

A G E N D A
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
SEAL BEACH MUTUAL NINE
March 11, 2019
Meeting begins at 9:30 a.m.
Building 5 Conference Room B

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

Ms. Miller, Finance Director
Mr. Dodero, GRF Representative
Ms. Hopkins, Mutual Administration Director
Mr. Swordes, Building Inspector
Ms. Villalobos, Recording Secretary

5. APPROVAL OF MINUTES:
Regular Meeting Minutes of February 11, 2019
Special Meeting Minutes of February 19, 2019 (p.3)
Special Meeting Minutes of February 25, 2019 (p.4)
6. CONSENT CALENDAR
a. Discuss and vote to authorize the transfer of funds for Mutual Nine (p.5)
7. **GUEST SPEAKER** **Ms. Miller**
a. Review and approve the 2018 Financial Statements Audit (p.6)
8. BUILDING INSPECTOR'S REPORT Mr. Swordes
Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests (p.7)
a. Discuss and vote to approve/deny permit for Unit 9-218-D (p.8)
b. Discuss and vote to approve/deny permit for Unit 9-229-H (p.9)
c. Discuss and vote to approve/deny permit for Unit 9-236-D (p.10)
d. Discuss and vote to approve/deny change order for Unit 9-237-I (p.11)
e. Discuss and vote to approve/deny change order for Unit 9-207-A (p.12)
9. GRF REPRESENTATIVE Mr. Dodero
10. **UNFINISHED BUSINESS**
a. Discuss and vote to ratify the phone poll conducted on February 22, 2019 regarding Resolution to Authorize Transfer of Funds as written by Roseman Law APC (p.13)
b. Discuss and vote to approve/deny bids to install Carport Lighting (p.14)
c. Discuss and vote to approve/deny bid for Tree Trimming (p.15)
d. Discuss and vote to approve/deny bid for Gutter Cleaning (p.16)

(3.6.2019cv)

UNFINISHED BUSINESS (continued)

- e. Discuss to approve/deny type of benches and trees for Mutual Nine (p.17)
- f. Discuss and vote to approve/deny the Occupancy Agreement (p.18)
- g. Update on Roofing Standards Contract
- h. Update 2019 Elections

11. **NEW BUSINESS**

- a. Discuss and vote to approve/deny the Financial Review for February 2019 (p.19)
- b. Discuss and vote to approve/deny removing No Parking in Parcel 45 (p.20)
- c. Discuss and vote to approve/deny repairing the sprinkler box at Carport 116 (p.21)
- d. Update on Town Hall Meeting
- e. Discuss and vote to approve/deny appointment setting commitment (p.22)
- f. Shareholder Statement to Vote Cumulatively (p.23)
- g. Discuss and vote to cancel the Regular Meeting of May 13, 2019 due to Annual Shareholders Meeting (p.24)

STAFF BREAK BY 11:00 A.M.

- | | | |
|-----|---|-------------|
| 12. | SECRETARY / CORRESPONDENCE | Ms. Mayer |
| 13. | CHIEF FINANCIAL OFFICERS REPORT | Mrs. Turner |
| 14. | MUTUAL ADMINISTRATION DIRECTOR | Ms. Hopkins |
| 15. | ANNOUNCEMENTS | |
| | a. NEXT REGULAR MEETING: Monday, April 8, 2019 at 9:30 a.m.
Building 5 Conference Room B | |
| 16. | COMMITTEE REPORTS | |
| 17. | DIRECTORS' COMMENTS | |
| 18. | SHAREHOLDER(S)' COMMENTS (2-3 MINUTES) | |
| 19. | ADJOURNMENT | |
| 20. | EXECUTIVE SESSION | |

STAFF WILL LEAVE THE MEETING BY 12:00 p.m.

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF SEAL BEACH MUTUAL NINE
February 19, 2019**

An Executive Session of the Board of Directors of Seal Beach Mutual Nine was convened at 11:30 a.m. on Tuesday, February 19, 2019 in Clubhouse Four.

Directors present were: President Schnaufer, Vice President Dodero, CFO Turner, Secretary Mayer, and Directors McCown and McFadden. Absent were: Director Michlin.

The purpose of this meeting was to discuss Mutual Nine matters.

