02-13-06/\$5,000
- 11-15-07/\$6,500
- 02-11-13/\$8,000
- 09-09-13/\$8,000
- 01-13-14/\$8,000



MUTUAL OPERATIONS

RESCIND MUTUAL NINE

ADMINISTRATIVE SERVICES

Listing Inspections

The present Occupancy Agreement requires that prospective sellers of Mutual stock obtain Board Waiver of Option before the stock is listed for sale. The Board of Directors of this Corporation requests that any Broker accepting a listing of stock complete the following steps before this listing is executed:

1. Deliver to the stock owner, who is requesting the listing, a copy of the Mutual Waiver of Option form. Notify the shareholder that this form must be executed by the Mutual Corporation before the listing can be taken.
2. Explain to prospective seller that a listing inspection will be made. Give the shareholder a blank copy of the inspection form.
3. Upon completion of the inspection, a copy of the completed inspection form will be sent to the seller.
4. When the prospective seller receives the completed inspection form, he/she should contact the Sales Representative that initially made contact and supplied the listing form.

MUTUAL ADOPTION

ONE:	27 May 82	NINE:	12 Apr 82
TWO:	01 Apr 82	TEN:	25 Mar 82
THREE:	09 Apr 82	ELEVEN:	15 Apr 82
FOUR:	21 Apr 82	TWELVE:	08 Apr 82
FIVE:	21 Apr 82	FOURTEEN:	26 Mar 82
SIX:	26 Mar 82	FIFTEEN:	19 Apr 82
SEVEN:	20 Aug 82	SIXTEEN:	09 Sept 82
EIGHT:	26 Apr 82	SEVENTEEN:	Not Applicable

(Sept 82)

ADOPTED DRAFT

ADMINISTRATIVE SERVICES

Listing Inspections

The present Occupancy Agreement requires that prospective sellers of Mutual stock obtain an Intent to Withdraw form before the stock is listed for sale. The Board of Directors of this Corporation requests that any Broker accepting a listing of stock complete the following steps before this listing is executed:

1. Explain to prospective seller that a listing inspection will be made. Give the shareholder a blank copy of the inspection form.
2. Upon completion of the inspection, a copy of the completed inspection form will be sent to the seller.
3. Deliver to the stock owner, who is requesting the listing, a copy of the Intent to Withdraw form. Notify the shareholder that this form must be executed by the Mutual Corporation before the listing can be taken.
4. When the prospective seller receives the completed inspection form and the Intend to Withdraw form signed by the Mutual Board (in that order), he/she should contact the Sales Representative that initially made contact and supplied the listing form.

MUTUAL ADOPTION

NINE:

RESCIND MUTUAL NINE

ADMINISTRATIVE SERVICES

Stock and Membership Transfers Outside Escrows

1. Internal "Request for Stock Transfer Outside Escrow" form is completed by Member and submitted to Mutual's authorized representative for approval (usually president or Vice President).
2. After approval of the transfer, the old certificates are cancelled and new certificates and Occupancy Agreement area issued for signatures of the appropriate Board officers.
3. The certificates and a copy of the Occupancy Agreement area mailed to the Member by certified mail with a return receipt requested, completing the transfer.

The Stock Transfer Office also maintains a record of all transfers and information available.

ADOPTED DRAFT

ADMINISTRATIVE SERVICES

Stock and Membership Transfers Outside Escrows

1. Internal "Request for Stock Transfer Outside Escrow" form is completed by Member and submitted to Stock Transfer. Here a system utilizing forms and other documents including financial and medical documents, has been instituted to determination that the potential Transfer Shareholder meets all established criteria. The responsibility for operation of said system resting on paid employees of the Golden Rain Foundation.
2. When step 1 is completed the "Request for Stock Transfer Outside Escrow" form is then given to the Mutual's authorized representative for approval and signature (usually president or Vice President).
3. After approval of the transfer, the old certificates are cancelled and new certificates and Occupancy Agreement area issued for signatures of the appropriate Board officers.
4. The certificates and a copy of the Occupancy Agreement area mailed to the Member by certified mail with a return receipt requested, completing the transfer.

The Stock Transfer Office also maintains a record of all transfers and information available.

MUTUAL
NINE

ADOPTION

(draft created on 10-02-17ds)