Following a discussion and upon a MOTION duly made by Director McCown and seconded by Secretary Mayer, it was

RESOLVED, To NOT delay the election
schedule; to remain as scheduled.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by President Schnaufer and seconded by Secretary Mayer, it was

RESOLVED, To present the By-laws with the election.

The MOTION passed.

Following a discussion, and upon a MOTION duly made by Secretary Mayer and seconded by Vice President Dodero, it was

RESOLVED, To have a Town Hall meeting combined
with another mutual.

The MOTION passed.

The meeting was adjourned at 11:40 a.m.

Attest
Beth Mayer, Secretary
SEAL BEACH MUTUAL NINE
cv:02-19-19

SPECIAL MUTUAL NINE MEETING
CLUBHOUSE 3, ROOM 9
MEETING MINUTES
February 25, 2019

1. Meeting called to order at 9:30 AM on Wednesday, February 25, 2019
2. Shareholder comments
3. Roll Call – Attendance
 - Diane McFadden, Paula McCown, Pam Turner, Majorie Dodero, Beth Mayer Willard Michlin
4. Unfinished Business
 - Carport Lighting Update - bids have gone out
 - Tree trimming Update – bids to go out; D. McFadden to assist with bids
 - Gutter cleaning – R. Swordes opened up 3 sealed bids from:
 - Mr .Gutter
 - Pinnacle
 - Service Maintenance
 - Roofing Update – a motion by McCown, seconded by Dodero, an unanimous vote to by-pass Roofing Standards and go for bids to Jordan if Roofing Standards does not commit to their contract to insure the warranty and code of nailing shingles
5. New Business
 - Benches and trees \$3000 - Due to cost of benches consensus was to put this on the agenda for March
 - Occupancy Agreement - no further information
 - Election process - no further information
 - March's board meeting topics:
 - Led lights cost
 - Tree Trimming cost
 - Vote on gutter cleaning bids
 - Roofing update
 - Vote on \$3000 to go towards cost of trimming trees
 - Occupancy Agreement
 - Election Process
 - Repair sprinkler box at carport 116
 - Town Hall Meeting
 - R. Swordes to have a list from each director of empty units by end of week
6. Shareholders comments
7. Adjourned meeting at 10:40 AM

Attest: Beth Mayer, Secretary
Seal Beach Mutual Nine

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO DISCUSS AND VOTE TO AUTHORIZE THE TRANSFER
OF FUNDS FOR MUTUAL NINE (CONSENT CALENDAR ITEM A)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move that the Board authorizes the following transfer of funds per detailed Resolutions.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE 2018 AUDITED FINANCIAL STATEMENTS (GUEST SPEAKER ITEM A)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

On March 11, 2019, Ms. Miller, Director of Finance, will review the Financial Statements as of the year ending December 31, 2018, by the Independent Accountant's Report as submitted by CliftonLarsonAllen (CLA).

I move to accept that the Board of Directors of Seal Beach Mutual Nine, upon a presentation of the Financial Statements as of December 31, 2018, for the year then ended, and the proposed Accountant's Report as submitted by CliftonLarsonAllen (CLA), hereby accepts the above-mentioned Financial Statements and reports therein, and authorize the President to sign the Management Representation Letter.

INSPECTORS REPORT 2019

MUTUAL: (09) NINE

INSPECTOR: ROBERT SWORDES

MUTUAL BOARD MEETING DATE: MARCH 11TH,2019

PERMIT ACTIVITY

UNIT #	DESCRIPTION OF WORK	GRF/CB-C 109CITY PERMIT	PERMIT ISSUE	COMP. DATE	CHANGE ORDER	RECENT INSPECTION	CONTRACTOR / COMMENTS
207 A	WASHER/DRYER/UPGRADE PANEL	BOTH	02/18/19	03/01/19	2/25 FRAME	2/21/19 FR/EL/PL	OGAN CONSTRUCTION
208 F	HEAT PUMPS OUTD 1/IND 3	BOTH	12/10/18	03/10/19	NO	1/28/19 FINAL	GREENWOOD
209 I	HEAT PUMP TRI ZONE/DETECTORS	BOTH	02/25/19	05/25/19	NO		GREENWOOD
213 A	SKYLIGHT/SOLATUBE	BOTH	11/30/18	01/15/19	NO	1/9/19 FINAL	LOS AL BUILDERS
214 G	ENTRY/WALKWAY	BOTH	02/01/19	03/15/19	APPROVED		BJ&CO
217 C	CARPORT CAB/SLDG DOOR	BOTH	04/06/18	12/14/18	NO	1/25/19 FINAL	BERGKVIST
217 C	3 LATTICE ON DECO BLCK	GRF	12/12/18	01/18/19	NO	DENIED	BERGKVIST
217 C	DROP SHADE AT PATIO	GRF	03/10/19	03/10/19	NO	1/19/19 FINAL	AAA AWWNINGS
218 B	WASHER/DRYER/UPGRADE PANEL	BOTH	03/25/19	04/12/19	NO		OGAN CONSTRUCTION
218 D	PATIO REMODEL/KITCH COUNTERTOP	BOTH	03/04/19	05/30/19	NO		LOS AL BUILDERS
222 E	5 x 11' CART PAD	GRF	02/01/19	02/28/19	NO	2/15/19 FINAL	ANGUANO LAWN CARE
223 A	AC/HEAT PUMP	BOTH	03/25/19	06/30/19	NO		LOS AL BUILDERS
226 F	EZ ACCESS TUB/GRAB BAR	BOTH	01/30/19	03/01/19	NO	2/28/19 FINAL	NUKOTE
226 L	STONE FAÇADE 74SQ FT	GRF	12/18/18	12/19/18	APPROVED	1/28/19 FINAL	KANGS CONSTRUCTION
228 J	AC/HEAT PUMP	BOTH	01/15/19	02/15/19	NO	2/7/19 FINAL	ALPINE HEATING & AIR
228 L	AC/HEAT PUMP	BOTH	03/18/19	04/18/19	NO		ALPINE HEATING & AIR
229 H	VINYL FLOORING AT LVG.KITCH.HALL	GRF	02/15/19	03/15/19	NO		KARYS CARPETS
230 I	EZ ACCESS TUB/GRAB BAR	BOTH	03/13/19	04/13/19	NO		NUKOTE
232 A	ENTRY DOOR	GRF	11/03/18	11/20/18	NO	1/4/19 FINAL	REAL McCOY BUILDERS
232 G	PATIO	BOTH	01/30/19	03/01/19	NO	2/25/19 FOOTING	OGAN CONSTRUCTION
232 L	FAÇADE VENEER	GRF	01/20/19	03/01/19	NO	2/6/19 FINAL	REAL McCOY BUILDERS
234 A	CEILING FAN PATIO	BOTH	12/18/18	02/20/19	NO	1/11/19 FINAL	LOS AL BUILDERS
234 F	MAYTAG CONDENSOR/FORCED AIR AC	BOTH	03/07/19	04/07/19	NO		ALPINE HEATING&AIR
235 G	FLAIR SKYLIGHTS/4 LED KITCHEN	BOTH	02/01/19	04/28/19	NO	3/1/19 FRAME	LOS AL BUILDERS
235 G						3/6/19 DRYWALL	*
236 D	REMODEL/NEW PANEL	BOTH			NO		REAL McCOY BUILDERS
236 H	REMODEL	BOTH	12/10/18	06/30/19	NO	1/28/19 SHEER	LOS AL BUILDERS
236 H						2/13/19 FPEM	*
236 H						2/19/19 FRAMING	*
236 H						2/21/19 INSULATE	*
236 H						2/25/19 FRAMING	*
236 H						2/28/19 DRYWALL	*
236 H						2/28/19 LATHE	*
237 B	CABINETS/KITCH/HALL	GRF	01/02/19	03/31/19	NO	1/18/19 FINAL	LOS AL BUILDERS
237 G	DECOBLOCK/REMOVE/CAP	GRF	09/25/18	10/25/18	APPROVED	1/4/19 BROWN	MAMUSCIA
237 I	WASH/DRYER-4 LIGHTS- CEILING FAN	BOTH	02/20/19	03/29/19	2/26 FLOOR	3/1/19 ROUGH	REAL McCOY BUILDERS