AMENDED DRAFT

ADMINISTRATIVE SERVICES

Stock and Membership Transfers Affected by Escrow – Mutual Nine Only

1. The Articles of Incorporation and Bylaws of the Corporation provide for the proper procedure to follow with regard to the shareholder’s intent to withdraw. If the Mutual representative does not sign this “Notice of Intention to Withdraw” within thirty (30) days, the shareholder has the right to sell. If and when signed, the intent is returned to the originating Sales and Escrow Office or to the shareholder submitting the form.
2. The Escrow Office submits the escrow package to the Stock Transfer Office where it is reviewed and approved or disapproved ~~by the President or Vice President of the Mutual~~ and by the Golden Rain Foundation. An orientation meeting with the prospective resident shareholder(s) shall be held and completed with the President or other designated representatives of the Mutual at least eleven (11) business days prior to the close of escrow. The prospective resident shareholder(s) shall bring the escrow package to the meeting. Prospective resident shareholder(s) are encouraged to schedule the meeting as soon as the escrow package is available because a late meeting will require that the escrow closing date be adjusted to meet the minimum eleven (11) business days’ requirement. The selling shareholder(s), or their estate, must complete any corrective work required at the unit that they intend to do at least eleven (11) business days prior to the close of escrow. No corrective work or modifications to the unit may be done by the selling shareholder(s), or their estate, or the agent of the shareholder(s) or their estate within the eleven (11) business days prior to the close of escrow.
3. The Stock Transfer Office prepares the demands for all monies, keys, payment cards, resident identification cards, and all other necessary documents to be delivered into escrow; these demands are forwarded to the Escrow Office originating the sale.
4. The Escrow Office collects these demands and sends them to the Stock Transfer Office at the close of escrow when all demands have been met. The Stock Transfer Office makes proper disbursement of these demands, keeping a record of all escrows closed and distribution made of all escrow funds delivered to the Stock Transfer Office.

MUTUAL ADOPTION

AMENDMENTS

NINE: 10 Sept 07

02-11-13, 09-09-13

NSBN ENGAGEMENT LETTER APPROVAL - YEARLY

MOTION:

RESOLVED, To accept the NSBN Engagement Letter from the 2017 Audit and authorize the President to sign the letter.

Board Resolution

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 2017-2018.

Date Board Approved: _____, 2017

Signed: _____, Print Name: _____
Board President or Secretary

Mutual: 09



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL PRESIDENTS
FROM: MUTUAL ADMINISTRATION DEPARTMENT
SUBJECT: ID CARD REPLACEMENT PICK-UP
DATE: SEPTEMBER 13, 2017
CC:

The ID Card Replacmenet Project was completed on July 15, 2017.

What now? Next Step? Delivery of ID cards for homebound shareholders?

At the August 3, 2017 President's Council meeting a list with the remainder of ID card's that require distribution was provided to each Mutual President.

Each mutual should review the list and advise the shareholders accordingly to pick up their ID card's from the Stock Transfer Officer.

However, for shareholders that are unable to make it to the Stock Transfer Office the Mutual President can send a director to pick-up the ID cards and deliver it to the shareholder's home. The Mutual President must advise Stock Transfer Office prior to the assigned director picks up the ID cards.

The ID Card sign sheet will be used to track the Pick-up of ID Cards, Drop-off of ID Cards and the Return of ID Cards. This will allow staff and the mutual to keep an account of the ID's released to the Directors.

ID Cards that are returned will be shredded. In addition, ID cards belong to deceased shareholders will also be shredded once it has been confirmed that shareholder is deceased.

On or around September an updated list will be provided with ID's cards that still require pick-up.



ID CARD

Pick- up ID Cards			Drop-off ID Cards		Returned ID Cards	
Date	Name of Director	ID Card Mutual & Unit	Date Delivered	Signature of ID holder	Date	Stock Transfer Staff received

ID Card Replacement Pickup

RESOLVED, That Mutual _____ will use the ID card sign sheet to track the pickup of ID Cards from the Stock Transfer Office, drop-off the ID Cards to the shareholder, and return the ID Cards to the Stock Transfer office allowing the staff and the Mutual to keep an account of the ID cards released to the Directors.



**Seismic Survey 2017
Leisure World
Project Description**

General Overview

Geologic mapping is a highly-interpretive, scientific process which produces a range of map products for many different uses. A key component in the construction of geologic maps is the acquisition of seismic data. Data created by this project will allow for scientific studies on the behavior of geological strata in the area. This data plays an important role in creating a clear picture of the subsurface. The density of sensors (nodes) will also allow us to look at the microseismicity on how deformation is taking place on a small-scale and how it changes with time.

This particular project, 'Seismic Survey 2017' is being performed over a larger area than any previous subsurface geological surveys in the LA Basin. The Survey Area will encompass a large portion of Long Beach, Seal Beach, Rossmoor, Los Alamitos and the Seal Beach Naval Weapons Station.

Breakthroughs in technology have revolutionized the analysis of the data to make this map the clearest picture ever made in this very important area of the LA Basin.

How is the Survey Performed?

Imaging of subsurface strata is accomplished by using state of the art technology to input acoustical energy into the ground by using specialized trucks and very sensitive passive wireless GPS listening devices called nodes. Nodes record the reflections of sound bouncing off layers of rock strata. The recorded data is downloaded and processed by highly-dimensional image of the earth's layers.

Small holes about 8 inches in diameter by 11 inches in depth are dug, in which the nodes are buried to record data; in fact, they cannot be seen at all during operations. The nodes are completely passive and emit no energy. They strictly record and store data. Upon project completion, the nodes are removed, and any disturbed areas will be restored to their previous condition or better. Survey trucks are used during this project to create a minor surface vibration which will emit acoustical energy into the ground. The energy levels are very similar to recycling trucks. Technicians monitor surface ground vibration levels with digital recording meters at every location. Survey trucks will be at any one location between 3 and 5 minutes.

Leisure World Request

LA Seismic is requesting permission from the Leisure World Master Association and the 16 Mutuals to place the nodes in Leisure World common areas. More detailed information will be presented by LA Seismic at the September 7, 2017 meeting

LA Seismic Survey

RESOLVED, That Mutual _____ will permit LA Seismic to place the nodes in Mutual _____ common areas.