ESCROW ACTIVITY

206 L		09/20/18					
208 L		01/09/19					
210 G		09/14/18					
210 H		09/20/18					
211 E		09/11/18	02/21/19	02/27/19			
212 K		06/08/18					
215 A		10/18/18	02/04/19	02/05/19			
215 D		12/26/18					
215 L		03/06/18					
216 B		06/21/18	11/20/18	11/23/18	12/05/18	01/09/19	
216 K		07/10/18					
218 K		01/16/18					
222 A		01/23/18					
225 F		11/28/18					
226 L		06/21/18					
227 D		09/20/18					
227 G		07/16/18	11/09/18	11/28/18	12/12/18	02/06/19	
231 E		01/09/19					
231 K		10/16/18	11/27/18	11/28/18	12/12/18	01/11/19	
233 H		10/16/18					
236 G		12/26/18					
UNIT #	NMI	PLI	NBO	FI	FCOEI	ROF	DOCUMENTS/COMMENTS

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	JULY 1ST 2018-JUNE 30TH 2021
EMPIRE	NOVEMBER 8TH/2018-JANUARY 2019 THIS YEAR/AFTER 3YEARS
FENN PEST CONTROL	APPROVED BY BOD 6/12/17

SITE VISITS

UNIT NUMBER	REASONS
JANUARY 2ND	MEETING AT PHYPROP FOR CURB PAINTING
JANUARY 3RD	FOLLOW UP FIRE INSPECTIONS
JANUARY 4TH 227 J	INSPECTED PATIO FOR TERMITES
JANUARY 4TH 211 D	INSPECTED UNIT FOR TERMITES
JANUARY 7TH	SENT IN INSPECTORS REPORT
	RETURNED ALL PHONE CALLS AND MESSAGES/APROX. 80
JANUARY 9TH BLDG 236	MET WITH CONTRACTOR ABOUT LEAK AND UNLOCKED UNIT G
JANUARY 11TH	POSTED UNITS FOR FIRE INSPECTION FOLLOW UPS
JANUARY 14TH	INSPECTORS REPORT CH3 ROOM 4
JANUARY 16TH	FINISHED FOLLOW UP FIRE INSPECTIONS WITH PAM
JANUARY 18TH 217 C	STOPPED CONTRACTOR FOR UNPERMITTED WORK(LATTICE ON DECO)
FEBRUARY 6TH	MET WITH PHY PROP DIRECTOR AND SUPERVISOR ABOUT ROOFING
FEBRUARY 7TH 211 i	MET WITH SHAREHOLDER ABOUT LEAK UNDER KITCHEN SINK
FEBRUARY 21ST 206 G	MET WITH SHAREHOLDER OVER KNOCKING NOISE AT FRIDGE
FEBRUARY 22ND 233 J & 232 H	TOILET SEALS BROKEN AND WATER DAMAGE IN BATHS CALLED
	TRUST ONE TO DRY OUT AND FIX
MARCH 5TH	GO UNLOCK DOORS FOR ROOFERS TO LOCATE ROOF LEAKS
MARCH 6TH	FIRE INSPECTION GO BACKS #3
MARCH 11TH	INSPECTORS REPORT

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 9-218-D
(BUILDING INSPECTOR REPORT ITEM A)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 9-218-D as submitted work to be done by Los Al Builders.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 9-229-H
(BUILDING INSPECTOR REPORT ITEM B)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 9-229-H as submitted work to be done by Kary's Carpets.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY PERMIT FOR UNIT 9-236-D
(BUILDING INSPECTOR REPORT ITEM C)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the permit for Unit 9-236-D as submitted work to be done by Real McCoy Builders.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CHANGE ORDER FOR FOR
UNIT 9-237-I
(BUILDING INSPECTOR REPORT ITEM D)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the change order for Unit 9-237-i as submitted work to be done by Real McCoy Builders.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY CHANGE ORDER FOR FOR
UNIT 9-207-A (BUILDING INSPECTOR REPORT ITEM E)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the change order for Unit 9-207-A as submitted work to be done by Ogan Construction.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO RATIFY THE PHONE POLL CONDUCTED ON
FEBRUARY 22, 2019 REGARDING THE RESOLUTION TO AUTHORIZE THE
TRANSFER OF FUNDS AS WRITTEN BY ROSEMAN LAW APC
(UNFINISHED BUSINESS ITEM A)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

On February 22, 2019, the Board of Directors conducted a phone poll regarding the Resolution to Authorize Transfer of Funds as written by Roseman Law APC.

I move to ratify the phone poll conducted on February 22, 2019 regarding the Resolution Authorizing Funds Transfer as written by Roseman Law APC.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY BIDS FOR CARPORT LIGHTING
(UNFINISHED BUSINESS ITEM B)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny that Mutual Nine accepts the bids as submitted by _____ for the lighting at the carports and authorize the President to sign the contract funds to be taken from _____.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY ACCEPTING THE PROPOSAL AS
SUBMITTED FOR TREE TRIMMING (UNFINISHED BUSINESS ITEM C)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny that Mutual Nine accepts the bid from _____ as submitted for tree trimming cost not to exceed \$_____ and authorize the President to sign the contract funds to be taken from _____.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY ACCEPTING A BID FOR THE GUTTER CLEANING PROJECT (UNFINISHED BUSINESS ITEM D)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny that Mutual Nine accepts the bid from _____ as submitted for the cleaning of the gutters at a cost not to exceed \$_____ and authorize the President to sign the contract funds to be taken from _____.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE TYPE OF BENCHES AND TREES FOR MUTUAL NINE (UNFINISHED BUSINESS ITEM E)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny that Mutual Nine selects the following benches and trees to be placed in Mutual Nine commone areas.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY THE OCCUPANCY AGREEMENT
(UNFINISHED BUSINESS ITEM F)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny the new Occupancy Agreement for Mutual Nine.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE THE FINANCIAL REVIEWS FOR FEBRUARY 2019 (NEW BUSINESS ITEM A)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to acknowledge, that per the requirements of Civil Code Section 5500(a)-(f), a review has been completed of the Mutual's' reconciliations of the operating and reserve accounts, operating revenues and expenses compared to the current year's budget, statements prepared by the financial institutions where the Mutual has its operating and reserve accounts, income and expense statement for the Mutual's operating and reserve accounts, the check registers, the monthly general ledger and delinquent assessment receivable reports, for the month of February 2019.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY REMOVING NO PARKING IN
PARCEL 45 (NEW BUSINESS ITEM B)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

I move to approve/deny that the NO PARKING in Parcel 45 by the trash receptors be removed on both sides of the trash area.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY TO REPAIR THE SPRINKLER BOX
AT CARPORT 116 (NEW BUSINESS ITEM C)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

*I move to approve/deny to repair the sprinkler box at Carport 112 cost not to exceed \$ _____
and work to be done by _____.*

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO APPROVE/DENY APPOINTMENT SETTING
COMMITMENT BY MUTUAL BOARD OF DIRECTORS
(NEW BUSINESS ITEM D)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

The GRF staff provides valuable services to all Mutual's, to maintain these valuable services, we are again soliciting all Mutual Board of Directors to help support our united mission. To maintain our collective community for the betterment of all. To facilitate this mission and to help control time, focus and most importantly expense, I take this opportunity to kindly request action from all Mutual Board of Directors to help us support you, so that we may insure all goals and tasks are accomplished in a timely and productive manner.

The following departments require appointments: Mutual Administration, Accounting, Physical Properties, Service Maintenance and Purchasing Department.

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

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

In this our commitment to you is:

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

I move to approve/deny, a commitment, by the Board of Directors of Mutual Nine, to help support the unified mission of the collective Mutual's of Leisure World Seal Beach, to ensure appointments are made to meet with GRF staff.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: SHAREHOLDER STATEMENT TO VOTE CUMULATIVELY
(NEW BUSINESS ITEM F)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

Per the Mutuals' Bylaws Article IV, Section 7, I (**please state your first and last name**), shareholder of Mutual Nine, intend to vote cumulatively for the election of Directors for the 2018-2019 term of office.

Mutual Corporation No. Nine

MEMO

TO: MUTUAL BOARD OF DIRECTORS
FROM: MUTUAL ADMINISTRATION
SUBJECT: DISCUSS AND VOTE TO CANCEL THE REGULAR MEETING OF MAY 13, 2019
DUE TO ANNUAL SHAREHOLDERS MEETING (NEW BUSINESS ITEM G)
DATE: MARCH 11, 2019
CC: MUTUAL FILE

On March 11, 2019, the Board of Directors will vote to cancel the May 13, 2019 Regular Meeting due to the Shareholders Annual Meeting.

I move to cancel the May 13, 2019 Regular Board Meeting due to the Shareholders Annual Meeting.